

Guide for applicants for the MSc Development Economics

This brochure has been made for you to know the procedure to follow and the documents to present if you want to apply to this Master's programme. Please follow the instructions presented in the section indicated below that corresponds to your personal situation as an applicant:

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Notes for all applicants

- An application to a master's programme is possible even if you have not completed your current programme of study at the time of application but have acquired at least 150 credit points (equivalent to 83% of your overall credits) in a related bachelor's programme.
- You can only apply during the application periods. You will find the link to the online application portal and more detailed information on the application and admission procedure in the section corresponding to your situation below.
- You are welcome to apply to multiple programmes at the same time. Please ensure that you submit a **separate** and **complete** application for each programme: You can start and submit an application for each specific course of study you want to apply to on the application portal. **You have to upload a complete set of application documents for each programme separately.**
- **Please check your application materials for completeness** before clicking on 'Submit Application' on the portal. Unfortunately, incomplete applications, or those sent after the deadline will not be considered.

The selection procedure is based on a points system. The following points will be evaluated in the pre-selection procedure:

- final grade of the bachelor's degree (or the comparable university degree), current GPA if degree not yet completed
- sound knowledge of economic theory documented by a corresponding specialisation and performance in the programme, on which the application is based.
- CV and proof of special interest in the **development field**

Shortlisted candidates will be invited for an interview. The selection interview will be held online in case of international applicants. The admission committee will then inform the applicants of the selection process results in writing.

Admission requirements

- A course of study of at least 6 semesters in length with a Bachelor's degree comprising at least 180 ECTS credits **in the subject of Economics** or a closely related subject.
- *For non-EPOS applicants:* verification of **at least 150 of the 180 ECTS credits** is required at the time of application (83% of your overall credits for programmes with any other structure).
- *For EPOS applicants:* **180 ECTS** and **2 years of a full-time work experience** after the bachelor's degree are required by the time of application.
- Academic achievement in **Economics and / or Agricultural Economics and / or Econometrics totalling at least 60 ECTS credits** (as measured for a 180 ECTS bachelor's programme; for any other programme types at least **one third** of overall courses taken), Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.
- Academic achievement in Mathematics or Statistics or Econometrics (in addition to the courses possibly counted above) totalling at least 12 ECTS credits (or 7% of overall credits for other structures).
- Proof of relevant language (English) skills
 1. A list of accepted language certificates is given in each of the sections below. Please note that we can only accept one of the listed certificates.
 2. The accepted language certificate must be uploaded by the end of the application period, otherwise the application will have to be rejected. It is NOT possible to hand in these documents later.

Please pay attention to the following details:

- The determination of the relevancy of previous studies is based on the documents enclosed in the application. Please submit documents that verify special knowledge for the selected course of study (for example syllabi or course descriptions), **if not already evident from your transcript of records**. This does not apply to Bachelor degree holders of the Faculty of Business and Economics of the University of Göttingen.
- Do **not** include documents not explicitly required. They will not be evaluated.

General Application Process

- Create an account with your email address and preferred password. Enter the verification code that is sent to your email account. Make sure to keep your login data. Once you have logged in, you can switch the language to English.
- Start by editing your profile on the top left. In this section, you enter your personal data and information about your University Entrance Qualification and your Bachelor's or any other undergraduate degree. If you have degrees additional to your Bachelor's degree, click on the 'Add Further Study Degree/-Achievement'. When filling out the details in your profile, do not make any changes to your credits yourself and enter the original credits as per your transcripts. If you studied outside the EU Credit System (ECTS), the portal automatically converts your credits. **The profile is to be completed once and then is used for all applications.**
- Please note that once you continue, you cannot make changes to your profile anymore without deleting all your ongoing applications first, therefore it is important to ensure that the information you enter is correct and complete before you click submit.
- To start your application for the Master's programme, click on the home icon to the left and select 'Main Application Process'. This will direct you to a list of available programmes. You can fill in an application for each of your desired programmes. The application consists of three steps – acquired skills, further declarations and document upload.
- In the first step, you are required to prove your academic achievement in Economics and/or Agricultural Economics and/or Econometrics as well as academic achievement in Mathematics and/or Statistics and/or Econometrics. You are also required to select your means to prove your language proficiency. Finally, you indicate your additional achievements related to the Master's program, if available.
- The next step asks you to fill certain mandatory information and then review the declaration. Please ensure you fill in all the requested information accurately and completely before proceeding to the final step.
- The final step is the document upload. Detailed information on the required documents can be found in subsequent sections, or on the website. Once you have uploaded all the documents, click on 'Submit Application'. A successful application is confirmed once the 'Start Application' button changes to 'Application Submitted' and you have received a confirmation email.
- The portal does not allow for changes to your application once you have submitted it. If you would like to restart or change something in your application after submitting it, you

will need to reset your application on the homepage. Resetting your application deletes all your entered data, including your documents, even if your application has been submitted. Therefore, you will need to re-enter all your information, re-upload your documents and resubmit your application.

For additional requirements and steps to application procedure depending on your case, please refer to the sections that apply to you.

Which case applies to you?

1. You are from an [EEA \(European Economic Area\)](#) country.
 - a. You want to apply to the regular Master's programme → [Section A](#)
 - b. You want to apply to the double degree programme ([Stellenbosch University](#) / [University of Florence](#) / [University of Clermont Auvergne](#)) → [Section B](#)
2. You are from a non-EEA country.
 - a. You want to apply to the Master's programme with the DAAD EPOS scholarship → [Section C](#)
 - b. You want to apply to the Master's programme without the DAAD EPOS scholarship → [Section D](#)
 - c. If you want to apply for the scholarship but would also be interested in the programme without the scholarship in case the scholarship is not awarded to you, you must **fill two separate applications**: one with EPOS (→ [Section C](#)) and one without EPOS (→ [Section D](#))
 - d. You want to apply to the double degree programme ([Stellenbosch University](#) / [University of Florence](#) / [University of Clermont Auvergne](#)) (no DAAD EPOS scholarship possible) → [Section E](#)

*Section A – From EEA country & regular
Master's programme*

Section A – From EEA country & regular Master's programme

I. Application and Selection Procedure

The application period for citizens from the EU/EEA or applicants with a bachelor's degree from an EU/EEA country for studies beginning in the winter semester is **from the 1st of April to the 15th of May of the same calendar year**. *Please note that the application portal is only available during the application periods!*

The application will be completely digital. If requested, you are obliged to submit original documents subsequently. The application process consists of the following steps:

1. You create an account and complete your profile on the [online application portal](#) for the Master's programme in Development Economics during the application period with your personal data and details of your Undergraduate degree.

2. Then, you start your application for the Master's programme and complete the three steps: acquired skills, further declarations and document upload.

3. Once all required documents have been uploaded, submit your application. A successful application is confirmed once the 'Start Application' button changes to 'Application Submitted' and you receive a confirmation email.

4. Upon completion of the selection process, you will receive an email reply to your application. You will be informed of the outcome via email. You can expect this possibly six weeks after the end of the application deadline.

II. Required documents

1. Proof of credits earned during your studies:

Please note that we have to reject applications without a proof of achieved average grade certified by your examination office. If your previous degree is not from a German institution, additional information about your grading system is required (lowest (minimum) passing grade required as well as the maximum achievable grade (highest passing grade)).

Case 1: *Your bachelor's degree at the time of application is not yet available*

In this case, please send an official certificate from your university (such as a statement of courses or a transcript) of the courses you have taken (including ECTS points, which must total at least 150 ECTS or 83% of the total credit points of your programme) as well as your grade point average.

Note: To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient courses in the areas of economics, agricultural economics, mathematics, econometrics, and statistics. If your bachelor's thesis is relevant (in that case you must have passed the thesis already), you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

If your transcript is not in German or English, it must be translated to either German or English by an official translator that also notarizes the translation.

Case 2: *You have completed your bachelor's programme and have the certificate to show it*

Please submit your complete graduation certificate. If your graduation certificate does not include the course name and ECTS credits of your completed courses, please include a proof of all courses (modules) you took, i.e., diploma supplement or transcript of records (see Case 1). Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

Note: To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient courses in the areas of economics, agricultural economics, mathematics, econometrics, and statistics. If your bachelor's thesis is relevant (you must have also passed the thesis), you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

If your graduate certificate and diploma do not include course titles and ECTS credits of your completed courses, please include an official transcript or proof of credits from your registrar's office (if your university uses the credit system) with a **grading scheme**. If your transcript of records does not include a grading scheme, please ensure to upload this document separately. Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

The university degree certificate and the transcript of records must include either

- an electronic verification key/code or
- a notarized copy of these documents with an official stamp and signature of the registrar's office (a copy without notarization is insufficient).

Please note that a notarized copy of these documents must be provided at the beginning of your studies (once you start your studies in Göttingen), otherwise matriculation will be withdrawn.

3. Official course descriptions: Documents that outline the content and expectations of courses you completed (e.g., excerpts from a course handbook) or a syllabus, which can validate the relevance of your previous studies (see admissions requirements and selection process) plus, if applicable, your bachelor's thesis, if it is relevant to fulfill the admission criteria. If the course description is not in English, please attach a translation (does not have to be notarized) alongside the original course description.

Only if your university does not provide any course descriptions, you can write them yourself. For each course relevant to meet the admission criteria, we need a short description of the content (what did you learn) and form of exam taken.

Note: Students of the University of Göttingen do not need these documents.

4. Resume/CV: Should be written in English and outline your academic, professional, and other relevant experience to date. This includes any academic work (including a development relevant thesis) you might have done. You might want to use the [Europass template](#).

5. Motivation Letter: A written statement (length: max. 500 words/1 page), which outlines your motivation and interest in the development field and this master's programme in particular.

6. Verification of English language proficiency.

Accepted forms of language verification for the MSc Development Economics:

- native speaker
- proof of an education comparable to the German entry qualification to an institute of higher education acquired at an English-speaking school
- proof of a successful completion of a degree programme taught entirely in English (statement on transcript or diploma supplement, or letter issued by university)
- proof of study or work stay abroad of at least two years in length in an English-speaking country within the last five years prior to submitting your application

- verification of a least one (business) language course at level C1 in the programme on which the application is based upon
- at least 180 points on the Cambridge English Scale
- at least a 7 in the test "International English Language Testing System" (IELTS Academic/IELTS Academic Online/IELTS One Skill Retake).
- at least 95 points in "Test of English as a Foreign Language, internet-based test" (TOEFL iBT/TOEFL iBT Home Edition/TOEFL MyBest).
- at least 76 points on the Global Scale of English (Pearson Academic)
- at least level III of the UNiCert certificate
- NULTE certificates at C1 level: Acert (Poland), CertACLES (Spain), CLES (France), UNiCert® LUCE (Czech Republic and Slovakia), UNILANG (United Kingdom).

Please note: Successful completion of one of the above tests may not be more than three years prior to receipt of the application for admission and admission to the Master's degree programme.

7a. Summary of additional achievements: Summary document that provides an overview of relevant extra-curricular or professional activities and accomplishments (1 page max).

Please list all relevant activities in **bullet points**. For each activity, indicate

- type (e.g. internship, voluntary work, research assistant etc.)
- duration and extent (specifying time commitment, e.g., weeks/months/years or hours per week)
- contact details (of a supervisor or responsible organization)
- and outline **briefly** the contents of your work

7b. Proof of additional achievements: For each activity listed in the Summary of additional achievements, provide supporting certificates (work certificates, volunteer records, etc.).

Please combine all certificates into a **single pdf document**.

Examples of qualifying activities:

- Internship (minimum 4 weeks) in development economics
- Work experience (minimum 3 months) in development economics
- Voluntary work (e.g. gap year) in a Global South country
- Social engagement and community outreach (minimum 2 hours per week for at least 2 years)
- Research assistance, participation in research projects or publications in development economics

*Section B – From EEA country &
Double Degree with partner university*

Section B – From EEA country & Double Degree with partner university

I. Application and Selection Procedure

The application period for citizens from the EU/EEA or applicants with a bachelor's degree from an EU/EEA country for studies beginning in the winter semester is **from the 1st of April to the 15th of May of the same calendar year**. *Please note that the application portal is only available during the application periods!*

The application will be completely digital. If requested, you are obliged to submit original documents subsequently. The application process consists of the following steps:

1. You create an account and complete your profile on the [online application portal](#) for the Master's programme in Development Economics during the application period with your personal data and details of your Undergraduate degree.

2. Then, you start your application for the Master's programme and complete the three steps: acquired skills, further declarations and document upload.

3. In the 'Further Declarations' step, you will be asked if you would like to apply for the double degree program. You are free to apply to more than one double degree program, but are required to rank the programs you have selected according to your priorities. Please note that each Double Degree program could have additional application and admission requirements, make sure to review your eligibility before applying. Once all required documents have been uploaded, submit your application. A successful application is confirmed once the 'Start Application' button changes to 'Application Submitted' and you receive a confirmation email.

4. Upon completion of the selection process, you will be informed about your admission to the programme. You can expect this possibly six weeks after the end of the application deadline via email. The selection process for the double degree programmes takes longer. You will be informed via email once it has been completed.

II. Required application documents

1. Proof of credits earned during your studies:

Please note that we have to reject applications without a proof of achieved average grade certified by your examination office. If your previous degree is not from a German institution, additional information about your grading system is required (lowest (minimum) passing grade required as well as the maximum achievable grade (highest passing grade)).

Case 1: *Your bachelor's degree at the time of application is not yet available*

In this case, please send an official certificate from your university (such as a statement of courses or a transcript) of the courses you have taken (including ECTS points, which must total at least 150 ECTS) as well as your grade point average.

Note: To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient courses in the areas of economics, agricultural economics, mathematics, econometrics, and statistics. If your bachelor's thesis is relevant (you must have also passed the thesis), you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

When applying for the double degree programme, please send in transcripts of records in **English**. If your transcript of records is not available in English, an official English translation translated to English by an official translator that also notarizes the translation.

Case 2: *You have completed your bachelor's programme and have the certificate to show it*

Please submit your complete graduation certificate. If your graduation certificate does not include the course name and ECTS credits of your completed courses, please include a proof of all courses (modules) you took, i.e., diploma supplement or transcript of records (see Case 1). Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

Note: To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient courses in the areas of economics, agricultural economics, mathematics, econometrics, and statistics. If your bachelor's thesis is relevant (you must have also passed the thesis), you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

When applying for the double degree programme, please send in transcripts of records in **English**. If your transcript of records is not available in English, an official English translation translated to English by an official translator that also notarizes the translation.

If your graduate certificate and diploma do not include course titles and ECTS credits of your completed courses, please include an official transcript or proof of credits from your registrar's office (if your university uses the credit system) with a **grading scheme**. If your transcript of records does not include a grading scheme, please ensure to upload this document separately. Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

The university degree certificate and the transcript of records must include either

- an electronic verification key/code or
- a notarized copy of these documents with an official stamp and signature of the registrar's office (a copy without notarization is insufficient.)

Please note that a notarized copy of these documents must be provided at the beginning of your studies (once you start your studies in Göttingen), otherwise matriculation will be withdrawn.

3. Official course descriptions: Documents that outline the content and expectations of courses you completed (e.g., excerpts from a course handbook) or a syllabus, which can validate the relevance of your previous studies (see admissions requirements and selection process) plus, if applicable, your bachelor's thesis, if it is relevant to fulfill the admission criteria. If the course description is not in English, please attach a translation (does not have to be notarized) alongside the original course description.

Only if your university does not provide any course descriptions, you can write them yourself. For each course relevant to meet the admission criteria, we need a short description of the content (what did you learn) and form of exam taken.

Note: Students of the University of Göttingen do not need these documents.

4. Resume/CV Should be written in English and outline your academic, professional, and other relevant experience to date. This includes any academic work (including a development relevant thesis) you might have done. You might want to use the [Europass template](#).

5. Motivation letter:

a. A written statement (length: max. 500 words/1 page), which outlines your motivation and interest in the development field and this master's programme in particular.

b. An additional specific letter of motivation (max. 1 page) for each double degree program you are applying for, in English, explaining the reasons for your application as well as objectives and expectations related to the double degree program.

6. Verification of English language proficiency.

Accepted forms of language verification for the MSc Development Economics:

- native speaker
- proof of an education comparable to the German entry qualification to an institute of higher education acquired at an English-speaking school
- proof of a successful completion of a degree programme taught entirely in English (statement on transcript or diploma supplement, or letter issued by university)
- proof of study or work stay abroad of at least two years in length in an English-speaking country within the last five years prior to submitting your application
- verification of a least one (business) language course at level C1 in the programme on which the application is based upon
- at least 180 points on the Cambridge English Scale
- at least a 7 in the test "International English Language Testing System" (IELTS Academic/IELTS Academic Online/IELTS One Skill Retake).
- at least 95 points in "Test of English as a Foreign Language, internet-based test" (TOEFL iBT/TOEFL iBT Home Edition/TOEFL MyBest).
- at least 76 points on the Global Scale of English (Pearson Academic)
- at least level III of the UNicert certificate
- NULTE certificates at C1 level: Acert (Poland), CertACLES (Spain), CLES (France), UNicert®LUCE (Czech Republic and Slovakia), UNILANG (United Kingdom).

Please note: Successful completion of one of the above tests may not be more than three years prior to receipt of the application for admission and admission to the Master's degree programme.

7a. Summary of additional achievements: Summary document that provides an overview of relevant extra-curricular or professional activities and accomplishments (1 page max).

Please list all relevant activities in **bullet points**. For each activity, indicate

- type (e.g. internship, voluntary work, research assistant etc.)
- duration and extent (specifying time commitment, e.g., weeks/months/years or hours per week)
- contact details (of a supervisor or responsible organization)
- and outline **briefly** the contents of your work

7b. Proof of additional achievements: For each activity listed in the Summary of additional achievements, provide supporting certificates (work certificates, volunteer records, etc.).

Please combine all certificates into a **single pdf document**.

Examples of qualifying activities:

- Internship (minimum 4 weeks) in development economics
- Work experience (minimum 3 months) in development economics
- Voluntary work (e.g. gap year) in a Global South country
- Social engagement and community outreach (minimum 2 hours per week for at least 2 years)
- Research assistance, participation in research projects or publications in development economics

*Section C – From non-EEA country &
regular programme with DAAD EPOS
scholarship*

Section C – From non-EEA country & regular programme with DAAD EPOS scholarship

The DAAD EPOS scholarship is only available to applicants with at least two years of relevant full-time professional experience and a bachelor's degree in an appropriate subject area. Applicants with a bachelor's degree from an institution in the Global North or with an academic degree more than six years old (unless you meet certain [exceptions](#)) do not qualify.

I. Application and Selection Procedure

The application period for citizens from non-EU/non-EEA countries and no bachelor's degree from an EU/EEA country for studies beginning in the winter semester is **from the 1st of October to the 15th of November of the previous calendar year**. *Please note that the application portal is only available during the application periods!*

*If you wish to pursue a DAAD EPOS scholarship within the MSc Development Economics, you only have to apply **once** for both - the study programme and funding - directly at our university.*

The application will be completely digital. If requested, you are obliged to submit original documents subsequently. The application process consists of the following steps:

1. You create an account and complete your profile on the [online application portal](#) for the Master's programme in Development Economics during the application period with your personal data and details of your Undergraduate degree.

2. Then, you start your application for the Master's programme titled '*Development Economics with DAAD EPOS Scholarship*' and complete the three steps: acquired skills, further declarations and document upload.

3. Once all required documents have been uploaded, submit your application. A successful application is confirmed once the 'Start Application' button changes to 'Application Submitted' and you receive a confirmation email.

4. Upon completion of the selection process, you will receive an email reply to your application. You will be informed of the outcome via email. You can expect this possibly around the beginning of March.

II. Required application documents.

(The DAAD has additional requirements for some application documents listed below, for instance for the CV and letter of motivation. These requirements must be met for the documents to be considered valid and the application to be complete.)

1. University degree certificate: Proof of degree completion and credits earned during your studies (typically degree certificate + transcript of records)

2. Transcript of records in English: If your university degree certificate does not list all courses, you can upload a transcript of records additionally. This shows all your passed courses (incl. credits,) and maybe your average grade. If your transcript of records is not available in English, an official English translation is required.

The university degree certificate and the transcript of records must include either

- an electronic verification key/code or
- a notarized copy of these documents with an official stamp and signature of the registrar's office (a copy without notarization is insufficient.)

Note: To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient number of courses in the areas of economics (for example micro- and macroeconomics, development, or agricultural economics, etc.) and quantitative methods like for example mathematics, econometrics and statistics. If your bachelor's thesis is relevant, you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

If your transcript is not in German or English, it must be translated to either German or English by an official translator that also notarizes the translation.

If your graduate certificate and diploma do not include course titles and ECTS credits of your completed courses, please include an official transcript or proof of credits from your registrar's office (if your university uses the credit system) with a **grading scheme**. If your transcript of records does not include a grading scheme, please ensure to upload this document separately. Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

Please note that a notarized copy of these documents must be provided at the beginning of your studies (once you start your studies in Göttingen), otherwise matriculation will be withdrawn.

3. Official course descriptions: Documents that outline the content and expectations of courses you completed (e.g., excerpts from a course handbook) or a syllabus, which can validate the relevance of your previous studies (see admissions requirements and selection process) plus, if applicable, your bachelor's thesis, if it is relevant to fulfill the admission criteria. If the course description is not in English, please attach a translation (does not have to be notarized) alongside the original course description.

Only if your university does not provide any course descriptions, you can write them yourself. For each course relevant to meet the admission criteria, we need a short description of the content (what did you learn) and form of exam taken.

4. Resume/CV: Should be written in English in reverse chronological order without any unexplained gaps and outline your academic, professional, and other relevant experience to date (such as volunteering activities). Note that using the [Europass template](#) for your CV and including the date of issue is a DAAD requirement.

5. Motivation Letter: A written statement, which outlines your motivation and interest in the development field and this master's programme, ideally building on previous experiences. The letter should be **two pages** long and include a **date of issue**. As per DAAD requirement, you need to include a convincing explanation of your academic, professional, and personal reasons for applying to this course **in Germany** and address how your motivation relates to the goal of the EPOS programme.

Please note: If you are applying for more than one course with the possibility of the scholarship, your letter of motivation should contain detailed reasons for your choice of courses and order of prioritisation. You should submit the **same letter of motivation** to all degree programmes of your choice.

*If you are applying for the Master **only** with the EPOS scholarship, you are required to submit the motivation letter as per DAAD requirements. In this case, the requirements of the Master for the motivation letter don't apply.*

6. Verification of English language proficiency.

Accepted forms of language verification for the MSc Development Economics:

- proof of an education comparable to the German entry qualification to an institute of higher education acquired at an English-speaking school
- proof of a successful completion of a degree programme taught entirely in English (statement on transcript or diploma supplement, or letter issued by university)
- proof of study or work stay abroad of at least two years in length in an English-speaking country within the last five years prior to submitting your application

- verification of a least one (business) language course at level C1 in the programme on which the application is based upon
- at least 180 points on the Cambridge English Scale
- at least a 7 in the test "International English Language Testing System" (IELTS Academic/IELTS Academic Online/IELTS One Skill Retake).
- at least 95 points in "Test of English as a Foreign Language, internet-based test" (TOEFL iBT/TOEFL iBT Home Edition/TOEFL MyBest).
- at least 76 points on the Global Scale of English (Pearson Academic)
- at least level III of the UNiCert certificate
- NULTE certificates at C1 level: Acert (Poland), CertACLES (Spain), CLES (France), UNiCert® LUCE (Czech Republic and Slovakia), UNILANG (United Kingdom).

Please note: Successful completion of one of the above tests may not be more than three years prior to receipt of the application for admission and admission to the Master's degree programme.

7. APS certification: relevant only for applicants from China, India, Mongolia, and Vietnam. Upload if available.

8a. Summary of additional achievements: Summary document that provides an overview of relevant extra-curricular activities and accomplishments (1 page max). You do not need to list your work experience in this document when applying for the programme with the DAAD EPOS scholarship since this is listed previously in your application and hence taken into account automatically.

Please list all relevant activities in **bullet points**. For each activity, indicate

- type (e.g. internship, voluntary work, research assistant etc.)
- duration and extent (specifying time commitment, e.g., weeks/months/years or hours per week)
- contact details (of a supervisor or responsible organization)
- and outline **briefly** the contents

8b. Proof of additional achievements: For each activity listed in the Summary of additional achievements, provide supporting certificates (certificates, volunteer records, etc.). Please combine all certificates into a **single pdf document**.

Examples of qualifying activities when applying for the Master programme with the EPOS scholarship:

- Voluntary work (outside the scope of the relevant full-time professional experience)

- Social engagement and community outreach (minimum 2 hours per work for at least 2 years)
- Research assistance, participation in research projects or publications in development economics

9. All additional application documents required by the DAAD outlined [here](#):

a. Completed and signed DAAD EPOS checklist

- An original signature is required: you need to print the checklist, sign it and scan the document.

b. DAAD EPOS application form

- If you apply to more than one programme under EPOS scholarship, you must note down all your choices in the application form. The application form submitted to each programme has to be filled with the exact same information.

c. Proof of professional experience relevant to the course you are applying for: **Certificate(s) of Employment from the employer's showing at least two years of relevant work experience after the Bachelor's degree up to the time of application. The certificate of employment from the current employer should, if possible, include a guarantee of re-employment after returning to the home country.**

d. Letter of recommendation from your current employer

- The letter must include official letterhead, original or code certified digital signature (no inserted scans or uncertified digital signature), an official stamp and date of issue (it must be of current date)

Please note that applications made for the Master programme with the DAAD EPOS Scholarship are only considered for a slot in the programme with the EPOS scholarship. If you would want to apply for the regular programme without the scholarship in case it is not awarded to you, you will have to fill a second application following [Section D](#)

*Section D – From non-EEA country &
regular programme without the DAAD
EPOS scholarship*

Section D – From non-EEA country & regular programme without the DAAD EPOS scholarship

I. Application and Selection Procedure

The application period for citizens from non-EU/non-EEA countries and no bachelor's degree from an EU/EEA country for studies beginning in the winter semester is **from the 1st of October to the 15th of November of the previous calendar year**. *Please note that the application portal is only available during the application periods!*

The application will be completely digital. If requested, you are obliged to submit original documents subsequently. The application process consists of the following steps:

1. You create an account and complete your profile on the [online application portal](#) for the Master's programme in Development Economics during the application period with your personal data and details of your Undergraduate degree.

2. Then, you start your application for the Master's programme and complete the three steps: acquired skills, further declarations and document upload.

3. Once all required documents have been uploaded, submit your application. A successful application is confirmed once the 'Start Application' button changes to 'Application Submitted' and you receive a confirmation email.

4. Upon completion of the selection process, you will receive an email reply to your application. You will be informed of the outcome via email. You can expect this possibly by the beginning of March.

II. Required application documents

1. University degree certificate: Proof of degree completion and credits earned during your studies (typically degree certificate + transcript of records)

2. Transcript of records in English: If your university degree certificate does not list all courses, you can upload a transcript of records additionally. This shows all your passed courses (incl. credits,) and maybe your average grade. If your transcript of records is not available in English, an official English translation is required.

The university degree certificate and the transcript of records must include either

- an electronic verification key/code or

- a notarized copy of these documents with an official stamp and signature of the registrar's office (a copy without notarization is insufficient.)

Note: To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient number of courses in the areas of economics (for example micro- and macroeconomics, development, or agricultural economics, etc.) and quantitative methods like for example mathematics, econometrics and statistics. If your bachelor's thesis is relevant, you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

If your transcript is not in German or English, it must be translated to either German or English by an official translator that also notarizes the translation.

If your graduate certificate and diploma do not include course titles and ECTS credits of your completed courses, please include an official transcript or proof of credits from your registrar's office (if your university uses the credit system) with a **grading scheme**. If your transcript of records does not include a grading scheme, please ensure to upload this document separately. Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

Please note that a notarized copy of these documents must be provided at the beginning of your studies (once you start your studies in Göttingen), otherwise matriculation will be withdrawn.

3. Official course descriptions: Documents that outline the content and expectations of courses you completed (e.g., excerpts from a course handbook) or a syllabus, which can validate the relevance of your previous studies (see admissions requirements and selection process) plus, if applicable, your bachelor's thesis, if it is relevant to fulfill the admission criteria. If the course description is not in English, please attach a translation (does not have to be notarized) alongside the original course description.

Only if your university does not provide any course descriptions, you can write them yourself. For each course relevant to meet the admission criteria, we need a short description of the content (what did you learn) and form of exam taken.

4. Resume/CV: Should be written in English and outline your academic, professional, and other relevant experience to date. This includes any academic work (including a development relevant thesis) you might have done. You might want to use the [Europass template](#).

5. Motivation Letter: A written statement (length: max. 500 words/1 page), which outlines your motivation and interest in the development field and this master's programme in particular.

If you are applying for the Master's program both with and without the EPOS scholarship, please follow the EPOS guidelines for the letter of motivation in the application with the scholarship. For the application without the scholarship, adhere to the guidelines listed above for the letter of motivation.

6. Verification of English language proficiency.

Accepted forms of language verification for the MSc Development Economics:

- native speaker
- proof of an education comparable to the German entry qualification to an institute of higher education acquired at an English-speaking school
- proof of a successful completion of a degree programme taught entirely in English (statement on transcript or diploma supplement, or letter issued by university)
- proof of study or work stay abroad of at least two years in length in an English-speaking country within the last five years prior to submitting your application
- verification of a least one (business) language course at level C1 in the programme on which the application is based upon
- at least 180 points on the Cambridge English Scale
- at least a 7 in the test "International English Language Testing System" (IELTS Academic/IELTS Academic Online/IELTS One Skill Retake).
- at least 95 points in "Test of English as a Foreign Language, internet-based test" (TOEFL iBT/TOEFL iBT Home Edition/TOEFL MyBest).
- at least 76 points on the Global Scale of English (Pearson Academic)
- at least level III of the UNiCert certificate
- NULTE certificates at C1 level: Acert (Poland), CertACLES (Spain), CLES (France), UNiCert® LUCE (Czech Republic and Slovakia), UNILANG (United Kingdom).

Please note: Successful completion of one of the above tests may not be more than three years prior to receipt of the application for admission and admission to the Master's degree programme.

7. APS certification: relevant only for applicants from China, India, Mongolia, and Vietnam. Upload if available.

8a. Summary of additional achievements: Summary document that provides an overview of relevant extra-curricular or professional activities and accomplishments (1 page max).

Please list all relevant activities in **bullet points**. For each activity, indicate

- type (e.g. internship, voluntary work, research assistant etc.)

- duration and extent (specifying time commitment, e.g., weeks/months/years or hours per week)
- contact details (of a supervisor or responsible organization)
- and outline **briefly** the contents of your work

8b. Proof of additional achievements: For each activity listed in the Summary of additional achievements, provide supporting certificates (work certificates, volunteer records, etc.). Please combine all certificates into a **single pdf document**.

Examples of qualifying activities:

- Internship (minimum 4 weeks) in development economics
- Work experience (minimum 3 months) in development economics
- Voluntary work (e.g. gap year) in a Global South country
- Social engagement and community outreach (minimum 2 hours per work for at least 2 years)
- Research assistance, participation in research projects or publications in development economics

*Section E – From non-EEA country &
Double Degree with partner university*

Section E – From non-EEA country & Double Degree with partner university

Please note that it is not possible to apply for the double degree programme with the DAAD EPOS scholarship.

I. Application and Selection Procedure

The application period for citizens from non-EU/non-EEA countries and no bachelor's degree from an EU/EEA country for studies beginning in the winter semester is **from the 1st of October to the 15th of November of the previous calendar year**. *Please note that the application portal is only available during the application periods!*

The application will be completely digital. If requested, you are obliged to submit original documents subsequently. The application process consists of the following steps:

1. You create an account and complete your profile on the [online application portal](#) for the Master's programme in Development Economics during the application period with your personal data and details of your Undergraduate degree.

2. Then, you start your application for the Master's programme and complete the three steps: acquired skills, further declarations and document upload.

3. In the 'Further Declarations' step, you will be asked if you would like to apply for the double degree program. You are free to apply to more than one double degree program, but are required to rank the programs you have selected according to your priorities. Please note that each Double Degree program could have additional application and admission requirements, make sure to review your eligibility before applying. Once all required documents have been uploaded, submit your application. A successful application is confirmed once the 'Start Application' button changes to 'Application Submitted' and you receive a confirmation email.

4. Upon completion of the selection process, you will be informed about your admission to the programme. You can expect this possibly six weeks after the end of the application deadline via email. The selection process for the double degree programmes takes longer. You will be informed via email once it has been completed.

II. Required application documents

1. University degree certificate: Proof of degree completion and credits earned during your studies (typically degree certificate + transcript of records)

2. Transcript of records in English: If your university degree certificate does not list all courses, you can upload a transcript of records additionally. This shows all your passed courses (incl. credits,) and maybe your average grade. When applying for the double degree programme, please send in transcripts of records in **English**. If your transcript of records is not available in English, an official English translation is required.

The university degree certificate and the transcript of records must include either

- an electronic verification key/code or
- a notarized copy of these documents with an official stamp and signature of the registrar's office (a copy without notarization is insufficient.)

Note: To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient number of courses in the areas of economics (for example micro- and macroeconomics, development, or agricultural economics, etc.) and quantitative methods like for example mathematics, econometrics and statistics. If your bachelor's thesis is relevant, you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

When applying for the double degree programme, please send in transcripts of records in **English**. If your transcript of records is not available in English, an official English translation translated to English by an official translator that also notarizes the translation.

If your graduate certificate and diploma do not include course titles and ECTS credits of your completed courses, please include an official transcript or proof of credits from your registrar's office (if your university uses the credit system) with a **grading scheme**. If your transcript of records does not include a grading scheme, please ensure to upload this document separately. Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

Please note that a notarized copy of these documents must be provided at the beginning of your studies (once you start your studies in Göttingen), otherwise matriculation will be withdrawn.

3. Official course descriptions: Documents that outline the content and expectations of courses you completed (e.g., excerpts from a course handbook) or a syllabus, which can validate the relevance of your previous studies (see admissions requirements and selection

process) plus, if applicable, your bachelor's thesis, if it is relevant to fulfill the admission criteria. If the course description is not in English, please attach a translation (does not have to be notarized) alongside the original course description.

Only if your university does not provide any course descriptions, you can write them yourself. For each course relevant to meet the admission criteria, we need a short description of the content (what did you learn) and form of exam taken.

4. Resume/CV Should be written in English and outline your academic, professional, and other relevant experience to date. This includes any academic work (including a development relevant thesis) you might have done. You might want to use the [Europass template](#).

5. Motivation letter:

a. A written statement (length: max. 500 words/1 page), which outlines your motivation and interest in the development field and this master's programme in particular.

b. An additional specific letter of motivation (max. 1 page) for each double degree program you are applying for, in English, explaining the reasons for your application as well as objectives and expectations related to the double degree program.

6. Verification of English language proficiency.

Accepted forms of language verification for the MSc Development Economics:

- native speaker
- proof of an education comparable to the German entry qualification to an institute of higher education acquired at an English-speaking school
- proof of a successful completion of a degree programme taught entirely in English (statement on transcript or diploma supplement, or letter issued by university)
- proof of study or work stay abroad of at least two years in length in an English-speaking country within the last five years prior to submitting your application
- verification of a least one (business) language course at level C1 in the programme on which the application is based upon
- at least 180 points on the Cambridge English Scale
- at least a 7 in the test "International English Language Testing System" (IELTS Academic/IELTS Academic Online/IELTS One Skill Retake).
- at least 95 points in "Test of English as a Foreign Language, internet-based test" (TOEFL iBT/TOEFL iBT Home Edition/TOEFL MyBest).
- at least 76 points on the Global Scale of English (Pearson Academic)
- at least level III of the UNICert certificate
- NULTE certificates at C1 level: Acert (Poland), CertACLES (Spain), CLES (France), UNICert®LUCE (Czech Republic and Slovakia), UNILANG (United Kingdom).

Please note: Successful completion of one of the above tests may not be more than three years prior to receipt of the application for admission and admission to the Master's degree programme.

7. APS certification: relevant only for applicants from China, India, Mongolia, and Vietnam. Upload if available.

8a. Summary of additional achievements: Summary document that provides an overview of relevant extra-curricular or professional activities and accomplishments (1 page max).

Please list all relevant activities in **bullet points**. For each activity, indicate

- type (e.g. internship, voluntary work, research assistant etc.)
- duration and extent (specifying time commitment, e.g., weeks/months/years or hours per week)
- contact details (of a supervisor or responsible organization)
- and outline **briefly** the contents of your work

8b. Proof of additional achievements: For each activity listed in the Summary of additional achievements, provide supporting certificates (work certificates, volunteer records, etc.).

Please combine all certificates into a **single pdf document**.

Examples of qualifying activities:

- Internship (minimum 4 weeks) in development economics
- Work experience (minimum 3 months) in development economics
- Voluntary work (e.g. gap year) in a Global South country
- Social engagement and community outreach (minimum 2 hours per work for at least 2 years)
- Research assistance, participation in research projects or publications in development economics