



## Application Checklist

Dear Applicant,  
before sending in any of your application documents for a Master or Certificate program, please check with the help of this list if your documents are sufficient and complete.

**ALL DOCUMENTS MUST BE ATTACHED TO ONE EMAIL IN PDF FORMAT AND ALL FILES NEED TO BE NAMED ACCORDING TO CONTENT**

<b>Personal Identification, including:</b>	Completed <input type="checkbox"/>
<ul style="list-style-type: none"><li>• A copy/scan of your passport or personal identification card <input type="checkbox"/></li><li>• 1 original passport photo (to be sent <b>by post</b> to the ESAVS Office, Germany) <input type="checkbox"/></li></ul>	
<b>Evidence of academic background:</b>	Completed <input type="checkbox"/>
<ul style="list-style-type: none"><li>• One certified true copy of your university degree – or a certified English translation of your degree if the original is in a language other than English, French or German <input type="checkbox"/></li><li>• One certified true copy of your transcript of records (list of all final grades of your diploma) – or a certified English translation of the transcript if the original is in a language other than English, French or German <input type="checkbox"/></li></ul>	
<b>Evidence of health insurance coverage:</b>	Completed <input type="checkbox"/>
<ul style="list-style-type: none"><li>• a copy/scan of your European Health Insurance Card (EHIC) front and backside <b>or</b></li><li>• a copy/scan of another health insurance/travel insurance card or document which<ul style="list-style-type: none"><li>- needs to show validity at least until the end of the respective semester (expiry date)</li><li>- needs to show validity in Europe / Luxembourg</li><li>- needs to be translated into English if in a language other than English, German or French</li></ul></li></ul>	
<b>A detailed CV in English:</b>	Completed <input type="checkbox"/>
Please download and complete the personal <a href="#">CV form</a>	
<b>Selected Course Curriculum:</b>	Completed <input type="checkbox"/>
Please submit the completed course curriculum form provided to you by the ESAVS Office	
<b>Application fee:</b>	Completed <input type="checkbox"/>
A non-refundable administration fee of 60,00 Euros, to be paid to ESAVS before submitting your application documents.	

Your application documents will only be viewed and processed **upon payment of the application fee**, if they are **complete** and **sent in the above described manner**. You will **not receive any notification** should your documents be incomplete or insufficient.

I have read and understood the above

Please sign and submit this checklist together with your application documents.

Date & Signature: \_\_\_\_\_