

APPLICATION FOLDER

We would like to encourage you to apply for a scholarship to study one of our Master's degree programs at TUB Campus El Gouna. Donor organizations usually request the same basic set of documents during the application process. The typical "application folder" contains the following papers:

1. Europass CV
2. Motivation Letter
3. Your translated and authenticated degrees (High School degree, Bachelor, Master)
4. Transcript of Records (translated)
5. Language Certificate (e.g. TOEFL, IELTS, TestDaf, etc.)
6. Recommendation Letter(s)
7. Passport copy

In detail you ought to do the following:

1. Europass CV

The preferred version for your CV in Europe is the Europass CV. You can download the format here: <http://europass.cedefop.europa.eu/en/home>.

Further instructions are available here:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

2. Motivation Letter

The motivation letter is a crucial part of any application. Below are some useful tips and guidelines for writing a successful scholarship application letter.

General steps:

- Brainstorming:
 - Why should you get the scholarship and not someone else? And why this particular scholarship?
 - Check the scholarship website and include answers that refer to the main objectives of the scholarships in your letter.
 - Why do you want to study in a particular field/ this program/ at that university?
 - The reader is interested to know why you would be a suitable candidate for the specific program.
 - Include extracurricular activities and strong personality traits.

- Writing:
 - Be specific, concise, and stay on topic.
 - Include extracurricular activities and strong personality traits.
 - Stay original when writing.
 - Be genuine about what you are writing and make the reader feel your personality.
 - It may help to share a bit of your life that is relevant, as this makes the letter more personal. You can give examples of where you have demonstrated relevant skills or personality traits.
 - The letter is personal, but the purpose is professional → find a balance.
- Proofreading: The more people that you can ask to proofread your letter the better. They may eliminate little mistakes as well as give you new and fresh ideas.
- Revision: Give yourself a couple of days and then check again.

Recommendations:

- You know what it is you are trying to say, but the reader doesn't know you or the way you think. Make sure your points are comprehensible and come across clearly.
- Scholarship committees are not interested in how hard your life has been, but rather how you have overcome the challenges that you have been faced with and what you have accomplished despite them.
- Make sure the reader gets a sense of your positive attitude towards life. Optimism is what makes organizations excited about giving you money to pursue your passion and possibly change the world while doing so.
- Include something to remember you and your letter (the scholarship committee will read a lot of motivation letters, give them a reason to remember your letter, which could be e.g. something funny, which gets the reader a smile on his face).

3. Your translated and authenticated degrees (High School degree, Bachelor, Master)

Start to prepare the translations of your documents to English and the authentication in time.

4. Transcript of Records (translated)

The same applies for the translation of your transcript of records. In addition, get an updated version of your Transcript of Records if you are still studying.

5. Language Certificate (TOEFL or IELTS)

Proof your language skills. If you want to study in English, you need a TOEFL or IELTS certificate to get admission to most of the universities worldwide.

Find your location for the TOEFL certificate:

http://www.ets.org/Media/Tests/TOEFL/tclists/IBT_a.html

For IELTS tests, you can search here:

http://www.ielts.org/test_centre_search/search_results.aspx

6. Recommendation Letters

For any application it is useful to have at least two different recommendation letters signed by different people.

You are applying for a scholarship at a university so it is recommended, that your teachers/lecturers/professors sign your letters. Staff of Career Centers could also get you a recommendation.

To simplify this process, it is advisable to draft your recommendation letter. Usually it is difficult to ask your professor to write a letter for you.

7. Passport Copy

The issuance of a passport can take months, so be prepared and apply for one early.

Remark

Don't forget to check if there are any further documents required by the respective donor organization.

If you follow the above pieces of advice, you are on a good way to continuing your studies with a scholarship.