

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 (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 1150 words long (excluding the field "Financing"). 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 (2025). 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), needs to contain current date and location, can be retrieved [here](#).

Additional documents may be requested during the application process.