

Please attach current
passport photograph



**MONTCLAIR
STATE
UNIVERSITY**

Application Form 2010

Please read the **instructions at the end of this document** before filling in all information on a computer or by hand with capital letters!
Please use "oe", "ue", "ae" for "ö", "ü", "ä"

1 Personal Details

Title (Mr/Ms/Mrs/Dr etc)

Last name

First name(s)

Matrikelnummer

Address

Telephone number

e-Mail

alternate e-Mail (if available)

Date of birth (dd/mm/yyyy)

Male

Female

Country of Citizenship

Country of permanent residence

Passport Number

Issued by

Date of Issue

Valid until

In case of emergency, please contact:

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

2 Visa Information

I understand that I am required to apply for a J-1 visa. **yes** **no**

The request form for the DS-2019 that is used to apply for the J-1 visa can be found on our website:

www.international.uni-graz.at/montclairsummerschool > Application > Additional documents.

Please refer to this website for additional information: <http://www.usembassy.at/en/embassy/cons/niv.htm>

3 Academic Details

Faculty

Program of study (Studienrichtung/en)

BA MA

Faculty
 Program of study (Studienrichtung/en)
 BA MA

4 Courses

(Please rank in order of preference [1-3] which course you would like to attend. 1 = first choice, 2 = second choice, etc.)

Course	Preference
Course 1 * INBS-346: INTRODUCTION TO INTERNATIONAL BUSINESS MANAGEMENT (undergraduate level)	
Course 2 * INBS-501: INTERNATIONAL BUSINESS: CONCEPTS/ISSUES (graduate level)	
Course 3 * INBS-592: INTERNATIONAL MARKETING MANAGEMENT (graduate level)	

* Please check our website for prerequisites for each course.

5 Language skills

	English (obligatory!)
very good	
good	
sufficient	
basic	

(Please notice that all lectures, seminar modules, discussions etc. will be held in English only - for that reason sufficient skills of the English language are obligatory for all participants!)

6 Declaration

- I have 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 program fee of € 1.300,-- (undergraduate course) or € 1.800,-- (graduate course) by May 1, 2010 in order to attend the Montclair Summer School and that my place will only be held for me as long as my fee is paid in full by this deadline. (Under no circumstances students will be admitted to the program unless fees have been paid in full!)
- I understand that I am responsible for booking the flight and that costs of this flight are not included in the program fee or the scholarship.
- I understand that 80% of my program fee will only be refunded in case of:
 - a.) illness (Please send a medical report!)
 - b.) severe illness or death of a close relative (i.e. parents, spouse/partner, children, sisters or brothers – Please send a medical report!)NO reimbursement for any other reasons!
- I understand that the scholarship I will be granted will directly be transferred to the account of the Montclair Summer School and that I will not receive any further scholarships from the organizers.
- I understand that the organizers reserve the right to cancel or amend 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 I will purchase the mandatory **health & accident insurance** valid in the United States of America for the duration of my stay in the United States. I understand that I jeopardize my Exchange Visitor status if I fail to comply with this regulation.
- I understand that in case of acceptance I am obligated to attend all classes which means that I will be at the Montclair State University on July 10 and will stay until August 5, 2010. I also understand that I will have to submit a final evaluation report at the end of the Summer School.
- I understand that participation in the online course prior to and after the courses at the Montclair State University (Online course: July 6-9 and August 9-12, 2010) is an integral part of the program and therefore obligatory.

Signature, place and date:

INSTRUCTIONS / INFORMATION

(this page is for your use only – you do not have to hand it in 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)
 - Request for **DS-2019 (Visa)**: <http://international.uni-graz.at/montclairsummerschool> > Application > Additional documents.
 - A **short essay** (about one page, written by yourself) on your motivation to attend the Montclair Summer School and why the topic of the seminar of your choice is of interest to you.
 - An English **Transcript of Records** that is obtained at the Studien- und Prüfungsabteilung.
 - A copy of the pre-approval of credit transfer ("**Vorausbescheid**"). Fill in this form http://www.uni-graz.at/bibwww_vorausbescheid.doc and have it signed by your "CuKo-Vorsitzenden"!
 - A copy of the **passport page** with your picture and data.
 - Only students who apply for a graduate course: Please complete and submit the **MSU admissions application!** Print the confirmation and add it to your application documents (Final check > print application). You find the link on our website: <http://international.uni-graz.at/montclairsummerschool> > Application > Additional documents.
- ◆ Please **DO NOT staple** any of these documents together!
- ◆ Your application will **NOT be considered** unless you hand in **all required papers!**
- ◆ Please submit the application and the additional documents either on **March 19, 2010 at 1 pm at HS 01.14** (Hauptgebäude) or at the Project Office of the Office of International Relations at Strassoldogasse 10, 2nd floor – only by previous appointment (please contact elisabeth.mueller@uni-graz.at).
- ◆ **Deadline: March 19, 2010**

IF YOU NEED ANY ADDITIONAL INFORMATION PLEASE CHECK THE
FREQUENTLY ASKED QUESTION SECTION (FAQ) ON OUR WEBSITE

<http://international.uni-graz.at/montclairsummerschool>

IF YOU HAVE FURTHER QUESTIONS AFTER CHECKING THIS WEBSITE
PLEASE CONTACT US VIA EMAIL: elisabeth.mueller@uni-graz.at