

Application form Exchange Programmes * University Outgoing 2004/2005

Application to:	International Relations Office (central programmes)		
Address:		T:	F:
		E:	
		W:	
Deadline of application:	March 1, 2004, Semester 1 and/or Semester 2 October 1, 2004 only on place available basis Semester 2 at International Relations Office (Bureau Buitenland)		

1. Application for exchange programme with:

1st choice
2nd choice
3rd choice

Passport photo to be glued! 3.5 x 4.5 cm
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2. Study details

Field of study in * :	Student number:
In what period do you want to go and for how long? (corresponding to *): <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 <input type="checkbox"/> Full Year	
Exact period abroad (if known) From: Until :	
What kind of courses do you intend to take during the exchange? <input type="checkbox"/> Obligatory courses <input type="checkbox"/> Optional courses <input type="checkbox"/> Extra courses	
For how many ECTS?	

3. Personal data

Family name	First name
Date of birth (d/m/y)	Place and country of birth
Nationality	<input type="checkbox"/> Male <input type="checkbox"/> Female
Passport number	Expiry date

4. Postal address

Address	
Postal code	City
E-mail	Valid until

5. Permanent address in [home country]

Address	
Postal Code	City
Country	
Telephone (include country and area code)	Fax (include country and area code)

6. Person(s) to contact in case of emergency

Name(s) & address:	
Tel:	Relationship to you

7. Present study at * University

Present study	Since
Field of Specialisation	Academic degree(s) obtained so far
Expected degree <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other (please specify)	Expected date of graduation Year:

8. Previous experience with (university) education abroad

Have you ever received a Socrates/Erasmus grant? (You can receive this grant only once) <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever received a _____ grant? <input type="checkbox"/> Yes, when and where? <input type="checkbox"/> No
Have you ever lived or studied abroad? <input type="checkbox"/> Yes, when and where? <input type="checkbox"/> No

9. Language proficiency

Native language:			
	Excellent	Good	fair
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Lodging of foreign students

While abroad as an exchange student I am willing to place my room at the disposal of a foreign student:

- Yes, please contact the secretary of the International Relations Office, _____, room _____, as soon as you know that you have been selected.
- No, please explain why:

11. Enclosures required

Please enclose the following documents with this nomination form:

1. Proposed study plan (if possible at this stage): what subjects offered by the host institution do you plan to study? In case of a research program please enclose an acceptance letter from your contact person at the host institution
2. Curriculum Vitae: mentioning personal data, study, work experience, extra curricular activities.
3. Motivation explaining your reasons for wishing to study abroad and how this will affect your academic, personal and professional goals and how did you inform yourself about the university of your first choice?
4. Letter of recommendation from your ✕ tutor (During your stay abroad you have to remain in contact with your study advisor about your study plan);
5. An official print out of OSIRIS (academic results obtained so far; + English translation)
6. A financial plan: what available funds do you have to cover expenses while studying abroad and what are the estimated expenses.

This application should be in English, please include 1 copy along with the original. Only complete applications, in duplicate, can be accepted. Please don't staple!

12. Signature

I am a ✕ student and obliged to pay tuition fees in ✕ for the duration of my stay abroad.
I will contact my supervisor in ✕ in case changes occur in my application for student exchange.

Signature:

Date:

Curriculum approval

To be completed by the student's supervisor(s) and Board of Examiners of the faculty concerned.

Remark:

Approval of this application implies:

- Approval of this part of the student's study programme at * University, warranting a normal course of study at * University without significant delay.
- The obligation for the student to pay tuition fees in * for the duration of his/her stay abroad.
- The student is considered a * full time student and is obliged to remain in contact with his/her current supervisor(s).

I herewith recognise the study proposal by:

(Name student) _____

to be done at the University of _____

as a part of the * University examinations requirements.

On behalf of the Board of Examiners of the faculty of _____

Signature: _____ Date: _____

Stamp: