

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

**DOUBLE DEGREE STUDIES**  
**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 have not graduated yet, leave the date of award and the grade fields 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. PREFERRED AREA OF STUDY / PREFERRED UNIVERSITY

The Academic Board, which defines the syllabus for each student, strives to maintain an adequate balance between different areas of study and institutions and the personal preferences of the applicants. Thus, your choice of Home Institution will depend on the number of applications, your academic and scientific background, your future research interests, and your rank in the selection list.

Before indicating your preferences, please carefully read the course structure description at the programme's website.

Indicate your three preferred choices (in a numbered priority order) of Home University and Partner University (at which you will fulfil part of your study obligations).

University	Home University	Partner University
University of Ljubljana		
University of Jyväskylä		
Anglia Ruskin University		
Alice Salomon University of Applied Sciences in cooperation with the University of Siegen		

#### Reasons for application

Why INDOSOW?

#### 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 DOUBLE DEGREE 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: \_\_\_\_\_