

ADMINISTRATIVE FILE

1. One copy of all your certificates, titles and **degrees** since secondary school- or the official success certificates, signed and stamped by your university
2. The **transcripts of records** of university studies previously undertaken. Only academic degrees delivered by **officially recognized universities** will be taken into account.
3. The **list (year by year) of all the courses** followed in these higher studies, with their corresponding contact hours and/or **ECTS credits**
4. The detailed **course descriptions** or table of contents, or the link to the university website where we can find them
5. A detailed **curriculum vitae**
6. A document indicating your **nationality** (certificate of nationality or copy of the passport/ID card)
7. A passport photo
8. One of the 3 following **English proficiency tests** (TOEFL, TOEIC, IELTS) with a minimum C1 level - dating back maximum 2 years - unless your Bachelor was entirely taught in English
9. You will need to provide documents indicating the type of activity you were engaged in during **the last 5 years** (e.g. studies, internship, employment, ...)