

# APPLICATION CHECKLIST

To complete your online application, you must upload an electronic version of your documents.

If admitted, when you arrive on campus to enrol, you will need to bring certain **official originals**. Details will follow in due course.

If admitted on a **conditional** basis:

- pending language proficiency certification, you will need to upload your language certificate by 30 May.
- pending successful completion of your current study programme, you will need to upload your final transcripts and diploma by 15 September.

If your admission conditions are not satisfied, you will not be able to enrol.

# DOCUMENTS TO SUBMIT

## ALL APPLICANTS:

### □ **Motivation letter** (in English or French)

Describe why you wish to study at the Institute, 800 words maximum.

[Here are some tips about what we expect in terms of content](#)

### □ **Curriculum vitae/resume** (in English or French)

We do not require a specific format. We recommend max 2 pages.

### □ **Official academic transcripts**

The documents should be official, showing all coursework attempted, accompanied by an explanation of the grading scales and the credit system. A certified English translation is required for all documents in a language other than English, French, German, Italian or Spanish.

Transcript should be as up to date as possible. Unofficial transcripts will not be accepted.

### □ **Copy of all university degree diplomas obtained**

A certified English translation is required for all documents in a language other than English, French, German, Italian or Spanish.

### □ **English proficiency certificate**

If applicable. Check our [language requirements](#).

### □ **Copy of your passport or national ID** (personal details and photo page only)

We will use this to verify your name and date of birth. We will not verify the validity of your passport.

## DOCUMENTS TO SUBMIT

### □ **Two or three academic references**

Please provide the names and professional e-mail addresses (carefully checked) of two or three academic referees. The Institute will write to these referees to request recommendation letters.

While academic references are preferred, we can accept professional references if you left university a long time ago, or if this is your preference.

It is your responsibility to check online whether your referees have submitted their recommendation letters within the deadline, and to send them a reminder, if necessary.

Recommendation letters can be submitted up to seven days after each application deadline. (22 January, 8 March, and 22 April)

## PHD APPLICANTS: ADDITIONAL DOCUMENTS

### □ **Master dissertation** (in English or French)

If you did not write a dissertation, please provide an extensive research paper that formed part of your Master degree. If the document is not in English or French, please provide a translated summary (approx. 5 pages), along with the document in its original language. This translation does not need to be certified.

### □ **Thesis proposal** (in English or French)

Please [follow the instructions](#) to write your PhD thesis proposal, containing a provisional title and a description of the topic to be researched.

## APPLICANTS FOR A PROGRAMME IN ECONOMICS: ADDITIONAL DOCUMENT

### □ **GRE** (Graduate Record Examination) [general test results](#) ETS Institutional code: 2258

An official GRE score is required from all PhD in Economics applicants.

It is not obligatory for applicants to the MA in International Economics; however, it is recommended if evidence of quantitative skills is otherwise lacking.

## DOCUMENTS TO SUBMIT

### APPLICANTS FOR THE HARVARD KENNEDY SCHOOL DUAL MASTER DEGREE:

#### ADDITIONAL DOCUMENT

- **Proof of at least seven years of professional work experience**

Click on [this link](#) for more information.

### INTERNAL PHD APPLICANTS

Click on [this link](#) for more instructions.

# APPLICATION DOS & DON'TS



**Create your application account in advance to prevent any IT issues.**



**Upload your OFFICIAL transcript and diploma.**

**What is an OFFICIAL transcript?**

The official transcript should include following elements:

- ✓ Your name, study programme, and duration of study
- ✓ The university's letterhead
- ✓ The university's stamp/registrar signature
- ✓ All coursework attempted, accompanied by an explanation of the grading scales and the credit system
- ✓ If you participated in an exchange semester, the official exchange transcript should also included in your file, or should be included in the transcript of your degree awarding institution.

If you are currently pursuing your bachelor's or master's degree, please request your most recent official transcript from your university's registrar office.

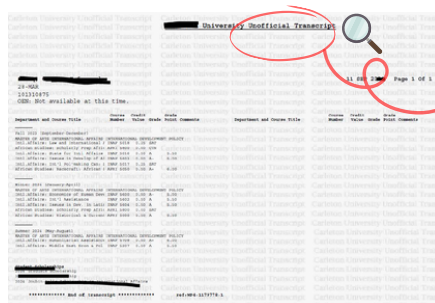
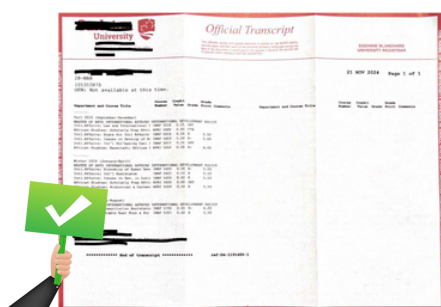
Some universities routinely provide an official explanation of their grading and credit policies on their transcript or in a diploma supplement. If your university does not, you do not need to submit these, we will use our information resources.

# APPLICATION DOS & DON'TS

## DON'TS

The following transcripts will not be accepted as official documents:

- ✗ Screenshot of your course grade from your university portal
- ✗ A document labeled 'unofficial'
- ✗ Self-declaration document (*autodichiarazione*)



## What is an OFFICIAL diploma?

It is a document printed on institutional letterhead, that formally indicates that you have been awarded a bachelor's or master's degree from your university, complete with the university's stamp and signature, and the date of the degree awarded.

The following documents can be accepted when you apply, but will not be sufficient to enrol:

- ✗ Graduation certificate
- ✗ Certificate of course completion
- ✗ Self-declaration document (*autodichiarazione*)

If you are currently pursuing your bachelor's degree, you are not required to upload any diploma for your application.

A certified English translation is required for all transcript and diploma documents in a language other than English, French, German, Italian or Spanish.

## APPLICATION DOS & DON'TS

### 3 Upload supporting documents in the miscellaneous section.

This is not mandatory; however, if you have any supporting documents beyond your university studies, you can upload them to enhance your application.

For example:

- ✓ Professional certificates
- ✓ Proof of language proficiency (other than the English Certificate)
- ✓ Other documents you consider relevant

\*Please combine all documents into one pdf file.

The following document will not be accepted:

- ✗ Reference letters
- ✗ Duplicate documents that have already been uploaded

### 4



### Check your uploaded documents before your submission.

- ✓ Ensure that all your documents are in the same orientation (portrait or landscape, right side up)
- ✓ Upload only unprotected pdf files. We cannot accept protected pdf documents.

Sometimes the official transcript, English Certificate, and GRE certificate may be automatically secured when downloaded. Please ensure that you upload an unprotected version. To remove the protection, simply click to "print" the document, and instead of printing, save it as a new pdf file. This will make it accessible for review, and will save time in processing your application.

# APPLICATION DOS & DON'TS



## Submit your application ahead of the deadline.

Your designated referees will receive an email with instructions on how to provide a reference for you **as soon as** you submit your application form. They have seven additional days to do so.

Reasons last minute submissions might miss the deadline:

- A technical issue.
- The system detects another application account with similar identity details, requiring manual verification.
- Your application fee payment encounters an issue .
- Confusion about time zones, our application portal closes at midnight, Geneva time (CET).
- You need to reset your password, requiring manual verification.