

UNDERGRADUATE ONLINE APPLICATION 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.
- 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.
- Signatory Letter:** use the template on the website

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. 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.
- 1 copy of internship evaluation** (for transfer students only).