

LLM in International and European Law

General Information

This document contains information and the form for admission to the Master of Laws (LLM) Programme in International and European Law (“PILC”) at the Institute for European Studies (IES), VUB.

Admission requirements

- 1) Students are eligible to apply when they have completed their study of law and have received, in accordance with the requirements in their host country, a final law degree that provides access to the legal profession or to the qualifying exams for admission to the Bar. The equivalence of foreign degrees will be decided by the Academic Board of the Programme.
- 2) Students are selected by the Academic Board of the Programme on the basis of an overall assessment of their profiles, including their academic qualifications, work and other relevant experience, motivation as well as the required level of proficiency in English.

Deadline

The programme accepts and reviews applications on a rolling basis, starting in October.

Programme start date

Week of 23 September 2019 – Start of lectures.

Document checklist

Please ensure that you send a **complete file**, including all of the documents below. When sending in these documents, please make sure the file names start with the code indicated in the table below (A1, A2, B1, etc.).

A1.	This application form duly completed and signed	
A2.	A complete and up-to-date CV	
B1.	Official copy of the candidate's final law degree, if available ^{1 2}	
C1.	Official copy of academic transcripts of the candidate's relevant previous degree	
C2.	Translation (certified) of academic transcript if <u>not</u> in English, Dutch, French or German languages	
E1.	Recent English proficiency certificate, if applicable and available ³ (see section 4)	
P1.	Copy of passport or identity document	
P2.	Photograph of candidate	
W1.	For applications for a waiver, a separate motivation including documented evidence of need. (see section no. 7 below)	

How to apply & next steps

1. Please send your complete application (see document checklist) via the Application page of the programme's website: <https://www.llmbrussels.eu/application/>
2. We aim at providing you with a decision within four weeks from receiving your complete application.
3. If selected, you will receive an acceptance letter as well as a request for the payment of the first instalment of the tuition fee. The payment has to be made in full before the start of the academic year.

For any questions, call us on +32 2 614 80 51, or send an e-mail to llm@ies.be.

When arriving at the Programme, please make sure you have secured the minimum amount for living expenses necessary for the full period of the academic year. For sources of financial support, please see the IES website.

¹The LL.M. in International and European Law is an Advanced Master programme for which candidates are eligible to apply when they have completed their study of law and have received, in accordance with the requirements in their host country, a final law degree that provides access to the legal profession or to the qualifying exams for admission to the Bar. The equivalence of foreign degrees will be decided by the Academic Board of the Programme.

² If you are still in the process of obtaining your previous degree, you can already apply and should indicate this information in section 2 of this form.

³ For those candidates whose previous degree was not in English or English is not their mother tongue, a recent certificate of proficiency in English is required (see section 5 of this form).

APPLICATION FORM

LLM in International and European Law
Vrije Universiteit Brussel

Academic Year: 2019 -2020

1. Personal information and contact details of the candidate

Last Name (Surname):	
First Name (Given name):	
Town and country of birth:	
Date of birth:	
Nationality:	
Gender:	Female/Male
Mother tongue:	
Current residence address:	
Permanent or home address: <i>(if different from above)</i>	
E-mail address:	
Phone number / mobile:	

Person in your country to be notified in case of emergency while abroad:	
Name	
Relationship	
Address	
Tel. number	

2. Current and previous higher education

Note: even if you are still in the process of obtaining your law degree, you can already apply and should indicate this information in this section. If the Academic Board then decides that you meet all other admission criteria you will be accepted on the condition that you graduate with sufficient grades and provide us with your diploma and transcript, at the very latest before the Programme starts. In this case, please also mention in the table below the date (as precisely as possible) by which you will obtain the degree.

In chronological order (above high school level)

Institution	Date (month, year)		Degree	ECTS	Language of instruction	Fields of study: minor - major	Result: GPA / distinction / % average ⁴
	Start	Graduated / expected					

3. Profile

Personal statement (max 1 page)

The statement requested here should be in a narrative form and give a picture of the applicant as a person. It should deal with personal history, special interests and abilities, future plans, etc. It should not be a mere listing of facts (CV-like list is to be provided in the Professional experience section below) or a simple restatement of the application.

Professional experience

Name and address of employer - type of work - dates

⁴ Minimum requirement: distinction in Masters, or 70% in recent 240 ECTS Bachelors

Foreign experience

Study, travel, etc. including dates

Academic or professional honours

Fellowship or scholarship previously or currently held

Source or sponsor, amount of stipend, place of study, dates

Extra-curricular activities

e.g. membership in student organisations and academic societies

Research activities and/or publications (including all the English titles of all the major research papers that you have produced (such as seminar works, (master) thesis and other papers of more than 20 pages) during your studies so far

4. Motivation

(max 1 page)

The reasons why you wish to enrol into the programme

5. English proficiency

As a starting point, every student who applies must provide recent certified proof of proficiency in English, by means of one of the 5 tests with the required minimum level or score indicated below. Students will be waived from having to produce such recent English language test certificate in the following cases (please tick the relevant box if this is applicable to you):

- English is your mother tongue (please add proof)
- You have completed your entire legal education in English (please make sure this education is mentioned in section 2)

In all other cases, please indicate your English language test certificate in the table below (if already obtained at the time of application). If you have not obtained this certificate yet, you can nevertheless already apply. If the Academic Board then decides that you meet all other admission criteria you will be accepted at the moment you provide us with your English certificate, at the very latest before the Programme starts.

Test type	<u>Your score (insert information if already available)</u>	<u>Date taken</u>	<i>Required minimum level / score</i>
TOEFL:			<i>90 -- Internet-based 233 -- Computer-based 577 -- Paper-based</i>
Academic IELTS:			<i>7.0</i>
Cambridge Certificate of Proficiency in English – CPE:			<i>Pass</i>
Cambridge Certificate in Advanced English – CAE:			<i>Grade B</i>
ITACE:			<i>C1</i>

6. Referees

Please provide 2 referees, at least one of whom must be academic; please fill in all fields for each referee.

	Referee's full name	Position / title	Direct phone number (preferably mobile) and e-mail address	Referee's employer (official name and postal address)	Employer's central phone number (reception)	Explain how referee knows applicant (institutional context + duration)
1.						
2.						

7. Tuition fee waivers

A limited number of (partial) tuition fee waivers are available. They are awarded on the basis of demonstrated *need* and *merit*. Students can apply for a waiver by writing a personal statement in this box, outlining the ways in which they satisfy these criteria. Students must attach evidence of need and merit as part of the overall application file. In case of a positive decision, the Academic Board awards the waiver at the same time as it accepts the candidate into the programme.

8. Select your LLM specialisation

Please select **only one** of the following three specialisation streams (electives):

- Business law
- Data law
- Public law

9. Feedback

How did you find out about our LLM programme? (please be as specific as possible)	
	Google
	Facebook
	LinkedIn
	Twitter
	Website Vrije Universiteit Brussel
	Academiccourses.com / Masterstudies.com
	Studyportals.com / Mastersportal.com
	Findyourllm.com
	Llmguide.com
	Llmstudy.com
	Flyer/poster
	Word-of-mouth
	EU Studies Fair Brussels
	Other (please specify)

I confirm that the foregoing statements are true and complete⁵

Date

Signature

Cancellation policy: in case of cancellation before the start of the academic year, an administrative fee of €350 will be charged. Cancellations after the start of the academic year but before 1 December will result in an administrative fee of €350 and a reimbursement of 50% of the total tuition fee. Cancellations after 1 December cannot be reimbursed.

⁵ Incorrect or falsified information will result in expulsion from the programme.