Application Guidelines — M.Sc. Photogrammetry and Geoinformatics 2022

One set of application has to be submitted in the *following order* (blue text: additionally for DAAD scholarship application):

- ☐ Duly filled in and **hand-signed** application form for admission to the master's course.
- ☐ Duly filled in and **hand-signed** DAAD application form with ticked box *Study scholarship for a postgraduate course with relevance to developing countries* with current date.
- ☐ Tabulated, complete curriculum vitae (CV) in English (please use the sample europass form: `http://europass.cedefop.europa.eu`) **hand-signed** and with current date.
- ☐ **one hand-signed** Letter of Motivation (with reference to current occupation and choice of postgraduate programme(s), two pages maximum) with current date.
  N.B.: Even when applying for more than one postgraduate course (maximum 3 courses), you must submit *only one* motivation letter explaining why you are applying for these specific courses and why you chose that priority.
- ☐ Letter of recommendation (originals or notarized copies) from your university and/or current employer. The letter must bear letterhead, signature, and official stamp and must be of current date (**not in a sealed envelope**).
- ☐ Certificate(s) of professional experience (originals or notarized copies) from the employer(s) that prove a minimum of two years of **relevant working experience** (after the bachelor degree) at the time of application (with letterhead, date, signature and official stamp).
- ☐ Leave of absence from the current employer and/or confirmation of a re-employment upon your return.
- ☐ Proof of English language skills for applicants from non-native English speaking countries:
  TOEFL (minimum score: 550 paper based, 213 computer based, 80 internet based), IELTS band 6.0 or equivalent. (N.B.: The Institutional TOEFL will not be accepted.)
- ☐ Bachelor degree certificate (as notarized copy of the original document).
- ☐ All subjects and grades of the Bachelor Degree (as notarized copies of the original documents):
  Records must be submitted for all post secondary academic work (completed or in progress) and for all degrees. The records must give detailed information on the content and quality of a student's performance. The student's rank in class should be noted whenever possible. Transcripts, including the titles of the attended courses and the received grades, must be submitted in both the original language and a certified translation into English or German. A grading scheme and in particular a grading scheme in percentages is required.
- ☐ Do you have a master's degree or other degree? If yes, please add the documents:
  - ☐ Master's degree certificate (notarized copy of the original document, certified translations into English or German if necessary).
  - ☐ All subjects and grades of the master's degree (notarized copies of the original documents, certified translations into English or German, grading scheme).
- ☐ Secondary school leaving certificate (GCE O- and A-level, Baccalauréat, high school diploma, etc.) as notarized copies of the original documents.
- ☐ One passport photo (35 mm × 45 mm, with your name on the back).
- ☐ Uncertified copy of your passport or identity card to prove your nationality.

N.B.: There is no age limit for DAAD scholarships, however, your last academic degree should be not older than six years. You can apply three times for a DAAD scholarship.

Submission Address for Application

Scanned documents are not accepted. An online application is not possible.

You are required to send your application by post or express service to the following address:

Hochschule für Technik Stuttgart
MSc Photogrammetry and Geoinformatics
Prof. Dr. D. Schröder
Schellingstr. 24
70174 Stuttgart
Germany