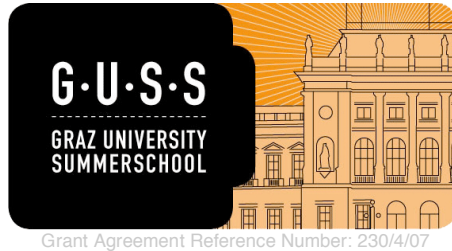


Please attach current passport photograph



For internal use only!

Kennzahl _____ Vorerf _____

SN _____ TSW _____ Doc _____

Partneruni _____

Application Form 2009

Please read the **instructions at the end of this document** before filling in all information on a computer or by hand with capital letters!

1 Personal Details

Title (Mr/Ms/Mrs/Dr etc)

Surname

First name(s)

Address

Telephone numbers (day, eve, mobile etc)

e-Mail

alternate e-Mail

Date of birth (dd/mm/yyyy)

Male Female (please tick as appropriate)

Country of birth

Citizenship

Country of permanent residence

Passport Number

Valid until (dd/mm/yyyy)

In case of emergency, please contact:

(Name, address, phone number, kind of relationship to the person we should contact)

2 Visa Information

Do you need a VISA to get to Austria and the Schengen Area **yes** **no**

(if YES, **choose** one of the following options)

I already have a **VALID (!)** Schengen visa, it was issued on (Date)

and issued by

Visa Number

This visa is valid until

(PLEASE ATTACH A COPY OF THIS VISA!)

I do not have a valid Schengen visa yet - I will apply for it at this Austrian Embassy:

Name & Address of Austrian Embassy

You can find a list of all Austrian Embassies on the website of the Austrian Government:

http://www.bmaa.gv.at/view.php3?r_id=204&LNG=en&version

PLEASE NOTICE THAT YOU HAVE TO APPLY FOR YOUR VISA IN YOUR COUNTRY OF PERMANENT RESIDENCE!

If you will need a visa to come to Austria, we will contact you after the selection procedure with further information. We will try our best to assist you during your visa application!

3 Academic Details

Education

Name of university

Faculty

Programs of study

I am in my

year

Name of university

Faculty

Programs of study

I am in my

year

Name of university

Faculty

Programs of study

I am in my

year

If you have ever studied at an Austrian university, please state your "*Matrikelnummer*" (the registration number you were using during your stay at this Austrian university):

Academic stays abroad

Professional experience

Professional objective(s)

If you are currently working on a diploma thesis / dissertation / research project , please mark the according box and indicate the (working) title:

4 Lectures & Transferable Skills Workshop

Please choose and mark the one seminar lecture you want to apply for:

Lecture		Kennzahl
Lecture 1 – <i>English & American Studies: Culture & Literary Studies</i>		066 844
Lecture 2 – <i>English & American Studies: Linguistics</i>		066 844
Lecture 3 – <i>Jewish Studies – History of Cultures of the Jews</i>		066 839
Lecture 4 – <i>History of South-Eastern Europe</i>		066 804
Lecture 5 – <i>Sustainable Development</i>		066 ____
Lecture 6 – <i>Gender Studies</i>		066 808

Please rank in order of preference [1 – 4] which workshop you would like to attend. 1 = first choice, 2 = second choice, etc.

Transferable Skills Workshop	Preference
TSWS 1 – Writing For The Media	
TSWS 2 – Academic Writing 1	
TSWS 3 – Academic Writing 2	
TSWS 4 – ICC & Creative Writing	

(Places in the workshops can't be guaranteed! Participants will be assigned to the workshop depending on availability etc.)

5 Recommendation

The letter of recommendation I enclose was issued by this university teacher:

(Name, institution and e-Mail contact)

6 Language skills

Native language(s):

	English (obligatory!)	German			
very good					
good					
sufficient					
basic					

7 Declaration

- I did read the instructions regarding this application form and enclosed all required documents. I understand that my application will **NOT be considered** in case of missing papers.
- I understand that in case of acceptance I have to pay the student contribution until April 24th, 2009 in order to be admitted the Summer School and that my registration will only be valid if the University of Graz has received the full payment by this deadline.
(Students will NOT be admitted to the programme unless fees have been paid in full!)
- I understand that 80% of the tuition fee will be refunded only in case of:
 - a.) illness (Please send a medical report!)
 - b.) sever illness or death of a close relative (i.e. parents, spouse/partner, children, siblings etc.)
(Please send a medical report!)

NO reimbursement for any other reasons!

- I understand that the organizers reserve the right to cancel or change the Summer School for reasons of viability or due to any other unforeseen circumstances, in which case any fees paid will be refunded in full.
- I herewith confirm that my **health & accident insurance** is internationally valid - especially valid for Austria.
- I understand that in case of acceptance the attendance of all classes is obligatory. The recognition of any credit taken in the programme is subject to determination by my home university.

Signature, place and date:

Please fill in your **first and last name for your name tag** in this box. Here you can use special characters (such as Á â Ć ć Ď ě Ě ě Ľ ľ Ń ň Š š etc.)! This tag is what you will wear during the Summer School - so give us the chance to spell your name correct!



INSTRUCTIONS / INFORMATION

(this page is for your use only - you do not have to send it with your application!)

- ◆ In this application form you can fill in all information using a PDF-software such as **Adobe Acrobat Reader®** which you can download --> [here](#) <--!
If you fill in the information by hand please use **capital letters**!
- ◆ Please state your **valid and current email address & telephone number** since we will have to contact you!
- ◆ Attach one **passport size photograph** on the first page of the application form.
- ◆ With this application form, you have to provide the following documents:
 - **CV (curriculum vitae)**
 - A **short essay** (about one page, written by yourself) on your motivation to attend the Graz University Summer School and why the topic of the lectures and the seminar module is of interest to you. Please also write, why you want to attend the seminar module and the workshop of your choice.
 - One **letter of recommendation**, which has to be written **AND** signed by your university teacher (You have to send the original of this letter! No copies and no letters via e-Mail!)
 - Copies of **certificates** from your university (either diplomas, and/or an academic transcript issued in English which must be stamped and signed by your university!)
 - Copies of relevant pages from passport (page with picture and data and pages with valid visa, if you already have one)
- ◆ Please **DO NOT staple** any of these documents together!
- ◆ Your application will **NOT be considered** unless you send **all needed papers!**
- ◆ Send the application to:
Karl-Franzens-University Graz
Office of International Relations
“Graz University Summer School 2009”
Universitaetsplatz 3
A-8010 Graz
AUSTRIA
- ◆ **DO NOT send the application form or any other documents via e-Mail!**
Use regular mail to send your application – you can also use a special delivery service like UPS etc.
- ◆ **Deadline: 27th of March 2009** (Applications have to be received by 27th March 2009! Make sure your application arrives in time at our office! Applications received after this deadline will not be considered – no matter when they were sent!)
- ◆ The organizing office will confirm the receipt of every single received application. This is also why we need your actual email address.

**IF YOU NEED ANY ADDITIONAL INFORMATION PLEASE CHECK THE
FREQUENTLY ASKED QUESTION SECTION (FAQ) ON OUR WEBSITE
<http://www.graz-summerschool.at>**

**IF YOU HAVE FURTHER QUESTIONS AFTER (!) CHECKING THIS WEBSITE
YOU CAN CONTACT US VIA EMAIL: daniel.johnston@uni-graz.at**