



How to apply - Step 3: Documents to send

- It is sufficient to send **untestified copies** of all documents. Don't send any originals.
- In case documents are not written in English or German **testified translations** to English have to be submitted in addition to documents in original language.

Documents you have to submit:

- Cover sheet of online registration** with date and your signature in handwriting. Important: Your application is not valid without your signature on all documents that are asked to be signed: (a), b), e), f); see below!
- Application form:** Hardcopy of completed form, signed on bottom of page 5.
- Transcripts of records** for all semesters/terms of the bachelor program. Information entered in the application form has to be retrievable on the transcripts. Please highlight **information on the grading system** stated on the transcript.
- Two reference letters** by university professors (bachelor university). **Referees have to use the template "Reference Letters for Energy Science and Technology" provided on the EST homepage.** Data and text have to be entered in the form by computer writing. The completed form has to be printed, signed by the referee and has to carry an original, official institution seal. Reference letters can be submitted only by regular mail (in **separate, sealed envelopes, carrying the institution seal on the outside**) by either the referee himself or the applicant (along with other documents). Recommendation from company staff and other persons not affiliated with a university are not accepted.
- Curriculum vitae:** Your CV has to be complete (no gaps, has to cover time since bachelor graduation). It mustn't be longer than two pages (important!) and has to carry your name and application number on top, your signature on the bottom.
- Statement of objectives:** Please state in your own words why you choose to apply for the "Energy Science and Technology" program at Ulm University and how you hope to benefit from it. Be specific about your personal interests in the field and your future plans. Your statement must not be longer than one page (important!). It has to carry your name and application number on top, your signature on the bottom.

Design for curriculum vitae and "Statements of Objectives"

Our suggestion: font size 11 pt, line spacing 1.0, right and left margins 2 cm

- Bachelor degree certificate** with final bachelor grade.
- Score report of English test** (IELTS or TOEFL, copy) meeting our standards (for details check "Entry Requirements").
- APS-certificate (original):** **Has to be provided by students from PR China/ Vietnam/Mongolia only.** Further information: [APS China](#), [APS Vietnam](#), [APS Mongolia](#)

You will obtain a confirmation e-mail by the "Energy Science and Technology" office once we received all necessary documents.

Applications will be reviewed by the admission committee if ...

- ... the online registration is completed correctly.

- ... we receive documents a) to f) (students from PR China/Vietnam/Mongolia: a) to f) plus i) in time.

Please note: ...

- **After the end of the application period on April 30 we will accept late documents sent by regular mail only until May 15.** We don't accept any documents sent as an e-mail attachment or via fax.
- All envelopes sent have to contain a copy of the cover sheet carrying your name and application number to ensure that the documents can be allocated correctly.
- Application documents without a valid application number are not accepted.
- Do not send any certificates not related to your academic or professional qualifications.
- All copies must be easily readable, standard size and paper. No paperboard or oversize copies.
- We cannot return any documents.