

## *Guide for applicants for the MSc Development Economics*

This brochure has been made for you to know the procedure to follow and the documents to present if you want to apply to this Master's programme. Please follow the instructions presented in the section indicated below that corresponds to your personal situation as an applicant:

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## Notes for all applicants

- An application to a master's programme is possible even if you have not completed your current programme of study at the time of application but have acquired at least 150 credit points (equivalent to 83% of your overall credits) in a related bachelor's programme.
- You can only apply during the application periods. You will find the link to the online application form and more detailed information on the application and admission procedure in the section corresponding to your situation below.
- You are welcome to apply to multiple programmes at the same time. Please ensure that you submit a **separate** and **complete** application for each programme: Use the login data sent to you for the specific course of study to upload your application documents. You will receive the login data after you have completed and digitally sent the application form for the respective degree programme. **You have to upload a complete set of application documents for each programme separately.**
- **Please check your application materials for completeness** before clicking on "Binding Submission" in our upload portal. Unfortunately, incomplete applications, or those sent after the deadline will not be considered.

The selection procedure is based on a points system. Candidates who have achieved a sufficient number of points will be directly selected for the programme, based on the written application (pre-selection). The following points will be evaluated in the pre-selection procedure:

- final grade of the bachelor's degree (or the comparable university degree), current GPA if degree not yet completed
- sound knowledge of economic theory documented by a corresponding specialisation and performance in the programme, on which the application is based.
- CV and proof of special interest in the **development field**

Candidates who have scored a few points below the threshold will be invited to a selection interview. If they pass this interview, they will also be admitted to the programme. The selection interview will be held online in case of international applicants. German residents will be scheduled during the so-called "[application day](#)" and must appear in person. The admission committee will inform the applicants of the selection process results in writing.

## Admission requirements

- A course of study of at least 6 semesters in length with a Bachelor's degree comprising at least 180 ECTS credits **in the subject of Economics** or a closely related subject.
- *For non-EPOS applicants:* verification of **at least 150 of the 180 ECTS credits** is required at the time of application (83% of your overall credits for programmes with any other structure).
- *For EPOS applicants:* **180 ECTS** and **2 years of a full-time work experience** after the bachelor's degree are required by the time of application.
- Academic achievement in **Economics and / or Agricultural Economics and / or Econometrics totalling at least 60 ECTS credits** (as measured for a 180 ECTS bachelor's programme; for any other programme types at least **one third** of overall courses taken), including courses in Economic Theory, Agricultural Economics, and Development Economics totalling at least 30 ECTS credits (or one sixth) altogether. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.
- As part of fulfilling the minimum of 30 ECTS course requirements in Economic Theory, Agricultural Economics, and Development Economics:
  - A minimum of 18 ECTS must be from modules with intermediate or high scientific level. For courses to be considered intermediate or advanced, the course content must clearly go beyond introductory or basic concepts.
- Academic achievement in Mathematics or Statistics or Econometrics (in addition to the courses possibly counted above) totalling at least 12 ECTS credits (or 7% of overall credits for other structures).
- **Proof of relevant language (English) skills**
  1. A list of accepted language certificates is given in each of the sections below. Please note that we can only accept one of the listed certificates.
  2. The accepted language certificate must be uploaded by the end of the application period, otherwise the application will have to be rejected. It is NOT possible to hand in these documents later.

**Please pay attention to the following details**

- The determination of the relevancy of previous studies is based on the documents enclosed in the application. Please submit documents that verify special knowledge for the selected course of study (for example syllabi or course descriptions), **if not already evident from your transcript of records**. This does not apply to Bachelor degree holders of the Faculty of Business and Economics of the University of Göttingen.
- Do not include documents not explicitly required. They will not be evaluated.

## Which case applies to you?

1. You are from an [EEA \(European Economic Area\)](#) country.
  - a. You want to apply to the regular Master's programme → [Section A](#)
  - b. You want to apply to the double degree programme ([Stellenbosch University](#) / [University of Florence](#) / [University of Clermont Auvergne](#)) → [Section B](#)
2. You are from a non-EEA country.
  - a. You want to apply to the Master's programme with the DAAD EPOS scholarship → [Section C](#)
  - b. You want to apply to the Master's programme without the DAAD EPOS scholarship → [Section D](#)
  - c. If you want to apply for the scholarship but would also be interested in the programme without the scholarship in case the scholarship is not awarded to you, you must **fill two separate applications**: one with EPOS (→ [Section C](#)) and one without EPOS (→ [Section D](#))
  - d. You want to apply to the double degree programme ([Stellenbosch University](#) / [University of Florence](#) / [University of Clermont Auvergne](#)) (no DAAD EPOS scholarship possible) → [Section E](#)

*Section A – From EEA country & regular  
Master's programme*

## Section A – From EEA country & regular Master's programme

### I. Application and Selection Procedure

The application period for citizens from the EU/EEA or applicants with a bachelor's degree from an EU/EEA country for studies beginning in the winter semester is **from the 1<sup>st</sup> of April to the 15<sup>th</sup> of May of the same calendar year**. *Please note that the application form is only available during the call for application periods!*

The application will be completely digital. If requested, you are obliged to submit original documents subsequently. The application process consists of four steps:

**1.** You complete the online application form for the Master's programme in Development Economics during the application period and send it by clicking on the send button at the end of the form.

**2.** You will then receive an email with a link to a document upload portal. The email also contains your login data (username and password) for the upload portal. You will also find two PDF documents in this email: The summary of your data from step 1 and additionally a list of the required application documents that you need to upload (Checklist Application Documents). **Keep your login data**, it is required for downloading the results of the selection process.

**3.** Go to the upload portal, enter your username and password from the email and follow the steps in the upload portal to upload your documents.

**4.** Once the selection process is complete, you will receive an email reply to your application. You will be informed about the outcome via the application portal. You can expect this possibly six weeks after the end of the application deadline.

### II. Required documents

**1. Online application form:** This is a summary of your entries in the application form, which you received via e-mail as a PDF document.

**2. Proof of credits earned during your studies:**

Please note that we have to reject applications without a proof of achieved average grade certified by your examination office. If your previous degree is not from a German institution,

additional information about your grading system is helpful (lowest (minimum) passing grade required as well as the maximum achievable grade (highest passing grade)).

**Case 1: Your bachelor's degree at the time of application is not yet available**

In this case, please send an official certificate from your university (such as a statement of courses or a transcript) of the courses you have taken (including ECTS points, which must total at least 150 ECTS or 83% of the total credit points of your programme) as well as your grade point average.

*Note:* To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient courses in the areas of economics, agricultural economics, mathematics, econometrics, and statistics. If your bachelor's thesis is relevant (in that case you must have passed the thesis already), you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

If your transcript is not in German or English, it must be translated to either German or English by an official translator that also notarizes the translation.

**Case 2: You have completed your bachelor's programme and have the certificate to show it**

Please submit your complete graduation certificate. If your graduation certificate does not include the course name and ECTS credits of your completed courses, please include a proof of all courses (modules) you took, i.e., diploma supplement or transcript of records (see Case 1). Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

*Note:* To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient courses in the areas of economics, agricultural economics, mathematics, econometrics, and statistics. If your bachelor's thesis is relevant (you must have also passed the thesis), you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

If your transcript is not in German or English, it must be translated to either German or English by an official translator that also notarizes the translation. If your graduate certificate and diploma do not include course titles and ECTS credits of your completed courses, please include an official transcript or proof of credits from your registrar's office (if your university uses the credit system). Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

The university degree certificate and the transcript of records must include either

- an electronic verification key/code or
- a notarized copy of these documents with an official stamp and signature of the registrar's office (a copy without notarization is insufficient).

**Please note that a notarized copy of these documents must be provided at the beginning of your studies (once you start your studies in Göttingen), otherwise matriculation will be withdrawn.**

**3. Resume/CV:** Should be written in English and outline your academic, professional, and other relevant experience to date. This includes any academic work (including a development relevant thesis) you might have done. You might want to use the [Europass template](#).

**4. Motivation Letter:** A written statement (length: max. 500 words/1 page), which outlines your motivation and interest in the development field and this master's programme in particular.

## 5. Verification of English language proficiency:

**Accepted forms of language verification for the MSc Development Economics:**

- native speaker
- proof of an education comparable to the German entry qualification to an institute of higher education acquired at an English-speaking school
- proof of a successful completion of a degree programme taught entirely in English (statement on transcript or diploma supplement, or letter issued by university)
- proof of study or work stay abroad of at least two years in length in an English-speaking country within the last five years prior to submitting your application
- verification of a least one (business) language course at level C1 in the programme on which the application is based upon
- at least 180 points on the Cambridge English Scale
- at least a 7 in the test "International English Language Testing System" (IELTS Academic/IELTS Academic Online/IELTS One Skill Retake).
- at least 95 points in "Test of English as a Foreign Language, internet-based test" (TOEFL iBT/TOEFL iBT Home Edition/TOEFL MyBest).
- at least 76 points on the Global Scale of English (Pearson Academic)
- at least level III of the UNIcert certificate
- NULTE certificates at C1 level: Acert (Poland), CertACLES (Spain), CLES (France), UNIcert®LUCE (Czech Republic and Slovakia), UNILANG (United Kingdom).

**Please note:** Successful completion of one of the above tests may not be more than three

years prior to receipt of the application for admission and admission to the Master's degree programme.

**6. Official course descriptions:** Documents that outline the content and expectations of courses you completed (for example excerpts from a course handbook) or a syllabus which can validate the relevance of your previous studies (see admissions requirements and selection process) plus, if applicable, your bachelor's thesis, if it is relevant to fulfill the admission criteria. You can translate the descriptions yourself, if not available in English or German.

Only if your university does not provide any course descriptions, you can write them yourself. For each course relevant to meet the admission criteria, we need a short description of the content (what did you learn) and form of exam taken.

**Note:** Students of the University of Göttingen do not need these documents.

**7a. Statement of Achievements:** Summary document that provides an overview of relevant extra-curricular or professional activities and accomplishments (1-2 pages max).

Please list all relevant activities in **bullet points**. For each activity, indicate

- type (e.g. internship, voluntary work, research assistant etc.)
- duration and extent (specifying time commitment, e.g., weeks/months/years or hours per week)
- contact details (of a supervisor or responsible organization)
- and outline **briefly** the contents of your work

**7b. Proof of Achievements:** For each activity listed in the Statement of Achievements, provide supporting certificates (work certificates, volunteer records, etc.). Please combine all certificates into a **single pdf document**.

Examples of qualifying activities:

- Internship (minimum 4 weeks) in development economics
- Work experience (minimum 3 months) in development economics
- Voluntary work (e.g. gap year) in a Global South country
- Social engagement and community outreach (minimum 2 hours per work for at least 2 years)
- Research assistance, participation in research projects or publications in development economics

*Section B – From EEA country &  
Double Degree with partner university*

## Section B – From EEA country & Double Degree with partner university

### I. Application and Selection Procedure

The application period for citizens from the EU/EEA or applicants with a bachelor's degree from an EU/EEA country for studies beginning in the winter semester is **from the 1<sup>st</sup> of April to the 15<sup>th</sup> of May of the same calendar year**. *Please note that the application form is only available during the call for application periods!*

The application will be completely digital. If requested, you are obliged to submit original documents subsequently. The application process consists of four steps:

**1.** You complete the online application form for the Master's programme in Development Economics during the application period and send it by clicking on the send button at the end of the form.

**2.** You will then receive an email with a link to a document upload portal. The email also contains your login data (username and password) for the upload portal. You will also find two PDF documents in this email: The summary of your data from step 1 and additionally a list of the required application documents that you need to upload (Checklist Application Documents). **Keep your login data**, it is required for downloading the results of the selection process.

**3.** Go to the upload portal, enter your username and password from the email and follow the steps in the upload portal to upload your documents.

**4.** Once the selection process is complete, you will receive an email reply to your application. You will be informed about the outcome via the application portal. You can expect this possibly six weeks after the end of the application deadline.

### II. Required application documents

**1. Online application form:** This is a summary of your entries in the application form, which you received via e-mail as a PDF document.

**2. Proof of credits earned during your studies:**

Please note that we have to reject applications without a proof of achieved average grade certified by your examination office. If your previous degree is not from a German institution,

additional information about your grading system is helpful (lowest (minimum) passing grade required as well as the maximum achievable grade (highest passing grade)).

**Case 1: Your bachelor's degree at the time of application is not yet available**

In this case, please send an official certificate from your university (such as a statement of courses or a transcript) of the courses you have taken (including ECTS points, which must total at least 150 ECTS) as well as your grade point average.

**Note:** To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient courses in the areas of economics, agricultural economics, mathematics, econometrics, and statistics. If your bachelor's thesis is relevant (you must have also passed the thesis), you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

When applying for the double degree programme, please send in transcripts of records in **English**. If your transcript of records is not available in English, an official English translation translated to English by an official translator that also notarizes the translation.

**Case 2: You have completed your bachelor's programme and have the certificate to show it**

Please submit your complete graduation certificate. If your graduation certificate does not include the course name and ECTS credits of your completed courses, please include a proof of all courses (modules) you took, i.e., diploma supplement or transcript of records (see Case 1). Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

**Note:** To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient courses in the areas of economics, agricultural economics, mathematics, econometrics, and statistics. If your bachelor's thesis is relevant (you must have also passed the thesis), you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

When applying for the double degree programme, please send in transcripts of records in **English**. If your transcript of records is not available in English, an official English translation translated to English by an official translator that also notarizes the translation.

If your graduate certificate and diploma do not include course titles and ECTS credits of your completed courses, please include an official transcript or proof of credits from your registrar's office (if your university uses the credit system). Please don't forget to also include

information from your first semesters of study, which may not be included on your official certificate.

The university degree certificate and the transcript of records must include either

- an electronic verification key/code or
- a notarized copy of these documents with an official stamp and signature of the registrar's office (a copy without notarization is insufficient.)

**Please note that a notarized copy of these documents must be provided at the beginning of your studies (once you start your studies in Göttingen), otherwise matriculation will be withdrawn.**

**3. Resume/CV:** Should be written in English and outline your academic, professional, and other relevant experience to date. This includes any academic work (including a development relevant thesis) you might have done. You might want to use the [Europass template](#).

**4. Motivation letter:**

a. A written statement (length: max. 500 words/1 page), which outlines your motivation and interest in the development field and this master's programme in particular.

b. An additional specific letter of motivation (max. 1 page) for each double degree program you are applying for, in English, explaining the reasons for your application as well as objectives and expectations related to the double degree program.

**5. Verification of English language proficiency.**

**Accepted forms of language verification for the MSc Development Economics:**

- native speaker
- proof of an education comparable to the German entry qualification to an institute of higher education acquired at an English-speaking school
- proof of a successful completion of a degree programme taught entirely in English (statement on transcript or diploma supplement, or letter issued by university)
- proof of study or work stay abroad of at least two years in length in an English-speaking country within the last five years prior to submitting your application
- verification of a least one (business) language course at level C1 in the programme on which the application is based upon
- at least 180 points on the Cambridge English Scale
- at least a 7 in the test "International English Language Testing System" (IELTS Academic/IELTS Academic Online/IELTS One Skill Retake).
- at least 95 points in "Test of English as a Foreign Language, internet-based test" (TOEFL iBT/TOEFL iBT Home Edition/TOEFL MyBest).

- at least 76 points on the Global Scale of English (Pearson Academic)
- at least level III of the UNIcert certificate
- NULTE certificates at C1 level: Acert (Poland), CertACLES (Spain), CLES (France), UNIcert®LUCE (Czech Republic and Slovakia), UNILANG (United Kingdom).

**Please note:** Successful completion of one of the above tests may not be more than three years prior to receipt of the application for admission and admission to the Master's degree programme.

**6. Official course descriptions:** Documents that outline the content and expectations of courses you completed (for example excerpts from a course handbook) or a syllabus which can validate the relevance of your previous studies (see admissions requirements and selection process) plus, if applicable, your bachelor's thesis, if it is relevant to fulfill the admission criteria. You can translate the descriptions yourself, if not available in English or German.

Only if your university does not provide any course descriptions, you can write them yourself. For each course relevant to meet the admission criteria, we need a short description of the content (what did you learn) and form of exam taken.

**Note:** Students of the University of Göttingen do not need these documents.

**7a. Statement of achievements:** Summary document that provides an overview of relevant extra-curricular or professional activities and accomplishments (1-2 pages max).

Please list all relevant activities in **bullet points**. For each activity, indicate

- type (e.g. internship, voluntary work, research assistant etc.)
- duration and extent (specifying time commitment, e.g., weeks/months/years or hours per week)
- contact details (of a supervisor or responsible organization)
- and outline **briefly** the contents of your work

**7b. Proof of Achievements:** For each activity listed in the Statement of Achievements, provide supporting certificates (work certificates, volunteer records, etc.). Please combine all certificates into a **single pdf document**.

Examples of qualifying activities:

- Internship (minimum 4 weeks) in development economics
- Work experience (minimum 3 months) in development economics
- Voluntary work (e.g. gap year) in a Global South country
- Social engagement and community outreach (minimum 2 hours per work for at least 2 years)

- Research assistance, participation in research projects or publications in development economics
- Research assistance, participation in research projects or publications in development economics

*Section C – From non-EEA country &  
regular programme with DAAD EPOS  
scholarship*

## *Section C – From non-EEA country & regular programme with DAAD EPOS scholarship*

The DAAD EPOS scholarship is only available to applicants with at least two years of relevant full-time professional experience and a bachelor's degree in an appropriate subject area. Applicants with a bachelor's degree from an institution in the Global North or with an academic degree more than six years old (unless you meet certain [exceptions](#)) do not qualify.

### I. Application and Selection Procedure

The application period for citizens from non-EU/non-EEA countries and no bachelor's degree from an EU/EEA country for studies beginning in the winter semester is **from the 1st of October to the 15<sup>th</sup> of November of the previous calendar year**. *Please note that the application form is only available during the call for application periods!*

*If you wish to pursue a DAAD EPOS scholarship within the MSc Development Economics, you only have to apply **once** for both - the study programme and funding - directly at our university.*

The application will be completely digital. If requested, you are obliged to submit original documents subsequently. The application process consists of four steps:

**1.** You complete the [online application form](#) for the Master's programme in Development Economics during the application period and send it by clicking on the send button at the end of the form. Please make very sure that you are using the specific "EPOS" application form.

**2.** You will then receive an email with a link to a document upload portal. The email also contains your login data (username and password) for the upload portal. You will also find two PDF documents in this email: The summary of your data from step 1 and additionally a list of the required application documents that you need to upload (Checklist Application Documents). **Keep your login data**, it is required for downloading the results of the selection process.

Go to the upload portal, enter your username and password from the email and follow the steps in the upload portal to upload all documents (see below).

Once the selection process is complete, you will receive an email reply to your application. You will be informed about the outcome via the application portal. You can expect this possibly eight to ten weeks after the end of the application deadline.

## II. Required application documents.

**(The DAAD has additional requirements for some application documents listed below, for instance for the CV and letter of motivation. These requirements must be met for the documents to be considered valid and the application to be complete.)**

### **1. Online application form** [\*EPOS Online Application Form for the Master's Programme in Development Economics\*](#)

: This is a summary of your entries in the application form, which you received via e-mail as a PDF document. After having filled out the form, send it by clicking on the send button at the end of the form. Please note that by sending this document you certify that the statements you have made in this application are complete and true. Please make sure you are using the EPOS version of the application form.

### **2. University degree certificate:** Proof of degree completion and credits earned during your studies (typically degree certificate + transcript of records)

### **3. Transcript of records:** If your university degree certificate does not list all courses, you can upload a transcript of records additionally. This shows all your passed courses (incl. credits,) and maybe your average grade. Please provide an explanation of the grading system if this is not part of the transcript.

#### **Concerning 2. and 3.**

The university degree certificate and the transcript of records must include either

- an electronic verification key/code or
- a notarized copy of these documents with an official stamp and signature of the registrar's office (a copy without notarization is insufficient.)

**Note:** To verify your eligibility for the masters programme, we must be able to confirm that you have completed sufficient number of courses in the areas of economics (for example micro- and macroeconomics, development or agricultural economics, etc.) and quantitative methods like for example mathematics, econometrics and statistics. If your bachelor's thesis is relevant, you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

If your transcript is not in German or English, it must be translated to either German or English by an official translator that also notarizes the translation.

If your graduate certificate and diploma do not include course titles and ECTS credits of your completed courses, please include an official transcript or proof of credits from your registrar's office (if your university uses the credit system). Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

**Please note that a notarized copy of these documents must be provided at the beginning of your studies (once you start your studies in Göttingen), otherwise matriculation will be withdrawn.**

**4. Resume/CV:** Should be written in English in reverse chronological order without any unexplained gaps and outline your academic, professional, and other relevant experience to date (such as volunteering activities). Note that using the [Europass template](#) for your CV and including the date of issue is a DAAD requirement.

**5. Motivation Letter:** A written statement, which outlines your motivation and interest in the development field and this master's programme, ideally building on previous experiences. The letter should be **two pages** long and include **a date of issue**. As per DAAD requirement, you need to include a convincing explanation of your academic, professional, and personal reasons for applying to this course **in Germany** and address how your motivation relates to the goal of the EPOS programme.

Please note: If you are applying for more than one course with the possibility of the scholarship, your letter of motivation should contain detailed reasons for your choice of courses and order of prioritisation. You should submit the **same letter of motivation** to all degree programmes of your choice.

*If you are applying for the Master **only** with the EPOS scholarship, please use the same letter of motivation in the application portal of the Master. In this case, the requirements of the Master for the motivation letter don't apply.*

## **6. Verification of English language proficiency.**

**Accepted forms of language verification for the MSc Development Economics:**

- proof of an education comparable to the German entry qualification to an institute of higher education acquired at an English-speaking school
- proof of a successful completion of a degree programme taught entirely in English (statement on transcript or diploma supplement, or letter issued by university)
- proof of study or work stay abroad of at least two years in length in an English-speaking country within the last five years prior to submitting your application
- verification of a least one (business) language course at level C1 in the programme on which the application is based upon

- at least 180 points on the Cambridge English Scale
- at least a 7 in the test "International English Language Testing System" (IELTS Academic/IELTS Academic Online/IELTS One Skill Retake).
- at least 95 points in "Test of English as a Foreign Language, internet-based test" (TOEFL iBT/TOEFL iBT Home Edition/TOEFL MyBest).
- at least 76 points on the Global Scale of English (Pearson Academic)
- at least level III of the UNIcert certificate
- NULTE certificates at C1 level: Acert (Poland), CertACLES (Spain), CLES (France), UNIcert®LUCE (Czech Republic and Slovakia), UNILANG (United Kingdom).

**Please note:** Successful completion of one of the above tests may not be more than three years prior to receipt of the application for admission and admission to the Master's degree programme.

**7. APS certification:** relevant only for applicants from China, India, Mongolia, and Vietnam. Upload if available.

**8. Official course descriptions:** Documents that outline the content and expectations of courses you completed (e.g., excerpts from a course handbook) or a syllabus, which can validate the relevance of your previous studies (see admissions requirements and selection process) plus, if applicable, your bachelor's thesis, if it is relevant to fulfil the admission criteria. If the course description is not in English, please attach a translation (does not have to be notarized) alongside the original course description.

Only if your university does not provide any course descriptions, you can write them yourself. For each course relevant to meet the admission criteria, we need a short description of the content (what did you learn) and form of exam taken.

**9a. Statement of achievements:** Summary document that provides an overview of relevant extra-curricular or professional activities and accomplishments (1-2 pages max).

Please list all relevant activities in **bullet** points. For each activity, indicate

- type (e.g. internship, voluntary work, research assistant etc.)
- duration and extent (specifying time commitment, e.g., weeks/months/years or hours per week)
- contact details (of a supervisor or responsible organization)
- and outline **briefly** the contents of your work

**9b. Proof of Achievements:** For each activity listed in the Statement of Achievements, provide supporting certificates (work certificates, volunteer records, etc.). Please combine all certificates into a **single pdf document**.

Examples of qualifying activities:

- Internship (minimum 4 weeks) in development economics
- Work experience (minimum 3 months) in development economics
- Voluntary work (e.g. gap year) in a Global South country
- Social engagement and community outreach (minimum 2 hours per work for at least 2 years)
- Research assistance, participation in research projects or publications in development economics

**10. All additional application documents required by the DAAD outlined [here](#):**

- Completed and signed DAAD EPOS checklist**
  - An original signature is required: you need to print the checklist, sign it and scan the document.
- DAAD EPOS application form**
  - If you apply to more than one programme under EPOS scholarship, you must note down all your choices in the application form. The application form submitted to each programme has to be filled with the exact same information.
- Proof of professional experience relevant to the course you are applying for:**  
**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. Letter of recommendation **from your current employer**
  - The letter must include official letterhead, original or code certified digital signature (no inserted scans or uncertified digital signature), an official stamp and date of issue (it must be of current date)

*Please note that if you would want to apply for the regular programme without the scholarship in case it is not awarded to you, you will have to fill a second application following [Section D](#)*

*Section D – From non-EEA country &  
regular programme without the DAAD  
EPOS scholarship*

## Section D – From non-EEA country & regular programme without the DAAD EPOS scholarship

### I. Application and Selection Procedure

The application period for citizens from non-EU/non-EEA countries and no bachelor's degree from an EU/EEA country for studies beginning in the winter semester is **from the 1st of October to the 15<sup>th</sup> of November of the previous calendar year**. *Please note that the application form is only available during the call for application periods!*

The application will be completely digital. If requested, you are obliged to submit original documents subsequently. The application process consists of four steps:

**1.** You complete the [online application form](#) for the Master's programme in Development Economics during the application period and send it by clicking on the send button at the end of the form.

**2.** You will then receive an email with a link to a document upload portal. The email also contains your login data (username and password) for the upload portal. You will also find two PDF documents in this email: The summary of your data from step 1 and additionally a list of the required application documents that you need to upload (Checklist Application Documents). **Keep your login data**, it is required for downloading the results of the selection process.

**3.** Go to the upload portal, enter your username and password from the email and follow the steps in the upload portal to upload your documents.

**4.** Once the selection process is complete, you will receive an email reply to your application. You will be informed about the outcome via the application portal. You can expect this possibly six weeks after the end of the application deadline.

### II. Required application documents

**1. Online application form:** This is a summary of your entries in the application form, which you received via e-mail as a PDF document.

**2. University degree certificate:** Proof of degree completion and credits earned during your studies (typically degree certificate + transcript of records)

**3. Transcript of records in English:** If your university degree certificate does not list all courses, you can upload a transcript of records additionally. This shows all your passed courses (incl. credits,) and maybe your average grade. If your transcript of records is not available in English, an official English translation is required.

The university degree certificate and the transcript of records must include either

- an electronic verification key/code or
- a notarized copy of these documents with an official stamp and signature of the registrar's office (a copy without notarization is insufficient.)

**Note:** To verify your eligibility for the master's programme, we must be able to confirm that you have completed sufficient number of courses in the areas of economics (for example micro- and macroeconomics, development, or agricultural economics, etc.) and quantitative methods like for example mathematics, econometrics and statistics. If your bachelor's thesis is relevant, you should also include this for consideration. Courses in Business Administration, such as Accounting or Management, etc., do not count as economics courses.

If your transcript is not in German or English, it must be translated to either German or English by an official translator that also notarizes the translation.

If your graduate certificate and diploma do not include course titles and ECTS credits of your completed courses, please include an official transcript or proof of credits from your registrar's office (if your university uses the credit system). Please don't forget to also include information from your first semesters of study, which may not be included on your official certificate.

**Please note that a notarized copy of these documents must be provided at the beginning of your studies (once you start your studies in Göttingen), otherwise matriculation will be withdrawn.**

**4. Resume/CV:** Should be written in English and outline your academic, professional, and other relevant experience to date. This includes any academic work (including a development relevant thesis) you might have done. You might want to use the [Europass template](#).

**5. Motivation Letter:** A written statement (length: max. 500 words/1 page), which outlines your motivation and interest in the development field and this master's programme in particular.

*If you are applying for the Master's program both with and without the EPOS scholarship, please follow the EPOS guidelines for the letter of motivation in the application with the*

*scholarship. For the application without the scholarship, adhere to the guidelines listed above for the letter of motivation.*

## **6. Verification of English language proficiency.**

**Accepted forms of language verification for the MSc Development Economics:**

- native speaker
- proof of an education comparable to the German entry qualification to an institute of higher education acquired at an English-speaking school
- proof of a successful completion of a degree programme taught entirely in English (statement on transcript or diploma supplement, or letter issued by university)
- proof of study or work stay abroad of at least two years in length in an English-speaking country within the last five years prior to submitting your application
- verification of a least one (business) language course at level C1 in the programme on which the application is based upon
- at least 180 points on the Cambridge English Scale
- at least a 7 in the test "International English Language Testing System" (IELTS Academic/IELTS Academic Online/IELTS One Skill Retake).
- at least 95 points in "Test of English as a Foreign Language, internet-based test" (TOEFL iBT/TOEFL iBT Home Edition/TOEFL MyBest).
- at least 76 points on the Global Scale of English (Pearson Academic)
- at least level III of the UNICert certificate
- NULTE certificates at C1 level: Acert (Poland), CertACLES (Spain), CLES (France), UNICert®LUCE (Czech Republic and Slovakia), UNILANG (United Kingdom).

**Please note:** Successful completion of one of the above tests may not be more than three years prior to receipt of the application for admission and admission to the Master's degree programme.

**7. APS certification:** relevant only for applicants from China, India, Mongolia, and Vietnam. Upload if available.

**8. Official course descriptions:** Documents that outline the content and expectations of courses you completed (e.g., excerpts from a course handbook) or a syllabus, which can validate the relevance of your previous studies (see admissions requirements and selection process) plus, if applicable, your bachelor's thesis, if it is relevant to fulfill the admission criteria. If the course description is not in English, please attach a translation (does not have to be notarized) alongside the original course description.

Only if your university does not provide any course descriptions, you can write them yourself. For each course relevant to meet the admission criteria, we need a short description of the content (what did you learn) and form of exam taken.

**9a. Statement of achievements:** Summary document that provides an overview of relevant extra-curricular or professional activities and accomplishments (1-2 pages max).

Please list all relevant activities in **bullet points**. For each activity, indicate

- type (e.g. internship, voluntary work, research assistant etc.)
- duration and extent (specifying time commitment, e.g., weeks/months/years or hours per week)
- contact details (of a supervisor or responsible organization)
- and outline **briefly** the contents of your work

**9b. Proof of Achievements:** For each activity listed in the Statement of Achievements, provide supporting certificates (work certificates, volunteer records, etc.). Please combine all certificates into a **single pdf document**.

Examples of qualifying activities:

- Internship (minimum 4 weeks) in development economics
- Work experience (minimum 3 months) in development economics
- Voluntary work (e.g. gap year) in a Global South country
- Social engagement and community outreach (minimum 2 hours per work for at least 2 years)
- Research assistance, participation in research projects or publications in development economics

*Section E – From non-EEA country &  
Double Degree with partner university*

## Section E – From non-EEA country & Double Degree with partner university

Please note that it is not possible to apply for the double degree programme with the DAAD EPOS scholarship.

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The university degree certificate and the transcript of records must include either

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**5. Motivation letter:**

**a.** A written statement (length: max. 500 words/1 page), which outlines your motivation and interest in the development field and this master's programme in particular.

**b.** An additional specific letter of motivation (max. 1 page) for each double degree program you are applying for, in English, explaining the reasons for your application as well as objectives and expectations related to the double degree program.

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