

## REQUIRED DOCUMENTS FOR A DAAD SCHOLARSHIP APPLICATION

(IN THE FOLLOWING ORDER):

- Completed and signed [DAAD checklist](#)
- [DAAD application "Application for a research/study scholarship"](#)  
(please type your answers or make sure they are easy to read)
- A **curriculum vitae** in reverse chronological order without any unexplained gaps (please use the [europass template](#) (mandatory) including exact information about your studies, and on practical experience)
- One **Letter of Motivation** with detailed reference to academic, professional and personal reasons for applying for the program.  
IMPORTANT: When applying for more than one postgraduate course (maximum 3 courses), please also give detailed reasons for your choice of courses and prioritization in the letter of motivation. Please submit the same letter of motivation to all postgraduate degree programs of your choice.
- **Letter of recommendation** from your current employer; the letter must include official letter-head, signature and official stamp and must be of current date (not in a sealed envelope)
- **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.
- Proof of **English proficiency** not older than five years  
(Toefl IBT 79, academic IELTS 6.0)
- Copy of your **school leaving certificate** and, if applicable, university entrance exam
- Copies of your **higher education degree certificates** and a certified translation if the original is not in German or English, and make sure these are clearly legible.
- Completed and signed [application form "Relevant Modules"](#).
- Copy of your full set of **transcript of records**. Please provide an explanation of the **grading system** if this is not part of the transcript.
- **Motivation letter** for the program
- **Research proposal**