

M.Sc. Environmental Governance Programme
DAAD Scholarship for Young Professionals from Developing Countries
List of Documents

Please find below a list of the documents required for applying to the MEG Programme through the DAAD scholarship “Development-Related Postgraduate Courses”.

All documents must be sent by post mail and must arrive before the deadline (October 15 of the year before starting the master)

Please include the following documents in this order:

1. **DAAD Application Form** (download [DAAD Application Form](#))
2. **MEG Application Form** (download the [MEG Application Form](#))
3. **Curriculum Vitae:** in English, please do not include a photograph.
4. **Motivation Letter:** in English and **following this [guideline](#).**
5. **Two Recommendation Letters and Questionnaires** from a university professor and an employer.

Each recommendation consists of:

- The **MEG Referee Questionnaire** (Download [Referees Questionnaire](#)) and
- A **Reference Letter** written by the referee (there is no template for the reference letter).

The letter and questionnaire must be included within your application in an envelope sealed and signed by the referee, or sent directly by the referee by post to the address below, or by e-mail to info.meg-fem@unr.uni-freiburg.de

6. **Transcript of Records and Bachelor's Degree** (only certified¹ copies are accepted).

Your academic transcripts:

- Must contain your final grade/GPA² and the grading system.
- Be translated into German or English. Please send both the original language version and the translated version. Both versions must be certified.

¹ A certified copy is a photocopy of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. Several institutions or a notary can certify a copy. Please check [here](#) for more information.

² If you do not have yet the final certificate, send us a certified copy of your academic transcripts including your grade/GPA up to date and the grading system.



7. Certified English Language Certificate, (only certified copies or originals are accepted).

- Certificates cannot be older than 2 years.
- We accept either TOEFL (iBT 100 points, PBT 600), IELTS (Band 7) or Cambridge (level C1).
- Certified English certificates can be included in your application or sent directly by the issuing institution (TOEFL code number 8692, dept. code 99).

Note: Native English speakers are exempted. Applicants who followed their COMPLETE university studies in English are also exempted from the English Certificate, but have to provide an official certificate from the University confirming that English was the medium of instruction.

Note: Students from Bangladesh, India, Nepal and Pakistan must provide TOEFL, IELTS or Cambridge certificate in ALL cases.

8. Proof of two years' Work Experience

Please note:

- Teaching and research at a university or another research institute are not considered professional experience (exception: PhD postgraduate courses).
- The requirement of two years of professional work experience refers to the time of the start of the scholarship period. This means that it is not necessary to have already completed two years of professional experience at the time of applying. However, these two years must be completed before you come to Germany, and you must provide proof of this when applying in October. Applicants can prove work experience in a non-university related sector (government agency, government institutions, business, NGOs etc.).
- Applicants that already have a Master degree are not eligible to apply for the 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. A 3-year Bachelor from these countries qualifies only in combination with a Master degree for a Master program in Germany.

9. APS Certificate (compulsory only for applicants from China, Vietnam, and Mongolia)

10. Proof of work experience, internships and stays abroad: in addition to the compulsory documents (1-8), you can add proofs of your relevant work experience, internships or stays abroad mentioned in the ORF (e.g. letter from employers, certificates, etc.). Starting and finishing dates must be clearly specified in the proof in order to be valid.

Note: This is not a compulsory requirement, but if you want these factors to increase your processing grade, you have to attach them. These do not need to be certified.



Application documents should be posted to the following address:

**Universität Freiburg
Fakultät für Umwelt und natürliche Ressourcen
Esther Muschelknautz / Studienbüro
Tennenbacherstraße 4
D-79106 Freiburg /Germany**

*Any document received after October 15 will not be accepted, including English certificates.