

## Application Guidelines

### Dear Applicant:

Thank you for your interest in the International Master of Science Program in Earth Oriented Space Science and Technology (ESPACE) at the Technische Universität München (TUM).

### Admission requirements:

A bachelor degree or diploma from a recognized university in engineering, natural science or a related field as well as a very good previous academic performance is required for admission to the ESPACE program at the TUM.

ESPACE applicants are expected to show the ability for profound methodological scientific work. Admission requires a solid mathematical background and basic knowledge in programming.

The ESPACE program is completely taught in English. However, basic knowledge of the German language is helpful for everyday life. A range of German language courses are offered by the TUM (check [http://portal.mytum.de/studium/sprachenzentrum/sprache\\_info](http://portal.mytum.de/studium/sprachenzentrum/sprache_info) for details).

### Documents of application:

If you wish to apply for admission to the ESPACE program at TUM, you must send the following documents:

- Application form
- Detailed curriculum vitae
- Statement of purpose including your reasons for undertaking graduate work in ESPACE at TUM. Please keep it short - one page is enough!
- A short essay (500-700 words) on a scientific topic in the field of Earth oriented space science and Technology.
- **Officially certified copy\*\*** of university entrance qualification (general certificate of secondary education or high school leaving certificate or college diploma or equivalent, depending on your country's educational system, plus university entrance test, if it exists in your country), including your aggregate mark or graduate average, with explanation of grading system (maximum grade, minimum passing grade, etc.)
- **Officially certified copy\*\*** of bachelor, diploma degree or equivalent, including you aggregate mark or graduate average and your overall rank in class, with explanation of grading system (maximum grade, minimum passing grade, etc.)

- **Officially certified copy\*\*** of complete university transcript of records (semester mark sheets), listing your subjects and grades.

- If not a native English speaker:

Official TOEFL score report or equivalent (TUM-wide institution code: **7806**). If your complete education has been conducted in English, the TOEFL can be replaced by an official certificate of your university, confirming that the medium of instruction is english. The minimum TOEFL scores for admission to the ESPACE program are 80 (internet-based), 215 (computer based) and 560 (paper based). For further information see [www.toefl.org](http://www.toefl.org).

A valid IELTS score report will also be accepted. The minimum scores for admission to the ESPACE program is 6.0. Further information on IELTS is available at [www.ielts.org](http://www.ielts.org)

An examination of the Cambridge main suit of English (CAE or CPE) will also be accepted. More information can be found at [www.cambridge-efl.org](http://www.cambridge-efl.org).

Proof of English language ability is also possible by good results in the German *Abitur*. Minimum score is 10 points in a *Leistungs-* or *Grundkurs*.

- Scores of the GRE General Test (strongly recommended but not required)
- Two letters of recommendation must be submitted from faculty members who are acquainted with your work in the major area of your graduate study. If that work occurred some time ago, a recommendation from those people familiar with your professional performance is acceptable.

Please use only the official recommendation forms. Fill in part *A* yourself and send it to your recommender. Ask the recommender to fill in part *B* and to return the form to you in a sealed envelope.

- Indian applicants must submit their recent GATE (Graduate Aptitude Test in Engineering) results of papers in either:
  - engineering (codes XE, CS, EC, EE, IN, IT, ME, MN)
  - mathematics and natural sciences (codes GG, MA, PH)

For further information: [www.iitkgp.ernet.in/~gate](http://www.iitkgp.ernet.in/~gate)

- Chinese applicants must submit a valid APS certificate from the German Embassy in Beijing:

Chaoyang District,  
Dongsanhuan Beilu 8  
Landmark Tower 2, Office 0311  
100004 Beijing  
P.R. China  
telephone: +86-10-6590 7138  
fax: +86-10-6590 7140  
email: [kuaps@163bj.com](mailto:kuaps@163bj.com)

If your final degree certificate and final year transcripts are not yet available, you are kindly requested to submit an official letter from your registrar, dean or academic supervisor, listing the remaining subjects and the prospective final grade average. Please provide us with the copies of your final certified degree certificate and the missing final transcripts as soon as you get them, **otherwise you cannot enroll!**

Official certification of all documents will be accepted only if performed by the German Embassy or Consulate in your home country, or by the institution that has issued the original document. (Secondary or intermediate school certificates authenticated by your university or vice versa cannot be accepted.) In Germany authentication can also be performed by the respective citizens' registration ("Einwohnermeldeamt").

If the documents are not in English or German, officially authenticated translations have to be added. Please note that authentication too, must be performed in the English or German language.

**Documents of application cannot be returned to the applicants, so please do not submit any original documents.**

Please note that incomplete applications and applications containing documents that have not been properly certified cannot be considered.

Please do not use unnecessary packaging material (folders, transparent covers, separate envelopes, pins etc) except for the recommendation letter and the official transcripts. Finally, please **ONLY SUBMIT the documents that are required of you. Do not send extra/supplementary certificates that are not required.**

## Deadline for application:

The application deadline is around mid-March of every year. All required documents must be received by the date specified on our website ([www.espace-tum.de](http://www.espace-tum.de)).

## Submitting the application:

The application will be paper based for Winter Semester 2010-2011. All application materials are to be mailed to the address indicated on the application forms.

Please prepare and send your application yourself and do not submit your application through mediators such as educational consultants, agencies, or professors as these will not be considered. Applications or documents

of application submitted by fax or e-mail cannot be accepted.

## Admission:

Admission to the ESPACE program is highly competitive. Selection for the Master of Science program ESPACE will be made by the examination board on the basis of the documents of application (Assessment of Aptitude). In addition to that, interviews with applicants might be necessary.

Candidates will be notified by email as soon as the decision with regard to admission has been made. You will also receive an official letter of admission from TUM specifying your date of enrollment.

If admitted, you **must present yourself personally at the TUM for enrollment** (exact date specified in your admission letter) during the following periods: in the last week of September and the first two weeks of October. Please make sure to get all necessary documents (visa etc.) to be able to arrive in Munich on time.

## Financial Aspects:

The TUM is a German state university financed by taxes. It charges a tuition fee of 500 EUR per semester for all courses offered. Additionally there is an enrollment fee of about 42 EUR. The fee is relatively low since higher education at German state universities is in general financed through taxes.

**As a result, the TUM generally does not grant financial support** to its students. For further information about scholarships, please check online ([www.daad.de](http://www.daad.de)).

## Start of the program:

The lectures at the Technische Universität München usually start in **mid October**. For foreign students, the TUM International Center ([www.iz.hr.tu-muenchen.de](http://www.iz.hr.tu-muenchen.de)) offers an orientation month at the beginning of each semester (October), which helps you to settle in and prepare for the semester. The elective program contains aid with walks to the public authorities (e.g. Aliens Department, Health Authority, Banks etc.) and the matriculation, cultural and social activities (e.g. city guide, hikes in the mountains, festivals etc.) as well as a two-week German language course (not for beginners!).

## Further information:

If you have any questions regarding the admission procedure for the ESPACE program, please consult the program administrator at [info@space-tum.de](mailto:info@space-tum.de).

**\*\*Please read and follow the guidelines for correct certification/authentication of documents from the DAAD website: <http://www.daad.de/en/>**

***Keep this sheet for your records !***

**Application Checklist**

- Γ Application form
- Γ 1 photograph (attached to the application form)
- Γ Detailed curriculum vitae
- Γ Statement of purpose
- Γ Essay on scientific topic (500-700 words)
- Γ **Officially Certified copy\*** of university entrance qualification including translation
- Γ **Officially Certified copy\*** of bachelor, diploma degree or equivalent including translation
- Γ **Officially Certified copy\*** of university transcripts including translations
- Γ TOEFL/IELTS score report or equivalent (TOEFL institution code 7806)
- Γ Scores of the GRE General Test (optional)
- Γ Two letters of recommendation from professors
- Γ GATE results (mandatory for Indian applicants)
- Γ APS certificate (mandatory for Chinese applicants)

**Schedule (application and enrollment for winter term 2010/11)**

• Application deadline	March 15
• Possible interview	end of March/beginning of April
• Decision letter from ESPACE	mid-April
• Official TUM admission letter	May
• Apply for student visa	May/June
• Apply for Housing Service Package	June/July
• Orientation month (optional)	beginning of October
• Enrollment (mandatory)	beginning of October
• Lecture period begins	mid-October

\*For important information on how to correctly certify (authenticate) your documents, please visit <http://www.daad.de/en/>



## II. Education

**Validated copies of certificates must be attached to this application form. Please do not send original certificates.**

### II.1 School Education

What is your highest level of your primary education?

G.C.D. (O-A-Level), Lise Diploması, Apolyterion, Maturität, High School, Diploma, etc. ?

Place and date of graduation (day/month/year)

### II.2 University Admission Exam

Have you taken a University Admission Exam in your home country?

yes  no

If yes: date: ..... (day.month.year) and name:

**Please include all necessary documents for university admission in your home country.**

### II.3 Description of University Education

At which universities have you studied?

**Please include official transcripts listing all classes. For transcripts in languages other than German or English please attach an officially authenticated translation.**

Name of University	Department	Language of instruction	Degree obtained

## III. Proficiency in the English Language

Which English proficiency examination have you taken?

Where:

When:

Result:

**Enclose certificates.**



## VI. Curriculum Vitae

Duration from-to	School or University	Final Exam (name, date)	Final Grade

## VII. Letters of Reference

The following two persons (professionals or educators) will send letters of reference in my. **Please use the attached form.**


(The applicant is responsible for ensuring that the letters of recommendation reach the Technische Universität München on time)

I agree that my personal data will be shared with other institutes offering similar programs

yes  no

I ensure that all statements are complete and correct. The mentioned documents (verifications, certificates) are appended. I am aware that carelessly or wilfully false statements are a misdemeanour and will lead to exclusion from the admission procedure or – if later detected – university admission.

I declare that I have taken note of the information on university admissions, as outlined on the web page of the Technische Universität München [www.tum.de](http://www.tum.de).

Place

Date (day.month.year)

Signature

The statements that have been made will be saved and appraised by the university. Statements are subjected to the privacy determinations presently valid.

Please return the application to:

ESPACE  
 Technische Universität München  
 Institut für Astronomische und Physikalische Geodäsie  
 D-80333 München  
 Germany

## Letter of Reference

### a. To be Completed by the Applicant

Please fill in your name, sign the form, and give this form to a professor or other person who is well acquainted with your academic work. Ask your recommender to mail the completed form back to you in a sealed envelope. You should then send the envelope to ESPACE with the rest of your application materials.

Family Name	First Name
Signature of the Applicant	Month / Date / Year

### b. To be Completed by the Recommender

The person whose name appears above is applying for admission to the Master of Science program in Earth Oriented Space Science and Technology (ESPACE) at the Technische Universität München, Germany.

We would appreciate your personal impressions of the applicant's intellectual ability, aptitude in research or professional skill, and his or her ability to conduct advanced study and research. Please comment on the applicant's character and his or her capacity to adapt to a foreign culture. Please mail the form back to the applicant in a sealed envelope.

Thank you for the time and effort you take to complete this form. If you have questions, please contact us at [info@espace-tum.de](mailto:info@espace-tum.de).

Last Name	First Name
Institution/University, Location	
Address	
Position	
Signature	Month / Date / Year

1. Among approximately \_\_\_\_ students I have known in comparable fields, I rank this student as follows:

Exceptional (top 3%)	Outstanding (top 10%)	Very Good (top 20%)	Good (top third)	Somewhat above average (top 50%)	Below average (bottom 50%)
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

2.  I hereby certify that he/she is among the top 30% of his/her class.

3. How long and in what capacity have you known the applicant?

4. Your Letter of Recommendation: