UNIVERSITÄT GRAZ
UNIVERSITY OF GRAZ

Büro für Internationale Beziehungen | Office of International Relations

Best of South-East application documents

The following documents must be uploaded to the application tool.
In case <u>you need to upload more than one document per category</u>, combine <u>ALL documents in ONE PDF</u>!

*** Uploads must include the respective document(s) in national language and the official German or English translation of the document(s).**

Photo	Instructions for upload available in the system
Application form	signed by applicant on page 2
Curriculum vitae (CV)	must be up to date
*Enrollment confirmation *For Graduates:* *Uni Graz Degree-students:*	… issued by the admissions office of the home university for the current academic year including name and level of the degree programme. *… confirmation of <u>eligibility of enrollment</u> issued by the admissions office of their former home university indicating name and level of the of the degree program.* *… upload the confirmation of registration from their UNIGRAZonline account*
*Transcript of records	Transcript of the degree programme the applicant is <u>currently</u> enrolled in
*Academic documents of previous studies	**Master applicants** include in this order: • Bachelor diploma • Bachelor transcript **Doctoral applicants** include in this order: • Master diploma • Master transcript • Bachelor diploma • Bachelor transcript
Motivation letter (1 - 2 pages)	with a special focus on the applicant's particular interests and motivation.
Research proposal **mandatory only for PhD applicants**	Detailed research proposal including information on general objectives / goals, research approach / methodology, research questions, expected results of research stay
Invitation letter **mandatory only for PhD applicants**	signed by a professor in the relevant academic field at University of Graz (use template available for download in Mobility-Online)
2 Recommendation letters **in English or German or incl. English or German translation**	at least one of which must be issued by an academic person who is or has been significantly involved in the student's current or past university studies, one letter if possible by an executive, in English or German. *Recommendation letters must be issued on official letter head of the home university / company and include name, contact details and signature.*
Passport, identity page	EU citizens: national ID card also accepted In case of dual nationality > upload both passports in one PDF-file.
Language confirmation for GERMAN language	Options for confirmations of B1 (trainee applicants) and A2 (internship applicants): • official language certificate, preferably ÖSD, Goetheinstitut, Treffpunkt Sprachen • Template in Application tool completed, signed & stamped by home university • Statement including self-assessment of German level The pre-selection includes a German language assessment to determine whether the applicant meets the German requirement of the program.
Proof of accreditation	<u>Only if specifically requested</u> by the Office of International Relations