**Applicant’s Eligibility Checklist**

# Use this checklist to guide you in your application process.

# <https://em-tti.eu/how-to-apply/eligibility-criteria/>

[ ]  **I have completed ALL parts of my Bachelor’s degree (including any re-sit, dissertation and internship).**

[ ]  **I have graduated already and included my Diploma OR I am awaiting graduation and have provided a letter from my university stating that I have completed ALL parts of my Bachelor’s degree (including any re-sit, dissertation and internship) and my final grades have already been approved by the University Exam Board.**

[ ]  **I have graduated from a relevant Bachelor’s degree (Translation, Interpreting, Computer Science, Computational Linguistics, Modern Languages, Linguistics or other subjects within the Humanities and Computer Science areas). We cannot accept scholarship applications from applicants who are yet to complete their Bachelor’s degree.**

[ ]  **I have a valid English certificate (TOEFL IBT or IELTS or CAE) with a minimum of C1 OR I am a native speaker.**

**(Native speaker from Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK and USA).**

[ ]  **I have a valid language certificate for at least one of the additional languages (Arabic / Bulgarian / Dutch / French / German / Greek / Italian Russian / Spanish/Turkish) with a minimum B2 OR I am a native speaker.**

**List of accepted language certificate available:**

[**https://em-tti.eu/wp-content/uploads/2021/02/Language-certificates-for-EM-TTI-FINAL.pdf**](https://em-tti.eu/wp-content/uploads/2021/02/Language-certificates-for-EM-TTI-FINAL.pdf)

If you have ticked all the above, you have met the eligibility criteria. Please use the Final Checklist below to ensure your application is complete.

**Application’s Final Checklist**

# Use this checklist to guide you in your application process.

<https://em-tti.eu/how-to-apply/documents-required-to-apply/>

[ ]  **ALL my documents are in English and in the PDF format. Any non-English document is accompanied by a certified English translation.**

[ ]  **ALL my documents adhere to the naming format of my surname followed by my date of birth (e.g. S*MITH-1999-03-21* for the candidate Jane Smith born on 21st March 1999).**

[ ]  **I have merged multiple documents for each category together into a single PDF.**

[ ]  **I have my cover letter ready, addressed to the EM TTI Evaluation Committee.**

[ ]  **I have my CV in Europass format.**

[ ]  **I have my full transcript.**

[ ]  **I have my Diploma OR a letter stating that I have completed ALL parts of my Bachelor’s degree (including any re-sit, dissertation and internship) and my final grades have already been approved by the University Exam Board.**

[ ]  **I also have a Diploma Supplement and have attached this with my Diploma.**

[ ]  **I have my Diploma OR a letter stating that I have completed ALL parts of my Bachelor’s degree (including any re-sit, dissertation and internship) and my final grades have already been approved by the University Exam Board.**

[ ]  **I have a valid English certificate (TOEFL IBT or IELTS or CAE) with a minimum of C1 ready to upload OR I am a native speaker.**

**(Native speaker from Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK and USA).**

[ ]  **I have a valid language certificate for at least one of the additional languages (Arabic / Bulgarian / Dutch / French / German / Greek / Italian Russian / Spanish/Turkish) with a minimum B2 ready to upload OR I am a native speaker.**

**List of accepted language certificate available:**

[**https://em-tti.eu/wp-content/uploads/2021/02/Language-certificates-for-EM-TTI-FINAL.pdf**](https://em-tti.eu/wp-content/uploads/2021/02/Language-certificates-for-EM-TTI-FINAL.pdf)

[ ]  **I have a valid passport.**

**International passport ID.**

[ ]  **I have two recommendation letters to support my EM TTI application.**

[ ]  **I have filled in the Declaration of Honours.**

[**https://em-tti.eu/scholarships-and-funding/declaration-of-honour/**](https://em-tti.eu/scholarships-and-funding/declaration-of-honour/)

If you have ticked all the above, well done! You are now ready to upload your documents to the application portal and your application will be considered for evaluation based on the following evaluation criteria:

<https://em-tti.eu/how-to-apply/ranking-of-applications/>

Successful applicants are usually notified in April with an offer, subject to confirmation by the European Commission.