

Checklist – documents to be sent

1. **“Application form”** incl. applicant’s original signature on page 2 (*download form from online application*). Please notice that we do **NOT** refer to a screen shot of your online application.
2. **“Study confirmation”** incl. original signature and stamp of coordinator at home university (*download form from online application*)
3. **Copies of the following Transcripts/Diplomas.** Please bear in mind that the originals of which you make the copies must be signed and stamped by the University. Exception: Automatically generated documents that do not bear any stamp and signature.
*Note: English documents will be accepted if the home university issues official documents alternatively in the national language and English (incl. stamp). **Please note that academic advisor might request additional documentation in case of master/doctoral applications***
 - a. **for bachelor level:**
 - **Transcript** of all bachelor courses taken so far in national language **AND** translated into English or German
 - b. **for master’s level:**
 - Confirmation issued by the admissions office of your home university that you are currently **enrolled on master level including the name of the master program** at your home university
 - **Transcript** of all master’s courses taken so far in national language **AND** translated into English or German → *Note: If no master courses were taken or assessed so far, please hand in additionally a complete bachelor transcript in national language **AND** translated into English or German*
 - a. **for doctoral level:**
 - confirmation issued by the admissions office of your home university that you are currently **enrolled on doctoral/PhD level including the name of the doctoral/PhD program** at your home university
 - **Transcript** of all doctoral level courses taken so far in national language **AND** translated into English or German → *Note: If no doctoral level courses were taken or assessed so far, please hand in additionally a complete master transcript in national language **AND** translated into English or German*
4. **Curriculum Vitae / Resumee** (*in English or German*)
5. **Copy of identity page of your passport / for EU citizens: copy of ID card will also be accepted**

Note: One set of these documents has to be sent to the Office of International Relations. Documents can be sent - either scanned via email **or** paper version via surface mail.

Please note: Your temporary admission in the frame of a mobility program does not replace the admission procedure at the University of Graz when applying for a degree program.