

INTERNATIONAL STUDENT APPLICATION FORM

To complete this form:

1. Download this form, use UPPER CASE SCRIPT and tick check boxes where required.
2. All information in the form is compulsory, please make sure that all required information is filled out.
3. If more information about admission process is needed please visit http://www.sjf.stuba.sk/english/applicants.html?page_id=2745

Section One	APPLICANT'S PERSONAL DETAILS
First Name/-s:
Middle Name/-s:
Last Name:
Date of Birth: DD/MM/YYYY
Birth No. (if available): /
Place of Birth:
Nationality:
Citizenship:
Passport No:
Date of Issue:
Issued By:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Marital Status:
No. of Dependants:

Section Two	STUDY PROGRAMME IN ENGLISH
Academic Year:
Semester: <input type="checkbox"/> Winter <input type="checkbox"/> Summer	
Year of Study:
Transfer from any other university:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Please tick the FULL-TIME study programme in English language you have chosen:</i>	
Bachelor's Degree Study Programme:	<input type="checkbox"/> Applied Mechanics and Mechatronics <input type="checkbox"/> Automobiles and Mobile Working Machines
Master's Degree Study Programme:	<input type="checkbox"/> Applied Mechanics and Mechatronics <input type="checkbox"/> Automotive Production
<i>Please note that as the part of admission process a SKYPE interview will be required. Please provide us your SKYPE ID here :</i>	
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Section Three	CONTACT DETAILS
Home Address: (according to your passport, permanent one)	
Street and Number:
Town/City:
State:
Country:
Postcode/ZIP/PIN:
Email:
Phone No.: (incl. State Code)
Mobile: (incl. State Code)

Section Four	2nd CONTACT ADDRESS - in case you are not available at your permanent address during your admission
Other Contact Address:	
Street and Number:
Town/City:
State:
Country:
Postcode/ZIP/PIN:
For mail communication I prefer you to use my:	
<input type="checkbox"/> Home Address	
<input type="checkbox"/> 2nd Contact Address	

Section Five		PARENT PERSONAL DETAILS	
<input type="checkbox"/> Father <input type="checkbox"/> Other:	Parent's Correspondence Address:		
<input type="checkbox"/> Mother			
First Name/-s:			
Middle Name/-s:			
Last Name:	Phone No.: <small>(incl. State Code)</small>	Mobile: <small>(incl. State Code)</small>	

Section Six	ACADEMIC QUALIFICATIONS	(full details of educational establishments attended)
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You should list all high level schools/colleges/universities attended. If you are waiting for the results of any examination or about to take an examination, write PENDING in the result column. Also, please write down in the column TO DATE the expected date when you will obtain the pending documentation.

Name of Institution	City/State	From Date: (mm/yyyy)	To Date: (mm/yyyy)	Qualification and Result

Please note : All applicants are required to provide one academic reference with their application form. Referees must comment on your likely ability to follow and succeed in the chosen study programme. The Faculty cannot obtain it on your behalf.

Section Seven	WORK EXPERIENCE /-S
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Please give details of work experience/-s, training and employment, ncluding interships that you may have completed as part of your studies.

Company, City	Job Title	From Date: (mm/yyyy)	To Date: (mm/yyyy)	Full Time/Part Time:

Please do not forget to mention all relevant experiences related to your chosen study programme in your motivation letter, which must be included in your admission package.

Section Eight	HEALTH CONDITION	
Do you have any disability, impairment or long-term medical condition which may affect your studies?		
<input type="checkbox"/>	NO	My health condition is good.
<input type="checkbox"/>	YES	Please mark on the list below:
	<input type="radio"/>	Hearing
	<input type="radio"/>	Learning
	<input type="radio"/>	Mobility
	<input type="radio"/>	Medical
	<input type="radio"/>	Vision
	<input type="radio"/>	Other (describe precisely):

Section Nine	ENGLISH LANGUAGE PROFICIENCY	
<i>If English is not your first language you will be required to provide documentation which proves your level of English is appropriate for studies in this language.</i>		
What's your first language?		
.....		
If English is not your first language please tick one of the following boxes that applies to you:		
<input type="checkbox"/>	I have completed an English language test (attached)	
<input type="checkbox"/>	I will provide my English language test at a later date	
<input type="checkbox"/>	English was the medium of instruction of my previous years of study. I have attached documentary evidence	
Knowledge of foreign language/-s:		
No.	Foreign Language	Level (on scale A1-C2)
1.		
2.		
3.		

Section Ten	FUNDING
<i>Please indicate how you expect your fees to be paid:</i>	
<input type="radio"/>	Own financial resources
<input type="radio"/>	Bank loan
<input type="radio"/>	Sponsor
<input type="radio"/>	Scholarship from:
<input type="radio"/>	Other financial agreements (describe precisely)

Section Eleven	Recruitment Information
Please give us details regarding your recruitment process:	
Who did inform you about the option to study at our faculty and provide you initial information about our courses for international students?	
<input type="radio"/>	I found out the information on my own
<input type="radio"/>	A current FME STU student (please give us his name):

<input type="radio"/>	Agency - please write down its name:

CHECKLIST: Please enclose with your application form following documents:
All applicants:
1. Curriculum Vitae
2. Motivation Letter (please write down your reasons why you decided to study at the Faculty of Mechanical Engineering STU)
3. Copy of front and back page of your passport
4. English Language Certificate - notarised copy
5. Recommendation Letter/-s (if available)
6. Bank Confirmation of payment of 50 Euro admission fee - must be paid in advance and attached to the application form
Documentation confirming former level of education:
7. If you are interested in BACHELOR'S degree study programme: certified copy of secondary school leaving certificate and transcript - notarised, superlegalized/apostilled
8. If you are interested in MASTER'S diploma study programme: certified copy of Bachelor degree and certified copy of transcript - notarised, superlegalised/apostilled
<i>Please note that in some cases some other documentation may be required.</i>

MARKETING: How did you hear about the Faculty of Mechanical Engineering STU?	
<i>Please indicate how you heard about Slovak Technical University - Faculty of Mechanical Engineering:</i>	
<input type="radio"/>	Website
<input type="radio"/>	Recommendation from present student
<input type="radio"/>	Alumni
<input type="radio"/>	Education Fair
<input type="radio"/>	School/College/University
<input type="radio"/>	Agency
<input type="radio"/>	Other - please specify:

TUITION FEE POLICY - academic year 2017/18

Dear applicant,

please find enclosed below our basic tuition fee policy rules. We would like to ask you to confirm with your signature that you understand and agree with them. Thank you.

○ The fees for programmes of study offered to international students in the following academic year are generally set at the beginning of the preceding academic year.

For example, in September/October 2017 are published the tuition fees for the academic year 2018/19.

○ The fees are set by the university Head Office and are valid for one year only.

○ All students are required to pay a non-refundable admission fee 50 Euro at the beginning of their admission process.

○ All first year students must have sufficient financial resources to cover all expenses at the beginning and throughout their studies: admission fee, tuition fee, dormitory fees, everyday life coverage, medical insurance and medical checkup after their arrival to Slovakia. Also, all additional fees required by any of the officials (notary service, translations, Foreign Police documentation etc). are to be covered by the student on his/her own.

○ The tuition fee for the academic year 2017/18 is 4000 Euro. It is required to be paid in full at the beginning of the admission process. No partial payments will be accepted.

REFUND SUMMARY:

○ **The refund of the tuition fee if the applicant/student changes his/her mind and decides not to study at FME STU will be as follows:**

1. Cancellation by the applicant up to 31st of August, 2017 - refund due: 100% of the tuition fee - 4000 Euro.

2. If the faculty decides not to accept the candidate (after issuing an offer for him/her) due to any complications with official documentation - visa, temporary residence permit - or in the case when by the beginning of the academic year 2017/18 the number of students accepted does not reach the required minimum to be able to open the year of study in which the candidate is interested, the refund will be 100% of the tuition fee - 4000 Euro.

3. If the student after registration completes up to 20% of the teaching process /app. 2 weeks/ and decides not to continue in study at FME STU anymore, the faculty will refund 80% of the tuition fee valid for the academic year 2018/19. If the student decides to leave after this period (if he/she completes more than 20%) no refund will be provided.

4. If some unforeseen circumstances occur and a student who was registered for study officially and completed more than 20% of the teaching process in 2017/18 academic year must leave unexpectedly (f.e. family or health reasons), his/her situation will be individually considered by the faculty management which will issue the final decision about the refund in such a case.

Hereby I proclaim I understand and agree

Signature of the Applicant

Applicant's Declaration and Agreement:

I hereby confirm that all the information I have provided is true, and no information has been withheld. According to provisions of Art. 7 Act No. 363/2005, Coll. on the Protection of Personal Data, with my signature I hereby grant permission to process my personal data for the purposes of the application for study until the date of enrolment on a Bachelor's / Master's university degree course. This permission refers to the personal data in the application and attachments that the university is entitled to request according to the provisions of Art. 58 item 5 of Act No. 131/2002, Coll. on universities and Colleges as amended ("the Act"). I am aware that I may cancel my permission only with substantial justification in written form with the relevant university or department. I am also aware that this data can only be processed by authorised persons, who are obliged to adhere to Act No. 363/2005 Coll. on the Protection of Personal Data, and the processed data will be archived and disposed of in accordance with the valid legislation of the Slovak Republic.

Notes to Applicant's Declaration and Agreement:

This permission refers to specific data regarding further conditions of university admissions that cannot be specified in detail by the legislation due to the diversity of university requirements (e.g. health information) – see Art. 58 item 5 of the Act.

This permission does not refer to first name, surname, ID Number, date of birth, marital status, nationality and other, therefore a permission to process the data is not requested – see Art. 58 item 3 Of the Act, where this data is listed. The permission refers to all other data.

Date

Signature of the Applicant