



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: 29.09.2022

**Application deadline:**  
**February 15<sup>th</sup>, 2023 (23:59 - Midnight, CET Central European Time)**



# Required Application Documents:

Please make sure that your application documents are uploaded/submitted either as

- 1) **Original certified copies (officially authenticated)**, or
- 2) **Original documents issued, stamped and signed** by the university you graduated from/will graduate from or by the competent authorities in your home country.

Keep in mind that all documents must be uploaded/submitted in English or German. If the document is in a different language, then it **must be translated by an accredited translator**. For translated documents, you must upload/submit **both the original and the translation**, either in the C@MPUS Online Application Portal or through post.

To process your application, all required documents must meet the requirements described below.

## STAGE 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", for example, a high school degree or a university admission test. 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.

For applicants from Iran: the higher education entrance qualification is your Iranian University Entrance Exam, also known as the Concours. For more information, please check 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. Please upload a valid degree certificate (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 upload here the certificate of the degree which you are using as entrance qualification for this specific Master program.



If a certificate is not available at the time of application, provide an official letter (in English or German) issued, stamped and signed by your university stating 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 at the time of enrolment, at the very latest.**

Only pdf files are accepted.

### 3. Transcript of Records

**Uploading your transcript of records is not needed here. See Stage 2.**

### 4. Cumulative Grade Point Average (optional)

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 additional university degrees (e.g. Master or Diploma), please upload here the CGPA of the degree which you are using as entrance qualification for this specific Master program

Only pdf files are accepted.

### 5. Grading System

Please upload 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 full explanation about your grading system is provided in your Transcript of Records.

Only pdf files are accepted.

### 6. Curriculum Vitae

Please upload your CV. We recommend using the Europass-CV template. Further information is available on the following link:

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

Only pdf files are accepted.

### 7. Motivation Letter (optional)

Please upload a motivation letter (two pages maximum), e.g. specifying

- the reasons why you are applying for this specific degree program at the University of Stuttgart,
- your previous experience/exposure to the topic,
- 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.

## 8. Certificates of Additional Degrees and Transcripts of Records (optional)

Please upload the certificates from additional studies and degrees, if any, including their corresponding Transcripts of Records.

Only pdf files are accepted.

## 9. 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), obtained at the Embassy of the Federal Republic of Germany in your home country.

Only pdf files are accepted.

## 10. Letters 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.

## 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 at the time of the application deadline** (February 15th, 2022). If a recent certificate is not available at time of application, please upload the older document, provided you submit the new language certificate prior to enrolment.

If your previous degree has been conducted in English, an official certificate issued by your university is required to confirm the language of instruction. This is possible **only if your degree has been completed within the past 3 years at the time of the application deadline**.

Please note that the required proficiency levels are: IELTS (Band 6.5), TOEFL (score: 550 paper based, 213 computer based, 88 internet based) or Cambridge (C CPE, B CAE).

**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 it.

Only pdf files are accepted.



## 12. Proof of German Language Proficiency

Please provide a certificate as proof 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, **proof of German knowledge of level A2 must be provided by the end of the second semester of the program.**

Please note that applicants who do not have any previous German language knowledge must attend an intensive course offered in September 2022 by the International Center of the University of Stuttgart. Admitted students can take this course free of charge without an additional registration.

Only pdf files are accepted.

## Stage 2: Postal submission of selected application documents to the M.Sc. WASTE Office

### 1. 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.**

### 2. 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 ON THE M.Sc. WASTE WEBSITE**

<https://www.waste.uni-stuttgart.de/>

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

M.Sc. WASTE Office  
Universität Stuttgart  
Institut für Feuerungs- und Kraftwerkstechnik  
Pfaffenwaldring 23  
D-70569 Stuttgart  
Germany