**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. | |
| **Your email address** |  |
| **Country of your previous education** |  |
| **Name of the university** |  |
| **Title of the degree(s) 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)**  (no need to convert it to ECTS) |  |
| **Is a thesis part of your curriculum?** |  |
| **Your current or final GPA (Grade Point Average), also include the maximum possible GPA in your university’s system** (for example: 8/10, 3.27/4, etc.) |  |
| [**English language test results**](https://vu.nl/en/education/more-about/language-proficiency-requirements-master)(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. 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, 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).** However, we **recommend** students to not wait until the final deadline and to make sure to hand in their English Language testno later than **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/language-proficiency-requirements-master).

**2 Letters of recommendation**

Letters written by members of the academic staff at the educational institute where you have studied (or are currently studying). Digital copies are preferred. If referents prefer providing their recommendation letters directly to the university, please let them email [your contact person in the international office](https://vu.nl/en/education/more-about/international-student-advisor). Please ask your referents to include your VU student number in the email (7-digit number). Most programmes do not require a recommendation letter, some require one and some require two – you can check this on the programme’s webpage.

**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.

**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 note we will always check application documents for plagiarism.