

## **INEMA Checklist: required documents for your INEMA application**

Please have the following documents ready before you start your application in the application portal. All documents must be **named correctly** and **uploaded completely**.

To name your documents correctly, please use the exact title for each document as you can see in the following checklist. Please read the list carefully and work it through step by step. Only complete applications will be accepted.

○ **Doc A\_PP\_surname:**

Current passport (copy, showing photo page and date of birth).

○ **Doc B\_CV\_surname:**

Curriculum vitae (signed and dated). You are obligated to send a full CV without any unexplained gaps in reverse chronological order. Furthermore, you are obligated to use the Europass form, which can be retrieved here.

○ **Doc C\_LoM\_surname:**

Letter of motivation (signed and dated). Please use our motivation letter template as a guidance. You can find it here. We expect your letter of motivation to be 1000 words long. Please do not exceed this length.

○ **Doc D\_SLC\_surname:**

School leaving certificate, e.g. higher education entrance qualification; high school leaving certificate/diploma, GCE A-levels; Abitur/Matura; international baccalaureate, senior school certificate; secondary school final examination.

○ **Doc E\_CAD\_surname:**

Degree certificates (in English, certified translations if necessary).

○ **Doc F\_ToR\_surname:**

Transcript of records of your academic degrees, including grading-scale (in English, certified translations if necessary).

○ **Doc G\_CoE\_surname:**

Proof of employment from your present/past employer(s) that includes your precise role and exact period of employment. This must contain a letterhead, signature (NOT DIGITAL), official stamp and current date. It needs to show a minimum of two years of relevant work experience (after the Bachelor degree) as well as your employment at the time of application.

○ **Doc H\_PoLS\_surname:**

Proof of English language skills (IELTS/TOEFL or Duolingo test).

○ **Doc I\_LoR\_surname:**

Letter of recommendation and statement of support from your present employer. This must contain a letterhead, signature (NOT DIGITAL), official stamp and current date (2024). If your present employer is able to support you financially, this should also be stated.

○ **Doc J\_EPOS\_surname:**

For EPOS scholarship applicants only: Signed DAAD application form with current date, can be retrieved here.

○ **Doc K\_APS\_surname:**

For EPOS from the People's Republic of China only: APS Certificate.

○ **Doc L\_EPOS\_checklist\_surname:**

For EPOS scholarship applicants only: Signed (NOT DIGITAL), can be retrieved here.

Additional documents may be requested during the application process.