

CHECKLIST

DOCUMENTS TO PROVIDE WITH YOUR APPLICATION

- Your curriculum vitae
- A personal statement explaining your interest in the programme (1-3 pages)
- Two letters of recommendation – no specific format is required
- Certified copies of relevant degrees and diplomas (with an officially certified translation when not in English, French, German, Italian or Spanish) – if copies are not certified, you will need to present the original documents upon your arrival in Geneva
- Certified copies of official records of university examinations taken and grades obtained (with an officially certified translation when not in English, French, German, Italian or Spanish) – if copies are not certified, you will need to present the original documents upon your arrival in Geneva
- If you are currently enrolled in a university programme, an attestation by the relevant university of your current enrollment with an official record of the latest university examinations taken and grades obtained
- Language tests – TOEF IELTS, DALF – or verification of language skills (the Geneva Academy does not have an attributed code; please do not use the University of Geneva code, nor the Graduate Institute code)
- A copy of your passport

IF YOU APPLY FOR A SCHOLARSHIP (PARTIAL OR FULL), YOU WILL ALSO HAVE TO PROVIDE THE FOLLOWING DOCUMENTS:

- Proof of your current income (e.g. salary statement, bank statement, tax declaration, employer's letter) – if such proof is not available, please explain why
- Proof of your family's financial situation (e.g. salary statement, bank statement) – if such proof is not available, please explain why
- Proof, if applicable, of any financial support you currently receive (e.g. letter from parents, sponsors, scholarship donor)