



**Checklist: mandatory documents that have to be submitted to apply for a scholarship in the EPOS Programme (please tick off the list)**

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| <b>Application</b><br>possible languages: German or English   | <input checked="" type="checkbox"/> mandatory  |
| <b>DAAD application form</b> <ul style="list-style-type: none"><li>• application form: please type your answers or make sure they are easy to read, incl. date of issue</li><li>1. host university (no. 7): first choice of course</li><li>2. second choice if you are interested in more than one course</li><li>3. Third choice (if applicable)</li></ul> | <input checked="" type="checkbox"/> mandatory<br><input type="checkbox"/> mandatory<br><input type="checkbox"/> mandatory if applying for more than one course<br><input type="checkbox"/> mandatory if applying for more than two courses |
| <b>Letter of Motivation</b><br>addressing the selection criteria (max. 2 pages long), date  | <input checked="" type="checkbox"/> mandatory  |
| <b>CV</b> <ul style="list-style-type: none"><li>• format: <a href="#">EUROPASS</a>.</li><li>• full CV without any unexplained gaps</li><li>• in reverse chronological order</li><li>• incl. the date of issue</li></ul>   | <input checked="" type="checkbox"/> mandatory<br><input type="checkbox"/> mandatory<br><input type="checkbox"/> mandatory<br><input type="checkbox"/> mandatory  |
| <b>University Certificates</b> <ul style="list-style-type: none"><li>• degree certificates</li></ul> Please provide a certified translation if the original is not in German or English.  | <input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory if this is the case   |
| <b>Transcript</b> <ul style="list-style-type: none"><li>• full set of transcripts</li></ul> Please provide an explanation of the grading system if this is not part of the transcript.  | <input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory if this is the case   |
| <b>Professional experience relevant to the course you are applying for</b> <ul style="list-style-type: none"><li>• Work certificate(s) for at least two years of relevant professional experience</li></ul> on headed paper, including an original (not scanned) or code certified digital signature, the date of issue and a stamp.                        | <input type="checkbox"/> mandatory<br><input type="checkbox"/> mandatory   |
| <b>Letter of recommendation</b> <ul style="list-style-type: none"><li>• from your current employer</li></ul> on headed paper, including an original (not scanned) or code certified digital signature, the date of issue and a stamp.   | <input type="checkbox"/> mandatory<br><input type="checkbox"/> mandatory   |
| <b>Proof of language skills</b> <ul style="list-style-type: none"><li>• English</li><li>• German (only if required, certificate must not be older than one year)</li></ul>  | <input checked="" type="checkbox"/> mandatory<br><input type="checkbox"/> mandatory  |



## DAAD Selection Criteria for the EPOS Programme

### Formal Criteria

- a complete set of documents including a ticked off and originally signed version of this form
- a completed DAAD application form. All information provided on the DAAD application form must match the information in your letter of motivation, in your CV, in applications to other degree programmes and in applications to other scholarship programmes.
- your degree completed with above-average grades (upper third). If your official degree certificate is not available yet, please provide confirmation from your university.
- a minimum of two years of relevant work experience at the time of the application and after completion of your first university degree
- Candidates applying for master's courses and who already hold a master's degree must make a well-argued case as to why they should be funded for another postgraduate degree. Please explain why you would like to study for this particular further master's course and how it expands on the one you hold already.
- The candidates' last university degree should normally be no more than six years old.
- Candidates who have been in Germany for more than the past 15 months at the closing date for applications are not eligible.

### Letter of Motivation

- This must include a convincing explanation of your academic, professional and personal reasons for applying to this course in Germany.
- If you are applying for more than one master's or PhD course:
  - Please rank the courses in order of preference, i.e. why is your first choice of course your first choice, why is your second choice your second choice and so on. For each choice of course please provide clear reasons why you think it will advance you academically and professionally.
  - You must provide the same letter of motivation to all courses you are applying for.
- Please describe any professional experience relevant to the course(s).
- Please address how your motivation relates to the goals of the EPOS Programme.

## Selection criteria of the universities participating in the EPOS programme

All university courses have their own selection criteria which have to be met in addition to the DAAD's selection criteria.

This signature confirms that all information provided in my application is correct, up-to-date and complete. I will inform the DAAD of any changes in my circumstances.

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Location, Date

Name (in capital letters) and original signature (no inserted scan)