University of Stuttgart
Germany

List of all required documents

Winter Term 2023 / 2024
Self-financed studies

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

Version date: 30.09.2022
February 15th, 2023 (23:59 – Midnight, CET Central European Time)

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

Required Application Documents:

Please make sure that your application documents are uploaded and submitted as either 1. original certified copies officially authenticated, or 2. original documents issued, stamped and signed by the university you graduated from or 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 CAMPUS 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 CAMPUS - online application portal

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 fulfill 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 contact: info@waste.uni-stuttgart.de

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

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 enrollment, at the very latest.

Transcript of Records

Uploading your transcript of records is not needed here. See Step 2. If you need help with this point please contact: info@waste.uni-stuttgart.de

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.

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.

Curriculum Vitae
Please upload your signed CV on the CAMPUS platform. Only signed CVs will be considered. Europass-CV template must be used. Only pdf files are accepted!
For further information contact: info@waste.uni-stuttgart.de

Motivation Letter (optional)
Please upload a motivation letter (two pages maximum) specifying
a) the 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.
Although optional, a good motivation letter can be a decisive factor in the success of your application.
Only pdf files are accepted.

Certificates of Additional Degrees and Transcripts of Records
Please upload the certificates from additional studies and degrees, if any, including their corresponding Transcripts of Records. Only pdf files are accepted.

APS Certificate
This step only applies to applicants from the People´s Republic of China, Socialist Republic of Vietnam, Mongolia and India! 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.

Letter(s) of Recommendation (Optional)
Please upload letter(s) of recommendation, academic or from employers, if available. Although optional, good recommendation(s) can be a decisive factor in the success of your application.
Only pdf files are accepted.

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 that 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.

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

Short Application Form

Please fill out and print the Short Application Form. This document must be submitted as an original. Please do not forget to sign and date the document by hand.

Transcript of Records

Please submit a valid Transcript of Records (original or original certified copy, officially authenticated) and its translation, if applicable. In case you have additional university degrees (e.g. Master or Diploma), please submit here the transcript of the degree which you are using as entrance qualification for this specific Master program. If the transcript is not available at the time of application, please valid copy of the most recent one and provide the final Transcript of Records as soon as possible.

Further information regarding both steps of the application process is available via email: info@waste.uni-stuttgart.de

Please submit the required documents for Stage 2 by post to the following address:

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

University of Stuttgart
Germany

If you have any further questions please feel free to contact: info@waste.uni-stuttgart.de