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| 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.

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***Deadline:*** the programme accepts and reviews applications on a rolling basis, starting in October.

***Decision of the Academic Board on applications:*** we aim at providing you with a decision within four weeks from receiving your complete application**.**

***Required documents:***

* Application form
* Official copies of academic records (grades) and final law degree
* A certificate of proficiency in English (adequate TOEFL-test or similar as explained on the site noted below), except when the basic law degree was conferred by an English-language University
* One photograph
* Waiver: the IES may be in a position to grant a partial tuition fee waiver on the basis of certified merit and need. For the application procedure, see <https://www.llminbrussels.eu/application/>.

**Please upload your completed application form and the attachments at** [**https://www.llminbrussels.eu/application/**](https://www.llminbrussels.eu/application/)

* Please note that as of mid November 2017 we no longer require any letters of reference to be submitted. Instead, this application form now contains a section in which the applicant should leave pre-defined information about 2 referees, 1 of whom needs to be academic.

We are very happy to give you additional information if required

by phone: +32 2 614 80 51

by e-mail: [llm@ies.be](mailto: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.

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Application Form

**Academic Year 2018- 2019**

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| Surname |  |
| First Name(s) |  |
| Sex | Male / Female |
| Nationality |  |
| Mother tongue |  |
| Country of residence |  |
| Current address |  |
|  |  |
|  |  |
| Home address *(if different from current address)* |  |
| E-mail address |  |
| Mobile phone number |  |
| Place and date of birth |  |
| Do you wish to apply for a partial tuition fee waiver\*? |  |
| Your preference for elective courses (specialisation stream):  - business law  - data law, or  - public law? |  |

\*Assessment on the basis of need and merit.

**Education**

*In chronological order (above high school level)*

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| --- | --- | --- | --- | --- | --- | --- |
| Institution | Date (month, year) | | Degree | ECTS | Fields of study: minor - major | Result:  GPA / distinction / % average |
| Start | Graduated/  expected |
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| **Previous and current fellowships or scholarships**  *Source, amount of stipend, place of study, dates* |

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| **Professional experience** Name and address of employer - type of work - dates |

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| **Foreign experience**  *Study, travel, etc.* |

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| **Motivation (max 1 page)**  *The reasons why you wish to enrol into the programme* |

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| **Curriculum vitae (max 1 page)**  *The curriculum vitae requested here should be a narrative 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 can be sent as an attachment) or a simple restatement of the application.* |

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| **Academic or professional honours** |

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| **Extra-curricular activities**  *Membership in student organisations and academic societies* |

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| **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** |

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| **Financial resources** available during your stay (fellowship, scholarship, etc.). Give the source, amount, purpose and length of the funding. |

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| **How did you find out about the programme?** Please be as specific as possible. If you found out about the programme through the internet, please provide the *url* (web address) Indicate also if you learned of us in a study fair (which one?). |

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

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

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| --- | --- | --- | --- | --- | --- | --- |
|  | 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. |  |  |  |  |  |  |

Language qualification reference:

|  |  |  |
| --- | --- | --- |
| **Test type** | **Minimum level** | **My score (insert information if already available)** |
| TOEFL | 90 -- Internet-based  233 -- Computer-based  577 -- Paper- based |  |
| Academic IELTS | 7.0 |  |
| Cambridge Certificate of Proficiency in English -- CPE | Pass |  |
| Cambridge Certificate in Advanced English – CAE | Grade B |  |
| ITACE | C1 |  |

I affirm that the foregoing statements are true and complete

Date

Signature

*This* ***application form*** *and the required attachments need to be uploaded at:*

[*https://www.llminbrussels.eu/application/*](https://www.llminbrussels.eu/application/)

*Requests for a partial tuition fee waiver should be submitted in the form of a motivation letter, attached to the application form. The waivers will be distributed according to proven merit and need.*

*Please note that the selection of candidates is at the discretion of the Academic Board of the Programme. 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.*

*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.*