

Table of required documents for the ENREM Master Program

No.	Label	Formal requirement - Documentation
0	ENREM Online Pre-registration [Online Pre-registration]	ENREM Online pre-registration <ul style="list-style-type: none"> Fill out the online pre-registration in English on the Agenda Ambiental UASLP Portal (Maestría en Ciencias Ambientales – Modalidad Doble Titulación) If there is a technical problem with the platform, go to step 01.
01	ENREMAApplication [ENREM Application Form]	ENREM Application Form in PDF for Study place (must be signed) <ul style="list-style-type: none"> Fill out application form in English, digitally and not by hand
01B	ApplicationDAAD (additional for DAAD-Scholarships) [DAAD Application Form]	DAAD Application Form <ul style="list-style-type: none"> Complete the application form digitally in English, not by hand. On page 2, point 7, you must list all EPOS master programs you have applied for (to start in the current year). <p><i>* To apply to the DAAD-Scholarship you must submit both Application Forms (ENREM and DAAD).</i></p>
01C	ChecklistDAAD (additional for DAAD-Scholarships) [DAAD Check List Form]	DAAD EPOS Checklist <ul style="list-style-type: none"> Additional document, if you are applying for a DAAD EPOS scholarship The checklist must be completed, hand signed and dated on page 2 as indicated.
02A	BachelorDegree	Higher Education Degree Certificate (Bachelor's & Master's if available) <ul style="list-style-type: none"> Copy of the original document Copy of the certified translation made by a sworn translator, if the original is not in German or English. Make sure they are clearly legible. <p><i>* Only for DAAD-Scholarship applicants: The last academic degrees should generally not be older than six years</i></p>
02B	TranscriptRecordsBachelor	Transcript of Academic Records – Higher Education Degree (Bachelor's & Master's if available) Official Transcript of all the courses that you have completed, including the number of credits and the final grade. <ul style="list-style-type: none"> Copy of the original document. Copy of the certified translation made by a sworn translator, if the original is not in German or English. Make sure they are clearly legible.
02C	FinalGradeAverage	Final Grade Average of Higher Education Degree with grading scale (Bachelor's & Master's if available) Final grade average obtained in your higher education studies (Bachelor's) with an official certificate or letter describing the grading scale used by your institution. This document should include the minimum and maximum possible scores, as well as the score required to pass a course. <ul style="list-style-type: none"> Copy of the original document. Copy of the certified translation made by a sworn translator, if the original is not in German or English. Make sure they are clearly legible.
03	MotivationLetter	Motivation Letter (1 page), must be signed* A statement that explains why you have chosen this program in a specific and convincing manner. You should answer the following questions: <ul style="list-style-type: none"> Why do you want to study this Master Program in relation to your previous academic qualifications and professional experiences? (one paragraph) What is your professional goal after obtaining your master's degree, and how will the Master Program contribute to this? (one paragraph)

		<ul style="list-style-type: none"> – Which three main benefits do you expect to gain from the program, and which three main contributions could you provide to the program? (List) – Why you think you should be selected? (List five arguments of personal characteristics.) <p><i>* German applicants and native English speakers are expected to express themselves in English and Spanish, all others in English.</i></p>
03A	DAADMotivationLetter (For DAAD Scholarships)	<p>Additional Motivation Letter (1 page, must be signed and dated)</p> <p>In addition to the above-mentioned motivation letter, applicants for DAAD-EPOS scholarship must explain:</p> <ul style="list-style-type: none"> – Why you applied for a DAAD scholarship. – How your motivation relates to the goals of the DAAD - EPOS program. – How your scholarship award would help you achieve your ambitions and benefit your future career as a practitioner. – If you have applied to more than one DAAD EPOS-funded program (to start in the current year), you must explain your order of priority and detailed reasons for your choice.
04	ProjectIdea	<p>Project Idea (max. 2 pages incl. 5 keywords) *</p> <p>Short research proposal of the potential research topic you want to pursue during your master's thesis:</p> <ul style="list-style-type: none"> – The proposal's focus must be linked to the Master Program's subjects, content, and areas of PMPCA and the Master NRM at F12, your own skills, as well as your future professional interests. – The subject must be of importance to the current scientific discussion. – Briefly describe your research project; i.e. the topic, research focus, theoretical and methodical approach. – The project idea should be written in the format of a research proposal. (e.g. structure, citation, sources, etc.). <p><i>* To be written in English and it must be signed.</i> <i>* This project does not necessarily represent the final thesis project.</i> <i>* The submitted project idea will be checked for plagiarism.</i></p>
05A	English	<p>Proof of English Language Proficiency</p> <p>TOEFL: (Test of English as a Foreign Language, USA) www.toefl.org</p> <ul style="list-style-type: none"> – Internet based Test version (iBT): At least 79 points <p><i>* NOTE: We don't accept TOEFL ITP and TOEFL MyBest Scores</i></p> <p>IELTS: (International English Language Testing System, UK) www.ielts.org</p> <ul style="list-style-type: none"> – Academic Version: at least level 6.0 <p>CAMBRIDGE: First (FCE) Certificate www.cambridgeenglish.org</p> <ul style="list-style-type: none"> – Scale score: 160 -190 (CEFR: B2) <p><i>* Scores must be no more than 3 years old.</i> <i>* Required for ALL applicants whose nationality does NOT have English as a mother language</i></p>
05B	Spanish	<p>Proof of Spanish Proficiency</p> <ul style="list-style-type: none"> – Certificate of language course – Extended period living, studying, or working (internship is possible) in a Spanish speaking country. As a proof of proficiency, a letter from the company/organization detailing the period of the activity and confirming that Spanish was the main working language would be an advantage. <p><i>* Required ONLY for applicants whose nationality does NOT have Spanish as a mother language.</i></p>
05C	German	<p>Proof of German Proficiency</p> <ul style="list-style-type: none"> – Certificate of language course or exam. <p><i>* Not mandatory only if you have it.</i></p>

06A	CV [Europass Website]	<p>Curriculum Vitae in English*</p> <ul style="list-style-type: none"> – only EUROPASS format – max. 3 pages, must be dated (current) and signed – in reverse chronological order without any unexplained gaps – dates must precisely correspond to all requested application documents (study and experiences) <p><i>* Please do not include degrees and certificates attachments in the CV.</i></p>
06B	ProofExperience	<p>Certificate(s) of Employment/Internship</p> <ul style="list-style-type: none"> – Certificate of Employment or Internship relevant to the master program. – This must include the position and the performed activities, as well as the exact period of the activity. <p><i>* The Certificate(s) of Employment must have a letterhead, a date of issue, a signature, and an official stamp (seal). * No more than 3 certificates.</i></p>
06C	CertificateEmployment (For DAAD Scholarships)	<p>Work certificate(s), in German or English*</p> <ul style="list-style-type: none"> – Certificate(s) of relevant work experiences after the bachelor's degree. – The certificate(s) in total must amount to at least two years of documented work experience after getting the degree at the time of application. – The Certificate(s) must include the exact period of the job (i.e. dd.mm.yyyy - dd.mm.yyyy), the position and the performed activities. – Copy of the original document and a copy of the certified translation made by a sworn translator, if the original is not in German or English. Make sure they are clearly legible. <p><i>* Mandatory: The Certificate(s) of Employment must be on headed paper, including an original (not scanned) or code certified digital signature, the date of issue and a stamp.</i></p>
07	Recommendation_01 Recommendation_02	<p>Two Recommendation Letters</p> <ul style="list-style-type: none"> – One from your university and/or from your employer. <p><i>* IMPORTANT: The letters must have a signature and an official stamp (seal) and must be recently issued by the time of the application.</i></p>
07A	RecommEmployer (For DAAD Scholarships)	<p>Professional Recommendation from Current Employer*</p> <ul style="list-style-type: none"> – if possible, a guarantee of reemployment after returning to the home country. – The recommendation may substitute the work certificate if it fulfills the criteria in point 06C (see above). – Copy of the original document and a copy of the certified translation made by a sworn translator, if the original is not in German or English. Make sure they are clearly legible. <p><i>* Mandatory: The Professional Recommendation from current employer must be on headed paper, including an original (not scanned) or code certified digital signature, the date of issue and a stamp.</i></p>
08	Passport	<p>Passport</p> <ul style="list-style-type: none"> – Copy of passport page that contains your name, personal information, and other official details.
09	BirthCert	<p>Birth Certificate</p> <ul style="list-style-type: none"> – Copy of the original birth certificate <p><i>*No translation is required.</i></p>
10	ProfessioLicense (Only for Mexicans)	<p>Professional License – Cédula Profesional</p> <ul style="list-style-type: none"> – Optional for application. – At time of enrollment at UASLP, proof of application for Professional License must be delivered (Mandatory).
11	HihgSchool	<p>High School Certificate</p> <ul style="list-style-type: none"> – High school education certificate (Abitur, Bachillerato, Secundaria, High School, etc.)

Application

1. Compile the required documents in PDF format and **label them as follows:**
No_Label_ApplicationYear_Nationality-ISO-country-code_ApplicantInitials (first and last name)

For example, the motivation letter of Eduardo Javier Lopez Martinez from Mexico would be labelled as follows if applying in 2024:

01_MotivationLetter_2024_MX_EJLM.pdf
2. **Save** all files in a ZIP folder **labelled according to the following scheme:**
ENREM_ApplicationYear_Nationality-ISO-country-code_ApplicantInitials (first and last name).zip

For example, the ZIP folder for the application of Eduardo Javier Lopez Martinez from Mexico would be labelled as follows if applying in 2024:

ENREM_2024_MX_EJLM.zip

National ISO Country Code
3. **Send** the ZIP folder to the following **e-mail addresses:** info-enrem@th-koeln.de **AND** pmpca@uaslp.mx

Questions and Answers: We have compiled questions and answers about the application process [here](#). If your question is not answered here, please write to info-enrem@th-koeln.de