



APPLICATION FORM FOR VIA SUMMER SCHOOL 2016

STEP BY STEP INSTRUCTION

In order to apply for any course, please follow the instructions below:

1. **FILL IN** the **Application Form** electronically.
(read all questions carefully and provide the required information in the darker background)
2. **SAVE** the document in the following way:
- file name must be “**YOUR FULL NAME** ”

- file format must be **.PDF**
3. **OPEN** appropriate **Appendix** indicated by the capital letter of your **participation type**.
4. **FILL IN** the **Appendix** electronically.
5. **PRINT** the **Appendix**, in order to add your personal signature and stamp from your home institution, if necessary.
Black & White prints are accepted
6. **SCAN** and **SAVE** the final version of your **Appendix** in the following way:
- file name must be “**APPENDIX – YOUR FULL NAME** ”
- file format must be **.PDF** or **.JPG**
7. **SEND** both documents before the deadline (**Application and Appendix**) to the following address:
summerschoolhorsens@via.dk where: the message title must be “**Application – your 1st name, surname**”
you can also send both documents by post. Please inform us about this by sending an email beforehand!
8. Within a week upon receipt of your **Application & Appendix**, you should receive an email of **CONFIRMATION** of your application, with further instructions about the procedure and payment.

Please be aware that we cannot admit you to the courses before the application deadline.

In case the courses chosen by you will not run in summer 2016, you will have a chance to choose other courses from the list of running courses.

Now please fill in all necessary information correctly, categorized in the following groups:

1. PERSONAL INFORMATION

First name(s):		Surname:	
Date of birth (dd.mm.yyyy):		Gender:	
Citizenship:		Passport/ ID No. (not for DK students):	
Address (street):			
Zipcode :	City:	Country:	
Phone No. with country code:			
Email address:			

2. INFORMATION ABOUT YOUR EDUCATIONAL BACKGROUND

University Full Name (ENG):
Country / City:
Faculty (ENG)
Year of Enrolment / Graduation:

3. ACCOMMODATION

Before you answer this question, please check the accommodation possibilities described on our homepage.

You can always change chosen accommodation, by sending us an email before the APPLICATION DEADLINE.

Find more information about accommodation possibilities here: en.via.dk/summerschools

1. Would you like VIA Summer School to provide you with accommodation during your summer courses?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No, I will find accommodation on my own
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, I would like to stay at the dormitory flat in a private room provided by VIA Summer School
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, I would like to stay at the dormitory flat in a shared room provided by VIA Summer School

If you choose to live in a room provided by VIA Summer School – We will assign you one upon arrival. **It is not possible to switch rooms.**

1. How did you find out about VIA Summer School? (choose from: poster, google, friend, teacher, agency, other)	
2. Please state your level of English in this box* * Please note that the minimum requirement for admission to all courses is B2 in the Common European Framework of Reference for Languages, except for the English Language course which only requires B1. For the Academic English course, the minimum requirement is level C1. By signing the application documents, you and your agent, international coordinator or head of department guarantee the authenticity of the information given. See this link for an overview of the Common European Framework of Reference for Languages: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr	

5. ACADEMIC INFORMATION

Please select your type of participation to our courses (only one option is possible):

Danmark	A	I am currently a FULL DEGREE student at VIA UC	<input type="checkbox"/>	<input type="checkbox"/>
	B	I am studying at another Danish school of higher education	<input type="checkbox"/>	<input type="checkbox"/>
EU / EEC countries	C	I am an EU/EEC exchange student from a VIA partner institution	<input type="checkbox"/>	<input type="checkbox"/>
	D	I am an EU/EEC exchange student from a non VIA partner institution (Free mover)	<input type="checkbox"/>	<input type="checkbox"/>
	E	I already graduated from a school of higher education (Open University for EU/EEC)	<input type="checkbox"/>	<input type="checkbox"/>
Non EU / EEC countries	F	I am currently a high school pupil (age 18+)	<input type="checkbox"/>	<input type="checkbox"/>
	G	I am an international exchange student (non-EU/EEC)	<input type="checkbox"/>	<input type="checkbox"/>
	H	I already graduated from a school of higher education (Open University for non EU/EEC)	<input type="checkbox"/>	<input type="checkbox"/>
	I	I am currently a high school pupil (age 18+)	<input type="checkbox"/>	<input type="checkbox"/>

Please follow the capital letter of your participation type and find the correct Appendix in order to continue with the application registration.

6. CANCELLATION

Be aware that your registration is binding. You may cancel your registration only by contacting us by email summerschoolhorsens@via.dk. If you cancel two full weeks prior to VIA Summer School, you will get a refund; if you cancel later than two weeks prior to VIA Summer School, the payment is forfeit. We reserve the right to cancel courses if too few have applied for the relevant course or in case of force majeure. In case of cancelled courses, we will offer you the choice to participate in other courses or to have a full refund.

7. CONTACT INFORMATION

Now you can save this document according to the instruction described on the first page. Then please open the appropriate Appendix and continue with the procedure.

If you have any problems with the application process, do not hesitate to contact the VIA Summer School team.

Email: summerschoolhorsens@via.dk

Website: en.via.dk/summerschools