**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.
* It is **not** possible to include external links.
* 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.
* Please make sure to check the [relevant application deadline](https://vu.nl/en/education/more-about/apply-masters-programme) to make sure you hand in your application on time.

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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.** |
| **Country of your previous education** |  |
| **Name of the university**  |  |
| **Title and subject of the degree(s) in English as well as in the original language** (for example (Honours) Bachelor of Science in Computer Science, Bachelor of Arts in History, Laurea Triennale in Economia, Grado en Estudios Internacionales etc.) |  |
| **The (expected) date of graduation** (needs to be by 31 August if you are planning to start in September) |  |
| **Nominal duration of your programme(s) / degree(s) in years** (number of years from start to completion) |  |
| **Total credits needed to complete your degree** (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 read the requirements carefully and 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).

 **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).

**1 Letter of recommendation**

Letter of recommendation should be written by a member of the academic staff at the educational institute where you are currently studying or have studied. If the referent prefers providing their recommendation letters directly to the university, please let them email the letter to masters.fbms@vu.nl . Please ask your referent to include your VU student number in the email (7-digit number).

**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** (by postal mail) or a certified digital copy (please find instructions [here](https://vu.nl/en/education/more-about/certified-digital-documents)) before 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).

**You need to have graduated by 31 August** if you wish to start the following September. If you have not graduated on this date, it is not possible to start in the following September.

 **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 you with a transcript in English, then please add your own translation as well.

Please include all your grades; this means all semesters/years and from every Bachelor’s and/or Master’s programme you have completed.

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 make sure that your transcript mentions a current grade point average (GPA). Please also include a grading system explanation. If you do not provide a GPA, if needed we will calculate your GPA on the information provided.

**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.

The **relevant courses for admission** can be found on the [programme pages](https://vuweb.vu.nl/en/education/master/programmes), under the **tab ‘Admissions’, section ‘I have an international degree’**.

Also clearly mention which relevant courses you will still complete before graduation.

If you need more space to include all relevant courses, you can copy paste the format below.

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| **Relevant courses for intended Master’s programme** |
| **Course name** |  |
| **Bachelor year** (1, 2, 3, still to be completed etc.), **Master year** |  |
| **Credits or study hours** | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_study hours** |
| **Course description or learning outcomes** (5-10 sentences) |  |
| Used literature / textbook |  |
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| --- | --- |
| **Course name** |  |
| **Bachelor year** (1, 2, 3, still to be completed etc.), **Master year** |  |
| **Credits or study hours** | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_ study hours** |
| **Course description or learning outcomes** (5-10 sentences) |  |
| Used literature / textbook |  |
|  |  |
| **Course name** |  |
| **Bachelor year** (1, 2, 3, still to be completed etc.), **Master year** |  |
| **Credits or study hours** | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_ study hours** |
| **Course description or learning outcomes** (5-10 sentences) |  |
| Used literature / textbook |  |
|  |  |
| **Course name** |  |
| **Bachelor year** (1, 2, 3, still to be completed etc.), **Master year** |  |
| **Credits or class hours**  | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_ study hours** |
| **Course description or learning outcomes** (5-10 sentences) |  |
| Used literature / textbook |  |
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| **Course name** |  |
| **Bachelor year** (1, 2, 3 etc.), **Master year** **or Course level** (Introductory, Intermediate or Advanced) |  |
| **Credits or study hours** | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_ study hours** |
| **Course description or learning outcomes** (5-10 sentences) |  |
| Used literature / textbook |  |
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| **Course name** |  |
| **Bachelor year** (1, 2, 3, still to be completed etc.), **Master year** |  |
| **Credits or study hours**  | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_ study hours** |
| **Course description or learning outcomes** (5-10 sentences) |  |
| Used literature / textbook |  |
|  |  |
| **Course name** |  |
| **Bachelor year** (1, 2, 3, still to be completed etc.), **Master year** |  |
| **Credits or study hours** | **\_\_\_\_\_\_ credits** | **\_\_\_\_\_\_study hours** |
| **Course description or learning outcomes** (5-10 sentences) |  |
| Used literature / textbook |  |

 **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.