



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland in Georgia

Note 184/2022

The Embassy of Switzerland presents its compliments to the Ministry of Foreign Affairs of Georgia and has the honor to inform the Ministry that Georgian nationals are eligible candidates for the Master of Advanced Studies in European and International Governance (MEIG Programme) offered by the University of Geneva in cooperation with the United Nations Office at Geneva.

The Embassy further would like to inform Georgia that the MEIG Programme aims at transferring knowledge about European and international governance as well as to provide participants with the essential professional skills to become a leader in this specific field. There are a few scholarships available for nationals from Official Development Assistant (ODA) recipient Countries, which includes Georgian Nationals. More information on admission into the MEIG Programme is available on the following website: <https://www.meig.ch>.

The Embassy also underlines that the next edition of the MEIG Programme will run during the 2023-2024 academic year, to begin in September 2023. There are three deadlines for application to the Programme:

First Deadline:	15 November 2022
Second Deadline:	31 December 2022
Third Deadline:	15 February 2023

Applications from candidates who apply for a scholarship must be filed before the First Deadline on 15 November 2022.

The Embassy kindly asks the Ministry for a transmission of the information on the MEIG Programme to the relevant Departments.

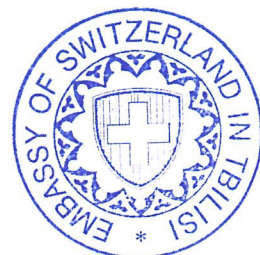
The Embassy of Switzerland avails itself of this opportunity to renew to the Ministry of Foreign Affairs of Georgia the assurances of its highest consideration.

Tbilisi, 11 September 2022

Enclosures:

- MEIG Programme Application Form 2023-2024
- MEIG Programme Scholarship Application Form 2023-2024
- MEIG Programme Flyer Academic Year 2023-2024

Ministry of Foreign Affairs of Georgia
Tbilisi



**MEIG Programme
Application Form 2023-2024**

1. Personal information¹

Sex female male

.....
Surname

.....
First name(s)

.....
Date of birth

.....
Phone (work)

.....
Place and country of birth

.....
Phone (private)

.....
Street/street number

.....
Phone (mobile)

.....
Zip/postal code

.....
City

.....
Country of residence

.....
Apartment n°/c/o, etc.

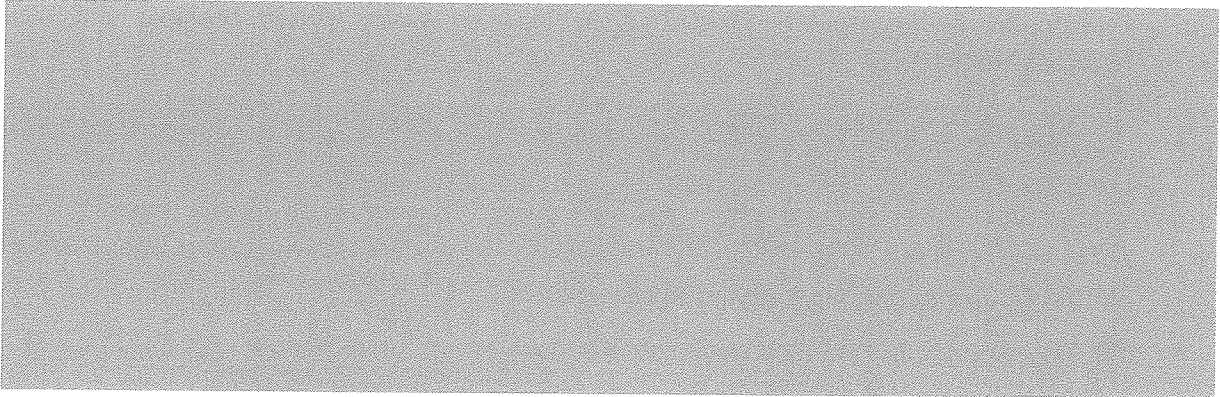
.....
Nationality

.....
E-mail (private)

.....
E-mail (work)

3. Previous employment and current position

Please briefly summarise your professional positions and activities in recent years – also in the fields related to European and International Governance.



Are you currently employed ?

- employed self-employed other
- Yes, full-time
- Yes, part-time → percentage worked :
- No, because you are : seeking employment on training leave
- Other, please specify :

.....

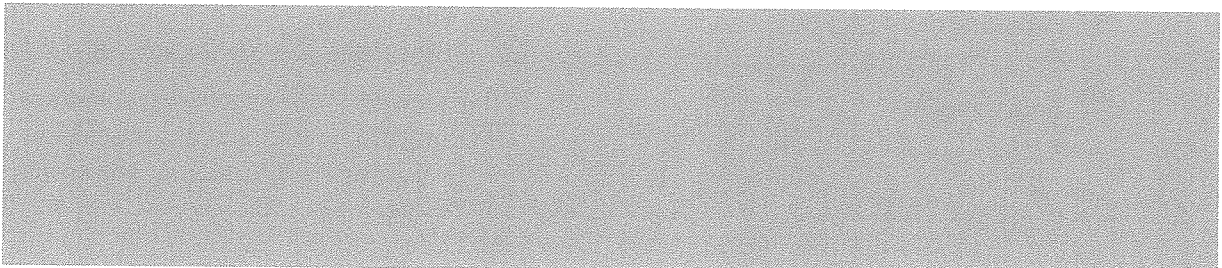
.....
Name of the employer

.....
Position held

.....
Total duration of professional experience (in years/months) at the beginning of your intended studies.

If you are currently unemployed please complete the following section based on the last position you held.

Main area of activity



4. Letter of motivation

Please indicate in a **separate letter of motivation why** you would like to pursue the Master of Advanced Studies in European and International Governance (MEIG Programme).

Do you already have specific plans for financing your studies (private funding, bank loan, company funding, etc.) ?

Would your employer support your Master studies ?

- My employer has not indicated explicit support of my future studies.
- My employer will support me by:
- Reducing my workload and/or giving me time off work for my studies
- Providing financial support towards my tuition fees (in %):
- Other, please specify :

5. Information on end-of-study work

Please indicate which form of the end-of-study work you will most likely choose (the final decision may differ) :

- writing of a Master's thesis
- completion of an internship and drafting of the internship report, or
- drafting of a report on a predetermined project as part of your present or future professional activity

6. Evaluation

How did you learn about the MEIG Programme ?

- Personal recommendation. Please specify :
- Internet search (Which search engine and/or online platform?)
- Visit of the University of Geneva or its website ?
- Visit of a website (please specify which)
- Print media article (In which magazine/paper and which date?)
- Advertisement (print)
- Advertisement (online)
 - CEJE website
 - GSI website MEIG website
- Social media
 - Facebook Facebook promotion
 - LinkedIn LinkedIn promotion
 - Instagram Instagram promotion
 - Twitter
 - Other
 - Please specify.

- Event/fair/conference (which?): _____
- Other. Please specify _____

Where would you have liked to read or hear about the MEIG Programme (media, events, etc.) but did not find the necessary information?

7. Statement of Consent and supporting application documents

I hereby apply for admission to the Master of Advanced Studies in European and International Governance on the basis of the statements made above.

I hereby affirm that all information contained in this application is complete and correct. I am aware that intentionally or negligently giving false information may lead to exclusion from the admissions procedure or - if discovered after enrolment - to a revocation of my admission or enrolment.

As the basis for this application, I specifically confirm my acceptance of the regulations governing admissions and the tuition fees for the Programme "Master of Advanced Studies in European and International Governance" at the University of Geneva.

I will immediately notify the admission office (meig@unige.ch) of any change in my postal or e-mail address (es) or names.

I hereby affirm that I have sufficient fluency in written and spoken English to be able to follow the course.

I note that to be officially enrolled for the Master of Advanced Studies in European and International Governance (binding registration) I will pay the amount of CHF 3,000 within the deadline set in the letter of admission. The amount of CHF 3,000 will secure your place in the programme and is deducted from the total tuition fees (CHF 25,000 net of bank charges) which must be paid either in full or in two instalments as mentioned in the tuition fees invoice I will receive.

.....
Place, date

.....
Signature

If not signed, the application shall be deemed not submitted.

8. Checklist for a complete application

The application must be accompanied by supporting official documents as specified below (please tick the appropriate box for all documents supplied).

The following documents are enclosed with the application file for admission:

- Completed and signed application form
- An up-to date curriculum vitae (in English) with a portrait photograph (headshot)
- Copy of passport or ID (personal details page)
- Copy of the relevant academic diploma (latest one) with an officially certified translation into English, or French, when they are not originally in either English, French, German, Italian or Spanish
- Copy of official transcripts/records of University (last academic diploma/courses/examinations and grades obtained with the same need for translation as above)
- Copy of certificates or other evidence of past and present professional position
- Letter of motivation/personal statement demonstrating the applicant's interest in the field of Governance in English (max. 500 words)
- Official TOEFL, IELTS or Cambridge scores, please make sure you don't upload the original test result as it is a protected pdf and we cannot open it (print it and scan it again)

Please do not send original documents or certificates

We prefer to receive documents via e-mail. Please submit your application file to :

meig@unige.ch

If you choose postal mail, please send to the following address, *without* stapling or binding the pages of your application :

Master of Advances Studies in European and International Governance
MEIG Programme
Centre d'études juridiques européennes
Université de Genève
40, Bd du Pont d'Arve
CH-1211 Genève 4
Switzerland

9. Important notes

Applicants will be recruited until the limited places in the MEIG programme are distributed and considering the date of arrival of the MEIG candidate application form.

For the **2023-2024 Programme**, the deadlines for application are **15 November 2022** (first deadline), **31 December 2022** (second deadline) and **15 February 2023** (last deadline).

The application can only be processed if all questions have been fully answered.

The 2023-2024 MEIG Programme starts in September 2023 and ends beginning of July 2024.

ⁱ The information provided will be treated in the strictest confidence in accordance with data protection legislation.

MEIG Programme

Scholarship Application Form 2023-2024

Thank you for applying for admission to the Master of Advanced Studies in European and International Governance (MEIG Programme). We are aware that the costs related to our programme, in addition to the living costs in Switzerland, are high, especially in the current economic context. While our programme does not have sufficient funds to offer scholarships, be assured that we make every effort to solicit support from external sources. We have been able to secure a number of scholarships from a local sponsor. These scholarships cover mainly the tuition fees. We may also be able to arrange for partial scholarships towards living expenses during the programme.

Our sponsor has established strict eligibility criteria:

- Demonstrated financial need on the part of candidates as well as their immediate and extended families, employers and any other persons who might otherwise have been able to contribute toward financing their studies;
- Failure to secure loans or scholarships from all other available sources, including employers, banks, governments and private providers.

Scholarship application instructions

1. Please complete this scholarship application form, and send it by email, or by postal mail.
2. Please submit the following supporting documents, translated into English if necessary (English translations for this purposes do not need to be officially certified):
 - Copies of official statements of income of all individuals who contribute to your household finances, including you;
 - Official statement from a bank or other savings institution, and/or tax forms, indicating available funds and assets;
 - Copies of responses to your other scholarship and/or loan requests, including from employers if applicable.
3. Please complete a 500 words (maximum) description of the main motives for your scholarship request, in English.
4. All documents can be sent by email to meig@unige.ch, or by postal mail.
5. For the **2023-2024 Programme**, the deadlines for application and for scholarship requests are **15 November 2022** (first deadline), **31 December 2022** (second deadline) and **15 February 2023** (last deadline).

Applicants will be recruited until the limited places in the MEIG programme are distributed and considering the date of arrival of the MEIG candidate application form.

The application can only be processed if all questions have been fully answered.

The 2023-2024 MEIG Programme starts in September 2023 and ends beginning of July 2024.

While the admission process to the programme is “need-blind”, meaning that we do not consider any financial factors when making admission decisions, we do ask you to submit your scholarship application at the same time as your application for admission, to ensure timely processing.

The final scholarship decision and admission decisions are made by the MEIG Executive Committee.

1. Applicant details

.....
Surname

.....
First name(s)

.....
Date of birth

.....
Place and country of birth

.....
Street/street number

.....
Zip/postal code

.....
City

.....
Country of residence

.....
Phone (mobile)

.....
Phone (work)

.....
Phone (private)

.....
E-mail (private)

.....
E-mail (work)

Are you currently employed Yes No Employer :

Your current position/title: Since :

Your monthly net income :

Your net earnings in the last 12 months :

Please provide the following information for your university degree or equivalent and the other most recent degrees you have received (or are currently pursuing), if any:

Name of institution	Degree and date awarded	Annual cost	How financed	Field of study

How much financial aid, if any, did you receive during your most recent year in school? Was the aid a loan or a scholarship? Please describe:

From which of the following sources do you expect to receive support for your educational expenses (tuition and/or living expenses) in 2021/2022, and in which amount (in **local currency and in CHF**)

Your income		Family income		Government	
Your assets&savings		Family assets&savings		Agencies/ Foundations	
Relatives/Friends		Current employer		Other	
				TOTAL:	

2. Family information

How many people, including yourself, depend on the income of your parents for daily living expenses (if any)?:

Please provide information about your parents, spouse, children, other dependents, your parents' dependents (your brothers and/or sisters), and all other people in your household, as applicable (not yourself):

Full name				
Age				
Relationship to you				
Living in your household	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total income/year (in local currency and CHF)				
Occupation				
Name of school/University attending (if any)				
Year at school/University				
Total education costs/year (in local currency and CHF)				
Your parents' contribution/year (in local currency and CHF)				
Your contribution/year (in local currency and CHF)				

Please check the type of documentation you will be sending in order to verify income information requested on this form. The **first two** types of documents are **mandatory**:

- Bank account statement(s)**
- Statement from employer (salary slip, contract)**
- Tax forms
- Other :

In the last 12 months, how much of your household income (before taxes/expenses) came from the following sources (in **local currency and in Swiss Francs CHF**):

Father's income		Family business		Allowances/subsidies	
Mother's income		Family real estate		Income of other members of the household	
Your income		Pension/annuities			
Spouse's income		Interests/Dividends		Other	

Will there be: no change an increase a decrease in your household income next year? Please explain

Does your family/do you own a home?: Yes No

If yes: How much does your family/do:

you still owe on the purchase price (in local currency and CHF)?:

.....

What is the present market value (in local currency and CHF)?:

.....

Does your family/you own a business?: Yes No

.....

If yes: Type of business :

Owned since (yyyy)

How much did you/your household spend on the following items in the last 12 months? (in **local currency and in Swiss Francs CHF**):

Rent/Mortgage		Educational expenses		Taxes	
Utilities		Loan/debt payments		Vacations	
Food		Savings/Retirement		Domestic employees	
Clothing		Car/Transport		Leisure	
Household necessities		Property/Health insuranc		Medical expenses	
Other		TOTAL			

3. Other scholarships and loans requested

List all your current scholarship/loan applications, including requests of support from your current employer:

Organization	Application date	Award notification date	Amount expected (CHF)

4. Miscellaneous

Do you intend to return to your home country after your studies? Yes No

5. Declaration

We declare that the information on this form and in the supporting documents is true, correct and complete. The MEIG Programme has our permission to verify the information reported by obtaining documentation as needed. We understand that all the information contained in this document will be treated with strict confidentiality for the purpose of evaluating the scholarship request exclusively. We understand that providing false information will result in the cancellation of the scholarship application.

Date

Student's signature

Date

Spouse's signature
(if necessary)

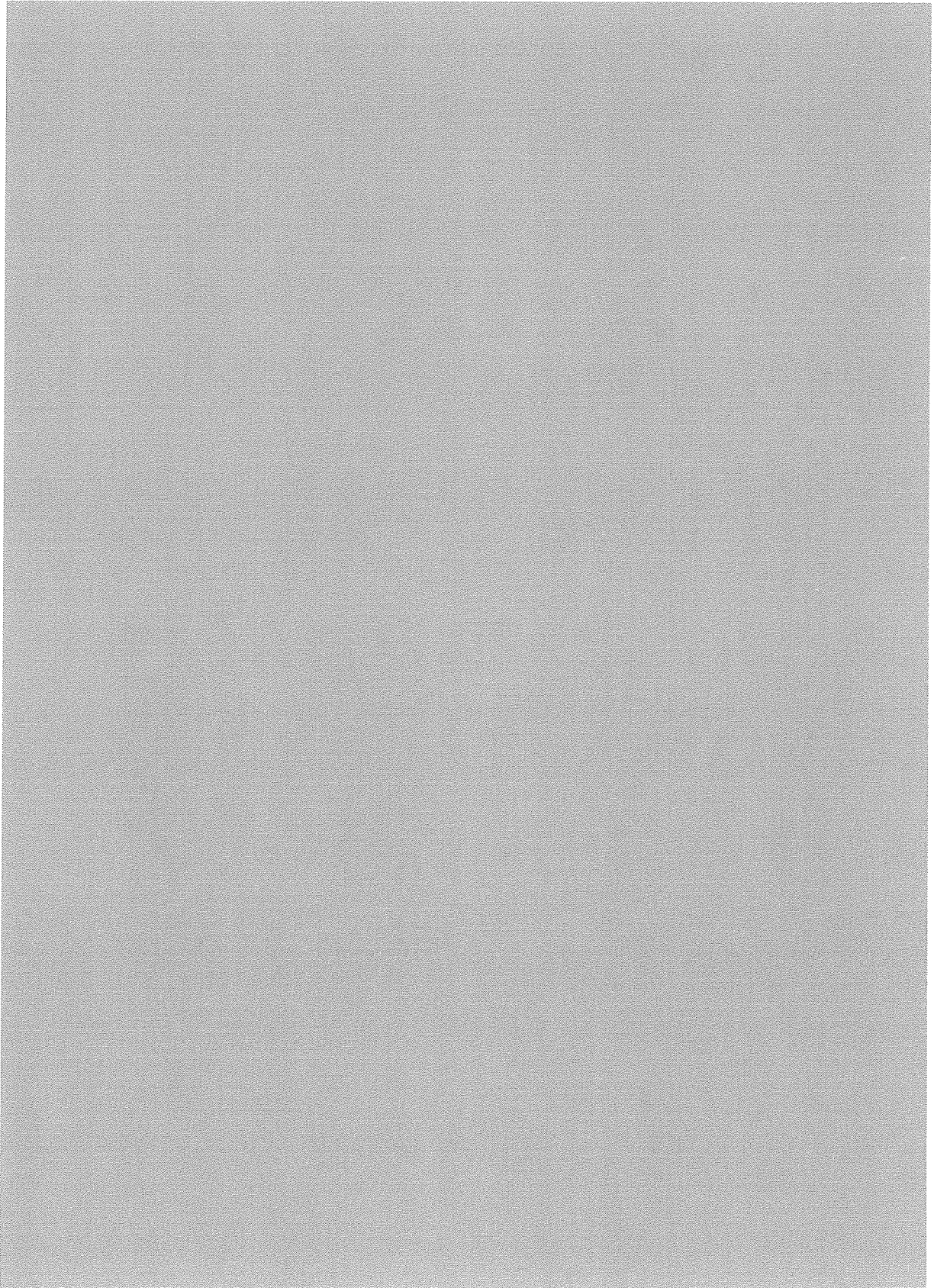
Date

Father's signature
(if necessary)

Date

Mother's signature
(if necessary)

Scholarship motivation letter in English
(max. 500 words)





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Better Skills
Better Career



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#MEIG_Programme



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