**Erasmus + Mobility**

**Student Application form**This form must be filed in on computer (Word/Open Office),

signed by student + sending institution

and sent as .pdf file.  
**We will not accept handwritten applications**

Application deadline for winter semester: 15 May 2018

Application deadline for summer semester: 15 November

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Last/family name (s) – as in passport: | Click here to enter text. | First name (s) – as in passport: | Click here to enter text. |
| Date and place of birth: | Click here to enter text. | **Nationality[[1]](#endnote-1)** – as in passport**:** | Click here to enter text. |
| Sex [*M/F*]: | Choose an item. | **Phone** (incl. country code): | Click here to enter text. |
| Home Address (street, town, postcode): | Click here to enter text. | **Correspondence Address (if different):** | Click here to enter text. |
| Current address is valid until: | Click here to enter text. | E-Mail: | Click here to enter text. |
| Country of Permanent Residence: | Click here to enter text. | **Emergency contact (name, email, phone):** | Click here to enter text. |
| Number of ID CARD or Passport: | Choose an item.  Enter number |

**Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click here to enter text. | | |
| Institutional code: (if applicable) | Click here to enter text. | **Name of Erasmus+ Coordinator[[2]](#endnote-2):** | Click here to enter text. |
| Address: | Click here to enter text. | **E-mail :** | Click here to enter text. |
| Country : | Click here to enter text. | **Phone** (incl. country code): | Click here to enter text. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Current Studies (at Sending Institution): | | | | | | |
| Field of Education ISCED Code[[3]](#endnote-3): | Travel, tourism and leisure; Business and administration; Journalism and information; etc. | | | | | |
| Study programme[[4]](#endnote-4) (relevant for your study stay): |  | | | | | |
| Study cycle: | Bachelor  Master | **Study year:** | 1st | 2nd | 3rd | 4th |
| Duration of the Study Programme: | Number of years | | | | | |

**Student’s Language Skills[[5]](#endnote-5)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mother tongue: | | | | |
| Please indicate your language skills other than mother tongue: | | | | |
| 1. Language: Language 1 | Limited  A1  A2 | Moderate  B1  B2 | Fluent  C1  C2 | |
| 2. Language: Language 2 | Limited  A1  A2 | Moderate  B1  B2 | Fluent  C1  C2 | |
| I am aware of the obligation to pass the online language test (via OLS[[6]](#endnote-6)) before my studies abroad, and I am interested in improving my language skills if recommended | | | | YES  NO |

**Applying to Receiving Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Study cycle[[7]](#endnote-7) during the exchange period | Bachelor (1st) | | Master (2nd) | |
| Study period according to The Receiving Institution’s academic calendar: | 1st Semester | 2nd Semester | | Academic Year |
| Academic year: | Academic year student applies for | | | |

**Study Period**

|  |  |  |  |
| --- | --- | --- | --- |
| Period of study[[8]](#endnote-8) | | Duration of stay (No. of study months) | Number of expected ECTS credits |
| dd/mm/yy  (or month/year) | dd/mm/yy  (or month/year) |
|  |  |  |  |

**Previous Studies in Erasmus Programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you already been studying/working abroad as ERASMUS student/trainee? | | | Yes ☐ | No ☐ |
| If “Yes”, please indicate: | Receiving Institution: | Former host institution’s name | Former host institution’s name | Former host institution’s name |
| Study cycle | Bachelor (1st) ☐ | Master (2nd) ☐ |
| Duration of stay (months) | Duration of stay (months) | | |

**Criminal Convictions.** You are required to declare whether or not you have any criminal conviction(s). If you answer “yes”, you are required to provide further information about the relevant conviction(s). Please note that for the purposes of this exercise a criminal offence excludes minor motoring offences. All information will be treated as strictly confidential.

Do you have any criminal convictions? ( √ ) YES NO

**Signatures of Sending Institution**

VERN’s decisions are made in good faith on the basis that all of the information provided by applicants is accurate and complete. VERN’ reserves the right to refuse admission or to terminate a student’s attendance, should it be discovered that he/she has made a false statement or has omitted significant information. Your signature confirms that to the best of your knowledge, the information on this application form is accurate and complete.

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENDORSEMENT STATEMENT. TO BE COMPLETED BY THE EXCHANGE CO-ORDINATOR OR DESIGNATED OFFICER AT YOUR HOME INSTITUTION**

I fully support the application of this student, and know of no reason, academic or otherwise, why the student should not be admitted to VERN’ University of Applied Sciences. I can also confirm that in my opinion the student’s current ability in English is such that their academic progress will not be hindered by language difficulty.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official   
Stamp/Seal

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES FOR GUIDANCE**

**General Information**

All enquiries and applications for exchange programmes must be made through the responsible Erasmus Coordinator in your sending/home institution. To facilitate general procedures, please use e-mail until the point of mutual confirmation/signatures.

**Application form and deadline**

Please complete the form as fully and as clearly as possible. The Coordinator will inform you about the application deadline.

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport [↑](#endnote-ref-1)
2. **Erasmus+ Coordinator**/**Contact person**: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-2)
3. **ISCED code** search search tool available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the sending institution [↑](#endnote-ref-3)
4. **Study programme**: i. e. performance studies, composition, pedagogical studies, doctoral studies, or similar. [↑](#endnote-ref-4)
5. **Language competence**

   You will normally be expected to have some proficiency in the language used for tuition in the receiving institution and you will gain most benefit from your exchange if you have some proficiency in the country’s native language.

   **Language skills:** This information is only meant as a preliminary rating to assess the level of language proficiency. The actual level will be determined after the student’s Erasmus+ nomination by the first OLS assessment. To facilitate your rating, the given options may be regarded in rough relation to the reference levels of the Common European Framework of Reference for Languages (CEFR – see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>): A1 (limited) – C1/2 (fluent). [↑](#endnote-ref-5)
6. **Erasmus+ Open Linguistic Support** (OLS) for students when mobility is taking place between Programme Countries (KA103). OLS is not available for International credit mobility (KA107). Coordinator of sending institution registers student for language assessment before his/her studies abroad, and registers student to the language course for improvment of the language skills if license is allocated. <http://www.erasmusmais.pt/erasmusmais/images/pdfs/OLS-BEN-user-guide-01102014_final_clean.pdf> [↑](#endnote-ref-6)
7. **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8). [↑](#endnote-ref-7)
8. **Click on the date** and select a day from a calendar if you know the start and end day of your study period at the host institution. If you don’t know exact dates, please indicate study months [↑](#endnote-ref-8)