Dear applicant,

The fact that you are reading this document indicates that you are seriously interested in applying for GLODEP International Development Studies.

In order to complete your application process successfully, please read all the instructions in this document carefully and fill in the application online.

- Be aware that you have to fill in the application and upload the documents at one time as it is not possible to save the application and continue later.
- Check that you have all the required attachments prepared.

APPLICATION STEP BY STEP:

1) PERSONAL DETAILS
NATIONALITY – Your nationality has implications for the amount of participation costs and for the subsistence cost. You cannot change the declaration of nationality at a later date. Please take into consideration the following when indicating your nationality.

- *Applicants with multiple nationalities must decide under which nationality they will apply by the application stage.*
- *Applicants whose nationality is one of the Erasmus+ Partner Countries and who are not residents, nor have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years in a Programme Country are considered as Partner Country students.*

2) ACADEMIC QUALIFICATION
TERTIARY EDUCATION
In this section please fill in the names of all the university degrees you have successfully completed.
If you have gained more than one degree, please use the "Add tertiary education" button and fill in the details.

LANGUAGE SKILLS
In this section fill in your first language and add other language skills using the "Add language" button.

3) SCHOLARSHIP
In this part select the scholarship you would like to apply for. You can choose both options (EMJMD scholarship and Consortium scholarship).
If you have already obtained an EMJMD scholarship or an EMMC/Joint Doctorate scholarship, you are not eligible to apply for another EMJMD scholarship.

4) ADDITIONAL INFORMATION
If you need to apply for a visa for the Czech Republic, we strongly advise you to apply for university accommodation, as you will need proof of accommodation for the visa application. This proof will be provided to you by the university staff.

5) ATTACHMENTS

- Upload all the required attachments in the following order and label the individual documents correctly (see below).
- You need to upload all the following documents:
    1) **Proof of nationality** – copy of passport (candidates with multiple nationalities must specify at the application stage under which nationality they wish to apply)
    2) **Proof of place of residence** – e.g. a) residence certificate, b) certificate from the candidate's place of work, study or training issued by the employer or institution in question (the document must be issued no more than 12 months before the application submission deadline)
    3) **Original/certified copy of a diploma** proving completed tertiary education (bachelor/master/PhD)
    4) **Original/certified copy of transcript of records** of all completed courses at the time of application. If the original is in a language other than English, the certified copy must be in the form of a certified translation in English.
    5) **Original/certified copy of knowledge of English** at the minimum level of B2 (according to [CEFR](#)) – minimum level of English skills: TOEFL – at least 79 points; IELTS – at least 6.5 points. Other comparable certificates indicating required level of English language may be accepted in exceptional circumstances (e.g. TOEFL/IELTS certificate is not available in both candidate's country of origin as well as country of residence). The relevance of the certificate must be confirmed prior to the submission via [email](#).[1]
    6) **Curriculum Vitae**
    7) **Motivation letter** of maximum 500 words.
    8) **2–3 letters of recommendation –** at least two academic.
       The motivation letter must include: date, name, institution, position, signature and contact details (phone number and email) of the person recommending you.
- All the documents need to be in one of the following formats (.jpg or .pdf) and they have to be labelled in the following order:
    - 1_Family name_passport
    - 2_Family name_residence
    - 3_Family name_diploma
    - 4_Family name_transcript
    - 5_Family name_language certificate OR 5_Family name_declaration of honour
    - 6_Family name_CV
    - 7_Family name_motivation letter
    - 8_Family name_recommendations

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[1] The English certificate rule does not apply to native English speakers and to students who completed their studies in a program fully taught in English. In these cases, the declaration of honour stating that you are either an English native speaker and/or a student who finished their tertiary studies in a program fully taught in English must be uploaded.

ELIGIBILITY CRITERIA:

You will only be considered for the selection process if you fulfil the eligibility criteria below:

- Compliance with the application deadline – 15 March 2017
- Completeness of the application (all the required documents uploaded and labelled as explained above)
- Not a previous holder of an EMJMD/EMMC scholarship

NOTE ON NOSTRIFICATION (DIPLOMA RECOGNITION)

The nostrification (i.e. the recognition of the diploma from your completed tertiary education) is one of the conditions for being accepted to GLODEP. The purpose of this process is to have your university degree and qualification recognized in the Czech Republic. You can find the list of required documents and the description of the procedure at the Palacky University website. We recommend you check the guidelines before applying for GLODEP in order to become familiar with the process and know all the documents you will be required to hand in at a later date.

If you are pre-selected to study GLODEP, you will have to apply for diploma recognition. You will be requested to hand in your diploma recognition when subscribing for your studies. **The process can take up to 60 days**. For diploma recognition, students need to fill in the application form and prepare a number of obligatory documents (see here). Therefore we recommend that you start the process as soon as possible, in order to have your diploma recognized no later than the date of your registration to GLODEP (11th September 2017). **Without diploma recognition the selected candidates cannot enrol in the GLODEP program.**