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	✓	DAAD Applicants
1		Signed MIPLC application form for admission		Signed MIPLC application form for admission		Signed MIPLC application form for admission
2		Signed CV, Europass format		Signed CV, Europass format		Signed CV, Europass format
3		Signed letter of motivation		Signed letter of motivation		Signed letter of motivation
4		Letter of recommendation 1 (academic, if possible)		Letter of recommendation 1 (academic, if possible)		Letter of recommendation 1 (academic)
5		Letter of recommendation 2 (professional, if possible)		Letter of recommendation 2 (professional, if possible)		Letter of recommendation 2 (professional)
6		Diploma(s)/ degree certificate(s)		Diploma(s)/ degree certificate(s)		Diploma(s)/ degree certificate(s)
7		Transcripts		Transcripts		Transcripts
8		Grading scale(s)		Grading scale(s)		Grading scale(s)
9		Ranking information		Ranking information		Ranking information
10		School leaving certificate		School leaving certificate		School leaving certificate
11		Grade conversion sheet		Grade conversion sheet		Grade conversion sheet
12		Proof of professional experience (min. 1 year)		Proof of professional experience (min. 1 year)		Proof of professional experience (min. 2 years)
13		English test or confirmation if required		English test or confirmation if required		English test or confirmation if required
14		Photo		Photo		Photo
15		Application fee/ proof of payment		Application fee/ proof of payment		Application fee/ proof of payment
16				Signed MIPLC financial assistance application form		Signed MIPLC financial assistance application form
17				Signed statement on economic situation		Signed statement on economic situation
18				Supporting documentation		Supporting documentation
19						Signed DAAD application form
20						Signed DAAD Checklist