

INTERNATIONAL STUDENT APPLICATION FORM 2018/19

To complete this form:

1. Download this form, use TYPESCRIP 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 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 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
Please tick the FULL-TIME study programme in English language you have chosen:	
Bachelor Degree Study Programme:	
<input type="checkbox"/>	Applied Mechanics and Mechatronics
<input type="checkbox"/>	Measurement and Quality Management in Mechanical Engineering
Master Degree Study Programme:	
<input type="checkbox"/>	Applied Mechanics and Mechatronics
<input type="checkbox"/>	Production Systems and Quality Management with the Study branch: Automotive Production
Please note that as the part of admission process a SKYPE interview will be required. Please provide us your SKYPE ID here :	

Section Four 2nd CONTACT ADDRESS - in case you are not available on 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 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 us documentation which proves your sufficient level of English for being able to study 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"/>	Our present student - please give us his name:

<input type="radio"/>	Agency - please write down it's name:

CHECKLIST:
Please enclose to your application form following documents:
All applicants:
1. Curriculum Vitae
2. Motivation Letter (please write down your reasons why you decided to study at Faculty of Mechanical Engineering STU)
3. Copy of front and back page of your passport
4. English Language Certificate - notary verified copy
5. Recommendation Letter/-s (if available)
6. Bank Confirmation about payment of 100 Euro as 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 degree study programme: certified copy of secondary school leaving certificate and transcript - notary verified, superlegalized/apostilled
8. If you are interested in MASTER diploma study programme: certified copy of Bachelor degree and certified copy of transcript - notary verified, superlegalised/apostilled
<i>Please note that in some cases some other documentation may be required.</i>

MARKETING: How did you hear about 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 2018/19

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 it. 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.

F.e. in September/October 2018 are published the tuition fees for the academic year 2019/20.

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

○ All students are required to pay a non-refundable admission fee 100 Euro at the beginning of their admission process.

○ All first year students must have sufficient financial resources to be able to cover all expenses at the beginning as well as during all their study: admission fee, tuition fee, dormitory fees, everyday life coverage, medical insurance and medical check after their arrival to Slovakia. Also, all additional fees required by any of the officials (notary service, translations, Foreign Police documentation etc). are supposed to be covered by the student.

○ The tuition fee for the academic year 2018/19 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 in case that 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, 2018 - refund due: 100% of the tuition fee - 4000 Euro.
2. If the faculty decides not to accept the candidate (after issuing the offer for him/her) in case of any complications with his official documentation - visa, temporary residence permit - or in case of not having minimum number of accepted students to be able to open the year of study in which the candidate is interested up to the beginning of the academic year 2018/19, 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.
4. If some unexpected circumstances appear and the student who was registered for study officially and completed more than 20% of the teaching process in 2018/19 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 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