

**INSTITUTE OF
TOURISM AND HOTEL
MANAGEMENT**

Klessheimer Straße 22, A-5071 Siezenheim • Austria
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Please type or print!



APPLICATION FOR ADMISSION

Submit by May 1st, 2007

Year 2007 / 2008

Beginning of the course: October 1st, 2007

Attach
recent
passport
photo!

In addition to the General Module “Management” choose
ONE of the Special Modules listed below :

(mark X)

- HOSPITALITY MANAGEMENT
- TOURISM MARKETING & TRAVEL AGENCY MANAGEMENT
- TEACHERS TRAINING

Personal Information

Last (family) name (according to passport):

First (given) names (underline name used):

Permanent Address:

Date of birth: City of birth:

Country of Citizenship: Sex: f m

Religion: Native language:

Marital status: single married Number of children:Age of children:.....

Mother's profession:

Father's profession:

Mailing Address

Street/Number:

Area Code/City/Country:

Phone: E-mail:

Fax number (office or private):

Present Occupation

Title of present position: since:

Employer (detailed, with address):

.....

Describe your functions and personal responsibilities at this position

.....

.....

.....

.....

Previous professional activities

from	to	function	Institution/company

Education Data

List chronologically all secondary (high school or equivalent) and post-secondary institutions in which you are presently enrolled or those you have attended regardless of duration. Please submit official academic records.

from	to	name/place of institution	degree or qualification earned

Indicate your knowledge of English

Language- English	read			understand			speak			write		
	no knowledge	moderate	good	no knowledge	moderate	good	no knowledge	moderate	good	no knowledge	moderate	good
Native language:												
English												
German												
Other: _____												

Indicate your knowledge in Computer training

Do you have access to a personal computer at home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Access at work ? <input type="checkbox"/> yes <input type="checkbox"/> no
Professional skills	moderate <input type="checkbox"/>	good <input type="checkbox"/>	perfect <input type="checkbox"/>

Professional activities abroad

Have you studied or worked abroad before? Indicate the year, duration, kind of activity, institution and country and, if any: the sponsoring institution of fellowship:

.....

.....

.....

OFFICIAL STATEMENT OF PRESENT EMPLOYER:

This is to certify that Mr/Ms..... is presently employed
as
by
(Name of Institution, Authority or Company)

The applicant will be maintained in his present position
 will be given a new position
as upon return after course.

The signing authority furthermore attests herewith the correctness of the candidate's personal, professional and educational data as indicated in this application form, as far as the authority knows, and recommends the candidate as suitable to attend this course on grounds of his qualifications and in regard to the position to be assigned to him.

.....
Place Date Signature

Full name, position and address of the authority signed above:
.....
.....

Recommendations

Indicate – if existing – further persons acquainted with your professional qualifications (name, positions, address):

1.
2.
3.

Scholarship

The Austrian Development Cooperation offers around 30 scholarships to students from Least Developed countries – please hand in your application to the Austrian Embassy in your country until May 1st.

Full scholarship – limited to applicants from priority countries:

Includes tuition fee, accommodation, travel costs, meals from Monday – Sunday plus a pocket money of approx: €200.- per month.

Partial scholarship:

Includes tuition fee, meals from Monday – Friday plus a pocket money of approx: €200.- per month.

Annexes have to be attached as follows:

- ✓ Curriculum vitae with copies of certificates: school (final year), training, employment, birth certificate and a copy of your passport. **(please make sure all documents are translated into English or German).**
- ✓ **Certificate proofing knowledge of English (TOEFL, Cambridge or equivalent).**
- ✓ **Letter of Motivation** (please attach a short outline of your reasons and motivation why you would like to study at our Institute and give a short outline of touristic problems of your country or the problems connected with your present responsibilities in the field of tourism or hotel.)
- ✓ **Essay** (Please attach a short outline about how tourism can contribute to poverty reduction)

Please note, that if the application is not filled out properly (full address, telephone numbers with area codes, annexes etc.) the application will no be considered!!!

Agreement

I hereby approve my commitment to return to my home country after the course has ended (end of May) or after the additional three months industrial placement (end of August). I will not apply for any further residence permit in Austria.

I am aware that if my English should not be sufficient the Institute decides whether to undergo an extra English language course in Austria or be expelled from the course on my own expenses.

Further I understand that the Institute of Tourism and Hotel Management has the right to revoke my acceptance to the Institute if I have provided any false information in connection with my application for admission. If this occurs I agree to accept full responsibility for the expenses.

.....,
Place Date Applicant's Signature