

What documents do you need?

1. **Biography** (Curriculum Vitae, CV)

A work biography is one of the basic documents when applying for a scholarship. Even though there is no one correct way to write a work biography, there are a number of recommendations and tips to make your biography better. If you are applying for an institution in Europe, it is advisable to use the European CV format. Make sure you provide all relevant information regarding education, work experience, volunteer and extracurricular activities, as well as the skills you possess. You can download the European CV format (EuropassCV) [here](#).



2. Motivation letter

There is no standard form for a motivation letter (as for a CV) but some tips can be recommended:

- A motivation letter should not be longer than one A4 page format.
- It should be precise, written in an understandable and logic language
- It should be personal, to show who you are, what you can and what you want to achieve (mention the reason why you are applying for this mobility programme, which benefits you will have from this programme...); try to link your goals to the objectives of the institution which you are sending a letter to.
- In addition to the professional qualifications you possess and which are required in the programme you are applying for, you should represent yourself as a rational, optimistic and motivated person who is ready to learn and improve.



Your name and surname
Address
Telephone number
E-mail

Name and surname of the professor/selection officer

Name of the school

Department you are applying for

City, date

Dear Madam/Sir,

Brief introduction- State the reasons for writing, department you are applying for

A brief introduction - but not the information already in your CV : the name of the institution you are attending, where you worked during your studies/

(student researches, competitions, awards, study tours, etc.)

The middle part is the most important – here you give an example of the most relevant experiences, conclusions you have come to in that field, your attitude towards the branch of the science you will study. You should try and elaborate the reasons why you are applying for the studies there specifically, what is it that they can offer you that you expect. This is an opportunity to present yourself as a brilliant future student, a good researcher, a person who has good communication and working skills.

A brief friendly closing - repeat once again the significance of their study programme/positive response to your application, your professional goal in the next couple of years, plans for returning to your country after the study.

Write a thank you note for the time spent, and an invitation to contact you if they have any additional questions, etc.

Signature.



- The letter should provide information about your knowledge, capabilities, activities, working habits, personal characteristics.
- The last paragraph should contain a certificate that you are the right person for the programme you are applying for.
- Do not forget to put a date.
- Use standard font (Ariel or Times New Roman), size 10-12.
- Show the letter to the person in whose name you wrote, so that he/she has the opportunity to read it.



FINAL CHECKLIST

Final checklist can be helpful in the process of searching for an appropriate scholarship for student mobility programmes. Use it on your journey through the application process!

- Start the search through the School's website or contact the Office for International Cooperation at the School
- Make sure you are eligible for applying
- Mind the deadlines
- Analyse the host-institution you want to apply at and find your field of study
- Learn all about the application process
- Collect all the necessary documents
- Check the writing errors in the documents you send (grammar, typing errors and such)
- Make sure all the documents are signed
- Make sure you have all the documents in English (or in the language requested)
- Send documents in PDF format
- Keep the originals, you will need them if you get an affirmative answer
- Find someone who will check all the documents once more
- Send your application with all necessary documents

