



The project is implemented with the financial support of



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

SEE-EU LAW NET

Summer School for Master Students from SEELS and Saarland University

Challenges of Migration and Asylum – Legal Aspects

09-17 September 2016

Venue:

Ss Cyril and Methodius University – Skopje, Congress Centre in Ohrid

APPLICATION FORM

Please read the following instructions carefully before filling out the application form. They are designed to assist you in completing your application to the Summer School.

1. **The final due date for the application is 5th of July 2016 at 23:59 CET**
2. Applications to the Summer School are assessed on the basis of the information you provide in this form. Please write the required details and check boxes where applicable.
3. Please provide all of the required documents that support your application.
4. Travel and accommodation grants will be provided to the selected applicants. Further information will be given after confirmation of acceptance.
5. The completed and **hand-signed** form together with all annexes, in a single **pdf** file, should be sent to both of the addresses listed on the last page.

Check list

- completed form
- scan of passport
- scan and translation of academic transcripts
- scan and translation of certificates
- letter of recommendation

Section 1: PERSONAL DETAILS

Family Name/Last Name: Your file will be catalogued under this name.

Given Name/First Name:

Title	Male/ Female	Date of Birth			Place of birth
		Day	Month	Year	

Nationality	Passport number	Issued by
Issued on	Valid until	Any travel restrictions

*please provide scan of the first page of your passport

Mailing (Postal) Address:

E-Mail address:

Telephone number:
(With international code)

Academic institution:

(Please state the academic institution where you are currently enrolled)

Section 2: ACADEMIC and EDUCATIONAL BACKGROUND

Summary of Academic Background: Please provide copy/scan of the official transcripts with translation into English. It is not necessary to provide a certified translation.

University/Faculty	Degree Type	Major (field of specialisation)	Result (average grade)	Date awarded or expected

Description of Studies: Please enlist the subjects within the course you are enrolled. If the curriculum is organised that bachelor and master studies are integrated, please provide a description of the specialisation you undertake or the subjects in the final two years.

Non-formal Education: Please enlist the non-formal education programmes you have attended. Please provide copies (scans) of the certificates awarded with translation into English. It is not necessary to provide certified translations.

Topic	Organizer	Result	Time and venue

Language Requirement: Enter any information about your language skills and further information about test type (e.g. British Council, IELTS or TOEFL, Cambridge First Certificate) with your score/grade and date of test in the box below (follow the model given in the Common European Framework of Reference for Languages: Learning, Teaching, Assessment).

Native language			
Other:	English		
Listening			
Reading			
Speaking			

Academic Reference: Please give details of the person who supports your application and provides you a Letter of Recommendation. It should be a person from your academic environment who is acquainted with your academic achievements.

Name:	Position:
Contact details (Address and telephone):	Email:

Motivation Letter: Please write why you are interested in applying to this school and what your main motivations are. (max. 500 words)

Section 4: GENERAL INFORMATION

Where did you learn about SEE EU Law Net?

<input type="checkbox"/> Internet <input type="checkbox"/> University/Faculty/Europa-Institut website <input type="checkbox"/> SEELS website <input type="checkbox"/> Saarland University / Europa-Institut website <input type="checkbox"/> SEELS social network accounts <input type="checkbox"/> Saarland University / Europa-Institut social network accounts	<input type="checkbox"/> Academic Referee <input type="checkbox"/> Friends <input type="checkbox"/> Students or colleagues <input type="checkbox"/> Students' organisation (please specify): _____ <input type="checkbox"/> Other (please specify): _____
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Participation and cancellation - If your application is selected you will be notified and expected to confirm the participation within 7 working days. Failure to do so will result in withdrawal of the selection. If you confirm the participation you can cancel it latest 4 weeks prior to the event, without statement of the reason. In case of unforeseen circumstances as a reason for cancellation in a period shorter than 4 weeks prior to the event you have to notify the office without any delay with explanation of the reasons. Any other cancellation on short notice or no-show will be reported to your academic institution and the eventually occurred costs should be borne by you.

If your application is selected on a waiting list you will be fully informed. Your participation will be available only in case one of the selected applicants cancels their participation. This may result in selection on short notice.

Travel - Selected participants will be responsible for their own travel arrangements. If selected, please start organizing your travel as soon as possible. In case you need help or assistance, feel free to contact us. The costs of the travel will be reimbursed at the end of the Summer School and will be dependent on regular attendance of lectures.

In case of travel by plane or bus please provide original receipt/invoice. In case of travel by car please inform us about your traveled kilometers.

The reimbursement will be in principle in real costs. Please try not to undertake unnecessary expenses and inform us about the estimated costs of your travel. If your costs exceed 120 Euros, please contact us in advance, otherwise we might not be able to reimburse your costs above that amount.

The travel from Airport in Skopje to the Buss station in Skopje and from the Buss station in Ohrid to the Kongres Centre in Ohrid can be assisted by organizers. Please check the boxes below regarding this aspect of the travel arrangements:

I need my transport in Skopje (from Skopje Airport to Skopje Buss station and back) to be assisted by Organizers

I need my transport in Ohrid (from Bus station to Hotel and back) to be assisted by Organizers

Accommodation - Accommodation will be provided in standard double rooms in the Congres Centre of the Ss Cyril and Methodius University, Skopje that is located in the vicinity of Ohrid. Costs for accommodation and the course are covered by the DAAD with the financial support of the German Federal Foreign Office. Meals will be either provided or financially supported. Additional costs could occur for daily expenses and additional excursions.

Please check one of the following boxes regarding the accommodation:

I need accommodation to be arranged by the organizers

I will organize the accommodation on my own*

*If you would prefer to make your own accommodation arrangements, please note that it will not be possible to make reimbursements.

Contact points

If you require further assistance in completing the form please contact the Summer School Offices.

Centre for South East European Law School Network (SEELS)

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E froehlich@europainstitut.de

I www.europainstitut.de

Submission of application - The Application form and all annexes should be compiled in a single pdf file. The deadline for the application is **5th of July 2016 at 23:59 CET**.

The application should be sent to coordinator@seelawschool.org and froehlich@europainstitut.de (both addresses in To field) with subject: Summer School Application-Last Name, First Name

Confirmation

I, _____ (*first name and last name of the applicant*) hereby confirm that all the information provided in the Application Form and annexes is correct. I also confirm that I have read and understood the conditions of the Call for Application and the Application Form and I shall adhere to them.

Place and Date

Signature (hand-signed)
