

Sustainable Energy and Development – Checklist for all applicants (DAAD and self-finance)

This checklist is for your own purpose only and should support you in fulfilling all the (formal) requirements of your application. It has 2 pages.

Please DO NOT hand in this checklist.

- For DAAD scholarship only:** DAAD application form and DAAD checklist, **wet signed (no digital signature!) and with date**. All the relevant information needs to be filled in and all relevant boxes should be ticked.

For all applicants:

- Personally **signed** Curriculum Vitae in **Europass** format **with current date**. (use the template provided on our website) - no digital signature!
- Bachelor-certificate (or equivalent university degree) of a study of at least 3,5 academic years - 7 semesters - in engineering (certified / notarized copy) and in English translation, if not already in English
- Transcripts/Records of the study of at least 3,5 academic years - 7 semesters - **with information about the grading system** (certified / notarized copy) in English translation
- Personally **signed** Letter of Motivation (approx. 1000 words) explaining your personal expectations and strong motivation to study Sustainable Energy and Development. Reference to current occupation and choice of postgraduate programme(s) **(Prioritization) with current date**.
- Written proof of 2-years work experience after the Bachelor, **with letterhead, stamp and original (wet) signature!** (Internships DO NOT fulfill that requirement)

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- 2 Recommendations **with letterhead, date, stamp and original (wet) signature** (1 professional (most important) and 1 academic)!
- Language proof: TOEFL iBT (minimum score: 80), IELTS (minimum Band 6 **in all categories**) or Cambridge FCE. Note: A certificate that English was language of instruction is not sufficient for admission. Native speakers of English are exempted.
- The documents are in the correct order
- There are **NO** additional documents in the PDF (it is **NOT** necessary to send high school diploma, internship certificates or alike)
- The documents are saved in **ONE** PDF
- The PDF has the correct file name: <first two letters of your country of nationality><8 digit date of birth><first letter of your family name><first letter of your first name>

If you can tick all boxes, your document is ready to be uploaded at the end of the online application form. Please **DO NOT** send the document via e-mail.