

**ATTACHMENT 1A: RECOMMENDATION FORM**

(To be filled out by your first recommender)



Name of the recommender: .....

Position: ..... Area of Specialisation: .....

University / Company: .....

Address: .....

.....

.....

Email: .....

*As recommender, I hereby agree to the use of my personal data such as e.g. my name, job position and email address by the Esslingen Graduate School for internal purposes only. The Esslingen Graduate School agrees that my data will be treated confidentially and not given to third persons for any use whatsoever.*

I know .....  well. (since .....)  
 (name of applicant)  slightly.

In my opinion, this student belongs to the top .....  5%  10%  20%  30%  
 of students in his / her year.  I am not in a position to judge

<i>I rate this applicant's ability as follows:</i>	excellent 1	very good 2	good 3	average 4	poor 5
analytical problem-solving ability					
innovation & creativity					
motivation					
ability to work with others					

**GENERAL COMMENTS**, including comments on the applicant's academic and personal profile, as well as any other of his / her activities that could be important for the admission decision:

.....

.....

.....

.....

Final judgement: this student is:

recommended without reservation  recommended  recommended with reservation

Date: ..... Recommender's signature: .....

Recommendations can only be accepted if they are stamped with an official university / company stamp, and arrive in a sealed envelope with the recommender's signature across the seal.

**Please send to:** Esslingen University of Applied Science, Graduate School Admissions, Flandernstrasse 101, D-73732 Esslingen, Germany

**ATTACHMENT 1B: RECOMMENDATION FORM**

(To be filled out by your second recommender)



Name of the recommender: .....

Position: ..... Area of Specialisation: .....

University / Company: .....

Address: .....  
 .....  
 .....

Email: .....

*As recommender, I hereby agree to the use of my personal data such as e.g. my name, job position and email address by the Esslingen Graduate School for internal purposes only. The Esslingen Graduate School agrees that my data will be treated confidentially and not given to third persons for any use whatsoever.*

I know .....  well. (since .....)  
 (name of applicant)  slightly.

In my opinion, this student belongs to the top .....  5%  10%  20%  30%  
 of students in his / her year.  I am not in a position to judge

<i>I rate this applicant's ability as follows:</i>	excellent 1	very good 2	good 3	average 4	poor 5
analytical problem-solving ability					
innovation & creativity					
motivation					
ability to work with others					

**GENERAL COMMENTS**, including comments on the applicant's academic and personal profile, as well as any other of his / her activities that could be important for the admission decision:

.....  
 .....  
 .....  
 .....

Final judgement: this student is:

recommended without reservation  recommended  recommended with reservation

Date: ..... Recommender's signature: .....

Recommendations can only be accepted if they are stamped with an official university / company stamp, and arrive in a sealed envelope with the recommender's signature across the seal.

**Please send to:** Esslingen University of Applied Science, Graduate School Admissions, Flandernstrasse 101, D-73732 Esslingen, Germany

## ATTACHMENT 2: TRANSCRIPT EVALUATION FORM

(To be filled out by the Registrar's Office of your university)

*(Personal details to be filled out by the applicant)*

Your student, Mr. / Mrs. / Ms ....., Student No. ...., has requested admission to our Master of Engineering program. As it is difficult for us to judge the grading standards existing in the various different countries our students come from, we kindly ask that you include the following information on this student's academic performance:

This student's average mark for the entire degree was .....%. *(Please give the final percentage for the entire period of study. Should the student not yet have completed the degree, please give the percentage to date).*

This student's Grade Point Average for the entire degree was ..... *(only if your university uses this system)*

This student was the top ..... in a class of ..... students.

The passing mark at our university is .....% or ..... GPA

This course of study has a regular total duration of ..... years.

This course of study is recognised by your country's Ministry of Education as a bachelor's degree, or as equivalent to a bachelor's degree: yes no

It qualifies students for further studies at the master's level: yes no

We would also greatly appreciate your including a linear table of conversion for your grading system (e.g., A=very good; B=good; C=average; etc):

.....

Name of school official: .....

Date: ..... Signature: .....

**THIS FORM MUST CARRY AN OFFICIAL UNIVERSITY STAMP TO BE CONSIDERED VALID.  
APPLICATIONS MUST INCLUDE THIS FORM, CORRECTLY FILLED OUT, TO BE CONSIDERED VALID.**

**Please send to:** Esslingen University of Applied Science, Graduate School Admissions, Flandernstrasse 101, D-73732 Esslingen, Germany

PROGRAM ID: **GS 4 21**  
(PLEASE COMPLETE YOUR PROGRAM ID AS GIVEN IN YOUR ONLINE APPLICATION)

## ATTACHMENT 3: LETTER OF MOTIVATION

Please type your essay into this form. Your essay may be up to 2000 hits.

## ATTACHMENT 4: CURRICULUM VITAE

FAMILY NAME / SURNAME:

GIVEN NAMES:

DATE OF BIRTH (dd.mm.yyyy):

CITY AND COUNTRY OF BIRTH:

ADDRESS:

EMAIL:

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### WORK EXPERIENCE

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CURRENT WORK POSITION

BEGIN (DATE):

DESCRIPTION:

DESCRIPTION:

WORK EXPERIENCE AFTER GRADUATION

FROM (DATE):

TO (DATE):

DESCRIPTION:

WORK EXPERIENCE BEFORE GRADUATION:

FROM (DATE):

TO (DATE):

DESCRIPTION:

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### EDUCATION & TRAINING

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UNIVERSITY: [NAME OF UNIVERSITY; COUNTRY; DEGREE]

SECOND UNIVERSITY, IF APPLICABLE: [NAME OF UNIVERSITY; COUNTRY; DEGREE]

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SOFT SKILLS:

TECHNICAL SKILLS:

LANGUAGE SKILLS:

## ATTACHMENT 5: DDM PREREQUISITES

### Required credits in design

In order for applicants to be considered for the DDM program, they must demonstrate the completion of a minimum number of credits in the field of design. In order to facilitate our assessment of your qualifications, please fill out the following form stating clearly in which field you acquired the necessary credits, in which semester the course took place and how many credits it was worth.

	semester	credits / hours (1credit=14 hrs)
<b>CAD (required: 5 CP / 70 hrs)</b>		
Pro/E		
CATIA		
SolidWorks		
SolidEdge		
AutoCAD		
Computer Drawing, Computer aided Design		
Mechanical Drawing		
FX		
Creo		
Autodesk Feature CAM		
<b>Strength of materials / Mechanics (required: 10 CP / 150 hrs)</b>		
Strength of Materials		
Finite Element Method (FEM)		
Engineering Mechanics		
Mechanical Engineering Analysis		
Theory of Mechanics		
Mechanics of Materials		
Dynamics		
Other:		
<b>Design / Machine Elements (15 CP / 210 hrs)</b>		
Design		
Machine Design		
Theory of Machines		
Design of Machine Elements		
Other:		
<b>Mathematics (8 CP / 112 hrs)</b>		
Mathematics		
Differential Equations		
Numerical Mathematics		
Linear Algebra		
Mathematics for Engineering		
Other:		