

Application form for “Biotechnology for the Life Sciences” University of Rijeka, Department of Biotechnology, Croatia (Second call)

Please complete the forms on the following pages, and sign the declaration on the final page. Submit this to us by email at life.sci@biotech.uniri.hr no later than midnight on 25th June 2021. You may also contact us at the same address if you have any questions concerning the form or the application process.

In section 3, please provide information on your undergraduate degree (BSc or similar) and the University or institution at which it was granted. If you have obtained additional degrees, then you can provide information on these in section 4.

Please enclose with your signed application form the following documents:

- a. A scanned copy of your undergraduate degree certificate^{1,2}
- b. A translation of this certificate into English or Croatian, if necessary^{3,4}
- c. A scanned copy of your official list of grades or diploma supplement from your undergraduate degree²
- d. A translation of the grade list into English or Croatian, if necessary^{3,4}
- e. A copy of your CV, written in English using Europass format
- f. Your personal letter of motivation, explaining why you wish to enrol in this program, written in English
- g. Two letters of reference, at least one of which should be from a member of faculty at the institution where you completed your undergraduate course. These should be written in English, and may either be supplied by the applicant or sent to us directly by the referees using the email address above

*If your application is successful, then this form will also be used to apply for recognition of your previous degrees by the University of Rijeka. This is a requirement for enrolment for all applicants whose undergraduate degree was awarded by a University outside of Croatia⁵. In this case, we will also require the following from you. **YOU DO NOT NEED TO SEND THESE WITH YOUR INITIAL APPLICATION:***

- h. Copies of the official degree certificate and final grade list/diploma certificate, if not provided previously*
- i. Notary certified translations of your undergraduate degree and grade list/diploma supplement into Croatian if necessary^{4,6} and if not provided previously*
- j. Official curricula (syllabus) of the undergraduate degree program, with short descriptions of the content of all courses*
- k. If you have changed your name since graduation: A copy of your birth certificate, plus translation if necessary³*
- l. Proof of your citizenship (or of refugee status) plus translation if necessary⁴*
- m. Proof of payment of an administrative fee of 400 HRK (approx. 50 EUR). This can also be deducted from your first tuition fee payment by arrangement.*

Notes:

- 1) Applicants who have completed their studies, but not yet received their certificate may still be eligible to apply – but please contact us at life.sci@biotech.uniri.hr.
- 2) Applicants who are conducting their undergraduate degree at a University within the Republic of Croatia may also apply if they expect to complete their degree by 15th September 2021. In this case, please instead supply a confirmation of your enrolment, and a list of grades for all years of study completed to date. Acceptance onto the program will, in this case, be conditional on completion of the undergraduate degree. This is not available for applicants who are conducting their studies elsewhere, due to their need to officially recognise their previous education.
- 3) For the initial application procedure an unofficial translation will suffice. If you are accepted for the course, then a notary certified translation will be required, see item (i).
- 4) Documents written in English, Croatian, Bosnian or Serbian (Latin alphabet) do not need to be translated.
- 5) Applicants who completed their undergraduate degree at a University within the Republic of Croatia do not need to undergo this procedure.
- 6) A translation into English may be provided instead, if translation services into Croatian from your language are not easily available.

Application to have a foreign higher qualification recognised
for the purpose of continuing higher education at the University of Rijeka

1. INFORMATION ABOUT THE APPLICANT

A. Applicant's personal information

First or given name(s) ¹	Surname(s) ²
Date of birth	City and country of birth
Country of citizenship	Sex female male
Street name and number	Zip code, City
Country	E-mail address
Landline phone number	Cell/mobile phone number

B. Address to which you want the final decision to be delivered ³

Full name of recipient
Street name and number
Zip code, city, country

¹ Including middle names if appropriate

² Please also give your surname at your birth, if it differs from your current surname

³ If different from the address given above, the decision will also be supplied by email

2. HAS AN OFFICIAL BODY OF THE REPUBLIC OF CROATIA PREVIOUSLY ISSUED A DECISION CONCERNING THE RECOGNITION OF THE FOREIGN HIGHER EDUCATION QUALIFICATION IN QUESTION? (please circle)

Yes

No

If YES, please enclose the original or a certified copy of the decision

3. INFORMATION ABOUT THE FOREIGN HIGHER EDUCATION QUALIFICATION

Name of the higher education institution, in original language

Street address of the higher education institution

City

Country

Web address of the higher education institution

Name of the study programme

Type of study programme (please circle)

Academic

Vocational

Type of studying (e.g. full time, part time, online)

Academic title gained upon the completion of the study programme, in the original language (e.g. Bachelor of ..., Magister der ..., Licenciado en..., Ph.D. in...)

Official length of the study programme (in years and/or semesters as appropriate)
Date of enrolment
Date of graduation
Graduation requirements: (please circle) <ul style="list-style-type: none"> ▪ Thesis ▪ Final exam ▪ Other _____

4. PREVIOUS HIGHER EDUCATION				
Name of the institution	City, country	Qualification acquired	Year of enrolment	Year of graduation

5. SIGNATURE AND DECLARATION

I grant the University of Rijeka permission to make further inquiries about my educational document(s) at the foreign educational authority responsible for issuing these documents and permission to investigate the authenticity of these documents:

YES

NO

The applicant is responsible for the accuracy of the information given in this document.

In _____ 20____. _____
(city) (date) (applicant's signature)

The University of Rijeka shall treat your personal data in accordance with the General Data Protection Regulation (GDPR), regarding the application of appropriate technical and security measures, the protection of personal data against unauthorized access, misuse and detected loss or destruction.

The University of Rijeka will maintain the confidentiality of your personal data and allows access to and disclosure of personal information only to those employees who need the said information and data in the conduct of their business activities, while it shall allow access to and disclosure of personal information to third parties only in cases expressly provided by law. The University of Rijeka is not responsible for any direct or indirect damage or loss that may result from data or revenue loss arising from unauthorized access, use or disclosure of information resulting from any "hacking attacks" targeting the Agency's information system.