KARL-FRANZENS-UNIVERSITÄT GRAZ
UNIVERSITY OF GRAZ
Office of International Relations

UNI GRAZ

How to Complete the Online Application

(This page is for YOUR use only – please do NOT send it with your application!)

> **Application deadline: February 28th 2014 (receiving date)**
> **Please consider that you have to send the <u>printed version</u> of the online application as well as all other documents needed to our office until February 28th 2014!!**
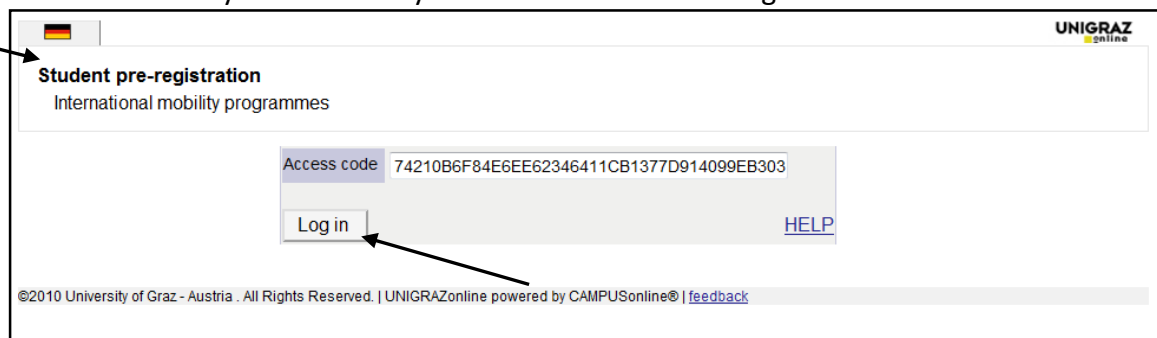
ATTENTION: Please **read** the following instructions **thoroughly before you start working on the online application.** (Note: The screenshots show samples only!)
For detailed information about browsers and operating systems that are supported please see:
https://online.uni-graz.at/kfu_online/webnav.browserInfo?pUrl=webnav.systemstatus

Step 1: Log in with your Access Code

Use the link that you received by email and click on the "log in" button.

Your access code will be verified and you will be forwarded to the online application.
You can switch languages (German / English) by using the button on the left.

GRAZ INTERNATIONAL SUMMER SCHOOL SEGGAU
is cooperation of:
University of Graz: Office of International Relations,
Center for Inter-American Studies and
Centre of Jewish Studies
Diözese Graz-Seckau
Comece
Ulrike Schönbacher
✉ Universitätsplatz 3, 8010 Graz, Austria

Part of the program:
CEEPUS

☎ ++43/316/380-1242
🖷 ++43/316/380-9156
gusegg@uni-graz.at
http://international.uni-graz.at/en/gusegg/
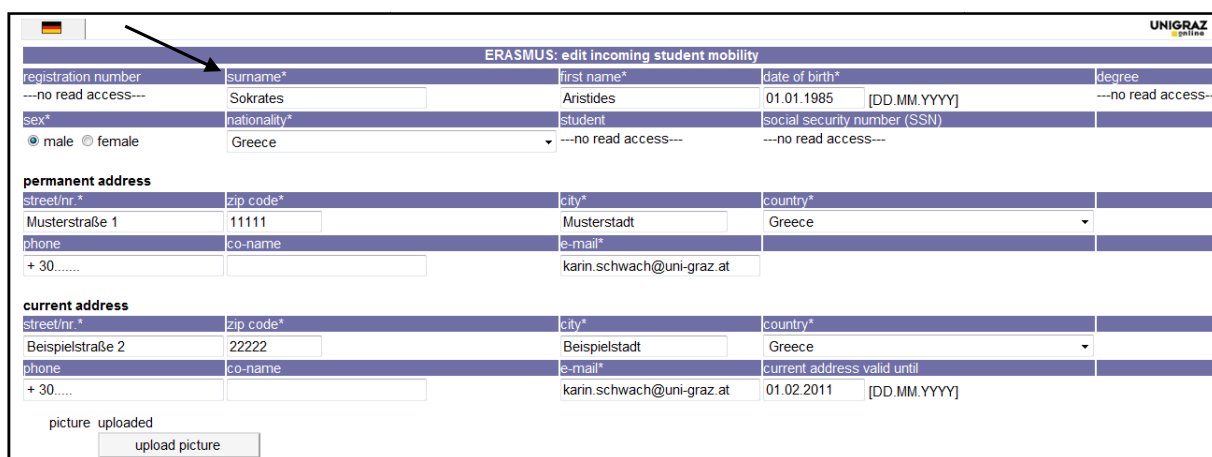
Step 2: Fill out the Online Application

Please fill out all the input fields correctly. Fields with an asterisk (*) are mandatory fields. Your application cannot be processed until you have entered information in all mandatory fields.

> **PLEASE NOTE:** You can access the application form more than once using the same access code. Do not forget to save the data that you have already entered before closing the online application. The save-button can be found at the bottom of the page.

1. *__General information__*

Check if your **last name** and **first name** have been spelt correctly (name must correspond to passport!!) and fill in **date of birth, academic degree** (if you have already got one) as well as your **sex** and **nationality**.

Indicate your **permanent address** (home address with street/number, zip code, place, country and phone number) and your **current address** (here you state the address of Seggau Castle, Seggauberg 1, 8430 Leibnitz, Austria). It is valid until the end of the summer school which is July 12th 2014.
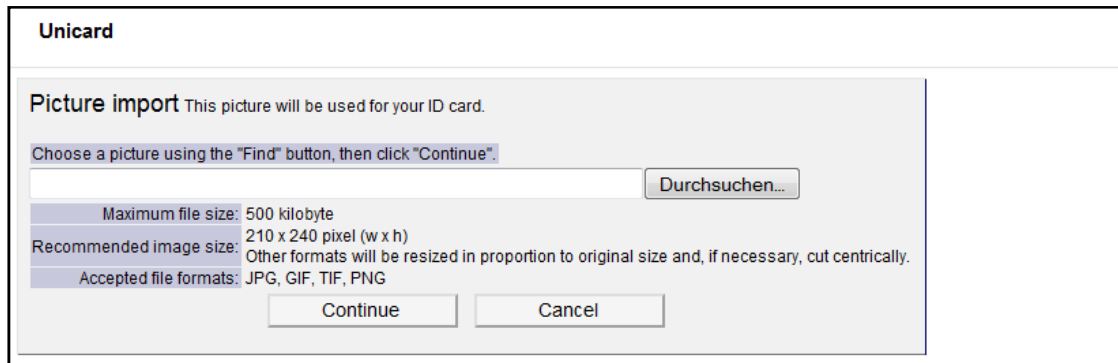
You can use the **co-name** field (*care of*) if your mail gets delivered through your landlord / landlady.

You can name a second **e-mail address**.

Please make sure that all the data concerning your *passport* is stated correctly. We need it later on if you have *to apply for a visa*.

You also need to upload a digital *picture* of yourself. Use the button "upload picture" and then click on "Durchsuchen".
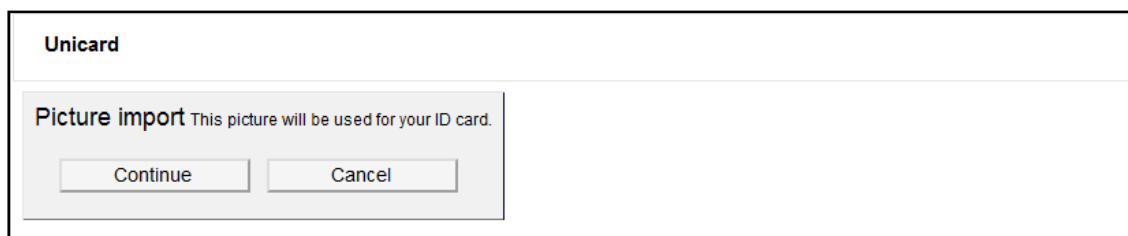
Maximum file size: 500 kilobyte

Recommended image size: 204 x 270 pixel (w x h)

Accepted file formats: JPG, GIF, TIF, PNG

Find an appropriate photo and continue the upload

If your photo has been uploaded correctly and you have saved your entry, you can find the message "picture uploaded" in your online application.

Beginning and end of stay are the dates of the summer school, namely **June 29th 2014 and July 12th 2014.** For duration please fill in **2** and select **weeks**.

Please also **select a field of study** which roughly matches the one at your home university. Please **choose a bachelor program** (even if you are studying on a master level – our system requires us to do that in conjunction with the summer school).

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PLEASE NOTE: Do NOT tick off *I confirm data in the form as complete and correct* at this point. Tick it off only when you have finished your online application (You cannot change your data afterwards!)

2. *Personal Details*

Please make sure to state **both, your country of birth AND your country of permanent residence**. This information is highly important if you need to apply for a VISA. Your correct passport number is also very important so please do double check if it is correct.
Please put in the **date of your secondary school leaving exam / high school diploma,** *i.e. the final exam in school before entering university.*

Emergency contact details must be given too.

3. *Visa Information*

If you **already have a visa** please state the number of this visa, its validation and where and when it was issued.

If **you do not have a visa yet** but need one to enter Austria or the Schengen Area please state name and address of the Austrian Embassy where you will apply.
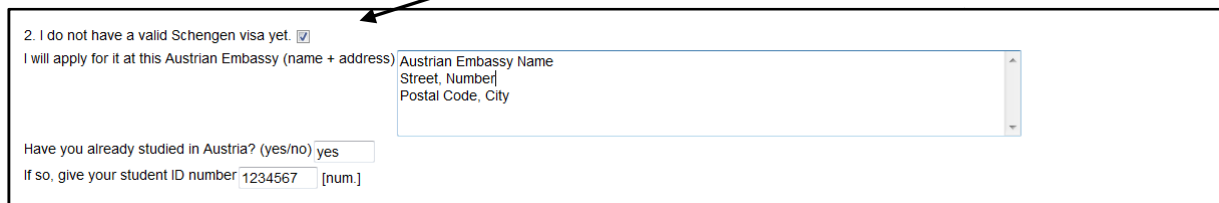
2. I do not have a valid Schengen visa yet. ☑	
I will apply for it at this Austrian Embassy (name + address)	Austrian Embassy Name Street, Number Postal Code, City
Have you already studied in Austria? (yes/no) yes	
If so, give your student ID number 1234567 [num.]	

You find a list of all Austrian Embassies on this webpage
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 <u>COUNTRY OF PER-MANENT RESIDENCE AS GIVEN IN 2. PERSONAL DETAILS</u>!!

If you were enrolled at an Austrian University before please state your <u>"Matrikelnummer"</u> (registration number you were given by that university) as you have to use **the same one** for your stay at our summer school.

Have you already studied in Austria? (yes/no) yes	
If so, give your student ID number 1234567 [num.]	
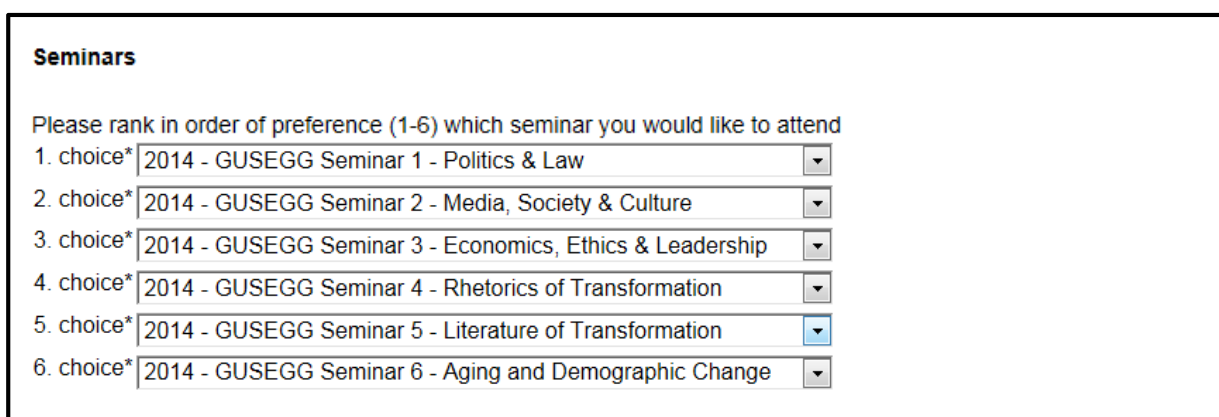
4. *Academic Details*

If you are currently studying and already have another degree you can put it in here (e.g. Bachelor / Master).
Information concerning your *academic stays abroad, professional experience* and *professional objective(s)* is to be stated <u>skeletally</u> only. More detailed information you can give in your CV. If you don't have any experience in these areas just state *none* as these fields are mandatory.

5. *Seminars*

Make sure to *rank the seminars* on offer according to your preference, *1* being your *first choice*, *6* being your *last choice*! Please only select seminars of **2014 GUSEGG.**

Seminars

Please rank in order of preference (1-6) which seminar you would like to attend
1. choice* 2014 - GUSEGG Seminar 1 - Politics & Law
2. choice* 2014 - GUSEGG Seminar 2 - Media, Society & Culture
3. choice* 2014 - GUSEGG Seminar 3 - Economics, Ethics & Leadership
4. choice* 2014 - GUSEGG Seminar 4 - Rhetorics of Transformation
5. choice* 2014 - GUSEGG Seminar 5 - Literature of Transformation
6. choice* 2014 - GUSEGG Seminar 6 - Aging and Demographic Change

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6. *Recommendation*

Give contact details (**name, institution, email**) of the university teachers who wrote your letters of recommendation. The letters must be issued by two different persons. Do **not copy** the content of these letters into the database. Make sure to enclose the letters to your application when you send it to our office by post.

7. *Language Skills:*

Language Competence / Other Languages: Please fill in your language competence. Keep in mind that a good knowledge of English is obligatory for the participation in the summer school! In the field *language knowledge* you can list further languages you speak and on which level you master them.

Language Skills

Mother tongue* | Bosnian
Level of English (obligatory!)* | good
Level of German | _ _ _
language knowledge | Greek
Level | basic knowledge

8. *Statistical Survey:*

The following part of the online application is about statistical data that all students need to fill out when they first register at University of Graz. Please answer the questions regarding *professional position* and *level of education* using the select lists.

Statistical Survey:

Are you* | presently not employed
Is your mother* | employed
Is your father* | employed

What is your occupational status * | others; not employed
What is/was your mother´s occupational status * | unpaid family worker in agriculture and forestry
What is/was your father´s occupational status * | self-employed with 6-20 employees

Which is/was your mother´s highest school education * | higher non-university education
Which is/was your father´s highest school education * | higher secondary education (Matriculation Examination)

You can state further comments or information you consider important for us to know (e.g. food intolerances, special needs, allergies etc.)

Do you have any further comments? | I am a vegetarian and also lactose intolerant.

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9. *__Completing the online application__*

After finishing the online application, tick off ***confirm data in the form as complete and correct***. You cannot change your data afterwards!

Step 3: Printing the Application Form and the Study Confirmation / Signature

Print the complete application form and the Study Confirmation by using the button at the top reading ***Application Form GUSEGG.*** By pushing this button a PDF is generated.

After having read it thoroughly sign the declaration on the last page of the printed online application form. There you will also find a box. Please fill in your **first and last name for your name tag** into this box. Here you can use special characters (such as Á â Ć ĉ ć Đ n Ě ě Ł ł Ň ň Ś ŝ etc.)! You will wear this tag during the summer school - so please give us the chance to spell your name correctly. Please proofread the printed form of the online application before sending it. Fill in the relevant information in case something is missing. Be aware that some of the error messages are in German only.

Step 4: Sending the complete application via post

Complete the application documents and send them to the Office of International Relations in due time. ***Deadline is February 28th 2014 (receiving date)***
Students who wish to apply for the Graz International Summer School Seggau 2014 are furthermore required to send the printed online application form together with the following documents in English or German. **Diplomas, transcripts in native language have to be accompanied by German or English translations validated by the home university:**

(Please DO NOT staple any of these documents together)

1. The completed **Online Application Form (1 original + 1 copy)**

2. Copies of **diplomas and/or transcripts** from your university;
   - **undergraduate students**: transcripts of all bachelor courses taken so far;
   - **graduate students:** bachelor's diploma, transcripts of both bachelor and master's courses taken so far, confirmation from the admissions office of your home uni-

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versity that you are currently enrolled on master level or fulfil all requirements to be enrolled on master level

- **post-graduate students:** bachelor's and master's diploma as well as transcripts of bachelor and master programme and transcript of all doctoral courses taken so far; confirmation from the admissions office of your home university that you are currently enrolled on doctoral level or fulfil all requirements to be enrolled on doctoral level

3. **Proof of enrolment (1 original + 1 copy)** at your home university

4. **Curriculum Vitae (CV)**

5. A **short essay** (about one page, written by yourself) on your motivation to attend GUSEGG International Summer School 2014 and why the topic of the lectures and the seminar model is of interest to you. Please also write, why you want to attend the seminar of your choice.

6. **Two different letters of recommendation** which have to be written **AND** signed by your university teachers (you have to send the original of these letters! No copies and no letters via email!)

7. **2 Copies of relevant pages from your passport** (page with picture and data and pages with valid visa, if you already have one)

<div style="border:1px solid red">

Application Deadline
Please send all the above mentioned documents (originals and copies as stated) to the following address by February 28th 2014
(Applications received after this deadline will not be considered – no matter when they were sent!)

University of Graz
Office of International Relations
"Graz International Summer School Seggau 2014"
Universitaetsplatz 3
A-8010 Graz/Austria

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Your application will **NOT be considered** unless you **send all needed papers**!

Please state your valid and current email address since the organizing office will confirm the receipt of every single received application.

Do NOT send the application form or any of the documents via email!

We are looking forward to receiving your application!!

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

international.uni-graz.at/en/gusegg/

IF YOU HAVE ANY FURTHER QUESTIONS <u>AFTER</u> CHECKING THIS WEBSITE YOU CAN CONTACT US VIA EMAIL: gusegg@uni-graz.at

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