

Central European University - University Preparatory Program

Application Checklist

In the [online application](#), you will be asked to upload the following documents:

- a) CV (in English)** - Please include full details of your education and your previous work, and if relevant, volunteering and/or community engagement experience. Please include incomplete study, volunteer work, and briefly explain gaps in activities.
- b) Letter of Motivation (500 words in English)** - A letter of motivation should tell us what degree program you'd like to be prepared for at CEU-UP. You can mention more than one subject if you have many interests (we will help you narrow down your study area if you are accepted to CEU-UP). Let us know why you are interested in university study, how your previous education and work experience helps prepare you for further study and what your future plans are.
- c) Degree certificate and Transcript of Grades.** Please upload scanned copies of your degree certificate and transcripts if you have these. If you do not have these, please upload a document stating clearly:
 - The degree program(s) you have studied (including institution)
 - Date of completion (if you haven't completed the degree program, please tell us how much you have done)
 - The subjects you studied
 - The language of the program
- d) English-language proficiency.** In the online application system, you will be asked if you qualify for exemption from providing proof of English proficiency. Please answer yes if your previous study at university was in English or if you are a native speaker of English. CEU-UP requires that you have at least a B2 level of English. This will be tested at the interview.
- e) Referee/Reference** In the online application system you will be asked to provide the name of at least one referee. The referee should be able to write about your academic study to date, for example, a former teacher. If you are not able to contact someone familiar with your studies, you can also provide recommendations from a previous employer or supervisor. We only require one reference letter, but you can submit a second one if you'd like to (please do that in the section called 'Additional Supporting Documents').

In the application form, you should put the name of your referee and CEU will contact them directly. If this presents any problems, please contact us at up@ceu.edu.

Your application will be complete only after the online application form is completed and all the required documents are uploaded.