

# 1. EPOS checklist

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**Checklist: mandatory documents that have to be submitted to apply for a scholarship in the EPOS Programme (please tick off the list)**

|                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Application</b><br>possible languages: German or English                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/> mandatory                                                                                                                                                                                                                               |
| <b>DAAD application form</b> <ul style="list-style-type: none"><li>• application form: please type your answers or make sure they are easy to read, incl. date of issue</li><li>1. host university (no. 7): first choice of course</li><li>2. second choice if you are interested in more than one course</li><li>3. Third choice (if applicable)</li></ul> | <input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory if applying for more than one course<br><input checked="" type="checkbox"/> mandatory if applying for more than two courses |
| <b>Letter of Motivation</b><br>addressing the selection criteria (max. 2 pages long), date                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> mandatory                                                                                                                                                                                                                               |
| <b>CV</b> <ul style="list-style-type: none"><li>• format: <a href="#">EUROPASS</a>,</li><li>• full CV without any unexplained gaps</li><li>• in reverse chronological order</li><li>• incl. the date of issue</li></ul>                                                                                                                                     | <input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory                                                                            |
| <b>University Certificates</b> <ul style="list-style-type: none"><li>• degree certificates</li></ul> Please provide a certified translation if the original is not in German or English.                                                                                                                                                                    | <input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory if this is the case                                                                                                                                                          |
| <b>Transcript</b> <ul style="list-style-type: none"><li>• full set of transcripts</li></ul> Please provide an explanation of the grading system if this is not part of the transcript.                                                                                                                                                                      | <input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory if this is the case                                                                                                                                                          |
| <b>Professional experience relevant to the course you are applying for</b> <ul style="list-style-type: none"><li>• Work certificate(s) for at least two years of relevant professional experience</li></ul> on headed paper, including an original (not scanned) or code certified digital signature, the date of issue and a stamp.                        | <input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory                                                                                                                                                                              |
| <b>Letter of recommendation</b> <ul style="list-style-type: none"><li>• from your current employer</li></ul> on headed paper, including an original (not scanned) or code certified digital signature, the date of issue and a stamp.                                                                                                                       | <input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory                                                                                                                                                                              |
| <b>Proof of language skills</b> <ul style="list-style-type: none"><li>• English</li><li>• German (only if required, certificate must not be older than one year)</li></ul>                                                                                                                                                                                  | <input checked="" type="checkbox"/> mandatory<br><input checked="" type="checkbox"/> mandatory                                                                                                                                                                              |



## DAAD Selection Criteria for the EPOS Programme

### Formal Criteria

- a complete set of documents including a ticked off and originally signed version of this form
- a completed DAAD application form. All information provided on the DAAD application form must match the information in your letter of motivation, in your CV, in applications to other degree programmes and in applications to other scholarship programmes.
- your degree completed with above-average grades (upper third). If your official degree certificate is not available yet, please provide confirmation from your university.
- a minimum of two years of relevant work experience at the time of the application and after completion of your first university degree
- Candidates applying for master's courses and who already hold a master's degree must make a well-argued case as to why they should be funded for another postgraduate degree. Please explain why you would like to study for this particular further master's course and how it expands on the one you hold already.
- The candidates' last university degree should normally be no more than six years old.
- Candidates who have been in Germany for more than the past 15 months at the closing date for applications are not eligible.

### Letter of Motivation

- This must include a convincing explanation of your academic, professional and personal reasons for applying to this course in Germany.
- If you are applying for more than one master's or PhD course:
  - Please rank the courses in order of preference, i.e. why is your first choice of course your first choice, why is your second choice your second choice and so on. For each choice of course please provide clear reasons why you think it will advance you academically and professionally.
  - You must provide the same letter of motivation to all courses you are applying for.
- Please describe any professional experience relevant to the course(s).
- Please address how your motivation relates to the goals of the EPOS Programme.

## Selection criteria of the universities participating in the EPOS programme

All university courses have their own selection criteria which have to be met in addition to the DAAD's selection criteria.

This signature confirms that all information provided in my application is correct, up-to-date and complete. I will inform the DAAD of any changes in my circumstances.

Berlin, 01.09.2025

Max Mustermann

Location, Date

Name (in capital letters) and original signature (no inserted scan)

## 2. EPOS application form

*this white, numbered divider between the application documents is not part of the actual application and is for demonstration purposes only.*

## Application for a DAAD scholarship in the Programme “Development-Related Postgraduate Courses (EPOS)”

### Information about you and the master's / PhD programmes you would like to apply for

|                                                                                                    |                  |
|----------------------------------------------------------------------------------------------------|------------------|
| Surname as stated in your passport                                                                 | example          |
| First name(s) as stated in your passport                                                           | example          |
| E-mail address                                                                                     | example          |
| Date and place of birth                                                                            | 01.01.1980, City |
| Country of permanent residence                                                                     | example          |
| Nationality                                                                                        | example          |
| Second nationality (if applicable)                                                                 | example          |
| Gender                                                                                             | example          |
| Marital status                                                                                     | –                |
| Number of children                                                                                 | 0                |
| Current address where you may be contacted at any time until taking up a possible DAAD scholarship | example          |

Home university, town

|                    |              |
|--------------------|--------------|
| home university    | town         |
| example university | example city |
|                    |              |

Study subject(s)

|                 |
|-----------------|
| example subject |
|                 |
|                 |

Degrees held, date, final result

| Degrees held   | date    | final result |
|----------------|---------|--------------|
| Example degree | 01/2020 | 4.0          |
| Example degree | 01/2022 | 4.0          |
|                |         |              |

|                                                               |         |
|---------------------------------------------------------------|---------|
| Degrees expected before taking up a possible DAAD scholarship | example |
| Expected date of this degree                                  | example |

Previous stays abroad for study

|         |
|---------|
| example |
| example |
|         |

|                                                                                          |   |
|------------------------------------------------------------------------------------------|---|
| Are you currently applying/have you recently applied for another DAAD scholarship?       | – |
| Are you currently applying/have you recently applied for another scholarship (non-DAAD)? | – |
| If yes, have you already received a decision?                                            | – |

Please notify the DAAD immediately, should you be granted another scholarship.

**You can choose up to three study courses within the EPOS programme**

|                                                                       |                |
|-----------------------------------------------------------------------|----------------|
| <b>First Choice</b><br>Name of Master's / PhD course                  | example choice |
| <b>Second Choice</b> (if applicable)<br>Name of Master's / PhD course | example choice |
| <b>Third Choice</b> (if applicable)<br>Name of Master's / PhD course  | example choice |

Language skills

| language | very good                           | good                                | average                  | poor                     |
|----------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| german   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| english  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| –        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

**Relevant practical experience after Bachelor degree:**

| From.../to...      | Location         | Type of work | Position/professional status | Full-time                           | Part-time                |
|--------------------|------------------|--------------|------------------------------|-------------------------------------|--------------------------|
| 01/2022 to 08/2025 | example location | example      | example position             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|                    |                  |              |                              | <input type="checkbox"/>            | <input type="checkbox"/> |
|                    |                  |              |                              | <input type="checkbox"/>            | <input type="checkbox"/> |
|                    |                  |              |                              | <input type="checkbox"/>            | <input type="checkbox"/> |

|                                           |                    |
|-------------------------------------------|--------------------|
| Current professional occupation:          | example occupation |
| What professional career do you envisage: | example            |

Hereby, I agree that the DAAD and the chosen higher education institutions are allowed to process my above-stated personal data (e.g. name, date of birth etc.) in the context of the selection process for a scholarship in the programme "Development-Related Postgraduate Courses". The higher education institutions will delete the data when they are no longer needed for the purposes of the selection process.

I confirm that all information provided in my application is correct, up-to-date and complete. I will inform the DAAD of any changes in my circumstances immediately.

I am aware that false statements in the application can lead to the annulment of the application or the revocation of a scholarship that has already been awarded.

01.09.2025, Berlin

\_\_\_\_\_  
Date and place

### 3. CV

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# Max Mustermann

**Date of birth:** 01/01/1980  
**Place of birth:** City, Germany  
**Nationality:** German  
**Gender:** Male

## CONTACT

 Institute of Hygiene and Public Health, Venusberg-Campus 1  
53127 Bonn, Germany  
**(Work)**

 [example@example.de](mailto:example@example.de)

 <https://globalhealth-bonn.de>

## ABOUT ME

this is only an example

## WORK EXPERIENCE

**example employer** City, Germany

**example occupation**

01/2024 – Current

example discription

**example occupation**

01/2020 – 01/2024

example description



europass

use europass format

Use reverse chronological order, with the most recent dates at the top.

no unexplained gaps longer than 3 months

## EDUCATION AND TRAINING

01/2018 – 01/2020 City, Germany

**example qualification** example university

01/2015 – 01/2018 City, Germany

**example qualification** example university

Dates must be specified to the exact month

Dates must correspond with the dates in the information form (see step 1)

## SKILLS

**EXAMPLE**

example3 | example1 | example5

**EXAMPLE2**

example4 | example2

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** German

**Other language(s):**

English

**Listening** B2

**Reading** B2

**Writing** B2

**Spoken production** B2

**Spoken interaction** B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

Please note that this is only a sample resume for the EPOS application and is intended solely to illustrate the formal criteria!



## HOBBIES AND INTERESTS

- **example**  
example description

## VOLUNTEERING

- **01/01/2022 – CURRENT** City
- **example**  
example discription

## PUBLICATIONS

- **2022**
- **example publication**  
example description  
example, example, example  
**Authors** Max Mustermann | **Journal Name** example journal | **Volume, Issue and Pages** volume 0 |  
**Publisher** example publisher

## HONOURS AND AWARDS

- **01/2021** example institution
- **example award**  
example description

## NETWORKS AND MEMBERSHIPS

- **01/2022 – CURRENT** city
- **example organization**  
example description

## PROJECTS

- **01/2024 – CURRENT**
- **example project**  
example description

## 4. Motivational letter

*this white, numbered divider between the application documents is not part of the actual application and is for demonstration purposes only.*

**Please note that this is only a sample motivational letter for the direct application and is intended solely to illustrate the formal criteria!**

Dear Sir or Madam,


I am writing to express my interest in the program and to outline my alignment with the underlying framework of the institutional objectives as defined within the broader scope of interdisciplinary operations. Through the incremental progression of procedural interactions and contextual evaluation, I have continuously aimed to expand the parameters of conceptual engagement and integrated functionality.

Throughout my previous affiliations, I have maintained a consistent approach to abstract modular participation, ensuring compliance with both linear and asynchronous directives. The cultivation of responsive adaptability has remained a central priority, particularly in settings where outcome-neutral variables interact with system-wide conditional triggers. This focus has enabled a continued refinement of cognitive synthesis processes within multilayered implementation sequences.

**University Choice 1:** My academic background reflects a dedicated engagement with structured learning environments characterized by syntactic iteration and controlled fluctuation domains. Within these parameters, I developed proficiency in applying recursive evaluation metrics and iterative content assessments, thereby contributing to the advancement of standard-aligned procedural benchmarks.

**University Choice 2:** In addition, my experience includes cooperative alignment with various cross-functional contingents, wherein operational flowcharts were developed to support foundational resource redistribution cycles. This has further supported my development in high-frequency response management and low-latency decision support calibration across vertical modules.

**University Choice 3 :** I am particularly drawn to the program's commitment to scalable innovation in integrative strategy deployment. The emphasis on long-term feasibility in the absence of prescriptive output criteria aligns with my orientation toward framework-neutral optimization models and adaptive convergence scenarios.



**Provide detailed information of your university choices!**

Given the opportunity, I aim to contribute meaningfully to the ongoing discourse within the institutional domain by facilitating structured insight transfer across sectoral

boundaries. I believe that my profile exhibits the necessary alignment with the abstract parameters laid out in the program's stated trajectory and operational outlook.

In parallel, my involvement with outcome-sensitive task cycles has reinforced my ability to translate non-linear input structures into consistently interpretable procedural entities. This has been achieved through methodical reflection and conceptual resilience within semi-autonomous decision layers. Furthermore, the cross-referencing of dynamic response channels within real-time feedback grids has allowed for the emergence of multidimensional cohesion strategies.

Equally, I have engaged in extended application frameworks involving derivative normalization and context-specific calibration techniques. These involvements have broadened my methodological sensitivity toward scalable process redundancy, enabling me to interact efficiently with convergence-prone variable arrays under fluctuating output tolerances.

From a collaborative perspective, I have participated in iterative refinement teams focused on modular logic stabilization and asynchronous metric validation. These functions required an ongoing equilibrium between predictive abstraction and evidence-neutral input coordination, a balance which I have approached with procedural clarity and alignment neutrality.

Moreover, the program's stated emphasis on long-term paradigm stability resonates with my continuous effort to integrate layered evaluation cycles with adaptive modeling protocols. The ability to contribute to a structural feedback loop that maintains its autonomy under diverse conditional matrices is a central motivator for my application.

In conclusion, I would like to reiterate my interest in contributing to the advancement of procedural interconnectivity through the medium of this program. I remain committed to the consistent realization of output-neutral outcomes through methodical engagement and calibrated responsiveness to dynamic input fluxes.

Thank you for considering my application. I look forward to the possibility of further engagement and remain at your disposal for any additional clarifications.

Sincerely,

Max Musterann

01.10.2025

dated

The motivational letter can't be longer than 2 pages.

## 5. Recommendation letter

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Please note that this is only a sample Recommendation letter for the EPOS application and is intended solely to illustrate the formal criteria!



Organisation name  
Organisation address

official Letterhead

current employer as stated in the CV and information form

# Recommendation Letter

I am pleased to provide this letter of recommendation for Mr. Mustermann. During the time I have known him, Mr. Mustermann has consistently demonstrated a capacity for engaging with tasks in a manner that is both consistent and reliable. Whether working independently or in collaboration with others, Mr. Mustermann approaches each situation with a level of attention that is, without doubt, noteworthy. I am confident that Mr. Mustermann will bring the same level of presence and participation to any future activity in which he chooses to engage.

Sincerely,  
Mr. x

01.01.2025

- dated with current date
- stamped
- signed



Please note that this is only a sample Certificate(s) of employment and is intended solely to illustrate the formal criteria!

Organisation name  
Organisation address

some form of letterhead

## Certificate(s) of employment

Mr. Max Mustermann, born on 01 January 1980,  
was employed at example organisation  
from **01.01.2023** to **01.01.2025**  
in the position of job position.

• exact duration in the format:  
from dd.mm.yyyy to dd.mm.yyyy

During his employment, Mr. Mustermann was responsible for the following tasks:

- Supporting day-to-day operations in the [department/team], including the coordination of administrative and organizational procedures.
- Assisting in the preparation, documentation, and follow-up of internal and external meetings.
- Conducting basic data analysis and contributing to the development of written reports and presentations

If any special activities supporting your application have been carried out, these must be clearly indicated here:

- worked in public health
- managed a health facility or department, an (internationally recognised NGO, a ministerial subunit or health programme
- managed a health campaign or health project
- worked as a physician
- worked as a lecturer in health-related field

**01.01.2025**



dated

stamped

signed



## 7. Proof of English Proficiency

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Name: **Your Full Name**

Last (Family/Surname) Name, First (Given) Name Middle Name

Email:

Gender:

Appointment Number:

Date of Birth:

Test Date:

**Your photo  
taken on test date**

Inst. Code

Dept. Code

Country of Birth:

Native Language:

Test Center:

Test Center Country:

ID Type:

ID No.:

Issuing Country:

THIS IS A PDF SCORE REPORT, DOWNLOADED AND PRINTED BY THE TEST TAKER

## Test Date Scores

## MyBest™ Scores

*A total score is not reported when one or more sections have not been administered.  
Expired scores are not included in MyBest™ calculations.*

## 8. Academic degree certificate(s)

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Please note that this is only a sample University Degree and is intended solely to illustrate the formal criteria!



Must be in English or German

stamped

signed

## 9. Full transcript(s) of records

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## Grading System

# 10. Further relevant documents

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