**Master Application File - Vrije Universiteit Amsterdam – School of Business and Economics**

**Master Business Administration – all specializations**

**Instructions:** Please put all the required documents in this format. Read the instructions first, then 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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| **Current or recently completed *academic* education** | |
| **Name of the degree programme** |  |
| **Name of the university** |  |
| **Title of the degree(s) (*Bachelor, Master, etc.*)** |  |
| **The (expected) date of graduation** |  |

And, in case of multiple academic degrees:

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| ***Academic* education** | |
| **Name of the degree programme** |  |
| **Name of the university** |  |
| **Title of the degree(s) (*Bachelor, Master, etc.*)** |  |
| **The (expected) date of graduation** |  |

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| ***Academic* education** | |
| **Name of the degree programme** |  |
| **Name of the university** |  |
| **Title of the degree(s) (*Bachelor, Master, etc.*)** |  |
| **The (expected) date of graduation** |  |

**Transcript of records**

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| *Please insert a copy of your official transcript (s) of records obtained during your previous higher education (Bachelor’s and Master’s programme). The transcript should contain your GPA, your name, the name of the institution and your programme.*  *If you have not graduated 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 that are not listed, please list them here:*  *-*  *-*  *…* |

[Insert your transcript of records here]

**Motivation letter**

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| A motivation letter (1 or 2 pages) stating your reasons for applying to this programme and specialization.  NOTE: ***VU SBE*** *students (International) Business Administration do not have to insert a motivation letter!* |

[Insert your motivation letter here]

**Curriculum Vitae (CV)**

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| A curriculum vitae that includes your personal details and lists your previous education and relevant work experience.  NOTE: ***VU SBE*** *students (international) Business Administration do not have to insert a CV!* |

[Insert your curriculum vitae here]