

4 DETAILS OF PREVIOUS EDUCATION																			
<p>All details of previous education must be accompanied by documentary evidence enclosed in this application. Do NOT enclose the original documents - use officially authenticated copies and officially authenticated translations (English or German) ! Label each proof with the enclosure number indicated.</p>																			
<p>Details of school education and other qualifications:</p>																			
<p>4.1 What qualifications did you obtain before entering University ? G.C.E. (A-level), high school diploma, baccalauréat, Lise Diplomasi, Apolyterion, Maturität, etc.</p>	Enclosure 1																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">exact title of certificate</td> <td style="width: 25%; border-bottom: 1px solid black;">place of issue</td> <td style="width: 25%; border-bottom: 1px solid black;">grade point average</td> <td style="width: 25%; border-bottom: 1px solid black;">rank/size of class</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table>	exact title of certificate	place of issue	grade point average	rank/size of class	_____	_____	_____	_____	_____	_____	_____	_____							
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_____	_____	_____	_____																
<p>4.2 Proof of German language capabilities. (ZD, ZMP, ZOP, ZDFB,PWD, KDS, GDS, DSH, TestDaf, ...)</p>	Enclosure 2																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Proof</th> <th style="width: 25%;">Score</th> <th style="width: 25%;">Date of Test</th> <th style="width: 25%;">Comments</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> <td> </td> <td style="vertical-align: top; padding: 5px;"> Subjects: Subjects: Subjects: </td> </tr> </tbody> </table>				Proof	Score	Date of Test	Comments				Subjects: Subjects: Subjects:								
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			Subjects: Subjects: Subjects:																
<p>4.3 Do you have any other language skills ? If yes, provide relevant information.</p>	Enclosure 3																		
<p>Details of university studies:</p>																			
<p>4.4 What colleges, academies, universities or other institutions of higher education have you attended ? Enclose proof.</p>	Enclosure 4																		
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<p>4.5 What subjects have you studied ? Enclose transcripts. Include official explanation of grading system (issued by the University).</p>	Enclosure 5																		
<p>4.6 Have you begun or completed any post-graduate (master's level or above) studies ? Provide proof.</p>	Enclosure 6																		
<p>4.7 State particulars of professional employment after completion of your university degree Enclose proof.</p>	Enclosure 7																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border-bottom: 1px solid black;">Name and address of company/institution</td> <td style="width: 30%; border-bottom: 1px solid black;">Position held</td> <td style="width: 25%; border-bottom: 1px solid black;">from - to</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table>	Name and address of company/institution	Position held	from - to	_____	_____	_____	_____	_____	_____	_____	_____	_____							
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<p>5 ADDITIONAL QUESTIONS</p> <p>5.1 How do you plan to finance your stay in Hannover and your studies ? The University of Hannover does not grant any scholarship.</p> <p> <input type="checkbox"/> self-financed (Bank certificate for 15.000,- US\$ required) </p> <p style="text-align: right;"> <input type="checkbox"/> scholarship </p>	Enclosure 8
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<p>5.2 If you require a scholarship, list agencies/organisations to whom you have applied or plan to apply. Provide proof of application.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; padding: 2px;">agency/ organisation</td> <td style="width: 33%; border-bottom: 1px solid black; padding: 2px;">date of application</td> <td style="width: 33%; border-bottom: 1px solid black; padding: 2px;">current state of application, i.e. scholarship awarded pending acceptance into course, etc.</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> </tr> </table>	agency/ organisation	date of application	current state of application, i.e. scholarship awarded pending acceptance into course, etc.										<p>Enclosure 9</p>
agency/ organisation	date of application	current state of application, i.e. scholarship awarded pending acceptance into course, etc.											
<p>5.3 Enclose a declaration of (re-) employment of present or future employer (if available).</p>	<p>Enclosure 10</p>												
<p>5.4 Are you currently residing in your Home Country ? <input type="checkbox"/> yes <input type="checkbox"/> no If no, please specify: Address: _____ _____ Since what date: _____</p>	<p>Enclosure 11</p>												
<p>5.5 Explain the motivation behind your application to study at the AGTZE. (maximum of 1 page)</p>	<p>Enclosure 12</p>												
<p>5.6 Enclose your curriculum vitae.</p>	<p>Enclosure 13</p>												
<p>5.7 A minimum of two letters of recommendation should support your application. Use the standard form for recommendation letters.</p> <p>These letters should be from people in a position to judge your suitability for studies at the AGTZE, for example: university teachers, employers, graduates of C.I.P. Letters must be enclosed in an envelope by the recommender, who must then sign his or her signature across the seal. Include these sealed envelopes with this application. Letters of Reference are provided by the following people:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; padding: 2px;">name</td> <td style="width: 33%; border-bottom: 1px solid black; padding: 2px;">position/capacity</td> <td style="width: 33%; border-bottom: 1px solid black; padding: 2px;">comments</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> <td style="border-bottom: 1px solid black; padding: 2px;"> </td> </tr> </table>	name	position/capacity	comments							<p>Enclosure 13</p>			
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Have you enclosed all necessary documentation and labeled each according to enclosure number ?
Please mark on the following table which exhibits you have included with your application, and which are not applicable to you.

(Copies of all certificates must be officially authenticated by the issuing organisation or an official body such as the German Consulate.)

Enclosures 1 – 13:

Encl.	enclosed	not applic.	Encl.	enclosed	not applic.	Encl.	enclosed	not applic.
1			6			11		
2			7			12		
3			8			13		
4			9					
5			10			other		

I hereby apply for acceptance at the AGTZE, Universität Hannover, for Winter Semester..... (enter year that course begins) as set out in the above application. I promise that I have answered all the questions correctly and completely to the best of my abilities. The appropriate supporting documents are enclosed. I am aware that any misleading or deliberately incorrect answers may lead to the exclusion from the selection procedure or - if discovered subsequent to acceptance to the university - to forfeiture of the same. **I also affirm that I am aware of the fact that the financial support of my entire studies must be guaranteed and that I can neither finance these by paid employment or expect to be supported financially by German public funds.**

Place _____ Date _____ Signature (given name and surname) _____

The application must be filled in correctly and completely. Any application which is not filled in completely or is without the required supporting documents will not be considered.

Due to the high competition for available spaces, it is, however, recommended that the application and all the supporting documents reach the AGTZE at the latest by August 15th of even numbered years (one year before course begin).

Recommendation for a Master's Course in Geotechniques and Infrastructure

July 2008

Note to the Applicant:

Please fill out the section below and forward this form to a professor (or other references) under whom you have studied. If you have been away from a formal academic work for some time, you may send this form to another person who is in a position to comment on your qualifications for our Master's course. You should enclose for the person writing the recommendation a stamped envelop addressed to our above address for them to send the reference directly to us. If your recommender gives it back to you, please leave it sealed and enclose it with your application.

Type or print clearly:

Name of Applicant: _____

Applicant's Address: _____

Name of Recommender: _____

Occupation of Recommender: _____

Address of Recommender: _____

Note to the Recommender:

We believe that the information requested below will be of great value in our admission decision. Before returning the reference to the applicant, please put it in an envelop with your signature across the sealed flap.

Thank you for your time.

1. How long have you known the applicant ? _____ years and/or _____ months.

In what capacity ? _____

2. Are you evaluating the applicant academically professionally

3. How does this applicant compare to other students or employees of your acquaintance, with respect to the following qualifications: Mark **X** in the proper space.

Characteristic		Top 5 % Outstanding	Top 10 % Excellent	Top 25 % Above Average	Top 50 % Fair/Average	Bottom 50 % Below Average
Performance	Academic					
	Professional					
Motivation						
Knowledge of the field						
Communication Skills	Written					
	Oral					
Overall						

Signed _____

Date _____
Position and Title _____

Name _____

Address _____