REQUIRED DOCUMENTS

NB:

1. All the submitted documents must be in **English** (except for the research paper / thesis that can be in any language, accompanied by an English summary). Applications submitted in other languages will not be taken into consideration.
2. If you fail to provide all of the required documents, your application will not be taken into account.
3. Certain documents might be sent after you submit your application, but not later than the application deadline. See **https://www.euroculturemaster.eu/about/faq** for more information.
4. There is a **maximum number** of documents you can upload for each category. Check the given amount of documents allowed before you upload them.
5. Each document to be uploaded is restricted in **size** and in most cases cannot exceed 2 MB. More information is available in the application tool.
6. In case you face problems uploading documents, please check if all of them are in the right format and do not exceed 2 MB, then try uploading them again.

☐ **(Certified translations* of) Degree certificate(s) / diploma's (BA, MA, etc.): minimum 1 file, maximum 3**

* Certified means that the translation has to have official stamps from the university or from a notary who states that the document is a true translation of the original. If your degree certificate and/or transcript of records are not in English, you should provide us with a certified translation in English as well as the original, all in one .pdf file.

- Please make sure that your degree and/ or transcript of records are official documents issued by your university and include information about the length of your studies.
- If you have not yet completed your Bachelor degree before the deadline, please include a statement from your university with your expected graduation date.
  Those applying for the Erasmus Mundus scholarship must hold their Bachelor degree by the application deadline.

☐ **(Certified translations* of) Transcripts of records (list of grades and courses): minimum 1 file, maximum 3**

- Please make sure that your degree and/ or transcript of records include information about the length of your studies.
- If you have not yet completed your Bachelor degree before the deadline, please upload your most recent transcripts.
  Those applying for the Erasmus Mundus scholarship **must** hold their Bachelor degree, or proof of graduation, by the application deadline.

☐ **English test results**: 1 file required**

- CAE/CPE, IELTS and TOEFL iBT tests are regarded as valid tests by the Euroculture Admissions Board. Any other English test might not be considered as valid.
- **Applicants from China are asked to only send IELTS or TOEFL iBT test results (not CAE/CPE)**
- Students applying to Uppsala can **only send IELTS results!**
- Only the following candidates do not have to take an English test:
  – native speakers of English from English-speaking countries (where English is one of the official languages)
  – students have lived in an English-speaking country and studied at a university in that country for **at least one year**
  – students who had English as their language of instruction during the entire duration of their Bachelor programme (minimum duration: 3 years)

** Candidates who are exempted from taking an English Test (except native speakers) **have to upload an official university statement proving that English was their language of instruction**.

☐ **2 recommendation letters: 2 files required**

One of these letters has to be an academic letter, the other one might be from a relevant non-academic organisation, or company (former employer).

The letters should be:

- written in English (regardless of the university you apply for);
- be printed on the official letterhead of the institution(s) they come from and signed by the referee;
- contain the referee's affiliation, their contact details and explicitly mention the relation to the applicant;
- be dated, and cannot have been written longer than 1 year prior to the date on which you submit your application.

You are expected to scan the letters and upload them yourself. In some countries, the academic culture forbids disclosure of such documents. In such a case, your referees should send their letter to us by email at euroculture@rug.nl, mentioning your name.

☐ **CV : 1 file required**

Your CV should be written in English and entail both your academic and professional experiences, including any extra-curricular work you might have done at the university (membership of an association, etc.)

☐ **Scan of a (valid) passport or identity card: 1 file required**

Scan the page(s) of your passport or identity card that contain your photo, name, date of birth, nationality, document expiration date, document number. Usually it is the first page of your passport.
For non-EU/EEA students, we advise to use a passport or identity card to be valid for the entire duration of the programme.

☐ **Digital passport-sized photo: 1 file required**

Upload a passport/ID-sized photo. Please do not scan the photo directly from your passport!

☐ **Papers and/ or thesi(e)s (if applicable): 1 file required**

While all documents to be uploaded have to be written in English, you may upload these papers/ thesi(e)s in the language that you wrote them in. We would like an English summary of the paper (max. 2000 characters including spaces) that you think fits best with the Master Programme. You will be asked to type this directly in the application form.

☐ **Motivation letter**

You are asked to write a motivation letter in English, no longer than 5000 characters (including spaces). This letter should not be uploaded as a separate document, but is filled in directly into the application tool.