THE GRADUATE INSTITUTE GENEVA

INSTITUT DE HAUTES ÉTUDES INTERNATIONALES ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE OF INTERNATIONAL AND DEVELOPMENT STUDIES

## Application checklist

**To complete your online application**, you must upload an **electronic** version of your documents.

If admitted, , **when you arrive on campus to enrol**, you will need to bring certain **official originals**. Details will follow in due course.

### *All applicants*

- Motivation letter describing why you wish to study at the Institute (800 words maximum, in French or English).
- Curriculum vitae/resume (in French or English).
- Official academic transcripts showing all coursework attempted, accompanied by grade scales and their value *****.
- Copy of all university diplomas and qualifications obtained *****.
- Language certificate(s), if applicable.
- Copy of your passport ID/personal details page.
- Two academic references:

  Please provide the names and professional e-mail addresses (carefully checked) of two academic referees. The Institute will write to these referees to request recommendation letters.

  While academic references are preferred, professional references can be accepted if you left university a long time ago.

  *It is your responsibility to check online whether your referees have submitted their recommendation letters within the deadline, and to send them a reminder if necessary.*
- Portrait photograph (headshot).
- Exmatriculation certificate, if previously enrolled at another Swiss institution of higher education.

***** A certified English translation must be provided for all documents in a language other than English, French, German, Italian or Spanish.

### *Applicants for a programme in Economics (Master or PhD in International Economics, PhD in Development Economics)*

- GRE (Graduate Record Examination) general test results

  *ETS Institutional code: 2258, Department: 1899*

### *PhD applicants: additional documents*

- Copy of your Master dissertation, in English or French.

  If you did not write a dissertation, please provide an extensive research paper that formed part of your Master degree. If the document is not in English or French, please provide a translated summary (approx. 5 pages), along with the document in its original language.
- Copy of your thesis proposal (see instructions), containing a provisional title and a description of the topic to be researched. Your proposal can be in English or French.

***Dual Master degree applicants: additional documents***

Proof of at least seven years of full-time remunerated employment (excluding internships).

***Financial aid applicants***

- Cover letter explaining your financial need.
- Copy of your and your parents'/spouse's most recent tax certificate or tax declaration.

If tax documents are not available, please submit an official attestation to this effect, as well as the following documents:

  - Proof of your and your parents'/spouse's income: employment contract indicating salary or recent salary slips.
  - Bank statement indicating available funds.
  - Proof of all other sources of funding: savings, annuities, investments, family contributions etc.
  - Proof of other scholarship awards.

More information