**University of Stuttgart**
Germany

Master program of Air
Quality control, Solid Waste
and Waste Water Process
Engineering

# List of all required documents

Winter Term 2026 / 2027
EPOS-DAAD Scholarship

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

Version date: 10.07.2025
**Application deadline: October 15, 2025 (23:59 p.m. CET Central European Time)**

**If you need further help with accessible information please contact:**
**info@waste.uni-stuttgart.de**

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# Required Application Documents:

This document outlines the application process for the M.Sc. WASTE program at the University of Stuttgart.
Please carefully review all requirements in this document to ensure a successful application
The application process consists of <u>TWO</u> mandatory steps:
      Step 1: Online submission via the C@MPUS portal.
      Step 2: Postal submission of selected application documents (Transcripts of Records and Short application Form).
Failure to complete both steps will result in an incomplete application.

<u>IMPORTANT:</u>
All copies of documents must be either original certified copies (officially authenticated) or original documents issued, stamped, and signed by your university.
Any documents not in English or German must be translated by an accredited translator. In such cases, <u>both the certified copy of the original document and its translation must be uploaded to the C@MPUS portal.</u>
Information about certification and its requirements will be provided at the end of this document.

## Step 1: Online Application via C@MPUS
Upload the following documents in PDF format to the C@MPUS online application portal. Only PDF files are accepted.

<u>IMPORTANT:</u> Please pay attention to mandatory documents as if these documents are not provided your application will not be complete!

### 1. Higher Education Entrance Qualification (MANDATORY):
Upload your higher education entrance qualification (for example a high school degree or certificate).  This is generally the document that qualifies you for university admission in your home country. Applicants from Iran must submit their Iranian University Entrance Exam (Concours) results.
If no such exam is required in your home country, skip this step.
For more information, see: https://www.uni-stuttgart.de/en/study/application/first-semester/qualification

### 2. Bachelor's/Master's Degree Certificate (MANDATORY):
If you have completed a Bachelor's degree, upload a certified copy of your degree certificate.
If your certificate is not in English or German, you have to provide certified translation (English or German). In this case please upload BOTH the certified degree in its original language and the certified translation.
If your degree certificate is not yet available, upload an official letter from your university confirming your completion of studies and stating when the certificate will be available.
The original certified copy of the degree certificate must be submitted by the time of enrollment.

### 3. Transcript of Records (NOT REQUIRED FOR ONLINE SUBMISSION):
Your Transcript of Records must be submitted via postal mail in Step 2 of the application process and will not be accepted as part of the C@MPUS online submission.

### 4. Cumulative Grade Point Average (MANDATORY):
Upload an official letter or document from your university stating your final CGPA.
Please refer to the link below for more information

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EPOS-DAAD_Checklist.pdf (daad.de)

## 5. Grading System (MANDATORY):

Upload a certified explanation of your university's grading system, including the minimum passing grade, maximum achievable grade, and how the CGPA is calculated.
This is not required if your transcript of records already includes this information.

## 6. Curriculum Vitae (MANDATORY):

Please check the requirements given by EPOS-DAAD regarding this document.
Most significantly it should be in the following format
1. Should be in EUROPASS format. Please refer to DAAD checklist for more information.
2. Should have the date of issue
3. Should have your signature

Please refer to the link below for more information
Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst

## 7. Motivation Letter (MANDATORY):

Please check the requirements given by EPOS-DAAD regarding this document. Most significantly it should be in the following format
1. Should have the date of issue
2. Should have your signature

Please refer to the links below for more information
Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst
EPOS-DAAD_Checklist.pdf (daad.de)

## 8. Certificate of Employment (MANDATORY):

Please check the requirements given by EPOS-DAAD regarding this document.
Most significantly it should be in the following format
1. Should be issued in your company's letterhead.
2. Should have a signature of a responsible person and stamp of your company
3. Should have a date of issue

Upload the document in C@MPUS under the section "Additional Degrees". Please notice that the letter must meet all the requirements given by DAAD.
Please refer to the links below for more information
Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst

## 9. EPOS-DAAD Application Form (MANDATORY):

Download the form from the DAAD website. Please ensure all the necessary fields are filled in, including the attachment of your picture.
Please ensure you sign the form. Please refer to the links below for more information
Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst

## 10. EPOS-DAAD Checklist (MANDATORY):

Download the form from the DAAD website. Please ensure all the necessary fields are filled in.
Please ensure you sign the form. Please refer to the links below for more information
Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst

## 11. APS Certificate (MANDATORY - SPECIFIC COUNTRIES):

Applicants from
- China
- Vietnam

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- Mongolia
- India

must submit an original APS certificate.

## 12. Academic Letters of Recommendation (OPTIONAL):

Upload letters of recommendation from your previous professor/lecturer
Most significantly it should be in the following format
  1. Should be issued in your University's official letterhead
  2. Should have the signature of the person and the official stamp of your university
  3. Should have a date of issue

Upload these under the "Letters of recommendation" tab on C@MPUS.

## 13. Letter of Recommendation from Current Employer (MANDATORY):

Please check the requirements given by EPOS-DAAD regarding this document.
Upload letters of recommendation from current employer.
Most significantly it should be in the following format
  1. Should be issued in your company's letterhead
  2. Should have the signature of the person and the official stamp of your company
  3. Should have a date of issue

Upload these under the "Additional Degrees" tab on C@MPUS.

## 14. Proof of English Language Proficiency (MANDATORY):

Upload a certified copy of your TOEFL, IELTS, Cambridge or equivalent score report.
Required scores:
  1. IELTS (Band 6.5),
  2. TOEFL (550 paper-based, 213 computer-based, 88 internet-based),
  3. Cambridge (CPE C, CAE B).

The test must have been taken within the last two years. If a newer certificate is unavailable at the time of application, upload the older one. The new certificate must be provided before enrollment.

If your Bachelor's degree was taught entirely in English, provide an official university certificate confirming this. This can be only accepted as proof of English language if your degree was awarded no more than 3 years before the deadline of the application period.

If English is your native language, provide supporting evidence.

Do not 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 (OPTIONAL):

Upload certified proof of German proficiency at the A2 level (Common European Framework of Reference for Languages).
While the program is taught in English, A2-level German proficiency is required before the end of the program.
Applicants without sufficient German proficiency will attend a free intensive German language course in September.

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

The following documents MUST be sent to us via postal mail for your application to be considered complete.
Applications consisting only of documents submitted online via the C@MPUS portal (Step 1) will be deemed incomplete and automatically rejected.

IMPORTANT:
All copies of documents must be either original certified copies (officially authenticated) or original documents issued, stamped, and signed by your university.
M.Sc. WASTE Office or C@MPUS WILL NOT prompt or remind you to send your documents by post. As soon as you have completed your online submission please proceed with Step 2.

### 1. Short Application Form (MANDATORY):
The short application form is available from our website.
The document must be submitted as original!

### 2. Transcript of Records (MANDATORY):
Submit an officially certified copy of your final transcript of records. If your final transcript is not yet available, submit an officially certified copy of your most recent transcript.
If your transcript is not in English or German, you must also submit an officially certified translation and a certified copy of the original transcript in its original language.
The final transcript, including any required translations and the original-language version, must be submitted as soon as possible.
IMPORTANT:
Please note that making a copy of a certified document diminishes its authenticity.
Therefore, you must submit the *original* document bearing the official certification stamp, not a copy of that certified document.

### Mailing Address
The step 2 documents must be sent via post to the following address.

**M.Sc. WASTE Office**
**Universität Stuttgart**
**Pfaffenwaldring 23**
**70569 Stuttgart**
**Germany**

IMPORTANT:
Please take a moment to double-check the courier address is accurate before sending your documents to us. We will not be responsible for applications delivered to the wrong address.

Further information:
Certified Copies of Documents: Essential Guidelines
To ensure your documents are accepted, please provide certified copies that adhere to the following standards:

I.     Certified Copy
A certified copy is a photocopy of your original document, that has been endorsed by an authorized authenticator. This endorsement requires the authenticator's original signature and official seal.

IMPORTANT:
You must submit the *original* document bearing the official certification stamp, not a copy of the certified document.

II.    Authorized authenticator
Your documents must be authenticated by one of the following:
1. The issuing school or university, or your country's Department of Education.
2. Diplomatic Missions of your country to the Federal Republic of Germany.
3. The Culture Department of the Embassy of the document-issuing country.
4. Public authorities or notaries authorized for official authentications in that country.

IMPORTANT:
Translators can only authenticate their own translations, not original documents.

III.    Language and Translation:
Documents must be submitted in German or English.
If your documents are in another language:
1. Obtain an official translation from an accredited translator. The translated document must have the stamp and signature of the translator
2. Submit both the translated document and a certified copy of the original.

IMPORTANT:
Translation should be carried out by accredited translators. Translations by third parties/apps or websites will not be accepted.

Further information:

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

Contact:  Refer to the FAQs or the M.Sc. WASTE website for contact information.