



## Checklist: documents that have to be submitted to apply for a scholarship in the EPOS Programme

<b>Application</b> possible languages: German or English	<input type="checkbox"/> mandatory
<b>DAAD application form (green)</b> <ul style="list-style-type: none"><li>• Host University (Question 7):<ol style="list-style-type: none"><li>1. First choice of programme</li><li>2. Second choice (if you are interested in more than one programme)</li><li>3. Third choice (if applicable)</li></ol></li></ul> Please type your answers or make sure they are easy to read	<input type="checkbox"/> mandatory <input type="checkbox"/> mandatory if you are applying for more than one master's course <input type="checkbox"/> mandatory
<b>Letter of motivation addressing the selection criteria, no more than two pages</b>	<input 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></ul>	<input type="checkbox"/> mandatory <input type="checkbox"/> mandatory <input type="checkbox"/> mandatory
<b>University Certificates</b> <ul style="list-style-type: none"><li>• Degree / Diploma Certificates (If the original is not in German or English, a certified translation must be provided in addition.)</li></ul>	<input type="checkbox"/> mandatory
<b>Transcript</b> <ul style="list-style-type: none"><li>• Full set of transcripts</li><li>• explanation of the grade system, you must provide this as a separate document if it is not part of the transcript</li></ul> (If the original is not in German or English, a certified translation must be provided in addition.)	<input type="checkbox"/> mandatory <input type="checkbox"/> mandatory
<b>Professional experience relevant to the course you are applying for</b> Work certificate(s) for at least two years of relevant professional experience (This must be printed on headed paper, include a signature, the date of issue and a stamp.)	<input type="checkbox"/> mandatory
<b>Current reference</b> <ul style="list-style-type: none"><li>• from your employer (on headed paper, with a recent date, signature and stamp)</li></ul>	<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 type="checkbox"/> mandatory <input type="checkbox"/> mandatory



## DAAD Selection Criteria for the EPOS Programme

### Formal Criteria:

- A complete set of documents including a completed and 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, on your CV, in applications to other degree programmes and in applications to other scholarship programmes
- A first degree completed with above-average grades. If your official degree certificate is not available yet, please provide confirmation from your university about your first degree
- a minimum of two years of relevant work experience at the time of the application and after completion of your first university degree
- Candidates holding a master's degree can only be considered in exceptional circumstances. You must explain why you would like to study for this particular second master's and how it expands on the one you hold already.
- Candidates' last university degree should have been completed within the past six years.
- 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 programme in Germany
- If you are applying for more than one university course:
  - You must provide the SAME letter of motivation for all courses you are applying for and it must explain your academic and professional reasons for applying to these programmes
  - You must explain your order of priority, i.e. why is your first choice of programme your first choice, why is your second choice your second choice
- Please describe any professional experience relevant to your programme
- 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. The green DAAD application form, the CV and the letter of motivation do not have to be signed separately. I will inform the DAAD of any changes in my circumstances.

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Location, Date

Name (in capital letters) and Signature