

## *How to Complete the Online Application*

**Application deadline: March 18, 2019 (receiving date)**

**Please consider that you have to send the signed online application as well as all other documents needed until March 18, 2019!!**

**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](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.

### **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.

GRAZ INTERNATIONAL SUMMER SCHOOL SEGGAU



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<http://international.uni-graz.at/en/gusegg/>

**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.

Module 3 ---no read access---  
 Module 4 ---no read access---  
 Module 5 ---no read access---  
 Module 6 ---no read access---  
 health problems and special needs ---no read access---

\* ...these fields are obligatory

close save

## 1. General Information

ERASMUS: edit incoming student mobility

registration number ---no read access---	surname* Sokrates	first name* Aristides	date of birth* 01.01.1985 [DD.MM.YYYY]	degree ---no read access---
sex* <input checked="" type="radio"/> male <input type="radio"/> female	nationality* Greece		student	social security number (SSN) ---no read access---

permanent address

street/nr.* Musterstraße 1	zip code* 11111	city* Musterstadt	country* Greece
phone + 30.....	co-name	e-mail* [redacted]@uni-graz.at	

current address

street/nr.* Beispielstraße 2	zip code* 22222	city* Beispielstadt	country* Greece
phone + 30.....	co-name	e-mail* [redacted]@uni-graz.at	current address valid until 01.02.2011 [DD.MM.YYYY]

picture uploaded

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 13, 2019.

current address

street/nr.* Seggauberg 1	zip code* 8430	city* Leibnitz	country* Austria
phone	co-name	e-mail*	current address valid until [redacted] [DD.MM.YYYY]


picture ---no read access---  
 semester ---no read access---

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".



**Unicard**

**Picture import** This picture will be used for your ID card.

Choose a picture using the "Find" button, then click "Continue".

Durchsuchen...

Maximum file size: 500 kilobyte  
 Recommended image size: 210 x 240 pixel (w x h)  
 Other formats will be resized in proportion to original size and, if necessary, cut centrally.  
 Accepted file formats: JPG, GIF, TIF, PNG

Continue Cancel

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.

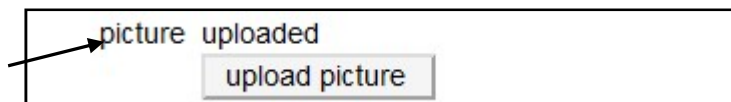


**Unicard**

**Picture import** This picture will be used for your ID card.

Continue Cancel

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

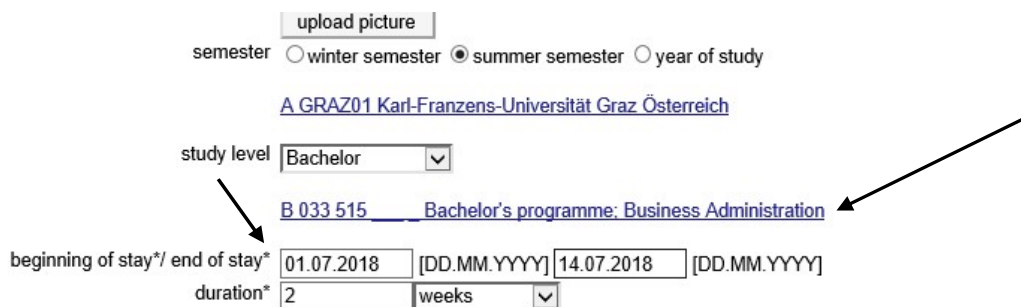


picture uploaded

upload picture

Beginning and end of stay are the dates of the summer school, namely **June 30, 2019 and July 13, 2019**. 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. **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).



upload picture

semester ☐ winter semester ☒ summer semester ☐ year of study

[A GRAZ01 Karl-Franzens-Universität Graz Österreich](#)

study level

[B 033 515 Bachelor's programme: Business Administration](#)

beginning of stay\*/ end of stay\*  [DD.MM.YYYY]  [DD.MM.YYYY]

duration\*  weeks

**PLEASE NOTE:** Do NOT mark *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

**Personal Details:**

Title (Mr/Ms/Mrs/Dr etc) Mrs

Country of birth Armenia

Country of permanent residence Aruba

Passport number fghjghf Issued by fhjdghf

Date of Issue 13.09.2009 [DD.MM.YYYY] valid until 13.09.2019 [DD.MM.YYYY]

Date of Issue of the High School Leaving Diploma 13.09.2009 [DD.MM.YYYY]

Emergency contact details (name, phone number, relationship of person we should contact) stagfjgswzhghf

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.

**Visa Information:**

Do you need a Visa to get to Austria and the Schengen Area? Yes ☒ No ☐

If YES, choose one of the following two options:

1. I already have a valid (!) Schengen visa ☒

Date of Issue 12.01.2012 [DD.MM.YYYY] Issued by Austrian Embassy Somewhere

Visa Number 1234567890

This visa is valid until 07.07.2017 [DD.MM.YYYY]

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

<https://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/>

**PLEASE NOTICE THAT YOU HAVE TO APPLY FOR YOUR VISA IN YOUR COUNTRY OF PERMANENT RESIDENCE AS GIVEN IN THE RUBRIC 2. PERSONAL DETAILS!**

If you were enrolled at an Austrian University before please state your **“Matrikelnummer”** (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) <input type="text" value="yes"/>
If so, give your student ID number <input type="text" value="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 degree).

Information concerning your **academic stays abroad**, **professional experience** and **professional objective(s)** is to be stated skeletally only. More detailed information you can give in your CV. If you do not 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**, **7** being your **last choice**! **Please only select seminars of GUSEGG 2019.**

Please select and rank GUSEGG 2019 seminars in order of your preference [ select only from seminars starting with "2019-GUSEGG-Seminar"]

Seminar	Preference	Key
Seminar 1 - 2019-GUSEGG Seminar 1: Histories and Politics of State, Na	1. Choice	F INTE USE
Seminar 2 - 2019-GUSEGG Seminar 2: Media and Crises of Democracy	2. Choice	
Seminar 3 - 2019-GUSEGG Seminar 3: Economics and Inequalities	3. Choice	
Seminar 4 - 2019-GUSEGG Seminar 4: Sustainability and Intergeneration	4. Choice	

#### 6. Recommendation

Give contact details (**name, institution, email**) of the university lecturers 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.

#### 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\*

Level of English (obligatory!)\*

Level of German

language knowledge

Level

## 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\*

Is your mother\*

Is your father\*

What is your occupational status \*

What is/was your mother's occupational status \*

What is/was your father's occupational status \*

Which is/was your mother's highest school education \*

Which is/was your father's highest school education \*

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?

## 9. Completing the Online Application

After finishing the online application, tick off **I confirm data in the form as complete and correct**. Keep in mind that you cannot change your data afterwards!

I confirm data in the form as complete and correct ☐

## 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 Ď n Ě ě Ł ł Ń ń 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 E-Mail (1 PDF)

Complete the application documents and send them to Graz International Summer School Seggau [gusegg@uni-graz.at](mailto:gusegg@uni-graz.at) in due time. **Deadline is March 18, 2019 (receiving date).** Students who wish to apply for the Graz International Summer School Seggau 2019 are required to send the signed online application form together with the following documents in English or German. **Diplomas, transcripts in other language than German or English have to be accompanied by German or English translations validated by the home university.**

#### Your complete application must include:

1. The completed, **signed and scanned** **Online Application Form**
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 master's courses taken so far
  - **Post-graduate students:** bachelor's and master's diploma as well as transcript of all doctoral courses taken so far
3. **Proof of enrolment** 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 2019 and why the topic of the lectures and the seminar model is of interest to you. Please also state 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 (lecturers may send the original letters by post or also via email!)

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

**Application Deadline**

Please send all the above mentioned documents to the following address

by **March 18, 2019**

(Applications received after this deadline will not be considered):

**[gusegg@uni-graz.at](mailto:gusegg@uni-graz.at)**

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.

We are looking forward to receiving your application!

**If you need any additional information, please check the frequently asked questions (FAQs) on our website first!**

**[international.uni-graz.at/en/gusegg/](http://international.uni-graz.at/en/gusegg/)**

**IF YOU HAVE ANY FURTHER QUESTIONS AFTER CHECKING THIS WEBSITE YOU CAN CONTACT US VIA EMAIL: [gusegg@uni-graz.at](mailto:gusegg@uni-graz.at)**