

# Checklist- MMT Application-2019

The application period starts on **1st February 2019** and it ends on **15th March 2019**.

✓

## 1- Bachelor degree certificate (and Master degree certificate if applicable) or provisional degree certificate

- ✓ A Bachelor degree, e.g. in mechanical engineering, industrial engineering or equivalent.
- ✓ Your Bachelor education should include at last three years of engineering related courses with a minimum of 180 (CP): 12 CP mechanics, 18 CP mathematics and 20 CP materials engineering, production engineering, theory of design, and/or metallurgy and feedback control (\* 1 Credit Point (CP) is equivalent to 30 working hours)
- ✓ In the original language and a certified translation (German/English)
- ✓ If you have not yet finished your current studies, please upload a document stating this fact and when you will finish your studies (make sure to upload the latest transcript of records where asked for, see "2. Transcript of records")
- ✓ If you have not yet received your degree, please upload a provisional certificate and state when you will send us your final certificate

## 2- Transcript of Records

- ✓ In the original language and a certified translation (German/English)
- ✓ Stating the grades for every examination taken so far in **all your semesters**

## 3- School Report/School leaving certificate (secondary education)

- ✓ In the original language and a certified translation (German/English)

## 4- CV or resume (please use the provided form)

- ✓ It is necessary to hand in the CV in the following format: [Downloads](#) → MMT Application → Resume Template

## 5- Motivation letter

- ✓ During the application process, there will be some questions regarding your motivation for applying for the MMT program.

## 6- Three letters of recommendation

- ✓ Three from an academic institution. You may replace one academic by one industrial letter

## 7- English language test score, either

- ✓ TOEFL (min. scores: PB: 550; CB: 213; IB: 80) or Academic IELTS (min. score: 6.5) or Cambridge First Certificate (CEFR-level B2)
- ✓ The test score must be valid at least until the end of the application period (15.03.2019)
- ✓ The test score must be uploaded as a screenshot or scan during the online application. The original hard copy score card sent by ETS/British Council may arrive after the deadline.
- ✓ The institution code for TOEFL is B083 (TU Dortmund MMT)
- ✓ The mail address for score cards from British Council or IDP: TU Dortmund University, International Office, Emil-Figge-Straße 61, 44227 Dortmund, Germany
- ✓ Not necessary if you are a native English speaker, e.g. from USA, CAN, GBR, IRL, AUS, NZL and have conducted your most recent studies in English language. Conducting your studies in English language is **not sufficient**.

## 8- Ranking certificate (please use the provided form)

- ✓ Official proof of one's ranking among the top 10% students of the graduating class
- ✓ From the university administration or the dean of your faculty/college
- ✓ For Bachelor degree (and of Master degree if applicable)
- ✓ It is necessary to hand in this document in the following format: [Downloads](#) → MMT Application → Ranking certificate

## 9- Official document explaining the grading system of your university/college

- ✓ Including the highest and lowest possible passing grade in your system

## 10- GRE General Test score (not required but strongly recommended)

- ✓ Covering the following three fields with corresponding grades: Quantitative, Verbal and Analytical Writing
- ✓ Min. score: none (but the actual test score will be taken into account)
- ✓ The GRE score must be uploaded as a screenshot or scan during the online application. The original hard copy scorecard sent by ETS may arrive after the deadline. The institution code is 7567 (TU Dortmund MMT)

## 11- Additional motivation letter for scholarship application (Optional, i.e. only if you wish to apply for a scholarship)

- ✓ During the application process, there will be two questions regarding your motivation for applying for the MMT scholarship.