



# Required Application Documents:

Please make sure that the following documents are enclosed as 1) original certified copies (officially authenticated) or 2) original documents issued, stamped and signed by the university you graduated from/will graduate from.

Please make sure that copies are always translated in English or German by an accredited translator. Please note that in case of translated documents you send us or you upload in the C@MPUS Online Application Portal both, a certified copy of the original document and the translation (translated by an accredited translator) are required.

In order for your application to be processed, all required documents must be submitted as shown below under the headings **STAGE 1** and **STAGE 2**:

## STAGE 1) Required documents that must be uploaded in the C@MPUS Online Application Portal

### 1. Higher education entrance qualification

Please submit your higher education entrance qualification.

A foreign higher education entrance qualification is the formal term for your "school leaving certificate" as for example a high school degree. Generally, all the requirements that students have to fulfil in their home country to be admitted to study an academic subject at a university also applies in Germany.

Applicants from Iran: the higher education entrance qualification is your Iranian University Entrance Exam also known as the Concours.

For more information, please follow this link:

<https://www.uni-stuttgart.de/en/study/application/first-semester/qualification>

If such exam is not needed in your home country, you must not worry about sending a document.

Only pdf files are accepted!

### 2. Bachelor's / Master's Degree Certificate

This requirement only applies if you have already completed a degree program.

In this case, please submit the **original certified copy (officially authenticated)** and the **original officially translated** (English or German) **copy** of your degree certificate (translated by an accredited translator).

If this is not available at the time of application, provide an official letter (English) issued, stamped and signed by your university that you have finished your studies and that your degree certificate will be available later on.

**The original certified copy (officially authenticated) of the degree certificate has to be provided at the time of enrolment, at the very latest.**



Only pdf files are accepted!

### 3. Transcript of Records

**No upload of your transcript of records is needed here. See Stage 2.**

### 4. Cumulative Grade Point Average

Please upload a letter of your university stating and confirming your final Cumulative Grade Point Average (CGPA). If your final CGPA is not available at the time of application, please provide the most recent one. **Please also include your rank amongst your peers if it is provided by your university.**

In case you have another university degree (e.g., Master or Diploma), or in case you have more than one university degree, please upload the CGPA of the degree which serves as qualification for the degree program you are applying for.

Only pdf files are accepted!

### 5. Grading System

Please provide an explanation, certified by your university, of the grading and awarding system of your university, stating minimum pass marks / maximum achievable marks and how the Cumulative Grade Point Average (CGPA) is calculated from the marks. You can skip this step if the explanation about your grading system is provided by your transcript of records.

Only pdf files are accepted!

### 6. Curriculum Vitae

Please upload your CV. We recommend to use the Europass-CV template.

Further information is available via the following link:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Only pdf files are accepted!

### 7. Motivation letter (optional)

Please upload a motivation letter, e.g. specifying

- a) your reasons why you are applying for this specific degree program at the University of Stuttgart
- b) your previous experience/exposure to the topic
- c) any other issues you feel are relevant for the successful completion of the degree program

Only pdf files are accepted!



## **8. Certificates of Additional Degrees and Transcripts of Records (optional)**

Please upload certificates from additional studies and degrees. You may upload your transcripts of records here.

Only pdf files are accepted!

## **9. APS certificate**

**This step only applies to applicants from the People's Republic of China, Socialist Republic of Vietnam and Mongolia!**

Please provide an **original certificate** or confirmation of the APS (Akademische Prüfstelle des Kulturreferats) at the Embassy of the Federal Republic of Germany in your home country.

Only pdf files are accepted!

## **10. Letter (s) of Recommendation (optional)**

We would appreciate if you uploaded reference letters if available.

Only pdf files are accepted!

## **11. Proof of English Language Proficiency**

Please provide certified proof of your English language proficiency (i.e. TOEFL or IELTS score report or equivalent). The English test certificate shall not be older than 2 years. If a newer certificate is not available at time of application, please upload the older document. The new language certificate needs to be provided prior to enrolment.

If your complete education has been conducted in English, an official certificate of your university is required confirming that the language of instruction is English. If English is your mother tongue, please also provide some form of evidence.

Please note: The required proficiency levels are: IELTS (Band 6.5) or TOEFL (score: 550 paper based, 213 computer based, 79 internet based) or Cambridge (C CPE, B CAE).

It is not necessary to send the results directly via the TOEFL homepage with the University of Stuttgart Code. Please wait for your hardcopy or digital results and then upload.

Only pdf files are accepted!

## **12. Proof of German Language Proficiency**

Please provide certified proofs of your German proficiency (i.e. reference level A1 following the "Common European Reference Levels of Language Proficiency").

If this is not available at time of application the document needs to be provided by the end of semester 2.



Further information for German courses offered by the language center prior to enrolment at the University of Stuttgart:  
[https://www.student.uni-stuttgart.de/international/deutschkurse/intensivkurs\\_deutsch/](https://www.student.uni-stuttgart.de/international/deutschkurse/intensivkurs_deutsch/)

Only pdf files are accepted!

## **STAGE 2) Required documents that must be submitted by post to the MSc WASTE Office**

### **1. Short Application Form**

Please print the short application form and submit it along with the other documents. The short application form must be submitted as original. Please keep in mind to sign the document!

### **2. Transcript of Records**

Provide an officially translated (English or German) and certified copy (officially authenticated) of your final transcript of records as soon as possible.

If this is not available at the time of application, please provide a translated and certified copy of the most recent one. Provide the final transcript of records as soon as possible.

In case you have another university degree (e.g., Master or Diploma), or in case you have more than one university degree, please provide the transcript of records of the degree which serves as qualification for the degree program you are applying for. You can upload certificates of further studies on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".

Further information on this 2 stage process (1<sup>st</sup> Stage: online application; 2<sup>nd</sup> Stage: postal submission of certified copies) is available via the following link:  
<http://www.waste.uni-stuttgart.de/before-studying/Application.html>

**If you have any further questions, please download the FAQs from the MSc WASTE Website.**