

What documents do you need?

1. **Biography** (Curriculum Vitae, CV)

A work biography is one of the basic documents when applying for a scholarship. Even though there is no one correct way to write a work biography, there are a number of recommendations and tips to make your biography better. If you are applying for an institution in Europe, it is advisable to use the European CV format. Make sure you provide all relevant information regarding education, work experience, volunteer and extracurricular activities, as well as the skills you possess. You can download the European CV format (EuropassCV) [here](#).



2. Motivation letter

There is no standard form for a motivation letter (as for a CV) but some tips can be recommended:

- A motivation letter should not be longer than one A4 page format.
- It should be precise, written in an understandable and logic language
- It should be personal, to show who you are, what you can and what you want to achieve (mention the reason why you are applying for this mobility programme, which benefits you will have from this programme...); try to link your goals to the objectives of the institution which you are sending a letter to.
- In addition to the professional qualifications you possess and which are required in the programme you are applying for, you should represent yourself as a rational, optimistic and motivated person who is ready to learn and improve.



- The main theme of the motivation letter is your goal. You can write what you study, and how this can fit into the programme you are applying for. Try to present yourself as exactly the kind of person the Committee, that is in charge of the selection process, wants for a particular programme. Do not forget that your motivation letter will be among hundreds of others, so give yourself enough time to write it.



Your name and surname
Address
Telephone number
E-mail

Name and surname of the professor/selection officer
Name of the school
Department you are applying for

City, date

Dear Madam/Sir,

Brief introduction- State the reasons for writing, department you are applying for

A brief introduction - but not the information already in your CV : the name of the institution you are attending, where you worked during your studies/
(student researches, competitions, awards, study tours, etc.)

The middle part is the most important – here you give an example of the most relevant experiences, conclusions you have come to in that field, your attitude towards the branch of the science you will study. You should try and elaborate the reasons why you are applying for the studies there specifically, what is it that they can offer you that you expect. This is an opportunity to present yourself as a brilliant future student, a good researcher, a person who has good communication and working skills.

A brief friendly closing - repeat once again the significance of their study programme/positive response to your application, your professional goal in the next couple of years, plans for returning to your country after the study.

Write a thank you note for the time spent, and an invitation to contact you if they have any additional questions, etc.

Signature.



3. Letters of recommendation

- Think of these letters as integral parts of the package that will provide an accurate and complete picture of you and your qualifications. If one letter of recommendation is written by one of your professors in which they write about your academic qualities, the second one should speak of your leadership abilities and commitment to the community - unless asked differently! First and foremost, keep in mind that writing a letter of recommendation is not an easy task. You will ask someone to make a pretty good effort to write a good letter that will represent you.

If you yourself are writing a letter of recommendation:

- Take into account the name, title and the position of the person recommending you. Do not forget to put his/hers contact information in case the Committee in charge of the mobility programme wants to contact him/her.
- Mention how long this person knows you, what kind of cooperation you have had (student-professor, working on joint research...).



4. Transcripts of grades

- Many institutions are making transcripts of grades for each student at the end of each semester or year. This is an important document for the student and for the institution. It ensures that students have accurate and updated assessments of their progress, the number of ECTS credits they have achieved and grades they were awarded. A transcript of grades is a certificate that has a defined format. It is a serious official document that provides evidence of success and recognitions.
- For students who have gone abroad, the parent institution first issues a transcript of grades and sends it to the host institution, providing information on the educational components that the student has already completed, as well as the results achieved.
- The host institution then issues the next transcript of the grades for each student who is coming and sends it to the parent institution at the end of the study period, and thus gives an official confirmation of the grades during the study period abroad.



- This is an important document that contains data on students' progress and achievements during the course of their studies, so it is of great significance to determine who issues it and in what way and how it is delivered.

5. Learning Agreement (Study programme)

- If you are applying for an exchange programme, you will need a Learning Agreement which contains a list of courses, modules, subjects you are planning to attend in another institution, together with the number of ECTS credits for each subject. ECTS Learning Agreement is made on a semestral or annual level, it has to be signed by the parent institution, host-institution and the student.

Together with the transcript of grades, Learning Agreement represents a guarantee for recognition of study programmes in the host institution.



The model of a standard Learning Agreement can be found on the Internet. Institutions can adopt a standard form (with their logo and other specific information), but they need to ensure that it contains all the elements.

6. Foreign Language Certificate

For all necessary information regarding knowledge of a foreign language you can contact the Centre for Foreign Languages at Business College of Applied Studies "Prof. PhD Radomir Bojković" Kruševac.

RESOURCES FOR SEARCHING STUDY PROGRAMMES

Key issues when deciding to pursue studies abroad is to search, research, and gather information about the available opportunities. Where to start collecting the information you need? First, access the current contests on the website of your School.



FINAL CHECKLIST

Final checklist can be helpful in the process of searching for an appropriate scholarship for student mobility programmes. Use it on your journey through the application process!

- Start the search through the School's website or contact the Office for International Cooperation at the Business College of Applied Studies "Prof. PhD Radomir Bojković" Kruševac
- Make sure you are eligible for applying
- Mind the deadlines
- Analyse the host-institution you want to apply at and find your field of study
- Learn all about the application process
- Collect all the necessary documents
- Check the writing errors in the documents you send (grammar, typing errors and such)
- Make sure all the documents are signed
- Make sure you have all the documents in English (or in the language requested)
- Send documents in PDF format
- Keep the originals, you will need them if you get an affirmative answer
- Find someone who will check all the documents once more
- Send your application with all necessary documents

