STUDENT APPLICATION FORM

*JOINT MASTER’S PROGRAMME IN TRANSLATION (SLOVENE-GERMAN-ENGLISH)*

**APPLICATION TO THE UNIVERSITY OF GRAZ AS ENTRANCE UNIVERSITY**

APPLICATIONS must be received no later than **30 June 2024 (23:59 CET)**

PLEASE READ the "Information on the Application and Admission Process" on the last page of this form before completing it. Incomplete applications will NOT be considered.

Please send the completed form and all relevant documents as pdf files by email to: [jointdegrees@uni-graz.at](mailto:jointdegrees@uni-graz.at)

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| **PERSONAL DATA** | |
| **Last Name(s)** |  |
| **First Name(s)** |  |
| **Gender** |  |
| **Date of Birth** |  |
| **Place of Birth** |  |
| **Nationality** |  |

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| **CONTACT DETAILS** | | |
| **Mailing Address** | Street, No. |  |
| ZIP code, City |  |
| Country |  |
| **Email Address** |  | |
| **Phone Number** |  | |

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| **ACADEMIC BACKGROUND** | | | | |
| **Undergraduate Studies** | Subject(s) studied |  | | |
| Degree/Qualification earned |  | | |
| Date of enrolment |  | | |
| Date of completion |  | | |
| Name of the university  (incl. web address) |  | | |
| BA thesis topic (in English) |  | | |
| Minimum length of study of your degree programme | Years: | ECTS credits: | Other credit points (please specify): |

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| **LANGUAGE COMPETENCE** | | | | |
| Native language |  | Main language of instruction at university/college | |  |
| German | Certificate | Score/Grade/Level | | Date |
| English | Certificate | Score/Grade/Level | | Date |
| *Other languages* | | | | |
| Language |  | |  | |
| Level (according to the [CEFR](https://europa.eu/europass/en/common-european-framework-reference-language-skills)) |  | |  | |
| Certified by/when (if applicable) |  | |  | |

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| **FURTHER INFORMATION**  *How did you hear about the Joint Master’s Programme in Translation?* | | |
| Through one of the organising universities | Graz  Ljubljana | |
| Through your home university/institution |  | |
| Through internet search |  | |
| Other (please specify): |  |  |

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| **ENCLOSURES** *(Please tick which documents you are enclosing.)*  *All documents, except for copies of the passport ID page and diploma/degree certificate must be submitted* ***in English*** *if they cannot be provided in German.* | |
| **PLEASE READ the "Information on the admission process" on the last page of this form. Incomplete applications will NOT be considered!** | |
| Application form |  |
| Motivation letter (max. 2 pages) |  |
| Curriculum Vitae |  |
| Copy of diploma/degree certificate (with English translation, if not in German or Slovene) |  |
| Letter of recommendation (from a lecturer on the completed study programme) |  |
| Transcript of records / Diploma Supplement (if applicable) |  |
| Copy of passport (ID page with photograph) or ID card if you are an EU citizen |  |
| Certificate of German language proficiency (C1) (not older than 2 years)\* |  |

\*Please check the list of acceptable certificates on the programme’s website: <https://www.jointdegree.eu/>translation

DECLARATION

I hereby declare on oath that the details stated in this application and its enclosures are complete and accurate to the best of my knowledge. I also confirm that I have read and acknowledged the data protection declaration.

Place, Date Signature

(DD/MM/YYYY)

DATA PROTECTION REGULATION

The data protection declaration for the International Joint Master’s Programme in Translation (Slovene, German, English) is available at the [programme’s website](file:///\\pers.ad.uni-graz.at\fs\ou\835\BURO\Projekte\!%20JOINT%20DEGREES\10%20JD%20ITAT%20Slowenistik_Partner\4-Studierende\Bewerbungsformular\%20https\static.uni-graz.at\fileadmin\bib\downloads\Datenschutz\Data_Protection_Declaration_Translation.pdf).

**Information on the Application and Admission Process**

All documents, except for copies of the passport ID page and diploma/degree certificate must be submitted in English.

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This application is the first step in a **two-step-application procedure**, as admission to the entrance institution involves supplementary requirements, usually of a procedural kind. Acceptance by the Selection Committee of the Joint Master’s Programme does not yet guarantee admission to the University of Graz.

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| **Contact Details**  All communications related to your application and the admission procedure of the Master’s programme will be sent to the (email) address you have provided in this section. Any change in your contact details must be communicated immediately. Please provide an email address that you use regularly! |
| **Language Competence**  If your first language is not German or if you have not completed a degree in German, you must provide proof that your level of German is at least C1 according to the CEFR. To check which certificates can be accepted please go to <https://www.jointdegree.eu/>translation |
| **Enclosures**  You must submit all documents in **English** or with an English translation! If the degree has not yet been conferred, you must provide **proof of your status** (e.g., confirmation of enrolment) and can submit the degree certificate at a later date. If the degree is obtained after the application deadline but before the start of the programme, an applicant may be accepted provisionally. **Final admission will be contingent** on the completion of the degree prior to enrolment at the entrance university.  Language Certificates: For the admission procedure the original certificate needs to be submitted. For the application a copy will be sufficient. Please note that the certificate must not be older than 2 years. |