
3rd CALL FOR APPLICATIONS

»SCHOLARSHIPS FOR THE POSTGRADUATE STUDIES OF THE FOREIGN CITIZENS IN SLOVENIA IN THE ACADEMIC YEAR 2003/2004«

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Candidates must submit the application form with supporting documentation no later than on 30 September 2003. Mail your application to Ad futura, Kotnikova 34, 1000 Ljubljana, Slovenia (with a note on the envelope: za 3. razpis) or fax to on no. (country exit code) 386 1 430 08 64. Applications will be accepted one day after the call for applications is published until the deadline.

The application is considered on time if it is:

1. Sent by regular mail and delivered to Ad futura by the deadline,
 2. Sent with the registered mail by the deadline according to the postmark,
 3. Faxed by the deadline, printed by the fax machine,
 4. Delivered in person to an Ad futura representative by the deadline during the official hours.
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GENERAL INSTRUCTIONS AND INFO

Before you fill out the application read the instructions and information on documentation carefully.

The application form is in .pdf format, so print it first and then fill it out in legible capital letters in blue or black ink.

Follow the application form carefully, other important information can be provided with attachment. All information is confidential and will only be used for purpose for which they it has been obtained.

Additional information and application forms are available at Ad futura, Kotnikova 34, SI – 1000 Ljubljana, during official hours Monday through Friday from noon till 3 p.m, at info@ad-futura.si, phone +286 (0)1 430-08-65, fax +386 (0)1 430-08-64. Only applications, submitted by the deadline, will be taken into consideration, so submit your application early. Complete and correct applications assist in less time needed for the selection process and declaring results.

APPLICATION

Apply with a completely filled out application form, and enclose all required documents.

The application form contains the following:

1. General Information
2. Information About the Studies
3. Financial Plan of Studies
4. Other

The Application form is available at <http://www.ad-futura.si> in the Razpis / Third Call for Applications section and at Ad futura headquarters during official hours Monday through Friday from noon till 3 p.m.

Your application will be considered complete only with the following documents enclosed:

1. A photocopy of a valid passport,
2. A photocopy of an acceptance letter to the education program at the Slovenian educational institution,
3. A photocopy of the last received diploma of higher education (the graduate or master diploma),
4. A transcript of the records of all the grades achieved during the last completed level of the education at the higher education level; if outside Slovenia the official grade scale issued by the educational institution of the study you are attending or have attended, must also be submitted,
5. A written confirmation of the annual tuition fee including the name of the candidate, issued by the Slovenian educational institution,
6. The photocopies of the proof of financial sources from legal entities, other than Ad futura.

INSTRUCTIONS FOR FILLING OUT THE APPLICATION FORM

Do not fill out the »appl. no« at the bottom of the page as this will be entered by the Ad futura representative.

General Information

Enter information about yourself. This information is required for identification of our applicants. It will also ensure that sufficient data has been gathered for the completion of the process (contact details, etc.).

Name and last name must be as stated on the passport (you need to submit a photocopy of your passport). Same is valid for birth details (place and country of birth, date of birth). State your citizenship. If you have not yet received a Slovenian tax number, leave this part empty.

Your temporary residence is your address in Slovenia. Ad futura will send all correspondence to this address. If you do not disclose your temporary address all correspondence will be mailed to your permanent address. If you have a legal representative or you have named a person your power of attorney related to your scholarship application Ad futura will mail information to your representative. We advise you to select a trusted person in Slovenia to be your legal representative.

Contact details should be up to date, particularly your address and daytime phone number where we can reach you should we need additional information.

Do not forget to include country and city (area) code if the phone and fax numbers you entered are not Slovenian. Include your city (area) code if you live in Slovenia.

Enter the e-mail carefully especially with dashes and under dashes, you can also list more e-mails if you have them.

Information about the Studies

Section 2. Information About the Studies. Enter only information related to the program you have been accepted to, or are enrolled in and what you are applying for a scholarship to.

Section 2.1. Educational Institution Information. Enter both, university and school or department.

Section 2.2. Information about the Study Program. Enter your scientific discipline. Enter study program both in Slovenian and in a foreign language.

Check the appropriate study level for your program in Slovenia

Enter the number of semesters and years on the last line, i.e. if your study program takes 5 semesters to complete, with two semesters per academic year, enter the length of study as 2,5 years. As the date of the first day of study state the first day you have/will start the studies at this program in 1st year (e.g. 1 November 2002, 1 November 2003, etc.). Enter also the academic year you will enter in 2003.

Financial Plan of Studies

Section 3.1. Overview of Funding Sources. Enter the percentage of tuition fee for which you are applying for with Ad futura and a percentage of tuition fee you will cover out of your own or other sources. The total of both amounts has to be 100%. Please be careful as the scholarship is awarded according to the percentage in the FIRST LINE. If you state 0% in that line, the scholarship approved will be 0% which equals 0,00 SIT!!!!

IMPORTANT: According to the entry in section 3.1. you will also receive points that will be considered in ranking of the candidates – the higher the second line, the higher the points allocated. Ad futura will cover tuition fee in the amount stated in the application form.

Section 3.2. Overview of Study Costs. Enter your annual tuition fee in the currency that appears in the confirmation letter from the educational institution you have registered or enrolled at.

Enter your annual tuition fee in full amount even though you will partially pay it from sources, other than Ad futura. In this case, of course, your scholarship will not cover 100% of your tuition fee; rather, it will cover the portion that remains unpaid.

A student pays tuition fee in order to get access to a study program at an educational institution. It covers courses, but it does not cover other obligatory and non-obligatory fees such as enrollment fee, study literature, memberships, lab costs, health or other insurance and other costs.

With the application, submit the proof of your other financial sources (e.g. approved fee reduction, scholarships from other, etc.).

Other

Section 4.1. Documents Submitted with the Application Form. Form a list of each document you submitted with the application. Before sending the application make sure that all required documents are attached and that the form is filled out in full, correctly and make sure it's legible. With correctly completed application you can help speed up the selection process tremendously.

Statement. Mark a choice (agree / disagree). This statement will only be used if you are among the recipients of scholarship. If you do not receive a scholarship, your name will not be publicly listed. Your choice has no influence on the selection process, but keep in mind that an application form without a selected option is not considered complete.

By signing your application you declare that information you have provided is correct and true. Application forms without an applicant's signature will not be accepted.

ENCLOSED DOCUMENTS

Documents you need to submit with the application are:

1. A photocopy of a valid passport,
2. A photocopy of an acceptance letter to the education program at a Slovenian educational institution,
3. A photocopy of the last received diploma of higher education (a graduate or master diploma),
4. A transcript of the records of all the grades achieved during the last completed level of education on the higher education level; if outside Slovenia the official grade scale, issued by the institution you studied at must be enclosed,
5. A written confirmation of the annual tuition fee including the name of the candidate, issued by the Slovenian educational institution,
6. The photocopies of the proof of your other financial sources from the legal entities, other than Ad futura.

A photocopy of an acceptance letter to the education program of the Slovenian educational institution – if you are already enrolled in this program, submit the enrollment confirmation. If you were accepted at an educational institution, but you are not enrolled yet, enclose the acceptance note (submit your enrollment letter when you receive it). The acceptance note must state your name and the study program you are enrolled in /accepted to.

A photocopy of the last received diploma of higher education – submit a photocopy of your graduate or master diploma, or doctorate if you have finished a doctorate prior to application for scholarship.

A written confirmation of the annual tuition – the document must be issued by the institution you will be studying at in the academic year 2003/2004. The educational institution must be clearly stated as well as the tuition fee and your name. If this information is stated in the enrollment notice or acceptance letter, additional document is not required.

Photocopies of the proof of the other financial sources from other legal entities – these are a scholarship contract, statements of provided funding and similar documents.

We wish you all the best for your application!

Your Ad futura