



We will start to make your profile and portfolio for the enrolled intake. For this, you need to fulfill the following requirements of Soft and Hard copy of your documents

### **For SOFT COPY:**

- Kindly upload all the required documents in soft copies on the student portal according to below YG\_Master's list([read it carefully and provide the documents according to the mentioned requirement](#) )
- Kindly upload the documents in PDF format except for digital photographs and tabulated resume.
- Upload your digital photograph in jpg format. Do not scan your photograph; we need only digital Photographs in formal attire.
- Kindly fill the Tabulated CV and upload it on the portal. Samples are attached on the portal for your reference.

### **For HARD COPY:**

- Once you provide us all required soft copies, Please provide the same in hard copies ([refer\\_YG\\_Master list of documents](#))
- Prepare [5 Sets of your complete document](#) in sequence as mentioned in [\\_YG\\_Master list of documents](#)
- Kindly attest [5 sets of your document from Notary & Courier 4 Sets to us & keep 1 set with you as you will be needing the same after your admission.](#)
- While arranging the hard copy, make sure that one certificate should be printed on a single sheet. If you are providing 10th or 12th Mark sheets, please provide backside also, as it is mandatory for your application.
- Kindly take the clear printout of the documents and get it notarized and attested on both the sides (Front & back) otherwise the documents will not considered as valid.
- We need original notary stamps and attestation on each and every document. Xerox stamps will not work.
- We don't need these documents in HARD COPY- [Student CV, Tabulated CV, Aadhar card, Pan card and IELTS enrollment receipt](#)





Below documents are required - scan copy as well as attested photocopies.

S.No	MASTER - LIST OF DOCUMENTS
1	Resume ( <b>only soft copy required</b> )
2	Tabulated Resume - please fill attached copy and fill all possible details ( <b>Its for our Information so please write it in detail -only soft copy required</b> )
3	Passport Copy ( <b>First &amp; Last page in one pdf</b> )
4	Good Quality Digital Passport Size Photo
5	10th Mark Sheet ( <b>Front &amp; Back Side in one pdf</b> )
6	10th Passing Certificate ( <b>Front &amp; Back Side in one pdf</b> )
7	12th Mark Sheet ( <b>Front &amp; Back Side in one pdf</b> )
8	12th Passing Certificate ( <b>Front &amp; Back Side in one pdf</b> )
9	School Leaving Certificate / Migration Certificate
10	Diploma Marksheets 1st -6th sem ( <b>Front &amp; Back Side of each - if applicable</b> )
11	Diploma Provisional certificate / Final Degree ( <b>Front &amp; Back Side -if applicable</b> )





S.No	MASTER - LIST OF DOCUMENTS
12	Diploma Transcript of Records (Front & Back Side of each - if applicable)
13	Diploma marks evaluation document which clearly shows your overall minimum passing marks and maximum passing marks to be obtained . (It can be on back side of any of your marksheet or transcript or an official document of gradings system from your university. This is a very important document to calculate your German Grade. Please refer the sample grading system as attached )
14	Bachelors Mark Sheets All semesters - (Front & Back Side of each separately)
15	Bachelor Transcript of Records (Front & Back Side)
16	Bachelor Provisional Degree / Final Degree (Front & Back Side )
17	Bachelor Bonafide Certificate (if Currently Pursuing Bachelors)
18	Bachelor's marks evaluation document which clearly shows your overall minimum passing marks and maximum passing marks to be obtained . (It can be on back side of any of your marksheet or transcript or an official document of gradings system from your university. This is a very important document to calculate your German Grade. Please refer the sample grading system as attached )
19	Masters Mark Sheets All Semesters (Front & Back Side of each - if applicable)
20	Masters Transcript of Records (Front & Back Side of each - if applicable)
21	Master Provisional certificate / Final Degree (Front & Back Side of each -if applicable)
22	Masters Bonafide Certificate (if Currently Pursuing Masters)





S.No	MASTER - LIST OF DOCUMENTS
23	<p>Master's marks evaluation document which clearly shows your overall minimum passing marks and maximum passing marks to be obtained . (It can be on back side of any of your marksheet or transcript or an official document of grading system from your university.</p> <p>This is a very important document to calculate your German Grade. Please refer the sample grading system as attached )</p>
24	<p>TOEFL - IELTS ACADEMIC (TRF or Scorecard, If enrolled for it then enrolment Receipt)</p>
25	<p>Letter of English Medium stating your bachelor degree language of instruction is English</p>
26	<p>German Language Certificate, (if available. If enrolled for it then enrolment Receipt)</p>
27	<p>Industrial Training Certificates and Bachelor/Master Thesis Certificates or Project certificate</p>
28	<p>GMAT / GRE Scorecard - if available</p>
29	<p>Technical Certificates or any competency in your field(C++,CAD etc - if any )</p>
30	<p>Bachelor/Master Final year project Details (Abstract copy- front page or certificate if issued.)</p>
31	<p>Work Experience Certificates with Job details if you have work experience)</p>
32	<p>Extra-Curricular Certificates (Sports, Fest participation etc.), if any(Top recent utmost 5 certificates)</p>
33	<p>Aadhar Card copy(only soft copy required)- Mandatory for APS</p> <p>(Applicable for Indian Students only)</p>





YES  
Germany™



S.No	MASTER - LIST OF DOCUMENTS
34	Pan card copy (only soft copy required) (Applicable for Indian Students only)
35	Letter of Recommendation (LOR's) - Please refer Important point below @LOR: We need minimum 2 LORs signed from the Professor on college or company letter head with stamp on it
36	All the document should be in pdf format except digital photograph (it should be jpg format)

