**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 insert the requested documents. When you have added all documents, upload the form **in .PDF format** in the *Complete Registration* section of [your personal dashboard](https://vu.nl/en/dashboard/services/registration) on vu.nl. Only submit an application file that includes all required documents in this template.

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| **Details regarding your *previous* or *current* education**  If you have completed multiple degrees at university level (Bachelor and/or 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** (for example: Bachelor, License, Laurea, Mestre, etc.) |  |
| **Subject of your degree** (for example: Bachelor of Science in Political Science) |  |
| **The (expected) date of graduation** |  |
| **Nominal duration of your programme(s)/ degree(s) in years** (number of years to complete your programme) |  |
| **Total credits needed to complete your degree** (if not in ECTS, do not convert the credits to ECTS) |  |
| **Is a thesis part of your curriculum?** |  |
| **Your current or final GPA (Grade Point Average), and also include the maximum possible GPA in your university’s system** (for example: 8/10, 3.27/4, etc.) |  |
| [**English language**](https://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. You can for example use [an Europass CV template](https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml).

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

A 1-2 page letter stating your reasons for applying to the programme (if applicable, please specify the **specialization** you are applying for).

**2 Letters 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.fss@vu.nl](mailto:masters.fss@vu.nl). Please ask your referents to include your VU student number in the email (7-digit number).

**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, please **upload** them via your VU personal dashboard in the separate category.

The final deadline for sending us the English Language testis 1 June (non-EEA) and 31 August (EEA). We recommend students to hand in this document by 1 May (non-EEA) and 1 August (EEA).

Please note that the minimum required scores can differ per Master’s programme. For all relevant information on our English language test requirements, please [visit this page](https://vu.nl/en/education/more-about/apply-masters-programme).

**Diploma**

***Optional*** *document at this stage of the application.*

If you have already graduated, please insert a copy of your original Bachelor's diploma. Please include all relevant diplomas if you have multiple Bachelor's and/or Master's diplomas.

**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 the certified copy of your diploma can be found on [this page](https://vu.nl/en/education/more-about/verification-previous-education).

**Transcript of records**

Please insert your (most up to date) **official transcript of records** from your Bachelor’s and/or Master’s programme here. If your university cannot provide a transcript in English, then please add your own translation as well.

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.

Please include a grading system explanation.

**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 needed to complete your degree (no need to convert it to ECTS)** |  |

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** |
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| Used literature / textbook |  | |
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**Thesis (or another sample of academic writing)**

Please insert your **thesis** here or, if you did not write a thesis (yet), 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 be aware that for some programmes you need to upload a specific essay as mentioned on that programme's webpage.

Please note we will always check application documents for plagiarism.