

GRADUATE ONLINE ADMISSIONS CHECK-LIST

The following items must be uploaded onto the online application system to submit an application. All templates can be found here: www.glion.edu/application-document-templates

- Passport(s) copy** (For Non-Swiss citizens residing in Switzerland, please include a copy of residential permit).
- CV or Resume:** a detailed record of Academic and/or Professional Background
- Academic Records:**
 - Certified original transcripts: showing all grades received and an explanation of the grading system in English or French.
 - Copy of certified original Diploma or Degree.
 - Reference letter: If you are coming from outside of the European Union, then please include a letter of recommendation from a teacher or former employer. If you have not completed your secondary studies, please send a copy of your results for the last three years.
- Signatory letter:** use the template on the website (see above)
- Sponsorship Letter:** a signed, dated letter from the person who will finance the studies guaranteeing his or her responsibility to cover the tuition fees and all other expenses.

The following items are also required for a complete application, but they can be submitted separately.

- Study Plan:** an essay of motivation describing why the candidate wishes to study in Glion. Average 250 words minimum with signature and date.
- Post Study Plan:** an essay explaining what the candidate wishes to do after graduation. This essay should include a statement that the candidate will leave Switzerland upon graduation. Average 250 words minimum with signature and date.
- Official English Certificate** TOEFL, IELTS, Cambridge. Refer to website.
- Medical History:** use the template on the website (see above)
- Physician's Report:** use the template on the website (see above). The Physician's report must be completed by a licensed physician with the official stamp. Please also include an official report for any medical conditions that require special attention (learning disabilities, dietary restrictions etc).
- Bank Guarantee:** for students coming from outside the European Union please submit a letter or statement from sponsor's bank verifying sufficient funds to cover the fees and expenses.
- 1 copy of the AVS / AHV** card (social security affiliation number) for Swiss permit & passport holders.
- Confidential Reference Form** use the template on the website (see above)