



University of Stuttgart  
Germany

# List of all required documents

Winter Term 2023/2024  
EPOS-DAAD Scholarship



M.Sc. International Program  
"Air Quality Control, Solid Waste and Waste Water Process Engineering"

Version date: 19.07.2022

**Application deadline:**

**September 30<sup>th</sup>, 2022 (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 2023/2024 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 (Mandatory)

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 enrollment, at the very latest.**



### 3. Transcript of Records (Mandatory)

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 that you have already a Master's degree, please consider the requirements from EPOS-DAAD program:

[epos\\_checklist.pdf \(daad.de\)](#)

### 5. Grading System (Mandatory)

Please provide an explanation, certified by your university, of the grading and awarding system of your university, stating **minimum pass mark** and **maximum achievable mark** 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 (Mandatory)

Please upload your CV on the C@MPUS platform. **Only the CV that follows the format and indications from EPOS-DAAD will be considered:**

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst](#)

Only pdf files are accepted!

### 7. Motivation Letter (Mandatory)

The letter of motivation must fulfil the format and requirements indicated by EPOS-DAAD program:

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst](#)

Only pdf files are accepted!



## 8. EPOS-DAAD application form (Mandatory)

Please download it from their website:

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst](#)

Upload it in C@MPUS under the “Application form DAAD” field. Remember to sign the form before uploading!

## 9. Checklist (Mandatory)

Please download the checklist from their website:

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst](#)

Upload it in C@MPUS under the “DAAD EPOS Checklist” field. Remember to sign the form before uploading!

## 10. Certificate of Employment (Mandatory)

Please check the indications given by EPOS-DAAD regarding this document:

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst](#)

Upload the document in C@MPUS under the section „Additional Degrees“. Please notice that the letter must meet all the requirements given by DAAD.

## 11. APS Certificate

This step only applies to applicants from the People’s Republic of China, Socialist Republic of Vietnam and Mongolia! And it is **mandatory**.

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.

## 12. Academic Letter(s) of Recommendation (Optional)

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

## 13. Letter of recommendation from your current employer (Mandatory)

The letter of motivation must fulfil the format and requirements indicated by EPOS-DAAD program:

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst](#)



Please upload it/them in C@MPUS under the section "Letters of recommendation". Only pdf files are accepted!

#### **14. Proof of English Language Proficiency (Mandatory)**

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, 88 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.

#### **15. Proof of German Language Proficiency**

Please provide certified proofs of your German proficiency (i.e. reference level A2 following the "Common European Reference 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 (Mandatory)**

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 (Mandatory)**

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:

**M.Sc. 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**

[https://www.waste.uni-stuttgart.de/download/FAQs\\_WS2023\\_24.pdf](https://www.waste.uni-stuttgart.de/download/FAQs_WS2023_24.pdf)