***To Erasmus+ Coordination Units at Kyoto Institute of Technology and***

 ***TH Köln - Technology, Arts, Sciences, Faculty of Architecture***

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| **APPLICANT’S DETAILS** |
| **Surname** *(as indicated in Passport or Identity card)* | **First name:***(as indicated in Passport or Identity card)* |
| **Date of birth***: (dd/mm/yyyy)* | **Place and Country of birth:** |
| **Nationality:** | **Gender:** (M/F) |
| **Home Address:** *(please indicate your full address: Address, Town, Post/Zip Code)* |  |
| **Document:** (passport or ID card) | **ID card or passport number** **Date of Expiry** |
| **Telephone Number:****Mobile Number:** | **E-mail Address:** |
| **Do you require Disability or Learning Support?**  | Yes ☐ No ☐ |

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| **HOME UNIVERSITY** |
| **Home University Name and City:** | **Kyoto Institute of Technology, Kyoto** |
| **Title of your current degree programme (for students)/****Current position at the partner university (for academic and administrative staff):** |  |
| **Level of your current degree programme (1st cycle/1st level/undergraduate; 2nd cycle/2nd level/Master; 3rd cycle/3rd level/PhD) (for students only):** |  |
| **Number of years of higher education (University) study completed to date (At which year of your current course programme are enrolled?) (for students only):** |  |

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| **PROPOSED PROGRAMME OF STUDY AT TH Köln** |
| **Duration of stay** (n° of months): |  |
| ☐ Autumn term (from September 2019)☐ Spring term (from Spring 2019)☐ ……………………………. |  |

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| The undersigned is willing to apply for the Erasmus+ - International Credit Mobility grant to TH Köln, according with the call for applications published by Kyoto Institute of Technology with the following deadline: February 8, 2019.Compulsory attachments:*For student candidates:** Copy of a valid ID card or passport;
* Copy of a residence document;
* Copy of a proof of registration at a degree program at Kyoto Institute of Technology;
* Copy of the transcripts of records;
* Copy of official language certifications (if any) or certifications of language qualifications issued by KIT English language professors;
* Signed Learning Agreement (for 1st and 2nd cycle students)/Research Plan (PhD students);
* Curriculum Vitae;
* Motivation letter;
* Recommendation letters and other supporting documents

*For academic and administrative staff* candidates:* Copy of a valid ID card or passport;
* Copy of a residence document
* Copy of a proof of employment at Kyoto Institute of Technology;
* Work Plan signed by the applicant (for academic staff: min. 8 teaching hours per week);
* Curriculum Vitae;
* Motivation Letter;
* Letter of interest signed by the prospective academic supervisor or Head of Department (for academic staff) at TH Köln or by the administrative supervisor (for administrative staff);
* *One letter of recommendation.*
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| **SIGNATURE OF APPLICANT** |
| I confirm that the information provided on this application form is correct. |
| **Signature:**  | **Place and Date:** |