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| **APPLICATION FORM** MSc in European Integration and Development (EuroMaster)Vrije Universiteit Brussel ***Academic Year: 2017 -2018*** |

In order to allow students to combine the EuroMaster with their other professional activities, classes are organised in the evenings, after working hours. The EuroMaster can be followed on a full-time (1 year) or part-time (2 years) basis.

1. Admission to the EuroMaster requires:

1. a university degree equivalent to a Master’s degree in Social, Economic or Political Sciences, Business, Law and/or Contemporary History) consisting of a programme of at least 240 ECTS;
2. a prior degree (e.g. BA) in Social, Economic or Political Sciences, Business, Law and/or Contemporary History. If your degree is not within these disciplines, relevant work experience in these or related fields may qualify;
3. excellent study results for both prior degrees of 70% (2nd class honours upper division, Belgian equivalent; upper 2:1 UK equivalent, 2.8/4 GPA);
4. certified proficiency in English: TOEFL, TOEIC, IELTS, CPE, CAE are accepted. The minimum requirements are TOEFL: paper-based: 577, computer-based: 233, internet-based: 90; IELTS-academic module: Band 7; CPE; and CAE.

2. Programme dates:

 Orientation week: 25-29 September 2017

3. Document checklist

Please ensure that you send a complete file, including all of the documents below:

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| 1. Original and official academic transcripts of the candidate’s most recent degree[[1]](#footnote-1)  |  |
| 2. English proficiency certificate, if applicable[[2]](#footnote-2) |  |
| 3. Two letters of reference[[3]](#footnote-3) |  |
| 4. A 500-word statement of intent describing the reasons for wanting to enrol  |  |
| 5. A complete and up-to-date CV |  |
| 6. This form complete and signed |  |

4. Address and contact

1) Applicants need to register online via <https://aanmelden.cumulus.vub.ac.be>

2) Please send your complete application form and other documents to:

EuroMaster Admissions

Vrije Universiteit Brussel

 Institute for European Studies

 Pleinlaan 2, 1050 Brussels, Belgium.

as well as an electronic copy to the email address below.

We can be reached for additional information:

 by phone : +32 2 614 80 05

 by fax : +32 2 614 80 10

 by e-mail : EuroMasteries.be

*Requests for tuition fee waivers should be submitted in the form of a motivation letter, together with the application form.*

*Please note that selection of candidates is at the discretion of the Academic Board of the Programme. If selected, you will receive a payment request for the tuition fee. Payment has to be made in full before the start of the Academic Year.*

***Cancellation Policy****: in case of cancellation before the start of the academic year, an administration fee of 350 EUR will be charged. Cancellations before 1 December will result in a fee of 350 EUR, and a reimbursement of 50% of the total tuition fee. Cancellations after 1 December will not be reimbursed.*

5. Personal information and contact details of the candidate

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| --- | --- |
| Family Name (Surname): |  |
| First Name (Given name): |  |
| Town and country of birth: |  |
| Date of birth: |  |
| Nationality: |  |
| Gender: | Female/Male |
| Current residence address: |  |
|  |  |
| Permanent or home address:*(if different from above)* |  |
|  |  |
| Email address: |  |
| Phone number / mobile: |  |

6. Current and previous Higher education

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| --- | --- | --- | --- | --- |
| University/Institution  | Date, month, year | Degree(s) received or expected (date) | Fields of study: minor - major | Result obtained (e.g. GPA, distinction, average percentage) |
| Entrance | Leaving |  |  |
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7. Designated referees

Please state the details of the referees, including the name, institution and the capacity in which they have known the candidate.

Referee 1:

Referee 2:

8. English Proficiency

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| If your most recent university degree was not taught in English, then you must provide a certified proof of your proficiency in English. Please indicate your certified proficiency test. |
| Test Type\* | Date Taken | Total Score |
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|  |  |  |
| \*A degree of at least 60 ECTS obtained in English is considered as sufficient proof of proficiency. If English is your working language, the Admission Board may decide -at its discretion- that you need no further proof of your proficiency.  |

9. Relevant Experience

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| **Professional experience**Name and address of employer(s) – type(s) of work - dates (month and year) from - to |

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| --- |
| **Foreign experience***(study, travel, etc, including dates.)* |

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| **Academic or professional honours** |

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| **Extra-curricular activities***(e.g. membership in student organisations and academic societies)* |

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| **Fellowship or scholarship previously or currently held***Source or sponsor, amount of stipend, place of study, dates (from - to)* |

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| **Research activities and/or publications** |

10. Financial resources and scholarships

**Financial resources** that will be available during your stay (including employment, internships, freelance, fellowships, scholarships, and family support). Provide detailed information regarding, source, amount, purpose and length.

Limited **scholarships** are available. They take the form of tuition waivers. They are awarded on the basis of demonstrated *need* and *merit*. Students can apply for a waiver by writing a 1000-word personal statement, outlining the ways in which they satisfy these criteria. Students must attach evidence of need and merit as part of the overall application file. The advisory board awards scholarships at the same time as admission onto the programme: 1April 2014.

11. Statement of Purpose

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| The statement of purpose is a description of your reasons for wishing to enrol in the programme and your suitability. Please be as concise as you possibly can and use your space wisely.  |

12. EuroMaster Specialisation and Option

The EuroMaster operates by offering students a core of common courses and a number of optional courses. The optional courses reflect the two prominent themes into which the EuroMaster degree is divided: European Economic Integration and European Politics and Social integration. Students must at this point indicate which of the two options they will be pursuing as a EuroMaster student. Further information can be found on the website.

### Specialisation: European Economic Integration or European Politics and Social integration

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| **Specialisation for which you want to apply *(you can select only one)*** |
|  | European Economic Integration |
|  | European Politics and Social Integration |

***Option: Full-time or Part-time students***

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| **Option (*all classes –regardless of the option- take place on weekdays between 18h-21h*)** |
|  | Full-time (One academic year, September to June) |
|  | Part-time (Two academic years, based on 30 ECTC of classes a year) |

The great majority of the EuroMaster students work full-time. In order to accommodate a busy working and academic schedule, the EuroMaster programme is offered in both full-time and part-time option.

13. Feedback

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| **How did you find out about our EuroMaster programme? (please be as specific as possible)** |
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I affirm that the foregoing statements are true and complete.[[4]](#footnote-4)

Date,

Signature14. Degree Equivalence Certificate

All candidates whose previous degree does do not mention the number of ECTS should provide an equivalence certificate. This certificate can be obtained by having the form below filled in by either the conferring University, Ministry of Education in the country where the degree was conferred or the country’s embassy in Belgium.

**Certificate[[5]](#footnote-5) attesting the level / total ECTS of a foreign degree for the purpose of access to Masters after Masters in European Integration and Development, Vrije Universiteit Brussel.**

**I, the undersigned,**

Prof. /Dr/Mr/Mrs (Name and First name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At ☐ University ☐ Ministry of Education ☐ Embassy

Name of institution + full address:

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E-mail (compulsory): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**hereby declare that the degree awarded to:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of the degree or diploma awarded:

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Total ECTS-credits obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of ECTS-credits taught in English (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By the following university or institute of higher education**

Name and address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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☐ university ☐ institution of higher education (non university)

**Allows access to postgraduate studies at the following level in the country in which the diploma was awarded**

☐ master (second level) ☐ subsequent Master or PhD (third level)

 ☐ with bridging programme or pre-master

 ☐ without bridging programme

Date: Signature + Stamp:

1. The EuroMaster is a Masters after Master programme in which candidates must already have a Master’s degree. In the absence of an Master’s degree, a four-year undergraduate degree of 240 ECTS is also acceptable. [↑](#footnote-ref-1)
2. For those candidates whose previous degree was not in English, a certificate of proficiently in English is required. [↑](#footnote-ref-2)
3. Two letters of reference, one of which must be from your most recent academic programme. The second can be a testimony from an employer or someone who has the ability to comment on the suitability of the applicant for graduate studies. The letters must be provided confidentially on letter head and sent separately by the referees. [↑](#footnote-ref-3)
4. Incorrect or falsified information will result in expulsion from the programme. [↑](#footnote-ref-4)
5. ##  **This certificate is valid only if sent under sealed envelope by the testifying institution!**

 [↑](#footnote-ref-5)