

University of Stuttgart
Germany



Frequently asked questions FAQs

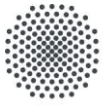
Before Studying – PO2015

Winter Term 2020/2021

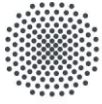


M.Sc. International Program
“Air Quality control, Solid Waste and Waste Water Process Engineering”

Version date: 3.02.2020



A: Admission Requirements	1
B: Required application documents	3
C: Application Process	9
D: Language Requirements	13
E: Financial aspects to be considered before applying.....	15
F: Further information	17



A: Admission Requirements

1. What are the admission requirements?

- a) **Bachelor's degree** (or an equivalent degree) in
Chemical Engineering
Civil Engineering
Environmental Engineering
Mechanical Engineering
Process Engineering
or in a related field

b) **English language requirements**

b.1) TOEFL

TOEFL (CB): 213

TOEFL (PB): 550

TOEFL (iBT): 79

Note: TOEFL ITP is not accepted for the application

b.2) IELTS (academic): 6.5

b.3) OR a certificate of an equivalent English test not older than two years at the day of the application deadline.

Examples:

Cambridge English: Proficiency (CPE): C

Cambridge English: Advanced (CAE): B

c) **German language requirements**

German language knowledge **Basic User (A2)** under the *Common European Framework of Reference for Languages*.

If you do not have (certified) German knowledge, you have to attend the German Intensive Language Course in September (free of charge) previous to the start of your M.Sc. WASTE studies.

1.1. Are there additional admission requirements if I want to apply for the EPOS-DAAD Scholarship?

Yes, there are.

- You need Certificate(s) of Employment from your employer(s) that proof a minimum of two years of relevant working experience (after Bachelor's Degree) at the time of application and if possible, a guarantee of re-employment upon returning home. Please be aware that internship(s) are not considered as working experience.
- Furthermore, you need Academic Letter/s of Recommendation from your university and a Letter of recommendation from your current employer



2. Do I automatically get admission to the program if I have a Bachelor's degree as stated under 1a)?

Not necessarily. Unfortunately, it is impossible to provide a general answer to this question. However, completing courses in the fields of **Thermodynamics**, **Engineering Mechanics** or **Mathematics** boosts your chances of getting an admission.

3. What is a related field to Chemical, Civil, Environmental, Mechanical, and Process Engineering?

Unfortunately, it is impossible to provide a general answer to this question. However, degree programs with a background in **Thermodynamics**, **Engineering Mechanics** or **Mathematics** are often suitable for our M.Sc. WASTE.



B: Required application documents

Please make sure that the following documents are enclosed as 1) original certified copies (officially authenticated) or 2) original documents issued, stamped and signed by the university you graduated from/will graduate from.

Please make sure that copies are always translated to English or German by an accredited translator. Please note that in case of translated documents you send us or you upload on the C@MPUS Online Application Portal, both, a certified copy of the document in the original language and the official translation (translated by an accredited translator) are required.

In order for your application to be processed, all required documents must be submitted as shown below under the headings **STAGE 1** and **STAGE 2**:

STAGE 1) Required documents that must be uploaded on C@MPUS - Online Application Portal

1. Higher education entrance qualification (optional)

Please submit your higher education entrance qualification.

A foreign higher education entrance qualification is the formal term for your "School leaving certificate" as for example a high school degree. Generally, all the requirements that students have to fulfil in their home countries to be admitted to a higher education institution also apply in Germany.

Applicants from Iran: the higher education entrance qualification is your Iranian University Entrance Exam also known as the Concours. For more information, please follow this link: <https://www.uni-stuttgart.de/en/study/application/first-semester/qualification>.

If such exam is not needed in your home country, then do not submit this document.

Only pdf files are accepted!

2. Bachelor's / Master's Degree Certificate

This requirement only applies if you have already completed a degree program.

In this case, please submit the **original certified copy (Officially authenticated)** and the **original officially translated** (English or German) **copy** of your degree certificate (**translated by an accredited translator**).

If this is not available at the time of application, provide an official letter (English) issued, stamped and signed by your university. It must state that you have finished your studies and that your degree certificate will be available later on.



The original certified copy (officially authenticated) of the degree certificate has to be provided at the time of enrolment, at the very latest.

Only pdf files are accepted!

3. Transcript of Records

No upload of your transcript of records is needed here. See Stage 2.

4. Cumulative Grade Point Average

Please upload a letter of your university stating and confirming your final Cumulative Grade Point Average (CGPA). If your final CGPA is not available at the time of application, please provide the most recent one. **Please also include your rank amongst your peers if it is provided by your university.**

In case you have another university degree (e.g., Master or Diploma), or in case you have more than one university degree, please upload the CGPA of the degree which serves as qualification for the degree program you are applying for.

Only pdf files are accepted!

5. Grading System

Please provide an explanation, certified by your university, of the grading and awarding system of your university, stating minimum pass marks / maximum achievable marks and how the Cumulative Grade Point Average (CGPA) is calculated. You can skip this step if the explanation about your grading system is provided by your transcript of records.

Only pdf files are accepted!

6. Curriculum Vitae

Please upload your CV. We recommend to use the Europass-CV template.

Further information is available via the following link:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Only pdf files are accepted!



6.1 Curriculum Vitae (EPOS-DAAD)

If you are applying for the scholarship it is mandatory to upload your CV. We recommend to use the Europass-CV template.

Applicants for the Scholarship need to sign the Europass-CV before uploading on the C@MPUS platform.

7. Motivation letter (optional)

Please upload a motivation letter, e.g. specifying

- a) your reasons why you are applying for this specific degree program at the University of Stuttgart
- b) your previous experience/exposure to the topic
- c) any other issues you feel are relevant for the successful completion of the degree program

Only pdf files are accepted!

7.1 Motivation letter (optional)

A signed Letter of Motivation with current Date is mandatory. **IMPORTANT:** When applying for more than one postgraduate degree from EPOS-DAAD program (maximum 3 courses), you must submit one motivation letter explaining why you are applying for these specific courses and why you chose that priority.

8. Certificates of Additional Degrees and Transcripts of Records (optional)

Please upload certificates from additional studies and degrees. You may upload your transcripts of records here.

Only pdf files are accepted!



8.1 Additional Documents (EPOS-DAAD)

For EPOS-DAAD scholarship applicants it is mandatory to upload

- 1. Signed EPOS-DAAD application form with current date and
- 2. Certificate(s) of Employment from the employer(s) that show a minimum of two years of relevant working experience (after Bachelor's Degree) at the time of application and if possible, a guarantee of re-employment upon returning home.

9. APS certificate

This step only applies to applicants from the People's Republic of China, Socialist Republic of Vietnam and Mongolia!

Please provide an **original certificate** or confirmation of the APS (Akademische Prüfstelle des Kulturreferats) at the Embassy of the Federal Republic of Germany in your home country.

Only pdf files are accepted!

10. Letter (s) of Recommendation (optional)

We would appreciate if you uploaded references if applicable.

Only pdf files are accepted!

10.1 Letter (s) of Recommendation

EPOS-DAAD applicants have to upload an Academic Letter/s of Recommendation from your university and a Letter of recommendation from your current employer (Mandatory).

11. Proof of English Language Proficiency

Please provide certified proof of your English language proficiency (i.e. TOEFL or IELTS score report or equivalent). The English test certificate shall not be older than 2 years. If a newer certificate is not available at time of application, please upload the older document. The new language certificate needs to be provided prior to enrolment.

If your complete education has been conducted in English, an official certificate of your university is required confirming that the language of instruction is English. If English is your mother tongue, please also provide some form of evidence.

Please note: The required proficiency levels are: IELTS (Band 6.5) or TOEFL (score: 550 paper based, 213 computer based, 79 internet based) or Cambridge (C CPE, B CAE).

It is not necessary to send the results directly via the TOEFL homepage with the University of Stuttgart Code. Please wait for your hardcopy or digital results and then upload.



Only pdf files are accepted!

12. Proof of German Language Proficiency

Please provide certified proofs of your German proficiency (i.e. reference level A2 following the “Common European References Levels of Language Proficiency“). Although all classes are taught in English, a German language knowledge of level A2 should be provided by the end of semester 2.

Please note that applicants who do not have sufficient or certified knowledge of the German language have to attend the German Intensive Language Course in September (free of charge).

Further information for German courses offered by the language center prior to enrolment at the University of Stuttgart: https://www.student.uni-stuttgart.de/international/deutschkurse/intensivkurs_deutsch/

Only pdf files are accepted!

STAGE 2) Required documents that must be submitted by post to the MSc WASTE Office

1. Short Application Form

Please print the short application form and submit it along with the other documents. The short application form must be submitted as original. Please keep in mind to sign the document!

2. Transcript of Records

Provide an officially translated (English or German) and certified copy (officially authenticated) of your final transcript of records as soon as possible.

If this is not available at the time of application, please provide a translated and certified copy of the most recent one. Provide the final transcript of records as soon as possible.

In case you have another university degree (e.g., Master or Diploma), or in case you have more than one university degree, please provide the transcript of records of the degree which serves as qualification for the degree program you are applying for. You can upload certificates of further studies on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".



University of Stuttgart
Germany



Further information on this 2 stage process (1st Stage: online application; 2nd Stage: postal submission of certified copies) is available via the following link:

<http://www.waste.uni-stuttgart.de/before-studying/Application.html>

For the submission by post, please use the following address:

M.Sc. WASTE Office
Universität Stuttgart
Pfaffenwaldring 23
D-70569 Stuttgart



C:Application Process

7 Is it possible to apply for summer term?

No.

8 When is it possible to apply again for the M.Sc. WASTE?

The next possibility to apply for admission to the M.Sc. WASTE program is winter term (starting in October).

8.1 Is it possible to apply for the EPOS-DAAD Scholarship more than once?

Yes, it is possible to apply again for the EPOS-DAAD Scholarship in the following winter term.

9 When is the application deadline and is it the same for the EPOS-DAAD Scholarship?

The deadline for application is for all applicants February 15th, of the same year you are going to start your studies (12:00 a.m. (midnight) CET Central European Time).

10 How do I have to apply for admission?

The application process consists of two steps:

Step 1: Completion of application for admission to winter term in the C@MPUS online application portal

Step 2: postal Submission of a complete set of required application documents to the M.Sc. WASTE Office

10.1 How do I have to apply for admission? (EPOS-DAAD Scholarship)

The application process for EPOS-DAAD Scholarship consists of **three** steps:

Step 1: Completion of application for admission to winter term in the C@MPUS online application portal

Step 2: Postal Submission of a complete set of required application documents to the M.Sc. WASTE Office

Step 3: If you are pre-selected for the EPOS-DAAD program, you will be interviewed by the M.Sc. WASTE Office. In that case, you will be contacted to arrange the appointment.

11 Where do I have to send my application documents?

You have to submit a complete set of required application documents to the WASTE Office no later than **February 15th (12:00 a.m. (midnight) CET Central European Time)**. Bear in mind that the hard copies should be in our office by **February 15th**.



For the submission by post, please use the following address:

M.Sc. WASTE Office
Universität Stuttgart
Pfaffenwaldring 23
D-70569 Stuttgart
Germany

12 Is the application complete when I only finish step 1 or 2?

No, only if Step 1 and Step 2 are done, the application is successfully completed.

For EPOS-DAAD Scholarship:

No, only if all steps are finished, the application is successfully completed. Keep in mind that if you were not-preselected, you can still be granted admission to the M.Sc. WASTE Program. In that case, self-financing options must be considered, and no further application steps must be completed

13 What happens after I completed step 1 and 2?

You will receive a confirmation email from the WASTE Office.

14 Is it possible to submit my application after the deadline?

No.

15 What happens to my application documents when they arrive by post after the deadline?

The Admissions Committee always considers the shipping date. However, please be kindly reminded to send your set of application documents early enough.

16 What kind of documents are required for the application?

Please see section B: Required Application Documents.

17 Do you require the original documents?

No. However, in order to be considered by the Examination Committee, it is important that all documents are either originals or certified copy (officially authenticated).

18 What is a certified copy (officially authenticated)?

A certified copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. Official authentications must always bear the original seal and signature of the authenticator. The official seal can be round or oval and contains an emblem. Authentications that only have a stamp containing only words will not be accepted.

19 What if the copy has more than one page?

If the copy consists of several individual pages, it must be shown that each page belongs to the same document. It is sufficient if just one page bears the original seal and signature, as long as all pages overlap one another (e.g. imbricative) and are stapled and authenticated in such a way that each page bears a part of the original seal. As regards notary authentications (with string and a seal mark), the original seal only needs to appear on one of the pages of the copy



20 Who is authorized to authenticate?

The following institutions are authorized to authenticate your documents:

- Schools or universities that issued your documents or the relevant Department of Education in your home country
- Diplomatic Missions to the Federal Republic of Germany
- Culture Department at the Embassy of the country in which the certificate was issued
- Public authorities and notaries authorized to carry out official authentications in the respective country

Kindly bear in mind that translators cannot authenticate any original-language documents, only the translations they have issued themselves.

21 In which language should the documents be sent?

In order to be properly evaluated, we only accept documents in German or English. Documents issued in any other language than the above mentioned must be officially translated. All documents must be translated by an accredited translator into German or English!

In these cases, please send us the translated document along with a certified copy of the original document.

22 When my degree certificate already is in English, do I have to submit a certified copy (officially authenticated) in German?

No, you can send it in English.

23 I'm not finished with my bachelor's degree yet. Am I allowed to send the Transcript of Records later on?

No, you need to send the Transcript of Records upon application. If the final Transcript of Records is not available at the time of application, please provide the most recent one.

24 I'm not finished with my bachelor's degree yet. Am I allowed to send the Bachelor's Certificate later on?

Yes.

25 Until when am I allowed to send the Bachelor's Certificate?

You must submit it upon enrolment.

26 Where should the TOEFL/ IELTS certificate be sent?

After you receive your TOEFL/ IELTS result from the agency, please send a copy yourself and directly to the WASTE Office.

Do NOT let the TOEFL/IELTS agency send the result to the university by any university code. Do NOT send the TOEFL result yourself by any university code.

27 Is it possible to send the English proficiency certificate results after the deadline?

No, only in very exceptional cases (e.g. English test is not offered due to political situation)



28 Do you require recommendation letters or a statement of purpose?

No. The submission of these documents is optional.

For the EPOS-DAAD Scholarship:

Yes, academic letter/s of recommendation from your university and a letter of recommendation from your current employer are mandatory.

29 Are my professors allowed to send the recommendation letters by email?

Yes, but the submission of these documents is optional.

30 To whom should I address the recommendation letter?

You can simply address the letter to "To whom it may concern" and send it to the WASTE Office:

M.Sc. WASTE Office
Universität Stuttgart
Pfaffenwaldring 23
D-70569 Stuttgart

31 When do I get information of my acceptance / rejection to the study program?

Please note that the Admissions Committee will decide upon the applications **after** the deadline. Applicants will be informed within 4 weeks whether they were admitted or rejected. Before February 15th it is not possible to give any information on the status of the Admissions Committee's decision.

For EPOS-DAAD Scholarship:

The system should reflect whether your application is complete by February 15th, 2020. You will be informed via C@MPUS whether or not you were admitted to the M.Sc. WASTE Program. On the other hand, you will be notified directly from DAAD whether you will be awarded a scholarship or not. Please do not expect a decision before the end of March 2020.

32 What exactly is the higher education entrance qualification?

A foreign higher education entrance qualification is the formal term for your "school leaving certificate" as for example a high school degree. Generally, all the requirements that students have to fulfil in their home country to be admitted to study an academic subject at a university also applies in Germany.

Applicants from Iran: the higher education entrance qualification is your Iranian University Entrance Exam also known as the Concours.

For more information, please follow this link:

<https://www.uni-stuttgart.de/en/study/index.html>

If such exam is not needed in your home country, you must not worry about sending a document.



33 Is there a minimum Cumulative Average Grade Point (CGPA) I need to have to apply for the M.Sc. WASTE or EPOS-DAAD Scholarship?

There is no minimum Cumulative Average Grade Point (CGPA) required to apply for the M.Sc. WASTE or the EPOS-DAAD Scholarship. However, a CGPA above 70% is recommended.

D: Language Requirements

ENGLISH

34 Who is exempted from sufficient proof of English language proficiency?

- Native speakers:
 - e.g. applicants from UK, USA, English speaking part of Canada, Australia, New Zealand, Ireland
- Native speakers:
 - e.g. applicants from UK, USA, English speaking part of Canada, Australia, New Zealand, Ireland
 - PLUS: study program in English for at least 6 semesters in UK, USA, English speaking part of Canada, Australia, New Zealand or Ireland
- Native speakers:
 - e.g. applicants from UK, USA, English speaking part of Canada, Australia, New Zealand, Ireland
 - PLUS: study program in English for at least 6 semesters in a country where English is the official language
- Non-native speakers:
 - Home country with English as official language
 - PLUS: study program in English for at least 6 semesters in UK, USA, English speaking part of Canada, Australia, New Zealand or Ireland
- Non-native speakers:
 - Home country where English is the official language
 - PLUS: study program in English for at least 6 semesters in a country where English is the official language
- Non-native speakers:
 - Home country where English is not the official language
 - PLUS: study program in English for at least 6 semesters in UK, USA, English speaking part of Canada, Australia, New Zealand or Ireland

Please note: If your complete education has been conducted in English, please also provide an official letter issued, stamped and signed by your university (English) confirming that the language of instruction is English.

35 Will a language proficiency certificate result less than the stated requirements be accepted (e.g. your TOEFL (iBT) result was 78 instead of 79)

No, we can only accept the stated results.

36 Are all classes held in English?

M.Sc. WASTE is an International Study Program taught in English. However, students who are proficient in German may choose additional electives held in German.



GERMAN

37 Is it necessary to speak German when applying for the M.Sc. WASTE?

No, it is not necessary to speak German when applying for the M.Sc. WASTE.

However, learning German is an obligatory part of the study program. We require you to reach at least Basic User (A2) level under the *Common European Framework of Reference for Languages*.

38 What happens if I proof my German knowledge with a Basic User (A2) level certificate under the Common European Framework of Reference for Languages?

You will be exempted from the *German Language Intensive Course*.

39 What happens if I cannot proof my German knowledge with a Basic User (A2) level certificate under the Common European Framework of Reference for Languages?

You have to participate in the *German Language Intensive Course* starting in September (free of charge).

40 What is the objective of the German language classes?

The German language classes will help you to get around better in the country, to make more and better contacts and enable you to benefit greatly from your stay. Knowledge of the language also opens up new possibilities like choosing electives in German or pursuing a PhD thesis here. The language will also be an extra qualification in your future career.



E: Financial aspects to be considered before applying

41 Are there any semester fees to be paid at the University of Stuttgart?

Students have to pay

- *An administrative fee - Verwaltungskostenbeitrag (EUR 70),*
- *Student services fee - Beitrag zum Studierendenwerk Stuttgart (EUR 100,60)*
- *Fee for the Student Union - Studierendenschaftsbeitrag (EUR 5)*

In total **EUR 175,60 per semester** (effective November 2018). Please be aware that this amount might slightly differ from semester to semester.

Students from non-European countries have to pay additionally a tuition fee of about EUR 1500 per semester (effective winter term 18/19).

For further information, please visit the following link:

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/tuition-and-fees/>

42 Are there any tuition fees to be paid at the University of Stuttgart?

Students from non-European countries (students who are not citizen of an EU or EEA country) have to pay in addition to the regular semester fee a **tuition fee of about EUR 1500 per semester** (effective winter term 18/19).

For more detailed information, please visit the following link:

<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/tuition-and-fees/tuition-fee/index.html>

43 What are the living expenses in Stuttgart?

Living expenses are approx. 800 EUR per month including the following:

- Rent: approx. EUR 280 to EUR 330 (without meals)
- Health insurance: approx. EUR 105
- Semester ticket for public transport: approx. EUR 207 per semester
- Broadcasting Contribution fee (Rundfunkbeitrag - GEZ): EUR 17,50
- Food: approx. EUR 150

Please note: These number are only rough estimations. The living expenses vary depending where you live (student dorms or private flat) and of course on your personal lifestyle.

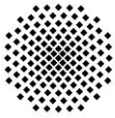
Please do not come to Germany expecting to be able to finance your whole studies by working while studying. The M.Sc. WASTE is a **4-semester fulltime study program** and the study load is very high. Moreover, jobs are hard to find especially with limited German language proficiency.

44 How much is the rent in one of the student dorms?

A room in one of the student dormitories on campus costs approximately EUR 220 to 330 per month. To apply for a room, a one-time deposit of EUR 700 (including EUR 400 deposit and EUR 300 as a part of your first month's rent) must be paid in advance.

45 Does the University of Stuttgart offer financial aid?

Unfortunately, the University of Stuttgart does NOT offer any financial aid. You must demonstrate that you have sufficient finances to cover your living expenses. At the



moment, the German authorities require proof (Bank Statement) of at least EUR 720 to EUR 1000 per month, depending on your country.

46 Does the M.Sc. WASTE program offer financial aid?

The only possible financial aid offered is through the EPOS-DAAD Scholarship. For more information regarding the total financial aid offered by the EPOS-DAAD program, please visit the DAAD Website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?status=3&origin=190&subjectGrps=F&daad=&intention=&q=epos&page=1&back=1>

47 Where can I apply for scholarships?

M.Sc. WASTE is now part of the EPOS-DAAD Program and offers a chance to outstanding international professionals to finance their studies in Germany. The application to the EPOS-DAAD Scholarship is done directly through the M.Sc. WASTE Office. Please find more information under C. Application Process.

Furthermore, you can apply for a DAAD-scholarship you are eligible for:

<https://www2.daad.de/deutschland/stipendium/datenbank/de/21148-stipendiendatenbank/>

48 Is there a possibility for Europeans to get financial support?

Yes, there are. European Citizen can get financial support through Erasmus Programs.

48 Am I allowed to work during my studies?

Do not come to Germany expecting to be able to finance your whole studies solely by working. The M.Sc. WASTE is an advanced study program; therefore, the study load is rather ambitious.

Non-EU citizens are allowed by law to work for a maximum of 120 days per year (or 240 half days). Students employed at the University at one of the institutes or departments (Studentische Hilfskräfte/Hiwi) are exempted from this regulation but other restrictions apply. Please thoroughly acquaint yourself with this topic.

Unfortunately, you would have to search for jobs independently and the WASTE Office cannot guarantee that you will find a job in Stuttgart.



F: Further information

Frequently asked questions on C@MPUS:

→ <http://www.uni-stuttgart.de/campus/FAQ/index.en.html>

You have further questions concerning the **enrolment**:

→ Please contact the **Admissions Office for Foreign Citizens of the University of Stuttgart** or visit: <https://www.uni-stuttgart.de/en/study/application/>

You have questions concerning **technical problems with C@MPUS**:

→ Please send an email to: support@campus.uni-stuttgart.de

You have questions regarding the M.Sc. **WASTE program**:

→ Please contact the M.Sc. WASTE Office: <http://www.waste.uni-stuttgart.de/contact/>

You have general questions concerning the **other degree programs**:

→ Please contact the office of International Affairs: <http://www.ia.uni-stuttgart.de/internat/studierende/index.en.html>

OR

the Student Counseling Center (ZSB) of the University of Stuttgart: <https://www.uni-stuttgart.de/en/study/study-programs/>

Of course you are welcome any time to visit the
M.Sc. WASTE Website:

<http://www.waste.uni-stuttgart.de/>

Or contact the M.Sc. WASTE Office

<http://www.waste.uni-stuttgart.de/contact/>