



University of Stuttgart  
Germany

# List of all required documents

Self-financed studies



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

Version date: 10.07.2025



# 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 **TWO** 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.**

## **⚠ IMPORTANT:**

**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, **both the certified copy of the original document and its translation must be uploaded to the C@MPUS portal.**

**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.

**⚠ IMPORTANT:** 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 Stage 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

## **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)**:

The Curriculum Vitae should be in the following format

1. **EUROPASS format is preferred**
2. **Should have the date of issue**
3. **Should have your signature**

## 7. Motivation Letter **(MANDATORY)**:

The motivation letter should be in the following format

1. **Should have the date of issue**
2. **Should have your signature**

## 8. APS Certificate **(MANDATORY - SPECIFIC COUNTRIES)**:

Applicants from

- **China**
- **Vietnam**
- **Mongolia**
- **India**

must submit an original APS certificate.

## 9. 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.



## 10. Letter of Recommendation from Current Employer (OPTIONAL):

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.

## 11. 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.

### **⚠ IMPORTANT:**

**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.**



## **12. 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.

### **⚠ IMPORTANT:**

**Applicants without sufficient German proficiency will attend a free intensive German language course in September.**

## **Step 2: Postal Submission**

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 (Stage 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.**

**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 stage 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 parties/apps or websites will not be accepted.**





**University of Stuttgart**  
Germany



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

**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.**