



## Application Checklist

Dear Applicant,  
before sending in any of your application documents for a Master or Certificate program, please check with the help of this list if your documents are sufficient and complete.

**ALL DOCUMENTS MUST BE ATTACHED TO ONE EMAIL IN PDF FORMAT AND ALL FILES NEED TO BE NAMED ACCORDING TO CONTENT**

<b>Personal Identification, including:</b> <ul style="list-style-type: none"> <li>• A copy/scan of your passport or personal identification card <input type="checkbox"/></li> <li>• 1 original passport photo (to be sent <b>by post</b> to the ESAVS Office, Germany) <input type="checkbox"/></li> </ul>	<b>Completed</b> <input type="checkbox"/>
<b>Evidence of academic background:</b> <ul style="list-style-type: none"> <li>• One certified true copy of your university degree – or an English translation of your degree if the original is in a language other than English, French or German <input type="checkbox"/></li> <li>• One certified true copy of your transcript of records (list of all final grades of your diploma) – or an English translation of the transcript if the original is in a language other than English, French or German <input type="checkbox"/></li> </ul>	<b>Completed</b> <input type="checkbox"/>
<b>Evidence of health insurance coverage:</b> <ul style="list-style-type: none"> <li>• a copy/scan of your European Health Insurance Card (EHIC) <b>or</b></li> <li>• a copy/scan of another health insurance/travel insurance card or document which               <ul style="list-style-type: none"> <li>- needs to show validity at least until the end of the respective semester (expiry date)</li> <li>- needs to show validity in Europe / Luxembourg</li> <li>- needs to be translated into English if in a language other than English, German or French</li> </ul> </li> </ul>	<b>Completed</b> <input type="checkbox"/>
<b>Evidence of required professional environment and position:</b> Please download and complete the <a href="#">Clinic Requirements</a>	<b>Completed</b> <input type="checkbox"/>
<b>A detailed CV in English:</b> Please download and complete the personal <a href="#">CV form</a>	<b>Completed</b> <input type="checkbox"/>
<b>Selected Course Curriculum:</b> The completed course curriculum form provided to you by the ESAVS Office	<b>Completed</b> <input type="checkbox"/>
<b>Application fee:</b> A non-refundable administration fee of 60,00 Euros, to be paid to ESAVS before submitting your application documents: <a href="https://esavs.eventsair.com/application-mc/onlineapplication/Site/Register">https://esavs.eventsair.com/application-mc/onlineapplication/Site/Register</a>	<b>Completed</b> <input type="checkbox"/>

Your application documents will only be viewed and processed **upon payment of the application fee**, if they are **complete** and **sent in the above described manner**. You will **not receive any notification** should your documents be incomplete or insufficient.

I have read and understood the above

Please sign and submit this checklist together with your application documents.

Date & Signature: \_\_\_\_\_