DAAD Application Checklist

General Information:
Please note that, in accordance with DAAD regulations, we are only able to consider applications which are fully completed and accompanied by all necessary supporting documentation. The documents are only valid with the necessary signatures, stamps, dates and official letterheads (where applicable)!

Required Documents for a DAAD scholarship application (in the following order):

☐ Signed DAAD application form with current date
  (https://www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium_en.pdf)

☐ Personally signed CV (please use the sample europass form at https://europass.cedefop.europa.eu/ with current date

☐ Personally signed Letter of Motivation (with reference to current occupation and choice of postgraduate programme(s), two pages maximum) with current date.

IMPORTANT: When applying for more than one postgraduate course (maximum 3 courses), you have to submit one motivation letter explaining why you are applying for these specific courses and why you chose that priority.

☐ Letter of recommendation from your current employer; the letter must have letterhead, a signature and official stamp and must be of current date (not in a sealed envelope)

☐ Certificate(s) of Employment from the employer(s) that proof a minimum of two years of relevant working experience (after the bachelor degree) at the time of application and if possible, a guarantee of re-employment from your current employer upon returning home.

☐ Proof of Language Skills:
  - English – IELTS or TOEFL (Note: The institutional TOEFL is not accepted)

☐ Copies of Academic Degrees (certified translation if necessary)

☐ Copies of Academic Transcripts, incl. grading-scale (certified translation if necessary)

☐ Applicants from the People’s Republic of China are asked to submit an APS Certificate with their application documents.

☐ Urban Management application form

☐ Copy of your passport