

# CHECKLIST - TODO (COMPULSORY!)

☺	✓ APPLICATION DAAD - SCHOLARSHIP WIRE BUIS
	<input type="checkbox"/> MOTIVATION LETTER SIGNED WITH DATE IF YOU APPLY FOR MORE SCHOLARSHIPS, COMPARE AND RANK YOUR SELECTIONS
	<input type="checkbox"/>
	<input type="checkbox"/> DAAD - APPLICATION FORM SIGNED WITH DATE
	<input type="checkbox"/>
	<input type="checkbox"/> CV → EUROPASS SIGNED WITH CURRENT DATE
	<input type="checkbox"/>
	<input type="checkbox"/> LETTER OF RECOMMENDATION FROM CURRENT EMPLOYER WITH SIGN. STAMP, CURRENT DATE, LETTERHEAD
	<input type="checkbox"/> CERTIFICATE(S) OF EMPLOYMENT MIN. OF TWO YEARS RELEVANT WORKING EXPERIENCE AT THE DATE OF APPLICATION; GUARANTEE OF RE-EMPLOYMENT IF POSSIBLE
	<input type="checkbox"/>
	<input type="checkbox"/> COPIES OF ACADEMIC DEGREES (CERTIFIED TRANSLATION IF NECESSARY)
	<input type="checkbox"/> COPIES OF ACADEMIC TRANSCRIPTS, INCL. GRADING SCALE
	<input type="checkbox"/> ENGLISH: IELTS OR TOEFL (no institutional!) not older than 2 years at planned start of studies
	<input type="checkbox"/> CHINA: APS CERTIFICATE
	<input type="checkbox"/> ! CHECK: SIGNATURES, STAMPS, YOUR SIGNATURE, DATE