

University in Ljubljana, Faculty of Social Work  
**International Doctoral Studies in Social Work (INDOSOW)**

**STUDIES ON A BILATERAL AGREEMENT**  
**Application Form**

*Please write very clearly*

**1. PERSONAL DETAILS**

**Identification**

Name(s): \_\_\_\_\_ Surname(s): \_\_\_\_\_

Place of birth: \_\_\_\_\_ Date of birth (d / m / yyyy): \_\_\_\_\_

Passport n°: \_\_\_\_\_ Nationality: \_\_\_\_\_

**Address for correspondence**

*You need to have a valid e-mail address for contact. Make sure you spell it correctly.*

Address: \_\_\_\_\_

Zip code: \_\_\_\_\_ City/Town: \_\_\_\_\_

Country: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

**Permanent/home address (if different from above)**

Address: \_\_\_\_\_

Zip code: \_\_\_\_\_ City/Town: \_\_\_\_\_

Country: \_\_\_\_\_ Stationary phone: \_\_\_\_\_

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## 2. ACADEMIC DETAILS

### Degree

*If you haven't graduated yet, leave the field 'Final mark' blank. However, your eligibility for the Programme depends on the presentation of your degree certificate at registration.*

Degree title: \_\_\_\_\_

University name & country: \_\_\_\_\_

Address: \_\_\_\_\_

Zip code: \_\_\_\_\_ City/Town: \_\_\_\_\_

Thesis supervisor: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of enrolment (d / m / yyyy): \_\_\_\_\_ Date of award (d / m / yyyy): \_\_\_\_\_

Legal duration of study: \_\_\_\_\_ Average grade: \_\_\_\_\_ Thesis grade: \_\_\_\_\_

### Another degree (if any)

Degree title: \_\_\_\_\_

University name & country: \_\_\_\_\_

Address: \_\_\_\_\_

Zip code: \_\_\_\_\_ City/Town: \_\_\_\_\_

Supervisor of the thesis: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of enrolment (d / m / yyyy): \_\_\_\_\_ Date of award (d / m / yyyy): \_\_\_\_\_

Legal duration of study: \_\_\_\_\_ Average grade: \_\_\_\_\_ Thesis grade: \_\_\_\_\_

*If needed, please copy the section 'Another degree' to add the third one, etc.*

**Language competences**

Mother tongue(s): \_\_\_\_\_

Please use the Common European Framework of Reference to assess your language competence (see Self-Assessment Grid at <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>).

Foreign Language	Understanding	Speaking	Writing

Please list the Language Proficiency Certificate(s) obtained, if available:

**Professional/Work experience (if any)**

Please specify any work experience relevant for the study:

Please specify your current professional or other work:

**Academic papers (if any)**

Please list up to 3 academic papers you have published in the last 5 years:

**Other qualifications (if any)**

Please specify additional qualifications not included above (awards, rankings, etc.):

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### 3. PROSPECTIVE STUDY DETAILS

#### Preferred area of study

Please describe clearly and in the shortest possible way your study and research interests:

#### Preferred Partner University

*Up to three choices can be made from amongst the universities that have signed a bilateral agreement with the University of Ljubljana.*

Please mark appropriate:

- ☐ My preferred supervisor agrees to my choice(s)
- ☐ I am familiar with each listed Partner University's rules and conditions for admission
- ☐ I have established personal communication with the Partner University listed as      1      2      3
- ☐ I understand that studying at a Partner University is subject to the rules established at the Partner University and that, granted the administrative support of the Faculty of Social Work, it remains my own responsibility to coordinate with the Partner University all matters regarding my academic obligations.

(1) Partner University of my choice:

(2) Partner University of my choice:

(3) Partner University of my choice:

Please present your reasons for choosing each Partner University:

#### Proposed supervisor

Name:

Proposed supervisor has given express consent: YES NO

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#### 4. DOCUMENTS TO BE ENCLOSED

*Besides the application form fully filled in, the following documents have to be enclosed to your application:*

**Attachment 1:** Photocopy of your national identity card or passport

**Attachment 2:** Curriculum Vitae (your personal details, skills and competences, education and training, work experiences, publications, and other relevant information)

**Attachment 3:** English language proficiency certificate (not needed if English is your mother tongue) and the language proficiency certificates listed in your application

**Attachment 4:** Copies of original academic degree certificates with transcript in English or Slovenian, if necessary

**Attachment 5:** Letter of interest, explaining clearly your academic and personal reasons to apply

**Attachment 6:** Recommendation letter from a professor who knows you (optional)

**Attachment 7:** Research proposal outline (up to 4 pages)

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#### 5. ADMISSION PROCEDURE

The deadline for applications and other important dates are announced on the Faculty's website ([www.fsd.uni-lj.si](http://www.fsd.uni-lj.si)) each spring.

Applicants should fully complete the application form and send it by post, together with the required documents, to:

Postgraduate Studies Office  
Faculty of Social Work  
University of Ljubljana  
Topniška 31  
1000 Ljubljana  
Slovenia

In addition, the application form and all attachments have to be sent as PDF files to [podiplomski@fsd.uni-lj.si](mailto:podiplomski@fsd.uni-lj.si). The 'subject' of the message should read 'INDOSOW BILATERAL 20xx Last name First name' (in place of 'xx', please insert the year of application). In case of excessive size, please send the files in several messages in a numbered order.

Eligible applicants will be interviewed. They will be advised of the final selection within two weeks after the interview. The selected applicants will be asked to register at the University of Ljubljana.

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## 6. STATEMENT

I certify that all details provided in this application form and in all the attachments are true and accurate. I understand that the Faculty of Social Work reserves the right to change or reverse any decision made on the basis of incorrect or false information and that attempting to gain admission using falsified documents is illegal and subject to prosecution.

Date (d / m / yyyy): \_\_\_\_\_

Signature: \_\_\_\_\_