

## List of required documents

### DAAD Scholarship for the MSc Environmental Governance

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- **MEG Application Form** (download [MEG Application Form](#)) to be filled out electronically and send as a separate PDF file. This form is the basis for our database.
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- **Signed DAAD Application Form** (download [DAAD Application Form](#))
  - **Signed Curriculum Vitae** in English, with date, without photo
  - **Signed Motivation Letter** in English, following the [Guideline for Motivation Letter](#)
  - **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 and send it to us.
    - 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, though it ought to have a letterhead, signature, official stamp, and must be of current date.
    - 3) Each referee should merge the two documents (MEG Referees Questionnaire and Reference Letter) into one PDF file and send it to [info-meg@unr.uni-freiburg.de](mailto:info-meg@unr.uni-freiburg.de) before Oct 15, 2020.
  - **Bachelor's Degree certificate**
    - Certificates and academic transcripts must be officially translated into German or English if necessary.
    - Applicants who already have a Master's 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 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 if necessary.
    - 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 TOEFL (iBT 100 points, PBT 600), IELTS (Band 7) or Cambridge (level C1).
  - If the institution sends the certificate directly to us, please upload a screenshot of the result. Our TOEFL code number is **8692, dept. code 99**. Note: We are registered for TOEFL and IELTS online verification.
  - Native English speakers and applicants who followed their COMPLETE university studies in an anglophone country (or in a country where English is the official language) 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 prove a minimum of two years of relevant working experience after the first degree (bachelor) at the time of application. Employment dates have to 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 files**, please contact us.