

APPLICATION GUIDELINES – MSC PHOTOGRAMMETRY AND GEOINFORMATICS 2018

One set of application has to be submitted in the following order.

- Duly filled in and **hand-signed** application form for admission
- Duly filled in and **hand-signed** DAAD application form with ticked *Study scholarship for a postgraduate course with relevance to developing countries* (if you apply for the DAAD-scholarship)
- Tabulated, complete curriculum vitae in English-- **hand-signed** CV (please use the europass specimen form)
- One page “Statement of Goals and Objectives” describing previous work and current occupation, the goals and objectives in pursuing postgraduate studies in this Master’s degree course as well as future plans.
- Minimum 2 reference letters (originals or attested copies) from your university and/or employer. The letters must have a date and signature, printed on the office letter head and/or including an office stamp (not in a sealed envelope).
- Certificates of professional experience (originals or attested copies). Professional experience letters must have a date and signature printed on the office letter head and/or including an office stamp (not in a sealed envelope).
- Leave of absence from the current employer and/or Confirmation of a re-employment upon your return home (only for the DAAD-application).
- Proof of English language skills for applicants from non-English speaking countries. TOEFL score of 550 points, TOEFL score of 79 (Internet-based test), IELTS band 6.0 or equivalent. (Note: 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 courses attended and the grades received, must be submitted in both the original language and in English or German. A grading scheme and in particular a grading scheme in percentages is required.

Do you have a master degree or other degree? If yes, please add the documents:

- Master degree certificate (as notarized copy of the original document):
 - All subjects and grades of the Master Degree (as notarized copies of the original documents):
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- Secondary school leaving certificate (GCE O- and A-level, Baccalauréat, high school diploma, etc.) as notarized copies of the original documents
- 2 passport photos (4 x 5 cm, with your name and address on the back)
- uncertified copy of your passport or identity card to prove your nationality

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

Note that for DAAD scholarships there is no age limit, but your last academic degree should be not older than six years.