



UNIL Master Grants

List of documents for an application

1 One complete application file in PDF (one document only)

to be uploaded during the online application with the following documents in the following order:

- a complete and updated CV with a photograph
- a motivation letter
- *a copy of the **university diploma(s)** (if already obtained) and **of the records of grades (transcripts) obtained in all examinations taken at university** as well as an **authenticated translation** of these documents if not issued in French, German, English or Italian
- a copy of the programme description concerning the final semester or the last year of the bachelor's degree, if the bachelor's degree has not yet been obtained
- a copy of the official language certificate in which the master at UNIL is taught (if required) ([see information under "Which linguistic level is recommended for the master programme chosen?"](#))
- a copy of the secondary school leaving certificate (High School) and an **authenticated translation** of the document if not issued in French, German, English or Italian
- a copy of the passport
- a copy of the proof of payment of the Administrative fee of CHF 200.- ([see information under "Why do I need a proof of payment of the CHF 200 Administrative fee?"](#))

Bank details for bank transfer:

PostFinance

Université de Lausanne – 1015 Lausanne

Compte no. 10-13575-3

IBAN : CH17 0900 0000 1001 3575 3

SWIFT/BIC : POFICHBEXX

Transfer Reason: Master Scholarship – your surname and first name

Bank charges, if applicable, are payable by the issuer.

No refunds can be made, even where applications are withdrawn or refused.

Application files in PDF sent by email and incomplete application files will not be considered!

2 Documents to be sent additionally for all candidates:

- **Two Recommendation Letters** ([see information under "Who can write a recommendation letter?"](#)) that must be sent **directly by their authors** (mentioning the full name of the applicant) **by email to: mastergrants@unil.ch**.

Only recommendation letters sent after an online application will be accepted!

***3. Documents to be sent additionally by postal mail for candidates with a bachelor issued from a university based in a State which did not ratify the Lisbon Recognition Convention ([check your country here](#))**

These candidates have to send **by postal mail a certified copy in a sealed envelope of the university of the university diploma(s)** (if already obtained) and of the records of grades (transcripts) obtained in all examinations taken at university.

Please consult the procedure to follow regarding **the certified copies [here](#) (see information in the blue box)**. The sealed envelope with the certified copies of the university must be sent to the following address within the deadline of 1 November (post mark), **but only if an online application was filled in and sent successfully!**

Université de Lausanne

Service des affaires sociales et de la mobilité étudiante (SASME)

Bâtiment Unicentre

CH - 1015 Lausanne

Suisse

