

## Annex 2: Checklist – Is My Application Complete?

NB: You only have to submit the documents listed in the column that applies to you.

#	✓	Self-funded Applicants	✓	Fee Waiver Applicants
1		Hand-signed MIPLC application form for admission with date		Hand-signed MIPLC application form for admission with date
2		Hand-signed CV, Europass format with date		Hand-signed CV, Europass format with date
3		Hand-signed letter of motivation with date		Hand-signed letter of motivation with date
4		Letter of recommendation 1 (academic)*		Letter of recommendation 1 (academic)*
5		Letter of recommendation 2 (professional)*		Letter of recommendation 2 (professional)*
6		Diploma(s)/ degree certificate(s) (Original and if required, translation)		Diploma(s)/ degree certificate(s) (Original and if required, translation)
7		Transcripts (Original and if required, translation)		Transcripts (Original and if required, translation)
8		Grading scale(s) for each degree		Grading scale(s) for each degree
9		Ranking information		Ranking information
10		School Leaving Certificate		School Leaving Certificate
11		Grade Conversion Sheet, starting with secondary education		Grade Conversion Sheet, starting with secondary education
12		Proof of professional experience (min. 1 year)		Proof of professional experience (min. 1 year)
13		English test or confirmation from university (if required)		English test or confirmation from university (if required)
14		Portrait Photo		Portrait Photo
15		Application fee/ proof of payment		Application fee/ proof of payment
16				Hand-signed MIPLC financial assistance application form with date
17				Hand-signed statement on economic situation with date
18				Supporting documentation for application for financial assistance

\* to be submitted directly by referee