



Application Checklist

Dear Applicant,
before sending in any of your application documents for a Master or Certificate program, please check with the help of this list if your documents are sufficient and complete.

ALL DOCUMENTS MUST BE ATTACHED TO ONE EMAIL IN PDF FORMAT AND ALL FILES NEED TO BE NAMED ACCORDING TO CONTENT

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| Personal Identification, including: | Completed <input type="checkbox"/> |
| <ul style="list-style-type: none">• A copy/scan of your passport or personal identification card <input type="checkbox"/>• 1 original passport photo <input type="checkbox"/> | |
| Evidence of academic background: | Completed <input type="checkbox"/> |
| <ul style="list-style-type: none">• One certified true copy of your university degree – or a certified English translation of your degree if the original is in a language other than English, French or German <input type="checkbox"/>• One certified true copy of your transcript of records (list of all final grades of your diploma) – or a certified English translation of the transcript if the original is in a language other than English, French or German <input type="checkbox"/> | |
| Evidence of health insurance coverage: | Completed <input type="checkbox"/> |
| <ul style="list-style-type: none">• a copy/scan of your European Health Insurance Card (EHIC) front and backside or• a copy/scan of another health insurance/travel insurance card or document which<ul style="list-style-type: none">- needs to show validity at least until the end of the respective semester (expiry date)- needs to show validity in Europe / Luxembourg- needs to be translated into English if in a language other than English, German or French | |
| A detailed CV in English: | Completed <input type="checkbox"/> |
| Please download and complete the personal CV form | |
| Selected Course Curriculum: | Completed <input type="checkbox"/> |
| Please submit the completed course curriculum form provided to you by the ESAVS Office | |
| Application fee: | Completed <input type="checkbox"/> |
| A non-refundable administration fee of 60,00 Euros, to be paid to ESAVS before submitting your application documents. | |

Your application documents will only be viewed and processed **upon payment of the application fee**, if they are **complete** and **sent in the above described manner**. You will **not receive any notification** should your documents be incomplete or insufficient.

I have read and understood the above

Please sign and submit this checklist together with your application documents.

Date & Signature: _____