

Use our Checklist to prepare your documents

Undergraduate:

- ☐ Passport & Passport size photo
(all previous visa & immigration stamps;
Photo should not be older than 6 months)
- ☐ Certificate issued by the APS*
Academic Evaluation Center
- ☐ Class XII Mark sheet & Certificate
- ☐ IELTS/ TOEFL/ German language test
(at least B2-level in language of instruction
Exemption letters" or "medium of instruction
letters" not accepted)
- ☐ APS Certificate
- ☐ Statement of Purpose or
Letter of Motivation
- ☐ CV or Resume
- ☐ Two Reference Letters
from Professor and/or employer

*In addition, depending on your
circumstances, you may need one or
more of the following:*

- ☐ Feststellungsprüfung Result
- ☐ Test AS result
- ☐ Bachelor mark sheets of first year
- ☐ Proof of passing JEE Mains and
Advanced with admit card

Postgraduate:

- ☐ Passport & Passport size photo
(all previous visa & immigration stamps;
Photo should not be older than 6 months)
- ☐ Certificate issued by the APS*
Academic Evaluation Center
- ☐ Undergraduate Degree &
Semester wise Mark sheets
- ☐ Class XII Mark sheet & Certificate
- ☐ IELTS/ TOEFL/ German language test
(at least B2-level in language of instruction
Exemption letters" or "medium of instruction
letters" not accepted)
- ☐ APS Certificate
- ☐ Statement of Purpose or
Letter of Motivation
- ☐ CV or Resume
- ☐ Two Reference Letters
from Professor and/or employer
- ☐ Test AS result
(only if required by university)
- ☐ Research Proposal
(if applicable)
- ☐ Portfolio
(if applicable)

**APS certificate is exempted:*

- if you have a foreign degree that is not Indian (e.g. British degree, Turkish degree, etc.)
- If you intend to do a PhD / PostDoc in Germany
- If you have an international Indian degree (e.g. International Baccalaureate)
- If you receive a stipend from public funds (EU or German funds)

*Make sure that the passport is issued within the last 10 years and valid for at least another year as of
date of visa application with at least two empty pages*

