

CHECKLIST REQUIRED DOCUMENTS

1. Curriculum Vitae with Passport-size photograph Your CV in English, with a passport-size photo. Include your personal details, education, language skills, relevant internships and research experience.	☐
2. Proof of English Language Proficiency Your English language test certificate. Check the list of accepted language certificates to see which tests we accept, or whether you qualify for an exemption. Important: A letter from your university confirming that you studied in English is not accepted as proof of your English language skills.	☐
3. Official Academic Transcripts and Certificates Your official transcripts (records of your courses and grades) from every university you have attended. Make sure they also show the grading system, including the highest possible grade and the minimum grade needed to pass. If this information is missing, include a separate official grading scale. If you are applying from China, India or Vietnam, your academic documents must be verified by APS. Note: Scan both sides of each document. If your documents are not in English or German, include certified translations and notarized copies.	☐
4. Academic Diplomas Your Bachelor's degree certificate and certificates for any other degrees you have completed. Note: Scan both sides of each document in color and A4 format. If your documents are not in English or German, include certified translations and notarized copies.	☐
5. Declaration for Master's Studies Your completed and signed Master Declaration Form. If you have already started or completed another Master's program, also include your transcripts and degree certificates from that program.	☐
6. Additional Documents (Optional) You can also include other documents that support your application. For example, a letter of motivation, recommendation letters or certificates showing your work experience, internships, practical training or additional qualifications.	☐