

## **INEMA Checklist: required documents for your INEMA application**

Please have the following documents ready before you start your application in the application portal. You can find the application portal [here](#). 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.

Please note that all these documents are application **requirements** and we cannot make any exceptions for you if you cannot supply us with one of these documents as they are specified below.

You can find a list of all countries eligible for the DAAD-EPOS-Scholarship [here](#).

The latest DAAD-EPOS-Brochure can be found [here](#).

### ○ **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. 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's 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). We require one of the aforementioned specific tests. Proof that your language of instruction was English and/or that you reside in a country where English is the official language is not sufficient.

○ **Doc I\_LoR\_surname:**

Letter of recommendation and statement of support from your present employer. This document cannot be issued by a lecturer/professor you once had during your studies and must be from your present employer. This must contain a letterhead, signature (NOT DIGITAL), official stamp and current date (2026). 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.