

APPLICATION INSTRUCTIONS AND INFORMATION

- all documents have to be PDF format (except No. 7, which is the photograph)
- **each file should be max. 5 MB in size**
- 1. **Application Form.** Please name the file:
"01_appform_surname_firstname_2016.pdf"
- 2. **Passport / Personal Identification Card.** Please name the file:
"02_ID_surname_firstname_2016.pdf"
(if you provide an English translation, please put original and translation into the same PDF file and upload)
- 3. **Curriculum Vitae / CV.** Please name the file: "03_CV_surname_firstname_2016.pdf"
- 4. **Letter of Motivation / LoM.** Please name the file:
"04_LoM_surname_firstname_2016.pdf"
- 5. **Final University Diploma from first university degree.** (for master students)
Please name the file: "05_universitydegree_surname_firstname_2016.pdf"
(if you provide an English translation, please put original and translation into the same PDF file and upload)
- 6. **Transcript of Records** (all transcripts from all university studies). Please name the file: "06_transcript_surname_firstname_2016.pdf"
(if you provide an English translation, please put original and translation into the same PDF file and upload)
- 7. **Recent Photograph (portrait),** JPG format preferred. Please name the file:
"07_photograph_surname_firstname_2016.XXX"
- 8. **Proof of Proficiency in English** (english test certificate from either TOEFL, IELTS or Cambridge CPE). Please name the file:
"08_englishproof_surname_firstname_2016.pdf"
(please note the required minimum scores are as follows: BA students 5.5, MA student 6.5)
- 9. **Two Letters of Recommendation** (together in one file). Please name the file:
"09_recommendation_surname_firstname_2016.pdf"
- 10. **(optional document) Other Proofs 1,** like e.g. further university degree diploma (if you have one). Please name the file e.g.:
"11_MA_degree_surname_firstname_2016.pdf"
- 11. **(optional document) Other Proofs 2,** like e.g. proof of work experience (if applicable). Please name the file e.g.: "12_workexp_surname_firstname_2016.pdf"
- 12. **(optional document) Other Proofs 3,** like e.g. educational certificates (if applicable). Please name the file e.g.: "13_other3_surname_firstname_2016.pdf"
- 13. **(optional document) Other Proofs 4,** like e.g. educational certificates (if applicable). Please name the file e.g.: "14_other2_surname_firstname_2016.pdf"

Application document check box. *(Check boxes if you have submitted corresponding supporting document.)*

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| 1. Application Form | <input type="checkbox"/> |
| 2. Passport / Personal Identification Card | <input type="checkbox"/> |
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| 8. Proof of Proficiency in English | <input type="checkbox"/> |
| 9. Two Letters of Recommendation | <input type="checkbox"/> |
| 10. (optional document) Other Proofs 1 | <input type="checkbox"/> |
| 11. (optional document) Other Proofs 2 | <input type="checkbox"/> |
| 12. (optional document) Other Proofs 3 | <input type="checkbox"/> |
| 13. (optional document) Other Proofs 4 | <input type="checkbox"/> |
| 14. (optional document) Other Proofs 5 | <input type="checkbox"/> |