



# How to fill out the application form

The following pages will guide you through the questions of the different sections on the application form.

**Please read these instructions carefully.**

If you have any questions after reading these instructions, or at any time during the application process, please do not hesitate to contact the Office of the Boards of Admissions.

E-mail **BoAMasters@efb.unimaas.nl**  
Telephone **+31 43 388 3628**  
Website <http://www.fdewb.unimaas.nl>  
(click "prospective students" and "masters programmes")

## GENERAL

- Write clearly and use block letters.
- All sections should be answered in English.
- For your own reference you can photocopy your application.
- Please note that all documents provided in any language other than English or Dutch should be accompanied by an official translation in English or Dutch.

## SECTION A: PERSONAL INFORMATION

- Please write out all your names, place and country of birth and nationality as they appear in your passport or identity card.
- If you have a calling name or nickname that you prefer us to use, please indicate so here.
- Please give all details in case you already have a residence permit. If your residence permit is not valid on the starting date of the programme (September 1<sup>st</sup> / February 1<sup>st</sup>); you need to prolong it. Please indicate if you need any help in this process.

## SECTION B: ADDRESS(ES)

### 7. Mailing address

- The address you provide here will be used for all correspondence regarding your application to Universiteit Maastricht.
- If your mailing address is a post box, you have to fill out your permanent home address.

### 8. Permanent (home) address

- If your mailing address is different from the address where you live please also fill out your home address.

**If during the application process any changes occur in these addresses, you are required to inform the Office of Admissions as soon as possible.**

### 9. E-mail address

- If you have an e-mail address that you use on a regular basis (at least once a week) please let us know. Through your e-mail address we can notify you faster on any developments regarding your application. In case we do not have your e-mail address, you will receive a notification of receipt of your application by regular mail.

## SECTION C: MASTERS PROGRAMME

- Please indicate the masters programme of your choice, keeping in mind the different admission requirements as specified in the website and/or in the flyer you received by mail. For applicants to the MSc Programme in International Business, please indicate which Concentration you will want to follow as well.
- The programmes start twice a year: in September and January/February. Please indicate for which starting moment of the masters programme you apply. Please note the MSc in Econometrics and Operations Research and MPhil in EFR and BR only start once a year in September.

## SECTION D: EDUCATION

### 10. Educational institution you currently attend or have attended last

- If you are currently enrolled in a college or university programme please indicate so here.
- If you are currently not enrolled in any college or university programme please fill out the last college or degree programme you have been enrolled in.





**12. Diploma or certificate received or expected**

- Please use the official name of the diploma or certificate in the original language.

**13 Certified copies of diploma and last transcript**

- If you already have a bachelor degree please send in a certified (bearing the seal of the institution and the signature of the Head or the Registrar) copy of your diploma and list of grades with your application. Please make sure to include an official translation if these documents are not in English or Dutch.
- If you have not yet completed your degree programme please enclose a copy of your most recent list of grades with your application and send on the certified copy of the certificate as soon as possible but always before the start of the masters programme.

studying at our faculty with the unique Problem Based Learning method, the important role of skills trainings in the programmes and the international character of both the programmes and the student population: 400-600 words.

- Convince the Board of Admissions of the fact that you have the intellectual capacities and personal skills to successfully complete an *academic* masters programme at our faculty: 400-600 words.
- We strongly prefer you type your statement. If this is not possible please make sure your statement is clearly legible.
- You should send in your statement with the application form and fill out the total number of pages you have used for your statement on the checklist section K.

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**SECTION E: LANGUAGES**

**15. Proof of proficiency in the English language please describe below:**

- When your nationality is of a country that is not a member or prospective member of the European Union/European Economic Area you must present a TOEFL (Test of English as a Foreign Language) with a score of at least 550 points (paper based version) or 213 points (computer based version) or an IELTS test with a score of at least 6.0.
- Please note that *native* English speakers from non-EU/EEA countries are exempted from the TOEFL/IELTS requirement.
- Applicants from (prospective) EU/EEA member countries can voluntarily add a TOEFL or IELTS score to demonstrate their proficiency in English.
- The code number for the TOEFL test is 7102.
- There is no code number needed for the IELTS test.

Please make sure every page clearly states your name!

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**SECTION G: GMAT OR GRE**

**17. For a number of masters programmes there are GMAT or GRE requirements. Please fill out the score of the test type that is required for the masters programme of your choice:**

- For the MSc in International Business, International Economic Studies and Infonomics: *GMAT-scores*.
- For the MPhil in Economic and Financial Research: *GRE scores* for applicants from **non-EU countries**.
- For the MPhil in Business Research: *GMAT scores* for applicants from **non-EU countries**.
- For additional proof of analytical capacities **EU-applicants** for the MPhil in Business Research **might consider sending in** the scores of the *GRE test*.
- For additional proof of analytical capacities **EU-applicants** for the MPhil in Economic and Financial Research **might consider sending in** the scores of the *GMAT test*.
- For additional proof of analytical capacities applicants for the MSc in Econometrics and Operations Research **might consider sending in** the *GMAT or GRE scores*.
- The MSc in Fiscal Economics/Fiscale Economie does not require a *GMAT or GRE test*.

The GMAT code number is 7201.  
The GRE code number is 7102.

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**SECTION F: MOTIVATION ESSAY**

**Please note: for applicants for the MPhil in Business Research and in Economic and Financial Research no motivation essay is required; instead they must provide letters of recommendation (see section H).**

- Please write on a separate sheet of paper an essay in which you motivate your choice for a masters programme at our faculty.
- Your statement should be 800-1200 words and written in English covering the following topics:
  - Motivate why you consider yourself a suitable candidate for





to indicate the total number of pages for all items attached to this form.

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## SECTION H: LETTERS OF RECOMMENDATION

**19. Exclusively for the MPhil in Business Research and the MPhil in Economic and Financial Research letters of recommendation are required.**

- Two letters of recommendation should be presented following the format as given in the pdf-file "letter of recommendation format".
- Please follow the instructions given in the format on how to send the letters of recommendation.

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## SECTION I: OTHER INFORMATION

**20. How did you first learn about Universiteit Maastricht?**

- We would like to know how and where you first learnt about Universiteit Maastricht and/or our faculty and very much appreciate any details you would like to give on the specific information fair or advertisement etc.

**21. Please list other colleges or universities to which you plan to apply**

- We would like to know if you are applying to other colleges or university programmes in or outside the Netherlands.

**Please note that providing this information has no influence on the evaluation of your application.**

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## SECTION J: ADDITIONAL INFORMATION (OPTIONAL)

- This section is optional.
- If you feel you have information that is not reflected in this form, but that should, in your opinion be taken into account by the Board of Admissions while evaluating your application, please use this box. If you need more space please add additional sheets. Make sure all sheets attached clearly state your name. Please try to keep your additional information brief.
- If you use additional sheets, make sure to indicate the total number of pages on the checklist.

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## SECTION K: APPLICATION CHECKLIST

This list is meant as a checklist for both yourself as well as the Board of Admissions. Please make sure

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## SECTION L: SIGNATURE

- Don't forget to sign your application!





# On the application & admission process

After the Board of Admissions has received your completed application form and all required documents, the Board will review your application. If the Board of Admission decides that you are admissible to the masters programme of your choice, you will receive a letter of admission. Within a few weeks you will receive all the information necessary to register at Universiteit Maastricht. Please note that students who need a visa or residence permit can start the application procedure for these documents upon receipt of the admission letter.

If the Board of Admissions decides that you are not admissible to the masters programme, you will receive a letter.

## INTERNATIONAL STUDENTS

Universiteit Maastricht encourages international students to apply for admission.

Please keep in mind that evaluating previous studies as well as starting the procedures (if applicable) for a residence permit takes a lot of time. We therefore encourage international students to send in their application as soon as possible. We strongly advise you to keep in line with the regular application deadlines, since applications coming in later than September 1<sup>st</sup> or April 1<sup>st</sup> cannot be guaranteed to be processed in time for entry in January or September.

Please note that all transcripts of diplomas and grade or report cards in any language other than English or Dutch should be submitted with an official translation in English or Dutch.

## APPLICATION SCHEDULE FOR ENTRY IN SEPTEMBER 2004, JANUARY 2005 AND SEPTEMBER 2005

The schedule below provides a summary of the application process for entry in September 2005, January 2006 and September 2006.

	Deadline	Starting
For applicants from non-EU countries who need visa or residence permit	April 1, 2005	September 2005
	September 1, 2005	January 2006
	April 15, 2005	September 2006
For applicants from EU-countries	June 1, 2005	September 2005
	November 1, 2005	January 2006
	June 1, 2006	September 2006

- Please make sure your application is received in time.

## HOW WILL I KNOW WHETHER MY APPLICATION HAS BEEN RECEIVED?

You will receive a confirmation of receipt by regular mail or e-mail (if you have given us your e-mail address) within 3 weeks after sending in your application.

**If you have not received a confirmation of receipt within 3 weeks after sending in your application, please contact the Office of Admissions as soon as possible.**

