

To:
Center for European Integration Studies (ZEI)
Master of European Studies Program
Genscherallee 3
53113 Bonn, Germany

**Optional:
Please add a
photo**

Master of European Studies – Governance and Regulation

Application form for the academic year 2022/23

Please submit your complete application until: **15 March 2022 (postmark)**

1. Personal Data

Surname:
First name:
Sex:
Date of birth (dd.mm.yyyy):
Place of birth:
Nationality:

2. Contact Information

Street:
ZIP code + city:
Country:
Telephone:
Mobile phone:
E-mail address:

3. University Degree

Name and place of last university:
Subject (major and minor):
Degree obtained:
Final mark (please include a grading scheme):

4. Secondary Education

Type of school leaving certificate (e.g. Abitur, High School diploma, baccalauréat...)

Date of issue:

City/country:

5. Language Skills

Mother tongue:

Please indicate your level according to the Europass Language Passport (please check on the internet)

English

Writing:

Speaking:

Understanding:

Other languages

Writing:

Speaking:

Understanding:

Writing:

Speaking:

Understanding:

Financing your Studies

Payment of the tuition fee and living & housing costs.

own expense scholarship by (please name institution, contact person and include confirmation):

Important Information for non-European Applicants who are not yet in Germany:

In case of financing the course by your own means, we need financial proof that you have access to 10.400 € to cover your living expenditures while in Bonn. For most applicants from non-European countries (please check your specific country) it is necessary in order to obtain a visa for Germany to set up a blocked bank account with the amount of 10.400 €. **Please note that without this financial proof we won't be able to consider your application.**

6. How did you learn about the Master of European Studies at ZEI?

- Google / ZEI Website**
- DAAD**
- Online Master portal – please specify** _____
- Social Media – please specify** _____
- Newsletter – please specify** _____
- Personal recommendation:** Alumni Professor
 other (please specify): _____
- Other (please specify):** _____

7. Declaration

Further important information

- In case of receiving an invitation to attend the MES program, I have **two weeks** to accept or decline
- In case of accepting my place in the program, I have to transfer the money **two weeks** after my acceptance at the latest.
- If I am applying for a scholarship, I should provide my confirmation or acceptance letter by the 1st of June 2022.
- If I will take leave from my regular job, I must provide confirmation from my boss by the 1st of June 2022.

I declare that I have read the above information and note that my application will not be considered further if I miss the given deadlines, or do not hand in the required documents in due time.

I declare that all information and documents submitted are complete and correct. I am aware that false information may lead to suspension from the selection process.

I declare that I have work experience of at least 1 year/12 months. (Students who have obtained 240 ECTS points require at least 1 year. Students with 180 ECTS require 2 years work experience)

(Please note that applicants with insufficient work experience won't be considered.)

Date, signature

Declaration of consent to the collection and processing of data by The Center for European Integration Studies, University of Bonn

The collection and processing of the following personal data takes place in order to process your application and allow for a full and fair review of all applications.

The data will be stored at the Center for European Integration Studies for the duration of the purpose of data collection and can only be viewed by authorized persons. After the purpose has ceased to apply, the data will be deleted.

User rights:

The undersigned has the right to revoke this consent at any time with effect for the future without stating a reason. Furthermore, the data collected can be corrected, erased or its collection restricted as required. On request, detailed information on the scope of the data collection carried out can be demanded from the address below. A data transfer can also be demanded if the signatory wishes to transfer his or her data to a third party. In the event of data protection breaches, a complaint may also be lodged with the supervisory authority.

Voluntariness/consequences of non-signing:

Consent to data processing is voluntary. The undersigned has the right not to agree to this declaration of consent. As the collection and processing of data is necessary for the aforementioned purpose, the corresponding services subsequently cannot be used in this case.

Contact: Complaints, requests for information and other concerns should be addressed to the following office: **Master of European Studies, Europeanstudies.zei@uni-bonn.de**

Responsible data protection officer: Dr. Jörg Hartmann, Genscherallee 3, D-53113 Bonn, E-mail: joerg.hartmann@uni-bonn.de, Tel: + 49 (0)228 -73 – 6758, <https://www.datenschutz.uni-bonn.de>

Competent supervisory authority: Landesbeauftragte für Datenschutz und Informationsfreiheit
Nordrhein-Westfalen, PO Box 20 04 44, D-40102 Düsseldorf

Consent of the data subject:

I, _____ **consent pursuant to Art 6 (1) lit. a GDPR**, to the use, storage and utilization; I may withdraw this consent at any time without stating reasons with effect for the future. I hereby declare that I have been informed of my rights.

..... Date, Signature

Checklist

	Application form		Certification of fluency in English
	Curriculum Vitae		Proof of work experience of at least 1 - 2 years: Reference from employer or internship confirmation
	Copy of graduate certificate and academic transcript of records		Other references showing your performance and social skills
	For non-European applicants: financial proof of 10 400 € for visa application		Copy of passport/ID