

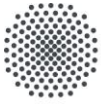
Frequently asked questions FAQs

Before Studying – PO2015

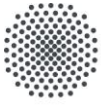
Winter Term 2022/2023



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



A: Admission requirements	1
B: Required application documents	3
C: Application Process	9
D: Language Requirements	14
E: Financial aspects to be considered before applying	16
F: Further information.....	19



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) or IELTS (academic): 6.5

b.3) or a certificate of an equivalent English test no older than two years, at the day of the application deadline.

Examples:

Cambridge English: Proficiency (CPE): C

Cambridge English: Advanced (CAE): B

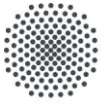
c) German language requirements

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

If you do not have (certified) German knowledge, you must attend the German Intensive Language Course in September (free of charge) before 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 prove a minimum of two years of relevant working experience with stamp of the company, date and signed by the reference person** (after the completion of your 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.

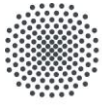
Furthermore, you need **Academic Letter(s) of Recommendation with the stamp of the university, signed and dated** from your university and a **Letter of Recommendation with the stamp of the company, signed and dated** from your current employer.

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

Not necessarily. There are a limited number of places available each year and depending on the amount of applicants, the admissions committee makes a decision based on the profile of each applicant.

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, either for postal submission or uploaded on the C@MPUS Online Application Portal, both the 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) Documents that must be uploaded on C@MPUS Online Application Portal

1. Higher Education Entrance Qualification (optional)

Please submit your higher education entrance qualification. This is the formal term for your "School leaving certificate", 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 *Concours*. For more information, please follow this link:

<https://www.uni-stuttgart.de/en/study/application/first-semester/qualification>

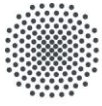
If such exam is not needed in your home country, you do not need to submit this document.

Only pdf files are accepted.

2. Bachelor's / Master's Degree Certificate

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

Please submit the **original certified copy (officially authenticated)** and the **official translation** (in English or German) of your Bachelor degree certificate.



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 by the end of the first semester, at the very latest.

In case you are applying for EPOS-DAAD scholarship, you must upload your Master degree certificate, if you have already achieved that degree.

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 from 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 other university degrees (e.g., Master or Diploma), or in case you have more than one university degree, please upload the CGPA of the Bachelor degree which serves as qualification for M.Sc. WASTE (see Section A: Admission Requirements).

Only pdf files are accepted.

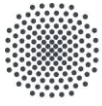
5. Explanation of Grading System

Please provide an official letter from your university with an explanation the grading system. This needs to state the minimum passing 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 already in your Transcript of Records.

Only pdf files are accepted.

6. Curriculum Vitae

Please upload your curriculum vitae (CV). Please use the Europass CV format. Further information is available in the following link:



<https://europa.eu/europass/en/create-europass-cv>

Only pdf files are accepted.

6.1. EPOS-DAAD applicants

For applicants of the EPOS-DAAD scholarship it is mandatory to upload your CV. To successfully process your scholarship application, **your CV must be signed and dated before uploading it to the C@MPUS platform.**

7. Motivation Letter

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 topics you feel are relevant for the successful completion of the degree program

Only pdf files are accepted.

7.1. EPOS-DAAD applicants

For applicants of the EPOS-DAAD scholarship, **submitting a signed and dated Motivation Letter is mandatory.**

When applying for more than one postgraduate degree from the EPOS-DAAD program (maximum of 3 courses), you must submit one motivation letter explaining why you are applying for these specific courses and why you chose that priority.

8. Additional Documents (optional)

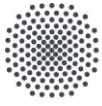
Please upload certificates from additional studies and degrees, if any (Certificates and Transcripts of Records of Additional Degrees).

Only pdf files are accepted.

8.1. EPOS-DAAD applicants

Applicants of the EPOS-DAAD scholarship **must upload:**

- The signed EPOS-DAAD application form with current date **in the field specified in C@MPUS portal** and



- The 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 and certificates of additional degrees (e.g. Master degree) **in the field additional degrees or certificates** specified in C@MPUS portal.

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*) from the Embassy of the Federal Republic of Germany in your home country.

Only pdf files are accepted.

10. Letters of Recommendation (optional)

Please upload letters of recommendation, if applicable.

Only pdf files are accepted.

10.1. EPOS-DAAD applicants

EPOS-DAAD applicants **must** upload **a letter of recommendation from your current employer (mandatory)**.

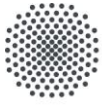
The letter **must have a letterhead, a signature and an office stamp and must be of recent date**.

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 must not be older than 2 years**. If a recent 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 Bachelor has been conducted in English, an official letter from your university confirming that the language of instruction is English can be provided as proof, given your previous degree is not older than 3 years at the time of application.

Please check the required proficiency levels shown in Section A: Admission Requirements.



Do not send the results directly via the TOEFL homepage with the code from the University of Stuttgart. Please wait for your hardcopy or digital results and then upload to the C@MPUS platform.

Only pdf files are accepted.

12. Proof of German Language Proficiency (optional)

Please provide certified proof of your German proficiency level. Although all classes are taught in English, German language knowledge of level A2 must be provided the latest by the end of third semester to graduate from M.Sc. WASTE.

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) offered by the International Office of our university. The M.Sc. WASTE Office conducts the registration of the respective students in this course.

Only pdf files are accepted.

Stage 1) Documents that must be submitted by post to the M.Sc. WASTE Office

1. Short Application Form

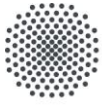
Please print, sign and date the short application form and submit it along with your transcript of records. The short application form must be an original.

2. Transcript of Records

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

If this is not available at the time of application, please provide a translated and certified copy of the most recent one. **The original certified copy (officially authenticated) of the final transcript has to be provided at the time of enrolment (i.e. by October each year), at the very latest.**

In case you have other university degrees (e.g., Master or Diploma), or in case you have more than one university degree, please submit the transcript of the Bachelor degree which serves as qualification for M.Sc. WASTE (see Section A: Admission Requirements). **Master degrees are relevant for application to EPOS-DAAD scholarship and also must be provided together with their respective transcript of records.**

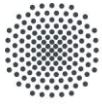


For the submission by post, please use the following address:

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

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

<https://www.waste.uni-stuttgart.de/about-us/application-procedure/>



C: Application Process

1. Is it possible to apply for summer term?

No. Admission is only possible for the winter term.

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

The admission period for M.Sc. WASTE opens every year from **August to September for EPOS-DAAD applicants** and from **November to February (the following year) for applicants that intend to self-finance their studies**. Please check the specific dates in the M.Sc. WASTE website:

<https://www.waste.uni-stuttgart.de/about-us/application-procedure/>

3. 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.

4. What is the application deadline and is it the same for the EPOS-DAAD Scholarship?

The deadlines are different when applicants are simultaneously applying to the EPOS-DAAD scholarship. For the next admission period (winter term 2022/23), the deadline is September 30th, 2021 (23:59 - Central European Time) for EPOS-DAAD applicants and February 15th, 2022 (23:59 - Central European Time) for self-financed applicants.

5. How do I have to apply for admission?

The application process consists of two steps:

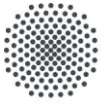
Step 1: Completion of application in the C@MPUS online application portal

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

Please check the information of Section B: Required Application Documents.

5.1. Additional step for EPOS-DAAD applicants

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



6. **Where do I have to send my application documents?**

Please check the information of Section B: Required Application Documents. The postal submission needs to be done with sufficient time to ensure the documents arrive at the M.Sc. WASTE office no later than the corresponding deadline (see question 4).

7. **Is the application complete if I only finish Step 1 or Step 2?**

No, both steps need to be completed to successfully apply.

For EPOS-DAAD applicants, keep in mind that if you were not pre-selected, 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.

8. **What happens after I completed Steps 1 and 2?**

You will receive a confirmation email from the WASTE Office after your postal submission arrives at the office.

9. **Is it possible to submit my application after the deadline?**

No. Applications that were not completed before the deadline cannot be considered.

10. **What happens to my application if my documents arrive by post after the deadline?**

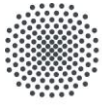
Unfortunately, the application is considered incomplete and cannot be processed. Consider the shipping times and send the documents early enough to avoid this problem.

11. **Which documents are required for the application?**

Please see Section B: Required Application Documents.

12. **Do you require the original documents?**

Not necessarily. However, in order to be considered by the Admission Committee, it is important that all documents are either originals or certified copies (officially authenticated). Please see Section B: Required Application Documents for more details.



13. What is a certified copy (officially authenticated)?

A certified copy is a copy (often a photocopy) of an original document that contains an endorsement or certificate stating that it is a true copy of the original 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.

14. 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. Regarding notary authentications (with string and a seal mark), the original seal needs only to appear on one of the pages of the copy.

15. Who is authorized to authenticate?

The following institutions are authorized to authenticate your documents:

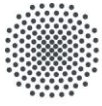
- Schools or universities that issued your documents or the relevant Department of Education in your home country.
- Diplomatic Missions to the Federal Republic of Germany.
- Culture Department at the Embassy of the country in which the certificate was issued.
- Public authorities and notaries authorized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

16. In which language should the documents be submitted?

In order to be properly evaluated, we only accept documents in German or English. Documents issued in any other language other than the above 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.



17. **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.

18. **I have not yet finished my Bachelor's degree. 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.

19. **I have not yet finished my Bachelor's degree. Am I allowed to send the Bachelor's Certificate later on?**

Yes, but the certificate has to be provided by the end of the first term (i.e. end of March), at the very latest.

20. **Where should the TOEFL/ IELTS certificate be sent?**

After you receive your TOEFL/ IELTS result from the agency, please upload the results to the C@MPUS platform or directly to the WASTE Office.

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

21. **Is it possible to send the English proficiency certificate results after the deadline?**

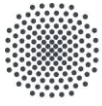
No, only in very exceptional cases (e.g. English test is not offered due to a political situation, pandemic, etc.).

22. **Do you require recommendation letters or a statement of purpose?**

It depends on the type of application (EPOS-DAAD scholar or self-financed studies). Please check the information of Section B: Required Application Documents.

23. **Are my professors allowed to send the recommendation letters by email?**

No. The letters must be uploaded to the C@MPUS platform.



24. To whom should I address the recommendation letter?

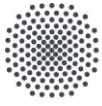
You can simply address the letter to “To whom it may concern”.

25. 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 deadlines. Applicants for the EPOS-DAAD will be informed no later than November 2020 about their admission status. Applicants for self-financed studies will be informed no later than April 2021 about their admission status.

26. 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

1. 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.
- Non-native speakers:
 - o that come from countries where English is an official language, e.g. Nigeria, etc.
 - o that have taken part in a study program conducted in English, in a country where English is the official language, for at least 6 semesters and have done so within the last 3 years.

2. Will a language proficiency certificate with scores lower 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.

3. 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

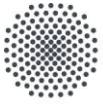
4. Is it necessary to speak German when applying for the M.Sc. WASTE?

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*.

5. What happens if I can prove 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 mandatory German Language Intensive Course.

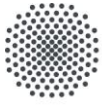


6. **What happens if I cannot prove my German knowledge with a Basic User (A2) level certificate under the Common European Framework of Reference for Languages?**

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

7. **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

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

Students have to pay:

- An administrative fee - *Verwaltungskostenbeitrag*
- Student services fee - *Beitrag zum Studierendenwerk Stuttgart*
- Fee for the Student Union - *Studierendenschaftsbeitrag*

In order to get the updated amounts for each fee, please visit the following link:

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

Students from non-European countries have to pay additionally a tuition fee of EUR 1500 per semester.

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

Students from non-European countries (students who are not citizens of an EU country) have to pay in addition to the regular semester fee **a tuition fee of EUR 1500 per semester.**

For more detailed information, please visit the following link:

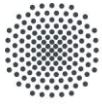
<https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/tuition-and-fees/tuition-fee/index.html>

3. What are the living expenses in Stuttgart?

In order to have the updated amounts of each item considered within this subject, please visit the following link:

<https://www.uni-stuttgart.de/en/study/living-in-stuttgart/finances/international/index.html>

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.



4. 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.

5. 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 860 to EUR 1000 per month, depending on your country.

For more information visit: <https://www.uni-stuttgart.de/en/study/living-in-stuttgart/finances/international/index.html>

6. 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>

7. Where can I apply for scholarships?

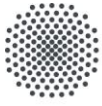
M.Sc. WASTE is now part of the EPOS-DAAD Program and offers a chance to outstanding international professionals to finance their studies in Germany. The application to the EPOS-DAAD Scholarship is done directly through the M.Sc. WASTE Office. Please find more information under C: Application Process.

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

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

8. Is there a possibility for Europeans to get financial support?

Please contact the International Office (IZ) of our university to get more information in this regard (incoming@ia.uni-stuttgart.de).

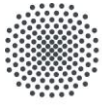


9. **Am I allowed to work during my studies?**

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 MSc 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>

If 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/>

If you have questions concerning **technical problems with C@MPUS**, please send an email to:

support@campus.uni-stuttgart.de

If you have questions regarding the **M.Sc. WASTE program**, please contact the M.Sc. WASTE Office:

info@waste.uni-stuttgart.de

If you have general questions concerning the **other degree programs**, please contact the office of International Affairs:

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

or the Student Counselling Centre (ZSB) of the University of Stuttgart:

<https://www.uni-stuttgart.de/en/study/counseling/zsb/>

**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/>