**Application Form Vrije Universiteit Amsterdam**

**Application to a Master’s Degree programme for International Degree Holders**

**Instructions:** Please put all the required documents in this format. Read the instructions first, then delete the text and paste the requested document onto the page. When you have finished adding all documents, please save the complete file in .PDF format and upload it in the *Complete Registration* section of [Your personal dashboard](https://vu.nl/nl/dashboard/) on vu.nl. Only submit an application file that includes all required documents in this template.

After submitting your application, we will check all documents. If one or more documents are rejected, you will receive a message informing you what to change. Please replace the document(s) and submit a complete application file again.

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| **Details regarding your *previous* or *current* education****If you have completed multiple degrees at university level (Bachelor and Master), make sure to mention all of them and number them accordingly.** |
| **Country of your previous education** |  |
| **Name of the university**  |  |
| **Title of the degree(s) in English as well as in the original language (*Bachelor, License, Laurea, Mestre, etc.*)** |  |
| **Subject of your degree (for example: Business Administration, Biology, History, etc.)** |  |
| **The (expected) date of graduation** |  |
| **Nominal duration of your programme(s) / degree(s) in years (expected number of years to complete your programme)** |  |
| **Total credits within your degree(s)** |  |
| **Is a thesis part of your curriculum?** |  |
| **Your current or final GPA (Grade Point Average)** |  |
| [**English language**](https://vuweb.vu.nl/en/education/more-about/apply-masters-programme) **test results (if not obtained yet, please indicate the expected date of submission)** |  |

**Curriculum Vitae (CV)**

A curriculum vitae that includes your personal details and lists your previous education and relevant work experience. [A Europass CV template](https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml) is recommended. However, other formats will be accepted too.

 **Statement of Intent (Letter of Motivation)**

A 1-2 page letter stating your reasons for applying to the programme. Also, if applicable, please specify in this letter the name of the specialization you are applying for.

**English language test results**

*Optional document at this stage of the application.*

You can already apply without having the English language test results and you do **NOT** need to include them in this application template.

* If you already have valid and sufficient test results from a **TOEFL** or **IELTS** test, please **upload** them via your VU personal dashboard.
* If you have completed a **Cambridge test** in Advanced English, or Proficiency in English, please **upload** your results via your VU personal dashboard AND [share](https://support.cambridgeenglish.org/hc/en-gb/articles/360021664771) your results digitally through the Cambridge system. Once you have shared the results, please send us an email to confirm you have done so.

For all relevant information on our English language requirements, please [visit this page](https://vu.nl/en/education/more-about/apply-masters-programme)

 **1 Letter of recommendation**

Letter(s) of recommendation should be written by members of the academic staff at the educational institute where you are currently studying or have studied. If referents prefer providing their recommendation letters directly to the university, please let them email the letter to masters.fbms@vu.nl. Please ask your referents to include your VU student number in the email (7-digit number).

**Diploma**

*Optional document at this stage of the application.*

If you have already graduated, please place a copy of your original [Bachelor's diploma](https://vu.nl/en/education/more-about/questions-about-my-diploma) issued by your university here. Please include all relevant diplomas if you have multiple Bachelor's and/or Master's diplomas. Diploma requirements: If your diploma is not issued in English, German, Dutch, French, Italian, Spanish, Portuguese or Latin, please also submit an English translation by a sworn translator.

If you are conditionally admitted, the final deadline for sending us the certified copy of your diploma via postal mail is 31 August. We recommend students to hand in this document well in advance. Full details on handing in your diploma can be found at [www.vu.nl/after-admission](http://www.vu.nl/after-admission).

 **Transcript of records**

Please place a copy of your official transcript of records here, i.e. a transcript in English of the grades obtained during your previous higher education (Bachelor’s and Master’s programme). In case you went on exchange during your programme and the courses and grades are not mentioned on your main transcript, please add the transcript from your exchange university as well.
If you did not graduate yet, please send us an official transcript listing the grades you have obtained so far. In case you will still complete relevant courses before your graduation, please make sure to include these courses in your course description document (see below).

**Course description (including used literature)**

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| **Details regarding your previous or current education***Please do not submit your programme's official syllabus/curriculum overview.*  |
| **Name programme(s)/degree(s)** |  |
| **Nominal duration of your programme(s) / degree(s) in years** |  |
| **Total credits within your programme(s) / degree(s)** |  |

Please describe the courses you have taken during your previous higher education that are **relevant** to the Master’s programme you are applying for in the table below. The admission requirements can be found on the specific [programme pages](https://vuweb.vu.nl/en/education/master/programmes). Please remember to mention the main literature used for the courses you took.

If a relevant course is not yet mentioned on your transcript of records, then please describe it as well and clearly indicate below that you still have to complete that course before your graduation. Please copy the table in the case of more **relevant** courses.

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| **Relevant courses for intended Master’s programme** |
| **Course Title** |  |
| **Bachelor year** (1, 2, 3 etc.), **Master year** **or Course level** (Introductory, Intermediate or Advanced) |  |
| **Credits or class hours (fill in one or the other)** | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_class hours** |
| **Course Description or Learning Outcomes** **(5-10 sentences)** |  |
| Used literature / textbook |  |
|  |  |
| **Course Title** |  |
| **Bachelor year** (1, 2, 3 etc.), **Master year** **or Course level** (Introductory, Intermediate or Advanced) |  |
| **Credits or class hours (fill in one or the other)** | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_class hours** |
| **Course Description or Learning Outcomes** **(5-10 sentences)** |  |
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| **Credits or class hours (fill in one or the other)** | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_class hours** |
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| **Course Description or Learning Outcomes** **(5-10 sentences)** |  |
| Used literature / textbook |  |
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**Thesis (or another sample of academic writing)**

Please include here your thesis or an alternative writing sample such as an academic paper or essay (written in English). If you have not written anything in English during your studies, then please select one of your own academic writing samples and add a 2-5 page summary in English **before** the text in the original language. Always include your literature references.
Please note, we will always check application documents for plagiarism.