**INCOMING APPLICATION FORM**

**EXCHANGE STUDENTS**

**Algebra University College**

**Zagreb, Croatia**

**Please fill in this application form in English and upload it to the webpage. The original is not required.**

**PERSONAL INFORMATION:**

|  |  |
| --- | --- |
| FIRST NAME\*: |  |
| LAST NAME\*: |  |
| DATE OF BIRTH\*: |  |
| PLACE OF BIRTH\*: |  |
| NATIONALITY\*: |  |
| SEX (M/F)\*: |  |
| CONTACT ADDRESS\*: |  |
| PERMANENT ADDRESS (if different from contact address): |  |
| PHONE: |  |
| MOBILE: |  |
| E-MAIL\*: |  |

|  |  |
| --- | --- |
| LEVEL OF STUDIES (BACHELOR/MASTER)\*: |  |
| CURRENT YEAR OF STUDY\*: |  |
| GRADES AVERAGE OF ALL COURSES\*: |  |

|  |  |
| --- | --- |
| STUDY PROGRAM AT HOME UNIVERSITY\*: |  |
| HAVE YOU ALREADY STUDIED ABROAD (YES/NO)\*? |  |
| IF YOU ALREADY STUDIED ABROAD, WHEN AND AT WHICH INSTITUTION? |  |

|  |  |
| --- | --- |
| LANGUAGE COMPETENCE LEVEL\* (according to CEFR, <http://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages>): | ENGLISH:  CROATIAN: |
| MOTHER TONGUE\*: |  |
| LANGUAGE OF INSTRUCTION AT HOME INSTITUTION (if different from mother tongue): |  |
| LANGUAGE COMPETENCE CERTIFICATES: |  |

**HOME INSTITUTION**

|  |  |
| --- | --- |
| NAME OF THE INSTITUTION\*: |  |
| COUNTRY\*: |  |
| ADDRESS\*: |  |

**HOME INSTITUTION EXCHANGE CONTACT/COORDINATOR:  
(this will be the contact for all exchange documents and procedures)**

|  |  |
| --- | --- |
| FIRST NAME\*: |  |
| LAST NAME\*: |  |
| OFFICE POSTAL ADDRESS\*: |  |
| PHONE\*: |  |
| MOBILE: |  |
| EMAIL\*: |  |

**ACCOMODATION:**

|  |  |
| --- | --- |
| I NEED HELP WITH FINDING ACCOMMODATION (YES/NO)\*: |  |

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| --- | --- | --- | --- |
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**ATTACHMENTS REQUIRED (scanned):**

* **Transcript of records with Learning outcomes (documents in which we can see what student have learned with passing an exam)**
* **CV in Europass format**
* **English Language Certificate - an internationally recognised English language certificate (e.g. IELTS/TOEIC/TOEFL) or a letter from the home institution confirming the student’s level of English**

**MOTIVATION LETTER (In English):**

*Please introduce yourself briefly. Describe your academic interests, reasons for applying, your motivation for mobility at our institution, your expectations, potential value and results that you are planning to gain during the mobility period (max. one page, font Times New Roman, font 11).*

**STUDENT´S DECLARATION:**

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| --- | --- |
| **I confirm that all details given in the application form are correct and complete.**  **I agree that University College Algebra may use my photograph in school´s brochures and website. My personal data may be used for the purpose of mentoring exchange students.** | |
| **Student’s signature:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Place and date:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |

**ON BEHALF OF THE SENDING (HOME) INSTITUTION:**

|  |  |
| --- | --- |
| **Name of the Exchange coordinator (at department level):** |  |
| **Exchange coordinator’s signature:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Place and date:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |