



Checklist for the Swiss Embassy

Family name: (according to passport)	Country of origin:
First (given) name: (according to passport)	

☐ **Incomplete/ineligible dossier -> Rejected** Back to sender. Indicate the reason.

☐ **Complete dossier -> Accepted** Forward to Berne. All documents submitted.

exact order	Per candidate: 2* signed sets of application documents (1 original + 1 copy) in exact order given below. Please send both sets to the ESKAS/ FCS secretariat no later than 31.12.	
<input type="checkbox"/> Research (FA/SR) <input type="checkbox"/> PhD <input type="checkbox"/> Post-doctoral Scholarship Application		
1)	<input type="checkbox"/>	Signed FCS application form (typed and printed) with photo.
2)	<input type="checkbox"/>	A full CV with list of academic publications, awards etc.
3)	<input type="checkbox"/>	A motivation letter (max. 2 pages).
4)	<input type="checkbox"/>	A complete research proposal (max. 5 pages, signed), using exclusively the FCS research proposal form.
5)	<input type="checkbox"/>	A copy of the letter from an academic host professor (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to support and supervise the research. For research fellowships in addition: A short CV of the academic mentor at the home institution. For PhD scholarships at doctoral schools only: The confirmation for accepted admission is required.
6)	<input type="checkbox"/>	Two confidential letters of recommendation from two different professors in the applicant's field (use exclusively the FCS reference form – originals in sealed envelopes only, for the 1 st set). No copies for 2 nd set.
7)	<input type="checkbox"/>	Photocopies of certificates and grade sheets from previously attended universities/colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German with attested certified translations. Originals have not to be submitted.
8)	<input type="checkbox"/>	Signed medical certificate (use only the FCS health certificate form).
9)	<input type="checkbox"/>	Two copies of the applicant's passport (main page with personal data). Dual nationals add copies of both passports. If applicable, add a copy of the residence permit for Switzerland.

<input type="checkbox"/> Arts and Music Scholarship (Master level) Application		
1)	<input type="checkbox"/>	Signed FCS application form (typed and printed) with photo.
2)	<input type="checkbox"/>	A full CV with list of exhibitions, concerts, awards etc.
3)	<input type="checkbox"/>	A motivation letter (max. 2 pages).
4a)	<input type="checkbox"/>	For musicians: High-quality CD of three different styles of music if the music involves interpreters and directors. Composers have to submit their scores (CD labelled with name, surname and country).
4b)	<input type="checkbox"/>	For painters, graphic artists and sculptors: Copies or photos of three pieces of their work, along with rough drafts (incl. their dates of creation; work labelled with name, surname and country).
5)	<input type="checkbox"/>	A proof for "admission is under consideration" at the intended Swiss arts or music school (conservatory). This may be in the form of a conditional acceptance pending an entry exam or other specific requirements. If applicable, a copy of the letter from a professor confirming the supervision of the studies.
6)	<input type="checkbox"/>	Two confidential letters of recommendation from two different professors in the applicant's field (use exclusively the FCS reference form – originals in sealed envelopes only for the 1 st set). No copies for 2 nd set.
7)	<input type="checkbox"/>	Photocopies of certificates and grade sheets from previously attended universities/colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German with attested certified translations. Originals have not to be submitted. Only applications for initial Master's degree are eligible.
8)	<input type="checkbox"/>	Signed medical certificate (use only the FCS health certificate form).
9)	<input type="checkbox"/>	Two copies of the applicant's passport (main page with personal data). Dual nationals add copies of both passports. If applicable, add a copy of the residence permit for Switzerland.

The members of the Federal Commission for Scholarship appreciate your remarks regarding the candidate. They take note of it as an additional element for the evaluation of the candidature. Thank you for adding your comments below.

Swiss Embassy Remarks

Place and Date:

Signature and Stamp:

* The first set contains the original, signed documents and attested translations. The other set is the copy of the first set.
The decisive list with the mandatory application documents you find on: www.sbf.admin.ch/scholarships_eng