



Stuttgart-Hohenheim, 21/11/2016

Dear Potential AgEcon applicant,

The master program “M.Sc. Agricultural Economics” (AgEcon) commences in October of each year i.e. in winter semester of each year. Applications are accepted all year round with a deadline of March 15th, *7 months* before the program begins (for self-sponsored applicants) or December 1st, *10 months before* (for qualified AgEcon applicants who also wish to apply for the DAAD scholarship).

AgEcon is an English Taught Master’s degree, therefore, non-native English speakers who have learnt it as a second or third language must prove they have sufficient knowledge of the English language. This is done through official language certificates e.g. IELTS overall band 6.5 or better, TOEFL iBT of 90 points or more, OR an equivalent (please see comprehensive list below).

APPLICATION PROCEDURE:

Self-sponsored applicants:

Self-sponsored applicants should apply through the new online application platform. The new online application form is expected to be ready between December 2016 and January 2017. **Required documents must be uploaded** to the new online application system.

However, self-sponsored applicants are highly recommended to also apply using the current online application, but must still remember to complete the new application form as soon as it is ready. This is because applicants who will have used the current online application form will be contacted via email as soon as the new online application form is ready for use. Please note that it is not possible to upload the required document to the current online application form.

Self-sponsored applicants **do not have to post** the required documents to us. It is however highly recommended to email them to us as soon as they have completed the current online application form so that we can start processing the application.

DAAD scholarship applicants:

DAAD scholarship applicants **must** still send the required documents through the **post** (regular mail or through courier services e.g. DHL).

DAAD scholarship applicants must first use the current application link displayed below in order to meet to the December, 1st 2016 application deadline, after which they are required to post the application documents to us. Scholarship applicants will still be required to complete the new online application form

after December 1st, 2016 and also upload **some** of the required documents to the online application system. Documents that are to be uploaded to the new online application form are yet to be determined.

For the DAAD Scholarship applicants, please note: Only **ONE SET** of application documents is required by the university, in ONE PACKAGE/ENVELOP. This should include all the documents required for the AgEcon master's as well as for the DAAD scholarship (if you are applying for the scholarship). **There is no need to attach photocopies of each required document.**

APPLICATION DEADLINES:

NOTE DAAD scholarship applicants: The deadlines mentioned here are **NOT** those for completion of the online application form, but are deadlines for **physical** receipt of all the required documents at the university office, **after** completing the **current** online application form (i.e. the deadline for receiving hard copies of all the required documents).

DAAD Scholarship application deadline for academic year 2017/2018:

Please note that the category of the DAAD scholarship mentioned here is the DAAD special initiative **“Development-Related Postgraduate Courses”** and all information provided is specific to this category. Other DAAD scholarship categories have different requirements, different application procedures and different application deadlines.

Please inform yourself of this particular category of scholarships here:

<https://www.uni-hohenheim.de/agecon-scholarships>

Or visit the official DAAD website link below:

<https://www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=64&status=3&subjectGrps=&daad=&q=&page=1&detail=1000008#prozess>

A comprehensive booklet regarding this scholarship can be downloaded here:

https://www.daad.de/medien/deutschland/stipendien/formulare/epos_programmbroschuere_2017-18.pdf

Applicants who qualify may apply for the DAAD scholarship, ensuring the university has received the **complete** application package **before 1st December 2016**.

Only applicants from developing countries are qualified to apply for this particular DAAD scholarship.

Self-sponsored applicant's deadlines for academic year 2017/2018:

Applicants who do not qualify for the DAAD scholarship and applicants who wish to be considered as "self-financed" or "self-sponsored" candidates i.e. possessing alternate or private sources of funds must complete the online application form **before 15th March 2017** prior to the **beginning of the academic year (i.e. 2017/2018** winter semester).

Self-sponsored applicants will be required to upload the required documents to the online application system. Unlike the DAAD scholarship applicants, they are not required to send the required documents by post. The uploaded documents will sufficient.

Please take note of all the deadlines!!

AgEcon PreTest:

All AgEcon applicants are required to take a basic online “PreTest” which tests their general knowledge in the required subjects with special emphasis on Microeconomic Theory. The results of this test are used during the selection process for the DAAD scholarship as well as for the AgEcon Master’s Admission.

At the end of the test, a personalized evaluation regarding suitability to the AgEcon program is provided to applicants. It is advised that these results be taken seriously and re-evaluation of the decision to apply to AgEcon program be done where necessary. The possibility to change program choices are available after receiving the evaluation. In this case, please let the university know via email.

Applicants **MUST** take the test **BEFORE** the relevant deadline i.e. before 1st December 2016 for academic year 2017/2018 if you decide to apply for the DAAD scholarship or before 15th March 2017 for academic year 2017/2018 if you opt to apply as a self-sponsored applicant.

You MUST do this test even though the grade you achieve does not influence our final decision regarding admission to AgEcon.

It is NOT POSSIBLE to be considered for both the DAAD scholarship and the AgEcon masters if you have not taken this test.

You will need to first register on ILIAS (please click on “ILIAS” to be redirected to the right link) to receive a log-in password before you can be allowed to take the test. You must use **exactly** the same names (Family/Surname and Other names) as the ones used during the online application process otherwise we will not be able to sort and connect your results to your application.

Detailed information regarding how to register and prepare for the test can be accessed here:

<https://www.uni-hohenheim.de/agecon-pre-test>

DAAD Scholarship information:

Detailed instructions regarding the requirements for this particular DAAD scholarship and answers to frequently asked questions can be found here:

<https://www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?status=3&origin=191&subjectGrps=E&daad=&q=&page=1&detail=10000008>

General information regarding this particular DAAD scholarship can be accessed here:

<https://www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?status=3&origin=191&subjectGrps=E&daad=&q=&page=1&detail=10000008>

Please visit the above-mentioned links and read carefully through the information provided **before making a decision on whether to apply for the DAAD scholarship**. Please avoid sending a generic scholarship application that does not fulfil all the requirements as set out in the above mentioned links (or on the DAAD official website) as this will lead to your application being rejected.

IMPORTANT:

DAAD scholarship applications from citizens of **Cameroon MUST** be submitted through the German Embassy **before 31st July 2016!** **We will not process DAAD scholarship applications sent directly to us by applicants from this country**

This is as per the directive we have received from DAAD offices and Germany Embassy.

Applicants from the **People’s Republic of China** are requested to include the APS Certificate (which is required for both DAAD and AgEcon application.)

REQUIRED DOCUMENTS – DAAD scholarship application:

A complete application must contain the following (i.e. item number 1 to 8):

1. Proof of the online application form:

This is the first step towards a successful application. Please access our application form through the online application link: <https://www.uni-hohenheim.de/online-application>.

If the link is no longer active, please visit our AgEcon website and simply click on the "[How to apply](#)" tap that is displayed on the top right hand side of the program's website:

<https://www.uni-hohenheim.de/agecon>

In the pages that follow, you will find relevant information and further instructions that will guide you as you complete the online application form. Please follow these instructions carefully. Please be aware that all fields of the online application form MUST be filled. Incomplete applications or forms with missing information are not considered in the selection process.

NOTE for candidates who had already completed the online application form:

If you had already completed the online application form in the last 3 years, then you do not need to complete it again. All you need to do is to update your application form. To update your application form, please click on the following link: <https://www.uni-hohenheim.de/online-application.html>. After clicking on "[I Agree](#)", please check where it is written: "I have previously applied within the last 3 years", then click on "proceed" to update your application!

You will also be required to send us an updated C.V. and an updated letter of motivation for both the DAAD scholarship and AgEcon application.

2. A completed and signed DAAD scholarship [application form](#):

Download the form here:

<https://www.uni-hohenheim.de/fileadmin/einrichtungen/agrar/Service/Studium/DAADForm.pdf>

This is required for qualified AgEcon applicants who wish to be considered for the DAAD scholarship.

3. Proof of at least 2 years (24 months) of relevant professional experience:

This is a very important "MUST" requirement for DAAD scholarship applicants.

Your former/current employers should write you OFFICIAL reference letters **stating your date of employment and the date you left the employment** For example: *Mr / Ms Brown* worked for us as a "Researcher" from "1.1.2000 to 31.12.2012" or from "1st January 2014 to present": Internships and short-term attachments/student jobs are also considered as relevant work experience.

NOTE: The employment reference letters (or work certificates) *must* be printed on official letter-headed paper bearing the official name and logo of the company/organization. The letters must also be signed and stamped with an official stamp/or seal of the company/organization. Reference/recommendation letters that *do not meet* to these standards will be *rejected*!

DAAD explanation regarding Professional Work Experience: The requirement of two years of professional work experience refers to the time of the start of the scholarship period. This means that it is not absolutely necessary to have already completed two years of professional experience at the time of applying. However, these two years MUST be completed before you come to Germany. Applicants can prove work experience in a non-university related sector (government agency, government institutions, business, NGOs etc.).

Please note: Teaching and research at a university or another research institute are not considered professional experience for DAAD scholarship application purposes (exception: PhD postgraduate courses).

To be considered for the DAAD scholarship, you MUST be currently employed. If you aren't able to prove to us that you have at least 24 months of relevant professional work experience, then you are NOT qualified to apply for the DAAD scholarship. In this case, you are advised to apply as a "self-sponsored" applicant. **Self-sponsored applicants do not need to send item number 2.**

Please note: If it is possible, your current employer should also note in their recommendation letter that you will be guaranteed your former position after you have completed your Master degree and have returned to your home country.

4. Letters of motivation stating why you are qualified for the DAAD scholarship and also for the AgEcon master's degree and what you expect to gain from it:

This is a very important requirement. Please take it seriously and write a unique motivation letter that will stand out from the rest!

Please note that the space provided in the online application form is specifically meant for the AgEcon motivation letter. The DAAD scholarship motivation letter should be written on an extra sheet of paper and must be personally dated and signed by the applicant!

Please ensure that you write a strong motivation as this weighs heavily in the selection process. Weak motivations will only make your application less attractive and diminish your chances for an admission. Motivations identified as plagiarized (i.e. copied text that has no proper referencing of the original source of the text) will result in removal of the applicant from the selection process and application rejection!

5. At most 2 official references letters from your former professors:

These letters, just like the employers reference letters, must be official and must be printed on official letter-headed paper. The letters must also be signed and stamped/or sealed with the official stamp/or seal of the company/organization.

6. Current C.V. in English:

We do not have any preferred format. DAAD scholarship applicants should however preferably use the EuroPass format that can be generated here:

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

Please make sure that the CV bears a recent date and your personal signature.

7. Proof of proficiency in English e.g. IELTS overall band 6.5 or better or TOEFL iBT 90 points or more:

This is a MANDATORY requirement for all non-native English speaking applicants. **Letters from your former schools and university stating that the language of instruction is English are not considered as sufficient proof of English proficiency.**

EXEMPTIONS: Citizens of the following countries or who have already completed a Bachelor's degree or higher degree e.g. Master's degree taught in English language from one of the following countries: Great Britain, Ireland, Australia, Canada, New Zealand, USA, Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Belize or Guyana or from a University located in the EU.

8. Certified (i.e. attested/authenticated/notarized) copies of your academic degree documents:

These include Bachelor's degree certificate (i.e. the diploma) and transcript of records (i.e. list of grades) and any other higher academic certificates and transcripts that you may be in possession.

Academic documents issued in any other language except English or German must be officially translated. Certified copies of both the documents in the original language of issue and the official notarized translations must be sent to via post.

Plain photocopies of the academic documents are not accepted. The certified copies **MUST** have an **ORIGINAL STAMP (or seal)** and **signature** of the certifying organization (i.e. the stamp/seal ink must be "wet" for the copies to be considered correctly certified/attested).

Certification (or attestation of documents) can be done by **either** the **German Embassy**, a **Notary Public** or the **organization that issued the original** documents.

You **must post to the university the copies with the original stamp/seal and signature of the certifying organization** (i.e. the copies with the "wet" stamp/seal ink) and not photocopies of the certified copies. Photocopies of certified copies must also be individually certified.

The documents can be posted either through regular/air mail or courier service e.g. DHL.

Please note: BEFORE POSTING THE REQUIRED DOCUMENTS, THE ONLINE APPLICATION FORM MUST FIRST BE COMPLETED.

Please take your time with the online application form and complete it with all the required details. Do not rush through it as each detail is important and we take the form very seriously. Each section of the application form is awarded differently. The total points will determine if you will be in the short list or not.

Before completing the online application form, please take your time to read through the AgEcon Curriculum that can be downloaded here:

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https://www.uni-hohenheim.de/fileadmin/uni_hohenheim/Studiengaenge/Agrar/Master/agecon/SP_msc_agecon.pdf

or on the AgEcon website below.

Further information AgEcon masters: <https://www.uni-hohenheim.de/agecon>

DAAD scholarship further information: <https://www.uni-hohenheim.de/agecon-scholarships>

The complete DAAD and AgEcon application should be posted to the following address or to the address provided at the end of the online application process:

M.Sc. AgEcon Coordination Team
ATTN: Katrin Winkler
University of Hohenheim (300)
Fruwirthstrasse 14-16, 2nd floor, room 202
70599 Stuttgart
Germany.

REQUIRED DOCUMENTS – Self-sponsored applicants:

Self-sponsored applicants are required to upload the following documents to the new online application platform starting in December 2016:

1. Academic degree certificates and transcripts (bachelor degree certificate and transcript of records). If an applicant has more than one degree or a master, then they should also upload copies these documents.
2. Proof of proficiency in English e.g. IELTS Academic overall band 6.5 or better, or TOEFL iBT 90 points or more
3. Other supporting documents e.g. reference letters from former/current employers and at most two reference letters from former professors.

A **C.V.** should **NOT** be uploaded to the new online application platform, but can be requested if so needed.

The uploaded documents do not require to be certified. However, applicants with academic degree documents that are not in English or German must also upload official English or German translations.

We wish you a successful application process!

EXTRA INFORMATION

LIST OF ACCEPTED ENGLISH LANGUAGE CERTIFICATES:

We accept the following as proof of proficiency in English:

- 1) TOEFL with a minimum score of 577 points in the paper-based test or 233 points in the computer-based test or 90 points in the internet-based test (iBT).
- 2) IELTS Academic Test with a minimum overall band of 6.5
- 3) The following can also be accepted as official proof of proficiency in English
 - Cambridge EFL-Exam: CAE (Certificate in Advanced English)
 - Cambridge Business English Certificate: BEC Higher
 - London Chamber of Commerce LCCI Examinations Board: Level 3 (Distinction or Credit)
 - TOEIC: 785
 - TELC / Certificate in English: B2 (min. „good“)
 - Trinity Certificate: ISE III
 - European level C1
 - UNiCert-Level II (min. „good“)

Further information regarding the DAAD scholarship:

Please note that DAAD scholarship applicants from **Myanmar**, and **Nigeria** are no longer required to apply for the DAAD scholarship through the German Embassy, however this requirement is still maintained for applicants from **Cameroon**. Otherwise, applications may be sent directly to the university, including the complete AgEcon application (i.e. the online application form and the mandatory Pretest).

If you want to apply through the Germany Embassy in your country, then you must ensure that you have sent your DAAD scholarship application to the Embassy before 31 July 2016 for the academic year 2017/2018. **This date is subject to change.** Please consult the relevant department of the German Embassy in your country early enough for further details.

Please be aware, not all applicants are awarded the DAAD scholarship. In fact, only less than 10% of the applicants from a pool of hundreds of highly qualified applicants are actually awarded the scholarship.

You are therefore advised to start as early as possible to search for other sources of funding. Attached to the email reply, you will find a scholarship leaflet with more details regarding others scholarship organizations.

These organizations have their own deadlines and specific requirements that you must fulfill, these scholarship applications MUST be sent directly to these organizations and not the university. In this case, a separate complete application to the AgEcon Master's, with all the documents required for admission consideration is still required by the university.

COST OF STUDY:

Currently, public universities in the state of Baden Wuerttemberg do not currently charge tuition fee. Other German states have different legislation. All information stated below is specific to Baden Wuerttemberg. In this state, public (state-owned) universities only charge a semester registration fee of about 172 Euros per semester.

In most cases, students take at least 4 semesters (typical study duration) to complete a master's degrees. This is an estimated total of about 688 Euros, required by the University for the completion of your master's degree.

This amount must be paid before the beginning of each new semester. If the semester registration fee is not paid you will be removed from the student register, meaning you would no longer be considered a student!

However, the above law has now been revised. All NON-EU students in the State of Baden Wuerttemberg will now be expected to pay tuition fee starting in the 2017/18 academic year (i.e. for the study programs starting in October 2017). The actual amount is not yet known, but an amount of 1500 Euros per semester has been proposed. This amount does not include the semester registration fee mentioned above and the living costs of 8700 Euros per year as explained below.

VISA APPLICATION DETAILS:

(Please note: This information is only relevant after you have been offered an admission to our master program!)

Please note that after being admitted to the Master's program, international applicants are required to apply for a study visa. This is the hardest part of your "study journey" to Germany as the German embassies around the world are very strict on this issue.

The German Embassy will require proof of sufficient sources of funding for your studies, which is typically proof of 8,700 Euros at your disposal. This could be either through a scholarship offer or a formal sponsorship obligation from a German/EU citizen or through private funding.

The most difficult part in the visa application is in most cases the proof of sufficient funds to finance your stay in Germany. For most non-EU-nationals, especially from Africa and Asia (who have no scholarship or sponsorship offers), opening a blocked bank account with the Deutsche Bank is required, then a deposition of the amount of approximately 8.700, - EURO in it.

This money is meant to cover your living expenses during the first year (first 12 months) of your stay in Germany. You will have access to installments of 725 EURO per month.

You can download the application documents for this blocked bank here:

https://www.deutsche-bank.de/pfb/data/docs/pk-kredit_finanzierung-db_international_opening_a_bank_account_for_foreign_students.pdf

Please also read the information given on the website of Deutsche Bank:

<https://www.deutsche-bank.de/pfb/content/pk-konto-und-karte-international-students.html>

The blocked bank account can be closed if your visa application is denied or if you decide not to travel to Germany to begin your studies.

You are therefore advised to start planning early regarding your financial requirements!

For further information regarding financing your studies in Germany, please visit: https://www.study-in.de/en/plan-your-studies/requirements/8000-euros-for-one-year_27533.php

Best Regards,

Mr. Elias Lenz (M.Sc., MBA)

Administrative Assistant (M.Sc. Agricultural Economics)

For: Dipl.-ING.SC. AGR. Katrin Winkler (International Master Programs Coordinator).