



APPLICATION DOCUMENTS EXPLAINED

Along with your application form you will need to upload a variety of documents. Below the documents are explained in detail.

PROOF OF IDENTITY

Upload a scan of the identity page of your passport or national ID card.

CERTIFIED TRANSCRIPT(S) AND DIPLOMAS

In order to assess whether your academic background meets the entry requirements of the programme you have applied for, the selection committee likes to see all higher education grades, credits and diplomas you have obtained so far. If the title of the diploma and date of graduation is mentioned on your transcript, a separate upload of your diploma is not necessary.

Certified documents contain the original stamp and signature of the educational institution that issued them and mention the name of the applicant and the name of the institution. To be considered official, academic records must either be received in official university envelopes, sealed and endorsed by the issuing institution, or be sent via secure electronic delivery by the issuing institution.

The **deadline** for sending certified transcripts and diplomas in by post is **1 august** van non-Dutch degree students and **24 august** for Dutch students.

Translations by a sworn translator

If your transcript(s) and diploma(s) are in another language than English, Dutch, German, French or Spanish, they should be submitted along with official translations in English, made by a sworn translator. Self-translated documents will not be accepted. Please remember to upload both the translation and the original document.

Courses in progress

Courses you are currently enrolled in, that are not listed on the transcript(s) can be listed on a separate document and uploaded with your transcript. However we strongly encourage you to have these courses listed on an official transcript.

Did you attend more than two higher education institutes?

Please submit all higher education transcripts and diplomas you obtained. Your Personal Page lets you upload documents of two higher education institutes. If you have more, please scan and upload these together.

Did you study abroad during your BA or MA?

If the results of your study abroad are mentioned on the transcript of your home university, you do not have to submit additional transcripts. Otherwise, please upload these as well.

YOUR TRANSCRIPTS

Instructions for UvA students:

Upload an overview of your results, including course names, credits and grades. The easiest way is to copy an overview from SIS into a Word document.

If you are applying for a selective programme, make sure your average grade (GPA) is included. You can request a transcript with your GPA from your programme administration. For contact details, go to: www.student.uva.nl > [name BA programme that you are studying] > a-z > programme administration > contact.

Instructions for non-UvA students:

Upload official higher education transcript(s) (intermediate or final if already available), including course names, credits and grades. The transcripts should include the name of the educational institution, your name and programme.

Please include your grade average (GPA) if you are applying for a selective MA programme (dual or research MA).

YOUR DIPLOMAS

Instructions for UvA students:

If you have already graduated and have the diploma at your disposal: please upload a scan. If you cannot upload your diploma as yet, we will check its completion in SIS. It needs to be registered by August 31 at the latest.

Instructions for non-UvA students:

Upload official higher education diploma if you have already finished your BA degree. After admission you will need to send a certified copy of the diploma by regular mail or the electronic verification system of your university.

If your diploma will be issued after the start of the Master's programme, please provide the Admissions Office with an official statement of graduation by your university declaring that you have fulfilled all requirements for graduation and mentioning the expected date the diploma will be issued.

After admission

Please send in certified higher education transcripts and diplomas (or graduation statement) by regular mail or the electronic verification system of your university.

Address Admissions Office, Faculty of Humanities:

University of Amsterdam
Admissions Office, Graduate School of Humanities
Spuistraat 134, 0.11
1012 VB Amsterdam, The Netherlands
AdmissionsMA-fgw@uva.nl

CURRICULUM VITAE (CV), INCLUDING CONTACT DETAILS OF TWO REFEREES

Upload an elaborate CV, which includes the names and contact details of two people the selection committee can contact as references. Explain how you know each other (e.g. thesis supervisor, professor of a specific course).

MOTIVATION LETTER

Motivate in around 500 words why you wish to attend the programme and think you are well suited to the programme. Please take care to explain your own ambitions in relation to the programme.

If you are applying for 2 MA programmes, please write a separate motivation letter for each programme. If you are applying for a research MA (2 year MA programme), be sure to include the courses you wish to follow and to explain what you would like your research focus to be.

Additionally, if you have taken longer than the allotted time to complete your BA programme, you can include a short note to explain the delay or additional study time.

SAMPLE OF ACADEMIC WRITTEN WORK

Upload a sample of your best academic written work of approximately 10-15 pages. The academic paper may be an extract of your thesis or an academic paper. You may also combine several short papers into one document. The paper should be written in the language of the programme you are applying for.


LANGUAGE TEST SCORES

English language scores

All students are required to prove they meet the language requirements of the Graduate School of Humanities. Please carefully read the language requirements at www.gsh.uva.nl > *Prospective students* > *Application* > *English language test requirements* to see whether you need to take an official English language test or if you fall under one of the exemption categories.

Please upload your test scores if already available. If not yet available, you can leave this field open. You will need to upload it later, so we can verify the results with the testing organisations.


It is strongly recommended that you book yourself a place with a testing organisation well in advance and not to wait to hear whether you have been admitted first. Please allow for at least two weeks before the test scores will be ready and available and some extra time for us to process your score. Without having met the language requirements, you will not be allowed to start with the Master's programme.



The **deadline** for uploading the official English test is 1 June

Dutch language test scores

If you are an international student attending a Dutch taught programme and are not a native speaker of Dutch, you will need to take the language proficiency examination Staatsexamen Nederlands als tweede taal (NT2), programme II, before admission.



Please upload the result of your NT2 exam if already available. If not yet available, you can leave this field open. You will need to send it in later.

The **deadline** for uploading the official NT2 exam results is 1 June



PROOF OF PAYMENT OF APPLICATION FEE

All students who have obtained/will obtain their BA degree in a country other than the Netherlands are required to pay an application fee of €50. This is used for academic credential application. Students applying for more than one MA programme will only need to pay this fee once. Please use the instructions at www.gsh.uva.nl to pay the fee. Do not forget to upload proof of payment with your application.

PROGRAMME SPECIFIC DOCUMENTS

Check the programme specific programme application information on page 2 of this document and on the entry requirements webpage of the programme for extra documents you may need to upload as part of your application, such as a portfolio, dramaturgical concept or research proposal.

Upload them onto your Personal Page under 'Other documents'.

If your programme does not require additional documents you can leave this field empty.

SCHOLARSHIP APPLICATION FOR NON-EU/EEA STUDENTS

When applying for a scholarship you will need to upload a scholarship application alongside your MA application. The MA application and the scholarship application are two separate applications and will be reviewed by different selection committees. For this reason it is necessary to include (most of) your MA application documents into your scholarship application as well.

A complete scholarship application contains:

- A letter of recommendation by a Dean, teacher or academic supervisor, in which he/she confirms that you belong to the top 10% of your class/year.
- Your academic records: transcripts (and diplomas if you have already finished your degree)
- A letter of motivation (maximum 500 words) in which you explain the reasons for choosing the specific Master's programme (broader context, relevance for future career);
- CV, including a description of extracurricular activities such as participation in student committees, international experience, sports or music at a high level or volunteer work
- If applicable: proof of English language proficiency: TOEFL Internet based (92 overall, 22 for each component), IELTS academic (6.5 overall and 6.5 for each component), Cambridge International Examinations (CAE and CPE (B, or C if test was taken after January 2015).

PROGRAMME SPECIFIC REQUIRED DOCUMENTS

For certain programmes you need to upload one or two extra documents. Check the overview on the next page to see whether you need to upload a programme specific document. You upload the document onto your Personal Service Page under the heading 'Other documents'. If your programme does not require you to upload a programme specific documents, you may leave this field empty.

Programme specific documents required for:	Document:
Artistic Research	An artistic work portfolio & a research proposal in which the experience with and knowledge of Artistic Research is clearly explained.
Conservation and Restoration of Cultural Heritage	An artistic work portfolio For details please check selection procedure under the entry requirements of the programme.
Dramaturgie	Dramaturgisch concept van 1000 woorden gebaseerd op informatie die de selectiecommissie in januari aanlevert.
International Dramaturgy	A 1000-word dramaturgical concept for a performance based on information that will be provided by the selection committee in January.
Journalistiek en media	Maximaal drie representatieve voorbeelden van tot dusver gemaakt werk, waarbij vooral moet worden gedacht aan journalistiek werk. Alleen drukwerk, geen dvd's en video's.
Museum Studies	An opinion article (600 words) about a temporary exhibition in a museum of your choice.
Tekst en communicatie	Andere teksten en werkstukken: voorbeelden van geschreven werk voor de UvA en daarbuiten

