



Application for a scholarship by Konrad-Adenauer-Stiftung e.V.

For basic information about our scholarship program please go to: www.kas.de/stipendium (English version is available).

Registration for access to our portal:

1. Go to the portal following the link: <http://campus.kas.de>.
2. Go to [Benutzerkonto erstellen](#)
3. Fill in the application form for the portal ("Antrag für Zugang zum Portal"), following the instructions.

Attention: Please make sure that you select your scholarship type correctly (different types of scholarships are possible depending on your studies: Master, PhD, research stay).

3. *Screenshot translation:* Application form for access to the portal
All fields labeled with an asterisks (*) must be filled in, other fields are optional.
Your personal details: I apply for a scholarship within your scholarship type (...). Please select.

4. Afterwards, you will receive an email with your activation code for access to the application portal. After the activation of your account you can log in to the portal with your personal access data. After logging in for the first time, terms and conditions for the use of "Campus KAS Portal" will be displayed. Please read them carefully and accept them to proceed with your application.

Completing the pre-questionnaire:

The pre-questionnaire must be completed by every candidate applying for a scholarship. It serves to evaluate the basic suitability of the candidate for a KAS scholarship.

1. Go to the portal following the link: <http://campus.kas.de>.
2. Please login with your personal access data.
3. Select in the navigation area on the left side the menu option [Vorfragebogen](#)
4. Complete the pre-questionnaire following the instructions and submit it.

5. As soon as we receive your pre-questionnaire, we will check your information and inform you via email within the next three days whether you are accepted to the full application process.



KAS Campus:

KAS Campus If admitted to the full application process, you will have access to the following areas of KAS Campus:

Anträge Application Forms: Here you can find different application forms, depending on your study/scholarship type.

Forum On this page you will find a forum, where you can exchange opinions and ask questions, for example about job possibilities or place flat/housing requests and much more. If you are interested in a certain sub-forum, you can subscribe to it and receive updates..

Wiki Wiki provides you with a useful reference work of the "Begabtenförderung" (a special program supporting gifted students). Explanations, Notices and links to all relevant keywords concerning your application and your scholarship can be found here.

Application for a Scholarship:

To be considered for the full application process for a scholarship, please complete your application **before** the application deadline. Apart from completing the online-questionnaire, a timely upload of different documents is important (e.g. your photo, curriculum vitae and required certificates as pdf-files).

1. Please select in the navigation area the menu option **KAS Campus** and the submenu "Anträge" **Anträge** (applications)
2. Read carefully the procurement directives of your selected scholarship type.
3. Click on the symbol  or follow the link to the application for the scholarship of your choice.

4. Fill in the application form following the instructions. Interim saving of your application is possible at any time and the application form can be edited/revised later.
5. All intermediately saved application forms can be found in the navigation area under the menu option **Mein Campus** and the submenu **Meine Anträge** (my application forms).

Click on the symbol  to edit/revise your application form. All of your previously sent application forms are listed here as well.

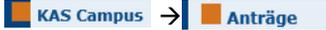
6. As soon as we receive your completed online application form (incl. letter of recommendation and other required information), we will examine it carefully and inform you about the result by email or Post.



How to change your access data to KAS Campus?

How to change your email-address?

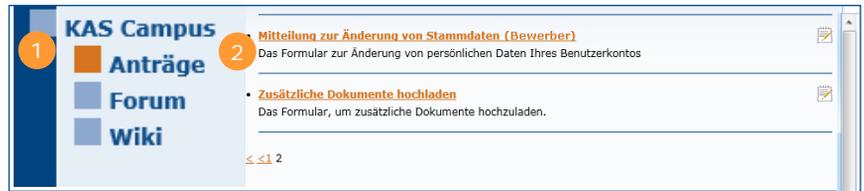
1. Please select in the navigation area the menu options



2. Click on the following application on the second page

[Mitteilung zur Änderung von Stammdaten \(Bewerber\)](#)

3. Enter your new email-address and click on "Abschicken" (send).



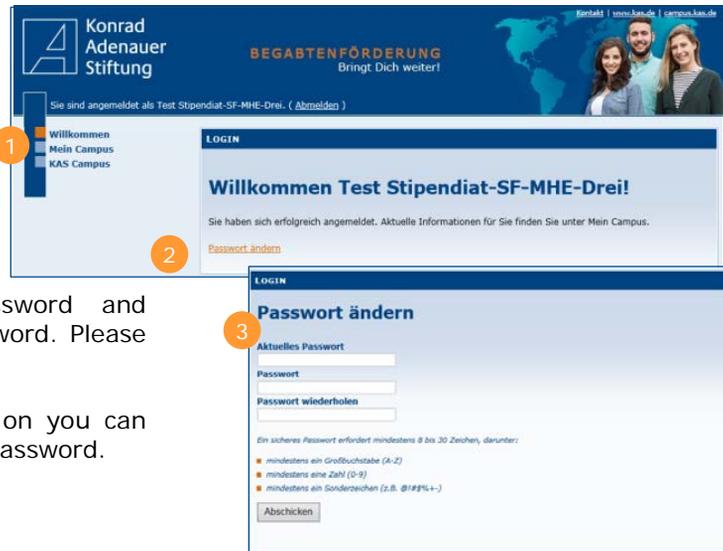
How to change your password?

1. Please select in the navigation area the menu option



2. Click on password) [Passwort ändern](#)

3. Please enter your current password and subsequently enter your new password. Please click on [Abschicken](#) (send).



Attention: Please note that from now on you can only log in to the portal with your new password.

Password forgotten?

1. Click on [Passwort vergessen?](#) on the login page

2. Please enter your email-address and and the four-digit number display. If the numbers are illegible, click the button . Click on

[Neues Kennwort versenden](#)

3. You will receive an email with a link, which enables you to reset your password and set up a new one.

4. Please enter your new password twice.

5. The successful password change will be confirmed and you can now log in with your new password.

