

## APPLICATION FORM

Summary	
<b>University</b> JKU – Johannes Kepler University Linz, Austria	<b>Date</b>
<b>Faculty</b> Faculty of Social Sciences, Economics and Business	<b>Department</b> Department of social and societal policy
<b>Level of studies</b> Master`s Degree	<b>Degree programme</b> Joint Master Programm of Comparative Social Policy and Welfare
<b>Family name/last name/surname as written in passport</b>	<b>First name(s) as written in passport</b>
<b>Date of birth (dd.mm.yyyy)</b>	<b>Preferred contact language</b>
Required enclosures	
<b>To complete your application please follow the instructions given below:</b>  <ol style="list-style-type: none"><li>1. Sign the Application Form.</li><li>2. Collect the required enclosures (listed below). Please note, that language test score report may be required to arrive directly from the test organiser.</li><li>3. Put the Application Form and the enclosures into an envelope.</li><li>4. Make sure your application reaches JKU by the end of the application period at the latest. Send the envelope via regular mail to:  <b>Johannes Kepler University Linz– JKU Department of social and societal policy Angela Wegscheider Altenberger Strasse 69 A-4040 Linz</b></li></ol> <b>Required enclosures:</b> <ul style="list-style-type: none"><li>• Application Form</li><li>• Motivation Letter</li></ul> <p>Describe the reasons why you want to study at the JKU and in the (Master's) programme that you are applying to. Specify your qualifications and the extent of your knowledge in the subjects you have taken in your previous studies and with reference to the programme you apply for. Write about your objectives at the JKU and after the studies. Provide any further information that you feel may be relevant to your application. (Max. 7000 characters)</p> <ul style="list-style-type: none"><li>• CV with full educational and employment history. (Max. 4000 characters)</li></ul>	

## APPLICATION FORM

- Copy of Bachelor's (or higher) degree certificate in original language
  - Copy officially certified by a notary public or the awarding institution
- Translation of Bachelor's (or higher) degree certificate (if original document is not issued in English or German, a translation to one of the languages is also required)  
Translation can be
  - 1) issued by home institution or
  - 2) officially certified copy of a translation issued by home institution or
  - 3) translated by an official translator or
  - 4) officially certified copy of a translation made by an official translator
- Copy of transcript of records of Bachelor's (or higher) degree in original language
  - Copy officially certified by a notary public or the awarding institution
- Translation of transcript of records of Bachelor's (or higher) degree (if original document is not issued in English or German, a translation to one of the languages is also required)  
Translation can be
  - 1) issued by home institution or
  - 2) officially certified copy of a translation issued by home institution or
  - 3) translated by an official translator or
  - 4) officially certified copy of a translation made by an official translator
- International English Language Testing System (IELTS) or TOEFFEL
  - Test result must be verifiable from the test organiser
  - Conducted less than two years before the beginning of the application period
  - Minimum score requirements: (see how to apply)
- Recent passport size photo (write your name on the back of the photo)
- Copy of your passport's ID page

## APPLICATION FORM

Personal information	
First name(s) as written in passport	Previous first name(s) if applicable
Family name/last name/surname as written in passport	Previous family name/last name/surname if applicable
Passport number	Gender
Date of birth (dd.mm.yyyy)	Place of birth
Nationality/citizenship	Country of residence:
Your full address	
Postal code	
E-mail address	Your telephone number
Native language	Preferred contact language
<p>My contact information can be given for communication, promotion and development purposes related to studies.</p> <p><input type="checkbox"/> YES                      <input type="checkbox"/> NO</p>	
<p>My admission results can be published on the Web site of the university.</p> <p><input type="checkbox"/> YES                      <input type="checkbox"/> NO</p>	

## APPLICATION FORM

<b>Information regarding secondary education (high school, upper secondary school)</b>
<b>Name of the school</b>
<b>Official address of the school (street address, postal code, city)</b>
<b>Country where the school is located</b>
<b>E-mail address of the school (may be used to verify your educational background)</b>
<b>Telephone number of the school</b>
<b>Web site of the school</b>
<b>The following certificate title has been awarded (in original language, written in latin letters)</b>
<b>Name of the certificate title translated in German or English</b>
<b>Duration of studies (indicated in years)</b>
<b>Years attended</b>

<b>Your studies at an institution of higher education (eg. University, University of applied science)</b>
<b>Name of the institution of higher education</b>
<b>Official address of the institution of higher education (street address, postal code, city)</b>
<b>Country, where the institution of higher education is located</b>

## APPLICATION FORM

<b>E-mail address of the institution of higher education (may be used to verify your educational background)</b>
<b>Telephone number of the institution of higher education</b>
<b>Web site of the institution of higher education</b>
<b>Major subject in your degree</b>
<b>Minor subject(s) in your degree</b>
<b>Title or subject of your Bachelor's thesis</b>
<b>Grade of your Bachelor's thesis</b>
<b>The following certificate title has been/will be awarded (in original language, written in latin letters)</b>
<b>Name of the certificate title translated in German or English</b>
<b>Duration of studies (indicated in years)</b>
<b>Years attended</b>
<b>Have you completed these studies?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO

## APPLICATION FORM

<b>Language skills</b>	
Language skills verification method	
Names and contact information (including e-mail address) for two persons who can provide recommendations.	
Do you have previous studies in social policy at university level? If any, please indicate the content and extent of these studies.	
Do you have previous studies in the methodology of social sciences? If any, please indicate the content and extent of these studies.	
When have you taken/are planning to take a language test? Please give an exact date.	
<b>Signature</b>	
Date and place	(your signature)

Finally please print the application form, sign and send it via regular mail to the JKU. (Please don't forget to enclose the required documents!)