**Application Form Vrije Universiteit Amsterdam**

**Application to the Public Administration Master’s Degree for national Degree Holders (English track)[[1]](#footnote-1)**

**Instructions:** First read the instructions, then you can delete the text and paste the requested documents on the page. When you have added all the documents, you can save this document in its entirety in .PDF format. Then upload this document in the section *Complete application* on your personal dashboard on vu.nl. Please only submit a complete application form containing all requested documents in this template.

After submitting the application form, we will review all documents. If one or more documents are rejected, you will be informed by e-mail and told what changes are required. Please also keep an eye on your student e-mail address. After that, please replace the old document with a new, complete application form.

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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** |  |
| **Current or final average grade** |  |

**Curriculum Vitae (CV)**

A curriculum vitae that includes your personal details and lists your previous education and relevant work experience.

**Motivation Letter**

Provide an explanation on one page of how you meet the conditions of the master's program. Mention in the letter which specialization you prefer.

**Grade list(s)**

Please attach certified grade lists of previous Bachelor and/or Master programs here. In case of an exchange where the grades are not found on the aforementioned grade list, please attach these separately. If you have not yet graduated, please attach a certified grade list of the courses completed so far. If relevant courses still need to be completed, please include these courses in the course descriptions (see below).

**Course description (including used literature)**

In the table below, give a description of all subjects (also if above the minimum required EC) taken from university programme(s) that are relevant to the intended master's degree because they meet the requirements. Do not forget to name the literature used.

If you are still working on a relevant course and it does not yet appear on the marks list, indicate clearly that this course has not yet been obtained.

**Prerequisite 1:**

Minimum 12 EC / maximum 18 EC in the field of (quantitative and/or qualitative) methods & techniques of social science research.

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| Prerequisite 1:  Knowledge of methods & techniques of social science research | Name of course: | Obtained grade: | Amount of EC obtained: | Link to study guide/course description including which analyses were learned with which program (e.g., SPPS, Stata, JASP, Jamovi, or R) and the used literature. |
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| Total number of EC (minimum 12 EC / maximum 18 EC) |  |

**Prerequisite 2:**

Minimum 6 EC / maximum 12 EC in the field of public administration.

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| Prerequisite 2:  Knowledge in the field of Public administration | Name of course: | Obtained grade: | Amount of EC obtained: | Link to study guide/course description including used literature |
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| Total number of EC (minimum 6 EC / maximum 12 EC) |  |

**Proof of academic writing**

Such as (parts of) a thesis, paper or essay, that includes a clear research question, an explicit research methodology, a theoretical framework and academic literature references.

**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. Also it can be that you are exempted from the English language requirement. All conditions on the basis of which you can be exempted from the English language test can be found on the programme page of Public Administration.

If you already have **valid and sufficient** test results, please **upload** them via your VU personal dashboard in the separate category.

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).

1. If you have completed one of the following Bachelor's degree programmes, you fall into the directly admissible category and do not need to submit additional documents (with the exception of an English language requirement certificate): Public Administration, Public and Organizational Science, Political Science, Liberal Arts and Sciences (University College), Philosophy, Politics and Economics (PPE-VU, track Political Science), Politics, Psychology, Law and Economics (PPLE-UvA, Major Politics).

   Also, after completing a premaster in Public Administration (VU) or the qualifying minor in SWO (social scientific research) from Amsterdam University of Applied Sciences (HvA) in combination with a supplementary subject from the VU and a completed HBO study programme, you will also fall under the category of directly admissible and therefore do not need to submit this document. If you have taken one of the above-mentioned transfer majors, we would like to receive proof of this by means of your VU dashboard. [↑](#footnote-ref-1)