

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

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



| 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 | TOEFL - IELTS ACADEMIC (TRF or Scorecard, If enrolled for it then enrolment Receipt) |
| 25 | Letter of English Medium stating your bachelor degree language of instruction is English |
| 26 | German Language Certificate, (if available. If enrolled for it then enrolment Receipt) |
| 27 | Industrial Training Certificates and Bachelor/Master Thesis Certificates or Project certificate |
| 28 | GMAT / GRE Scorecard - if available |
| 29 | Technical Certificates or any competency in your field(C++,CAD etc - if any) |
| 30 | Bachelor/Master Final year project Details (Abstract copy- front page or certificate if issued.) |
| 31 | Work Experience Certificates with Job details if you have work experience) |
| 32 | Extra-Curricular Certificates (Sports, Fest participation etc.), if any(Top recent utmost 5 certificates) |
| 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) |



DELHI-NCR CHANDIGARH INDORE BLR-INDIRANAGAR BLR-BTM LAYOUT CHENNAI MUMBAI GOA PATNA AGRA