ADMINISTRATIVE COMPLIANCE AND ELIGIBILITY CHECKLIST

| **NO** | **ADMINISTRATIVE COMPLIANCE CRITERIA** | **YES** | **NO** | **N/A** |
| --- | --- | --- | --- | --- |
| **1** | English Application Form of 2018-2019 academic year which is filled-in electronically and completed in one of the EU official languages with a photograph glued on is submitted. |  |  |  |
| **2** | Type of Study is indicated. |  |  |  |
| **3** | Field of Study is indicated. |  |  |  |
| **4** | Sector Category is indicated. |  |  |  |
| **5** | Home Institution is indicated. |  |  |  |
| **6** | Sector Category and Home Institution are consistent with each other. |  |  |  |
| **7** | Position/Title is indicated. |  |  |  |
| **8** | EU Official Language-1 is indicated. |  |  |  |
| **9** | EU Official Language-2 is indicated **(if applicable)**. |  |  |  |
| **10** | Photocopy of Identity Card/Passport is submitted. |  |  |  |
| **11** | **Sufficient and valid** foreign language proficiency certificate for the **EU Official Language-1** is submitted (Officially certified copies or photocopies or internet print-outs are also acceptable).  (***Note:*** *Submitted document must be* ***valid at least until the application deadline***) |  |  |  |
| **12** | As an alternative for point 11: YDS/e-YDS min. 80 for the **EU Official Language-1** is submitted. **(Obtained on April 2013 or after)** |  |  |  |
| **13** | **Sufficient and valid** foreign language proficiency certificate for the **EU Official Language-2** submitted **(if applicable)** (Officially certified copies or photocopies or internet print-outs are also acceptable**).**  (***Note:*** *Submitted document must be* ***valid at least until the application deadline***) |  |  |  |
| **14** | As an alternative for point 13: YDS/e-YDS min. 80 for the **EU Official Language-2** is submitted **(if applicable). (Obtained on April 2013 or after)** |  |  |  |
| **15** | Undergraduate Diploma/Graduation Certificate from an undergraduate programme is submitted *(****N/A for senior undergraduate students****)* |  |  |  |
| **16** | Graduate diploma (master’s/PhD) **or** proof document of min. 36-month work experience related with the EU *Acquis* Chapters is submitted.  ***(Only applicable for those who have an undergraduate degree from or are undergraduate students of the programmes listed in “Important Note-3 of Announcement”)*** |  |  |  |
| **17** | Sufficient Undergraduate Transcript (min.2.50/4.00 or 65/100) (and official equivalence document - **if applicable**) is submitted. |  |  |  |
| **18** | Graduate diploma (master’s/PhD) **or** proof document of min. 36-month work experience related to the EU *Acquis* Chapters is submitted.  ***(Only applicable for those who could not meet the criterion of sufficient undergraduate transcript (min. 2.50/4.00 or 65/100))*** |  |  |  |
| **19** | **For Public Sector Applicants:** Consent letter satisfying the criteria is submitted. |  |  |  |
| **For Private Sector Applicants:** One of the Employment Documents **and** One of the Insured Employment Certificates satisfying the criteria are submitted. |
| **For University Sector Applicants who are Academic/Administrative Staff:** Consent letter satisfying the criteria is submitted**.** |
| **For University Sector Applicants who are Senior Students or Master’s/PhD Students:** Student Certificate satisfying the criteria is submitted. |

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| **NO** | **ELIGIBILITY CRITERIA** | **YES** | **NO** |
| **1** | Nationality criterion (*Nationals of EU Member Countries or Turkey or IPA Beneficiary Countries*) is respected. |  |  |
| **2** | Applicant did not formerly benefit from the Jean Monnet Scholarship. |  |  |
| **3** | Applicant did not obtain a master’s or PhD degree by benefitting from any scholarship funded by an EU member country or an EU institution. |  |  |
| **4** | Currently not working abroad or not continuing undergraduate/graduate study abroad. |  |  |