

List of required documents

DAAD Scholarship for the MSc Environmental Governance

- **Signed DAAD Application Form** (download [DAAD Application Form](#))
- **Signed MEG Application Form** (will be available on our website from July 01, 2020)
- **Signed Curriculum Vitae** in English, with date, without photo.
- **Signed Motivation Letter** in English, following this [guideline](#).
- **Two recommendations**
 - One from a university professor/lecturer
 - One from your current or a former employer.
 - 1) Please do not send us the two recommendations, but instead, create a PDF file with only the names and contact dates of your two referees.
 - 2) Ask both referees to download and complete the **MEG Referees Questionnaire** and to write a **Reference Letter** (there is no template for the reference letter). The reference letters should have a letterhead, signature, official stamp, and must be of current date.
 - 3) Each referee should merge the two documents (questionnaire and letter) into one single PDF and send it before October 15, 2020, by e-mail to this address:
info-meg@unr.uni-freiburg.de.
- **Bachelor's Degree certificate**
 - Certificates and academic transcripts must be officially translated into German or English.
 - Applicants that already have a Master degree in a similar subject area are not eligible for a DAAD scholarship. However, this does not apply to students from India, Indonesia, Cambodia, Malaysia, Nepal, Pakistan and Sri Lanka in case they hold only a 3-year Bachelor. They need also at least a 1-year Master degree to qualify for admission.
- **Transcript of Records from your Bachelor's Degree**
 - Certificates and academic transcripts must be officially translated into German or English.
 - The transcript must contain **your final grade/GPA** and **the grading system**. Please send both, the original language version and the translated version.
- **English Language Certificate (originals or certified copies).**
 - Certificates cannot be older than 2 years. We accept either TOEFL (iBT 100 points, PBT 600), IELTS (Band 7) or Cambridge (level C1).
 - If the institution will send the certificate directly to us, please upload a screenshot of the result. Note: We are registered for TOEFL and IELTS online verification. Our TOEFL code number is **8692, dept. code 99**.



- Native English speakers and applicants who followed their COMPLETE university studies in English can be exempted from the language proof. They have to upload an official certificate from their University confirming that English was the medium of instruction.
 - Note: Students from Nepal, India, Bangladesh, and Pakistan have to provide TOEFL, IELTS or Cambridge certificate in ALL cases.
 - **Proof of two years of work experience:**
 - Certificate(s) of employment from the employer(s) that proof a minimum of two years of relevant working experience after the first degree (bachelor) at the time of application. Employment dates must be specified.
 - If possible a guarantee of re-employment from the current employer upon returning home.
 - **APS Certificate** (compulsory only for applicants from China, Vietnam, and Mongolia).
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Note: if you need guidance on how to **merge or compress PDF documents**, please contact us.