Hotel Management
School Maastricht

Preparation checklist – Before you start the application

Mandatory	**Optional**
☐ **School transcript:** last completed year (PDF/JPG/JPEG, max 5 MB)	☐ **Proof of an additional language**: certificate, transcript, or letter from a teacher (not the language of instruction, English, or the mandatory second language)
☐ **Economics certificate:** required if you are in HAVO C&M with no economics-related certificate (see our requirements)	☐ **Proof of language spoken at home**: certificate or signed letter including contact details of a non-family member e.g. teacher, neighbour, family friend
☐ **Second foreign language certificate A2**: • German, Spanish, or French if not studied at school for the final exam, or proof of enrolment to prepare for the certificate (check requirements). • International students may alternatively start beginner Dutch • (see our requirements)	☐ **Proof of special achievements**: evidence of leadership, creativity, service, or initiative (e.g. awards, volunteering, reference letters, news articles, programmes, coaching a sports team, music/arts competitions, debate tournaments, student council, entrepreneurship, community projects)
	☐ **Proof of work, service, or internship experience**: official document such as a contract, payslip, or certificate clearly showing the duration
	☐ **Proof of extra qualifications**: diplomas or certificates from additional courses.
	☐ **Proof of experience outside of home country:** official proof of length of stay (certificate, letter, or similar stating duration)
	☐ **Referrals:** • contact details (full name, email, phone) of up to three people (not friends or family; e.g. employer, teacher, coach). Candidates must: – Confirm no family/friendship ties – Ask referees to expect the email and check their spam folder