

Frequently Asked Questions (FAQs) Development Related Postgraduate Courses

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In the following we will answer frequently asked questions concerning the application procedure in the programme “Development-Related Postgraduate Courses”. Information concerning the course contents can be found on the according websites of the courses.

I. GENERAL QUESTIONS

1) For which university programmes can I apply?

Information about the Programme in general (application conditions, application procedure, deadlines, documents and contact) as well as an overview of the supported postgraduate courses can be found under [„Overview“](#).

2) I am already studying or got accepted into a master´s programme in Germany that is not in the booklet, can I apply for funding?

No, the scholarship is only granted for the entire duration of the courses listed in the most current booklet.

3) Where can I find detailed information about the postgraduate programmes for which the DAAD offers scholarships?

Information about the Programme in general (application conditions, application procedure, deadlines, documents and contact) as well as an overview of the supported postgraduate courses can be found under [„Overview“](#).

II. REQUIREMENTS

1) Do I have enough work experience?

The requirement two years of (relevant) work experience refers to the time of your application.

2) What Language Requirements do I need to fulfil?

English: The language requirements may differ depending on the course you wish to apply for. Please check the regulations of the respective courses for the needed proof of adequate language skills.

German: For those courses taught in German, a DSH 2 or Test DaF 4 certificate is necessary for matriculation. At the time of the application, a level B1 certificate is necessary.

3) Can I submit an institutional score from my university instead of a TOEFL/IELTS score?

Please check with the according Postgraduate Course.

4) Should I get TOEFL/IELTS to send you an official copy directly, or is a (certified) copy enough?

Please check with the application modalities of the according Postgraduate Course.

5) Do I have to wait for my score/official score to come in before I apply?

Please check with the application modalities of the according Postgraduate Course.

6) In my country there is only a three-year bachelor, can I apply?

Please check with the university you are interested in, whether you can apply.

III. APPLICATION DEADLINES

1) What are the deadlines?

Information about the Programme in general (application conditions, application procedure, deadlines, documents and contact) as well as an overview of the supported postgraduate courses can be found under [„Overview“](#).

2) The deadline for the course I am interested in is already over, can I still apply?

This is not possible.

IV. APPLICATION

1) How do I apply?

The applications have to be sent directly to the respective University. Applications (or documents) sent to the DAAD will not be forwarded to the according courses!

The complete applications have to be submitted in English or German to be considered.

List of the required documents (in the stated order):

- Completed and signed checklist
- a completed DAAD “Application Form”
- A curriculum vitae in reverse chronological order without any unexplained gaps (please use the eu-roypass template including exact information about your studies, and on practical experience
- One letter of motivation with detailed reference to academic, professional, and personal reasons for applying to the programme.
 - **IMPORTANT:** When applying for more than one postgraduate course (maximum 3 courses), please also give detailed reasons for your choice of courses and prioritization in the letter of motivation. Please submit a uniform letter of motivation to all postgraduate degree programmes of your choice.
- Letter of recommendation from your current employer; the letter must include official letterhead, signature and official stamp and must be of current date
- Certificate(s) of Employment from the employer(s) showing at least two years of relevant work experience after the Bachelor's degree up to the time of application. The certificate of employment from the current employer should, if possible, include a guarantee of re-employment after returning to the home country.
- Recent proof of Language Skills:
 - English – Proof of adequate language skills, according to the regulations of the respective courses.
 - German – required for courses taught in German
- Copies* of your higher education degree certificates. Please provide a certified translation if the original is not in German or English, and make sure these are clearly legible.
- Copy* of your full set of transcript of records. Please provide an explanation of the grading system if this is not part of the transcript.
- Applicants from the People’s Republic of China are asked to submit an APS Certificate with their application documents.

* Please check with the requirements of the according University whether certified copies are required.

Please note that the University you are applying for may require additional documents. Please check with the website of the according postgraduate course.

2) Where do I find the application form?

DAAD application form can be found under [“Application Procedure”](#).

3) Where should I send my application?

You have to apply directly at the according University.

Applications (or documents) sent to the DAAD will not be forwarded to the according courses!

4) Are there any country specific regulations?

Applicants from PR China have to submit a certificate of the “Akademische Prüfstelle (APS)” of the German Embassy.

5) Do I need to be accepted for the masters programme before I apply for the scholarship?

No, that is not necessary.

6) What documents do I need to submit (application form/brochure/universities say different things)?

See IV. APPLICATION point 1).

IMPORTANT: The University may require additional documents!

7) Where should I send additional documents to?

It is recommended to submit complete applications. Please check any subsequent filing with the according course and send the missing documents directly to the university.

IMPORTANT: Do not send any additional documents to DAAD, as we will not be able to forward them to the according Postgraduate Courses.

8) Where can I learn about the status of my application?

Unfortunately, we cannot give any information on the status of applications. You will be informed by the according course that you applied for. The majority of the selection process will be finished in March.

9) Can I send my application in an email?

Please check with the application modalities of the according Postgraduate Course.

10) How many programmes can I apply for at the same time?

You can apply for up to three courses.

If applying to more than one course, please **list courses in order of priority** in the DAAD application forms (see 7. Choice of host university/institution in Germany) and **do not change the priorities** in the according application form!

In this case, you must apply to each of the universities of your choice directly.

- **IMPORTANT:** When applying for more than one postgraduate course (maximum 3 courses), you have to submit one identical motivation letter to each course explaining why you are applying for these specific courses and why you chose that priority.
If this information is ignored, the application cannot be considered or an already awarded scholarship might be withdrawn.

V. OTHERS

1) Do you offer scholarships for my major?

Information about the Programme in general (application conditions, application procedure, deadlines, documents and contact) as well as an overview of the supported postgraduate courses can be found under „[Overview](#)“.

2) What expenses are covered under the scholarship?

Information about the amount of the scholarship can be found under „[Overview](#)“.

3) Is there an age limit?

No, but the latest academic degree should not be older than 6 years.

4) Is there an exam after I was selected for a scholarship?

If you are shortlisted there will be a telephone-interview with the university staff. This interview may only be conducted by the applicant.

5) Do I still have to pay certain fees at a university if I received a scholarship?

You do not pay for the tuition fees, but there may be registration or enrollment fees you have to pay. Please contact the university.

6) Can you advise me on scholarships/programmes I might qualify for?

Please search for available scholarships in our DAAD scholarship database:
<https://www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>

7) Can you give me general advise on how to become a Master/PhD student in

Germany?

Under the following link you find a lot of relevant information about studying in Germany:
<http://www.daad.de/deutschland/index.en.html>.