UNIL | Université de Lausanne
Service des Affaires Sociales
et de la Mobilité Etudiante
CH - 1015 Lausanne

UNIL Master's Grants

List of documents for an application

1 One complete application file in PDF (one document only)
to upload during the online application including 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 200.00 Administration 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 : POFICHBEXXX
  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  No refunds can be made, even where applications are withdrawn or refused.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 from a professional email address (not from a private one)**

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's 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** (certified by the university and sent 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 (by the latest on 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