



University of Stuttgart
Germany

List of all required documents

Winter Term 2020/2021
EPOS-DAAD Scholarship



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

Application deadline:
February 15th, 2020 (12:00 a.m. – Midnight, CET Central European Time)



Required Application Documents:

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

Keep in mind that copies must be translated to English or German by an accredited translator. Please note that in case of translated documents you must upload on the C@MPUS Online Application Portal both, a certified copy of the original document and its translation.

To process your application, all required documents must be submitted as described below under the [Step 1](#) and [Step 2](#):

STEP 1: Application for admission to the Winter Term 2020/2021 on C@MPUS - online application portal

1. Higher education entrance qualification

Please upload 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 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 the following link:

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

If such exam is not needed in your home country, then skip the online submission of this document. Only pdf files are accepted.

2. Bachelor's /Master's Degree Certificate

This requirement only applies if you have already completed a Bachelor's Degree program. In this case, please upload 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 that you have finished your studies and that your degree certificate will be available later. Only pdf files are accepted!

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



3. Transcript of Records

Uploading your transcript of records is not needed here. See Step 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 among 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 from the marks. 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 **signed** CV on the C@MPUS platform. **Only signed CVs will be considered. Europass-CV template must be used.** Only pdf files are accepted!

Further information is available on the following link:

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

7. Motivation Letter (Mandatory)

Signed Letter of Motivation (with reference to current occupation and choice of postgraduate program(s), two pages maximum) with current date. **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. Only pdf files are accepted!



8. Certificates of Additional Degrees and Transcripts of Records

For EPOS-DAAD scholarship applicants it is **mandatory** to upload in this step the following documents:

1. **Signed EPOS-DAAD application form** with current date. Please download the form on the link:

https://www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium_en.pdf

Remember to sign the form before uploading!

2. **Certificate(s) of Employment** from the 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 internship(s) are not considered as working experience.**

In case that after uploading the above mentioned **mandatory documents**, you still have free space, **optionally** you can upload certificates from additional studies and degrees. You may also upload the respective transcripts of records here (**optionally**).

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. Academic Letter(s) of Recommendation (Mandatory)

Academic Letter/s of Recommendation from your university; the letter must have a letterhead, signature and official stamp and must be of current date. You can upload it/them on the "**Letters of recommendation**" tab on C@MPUS. Only pdf files are accepted!

11. Letter of recommendation from your current employer (Mandatory)

Letter of recommendation from your current employer; the letter must have letterhead, a signature and official stamp and must be of current date. You can upload it/them on the "**Letters of recommendation**" tab on C@MPUS. Only pdf files are accepted!

12. 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 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 Bachelor Studies were conducted in English, an official certificate of your university is required confirming that the language of instruction is English. If English is your native language, 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 them. Only pdf files are accepted.

13. 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 must be provided prior the end of the program. 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). Only pdf files are accepted.

Step 2: Postal submission of selected application documents to the M.Sc. 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.

FURTHER INFORMATION REGARDING BOTH STEPS OF THE APPLICATION PROCESS IS AVAILABLE ON THE M.SC. WASTE WEBSITE

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

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

WASTE Office
Universität Stuttgart
Pfaffenwaldring 23
D-70569 Stuttgart

If you have any further questions, please check the FAQs from the M.Sc. WASTE Website