



APPLICATION FORM

INSTRUCTIONS FOR THE APPLICANT

Please answer each question clearly and completely (print or type), read carefully and follow all instructions.

If you need more space, attach additional pages of the same size. Submit the completed form, duly signed, in TWO copies to ITC, P.O. Box 6, 7500 AA Enschede, The Netherlands, together with the required documents (see page 5), at least four months before the programme begins.

1 PERSONAL DATA

Last name (Family name)*:

First name(s):

Correspondence address:

.....

Telephone: Fax: E-mail:

Place of birth:

Date of birth:

Nationality:

Sex: male / female Marital status: single / married

If applicable, please give name of spouse or partner:

* Please spell names exactly as they appear on your passport, birth certificate or baptism certificate

2 INTENDED FIELD OF STUDY AT ITC

Name of programme: Course type: ☐ MSc Degree

Specialisation: ☐ PM Degree

Starting date: ☐ Diploma

Duration in months: ☐ Short Course

Your expected position and task description after having finished this programme:

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2A For PM Degree, Diploma and Short Course applications only:

State why you wish to follow the programme and specialisation that you have chosen:

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.....

Most programmes offer different types of courses (MSc Degree, PM Degree, Diploma and Short Course). Please indicate why the selected course type best addresses your training needs and those of your organisation:

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2B For MSc Degree applications only:

Please write a clear and relevant essay in English (300 to 500 words) on a separate piece of paper. Pay attention to the following questions:

- Why do you wish to follow the programme and specialisation that you have chosen?
- Why does the MSc Degree course better address your needs and those of your organisation than the PM course does?
- What provisional ideas do you have on an individual research topic for the thesis? How is this topic related to problems your organisation addresses?

3 EDUCATIONAL RECORD

Please include also in-service training. List in reverse chronological order (start with most recent courses). Certified copies of all certificates and detailed course records must be enclosed with this application form.

Educational institution	Location	(Major) field of study	Degrees and Diplomas	Years attended from to	Language of instruction

4 EMPLOYMENT RECORD

Present post

Employing organisation:

Address of employing organisation:

Year of commencement of employment at the above organisation:

Type of organisation: ☐ (Semi-) government (national or federal)
 ☐ (Semi-) government (regional or local)
 ☐ Non Governmental Organisation
 ☐ Private organisation
 ☐ International organisation
 ☐ Educational institution
 ☐ Other:

Branch (Sector):

Function:

Description of your work, indicating your personal responsibilities:

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Previous post or posts

Name(s) and address(es) of previous employers, including years of service:

1 From: till:

2 From: till:

Type of organisation	Branch (Sector)	Function
1
2

Description of your work, indicating your personal responsibilities:

1

2

5 LANGUAGES AND COMPUTER SKILLS

Languages

Mother tongue:

Knowledge of English and any other languages. State whether your skills in the indicated area are excellent, good, fair or basic (or none).

	English	Other:	Other:
Understanding
Speaking
Reading
Writing

If you have ever taken an English language test (TOEFL, British Council / IELTS or Michigan), please send a copy of the results.

Computers

Computers are heavily used in most of ITC's programmes. To participants with insufficient computer skills, remedial classes will be offered.

Do you have any experience using the personal computer?

If any, please state which software packages you are able to use:

- office applications:
- GIS or Remote Sensing software:
- other:

6 MISCELLANEOUS

List membership of professional societies.

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List any significant publication written by you, giving year of publication.

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How did you come to know about this ITC programme?

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7 REFERENCES

Name of your director/employer who is supporting your application and who has completed section 9 below:

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Two other referees and their addresses (referees should complete one of the reference forms). References are not required for Short Course applications.

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2

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8 FINANCIAL SITUATION

Have you applied for a fellowship? Yes / No

If yes, from which organisation?

If the fellowship for which you have applied is not granted, or if you did not apply for a fellowship, who will cover all expenses involved?

Name or organisation:

Address:

The undersigned certifies that his/her statements made in answer to the foregoing questions are true, complete and correct. The undersigned applies for programme admission at ITC by returning this form in DUPLICATE with ENCLOSURES.

Date: Place:

Signature:

The following documents are enclosed:

- a. 5 colour photographs, passport size.
- b. Certified photocopies of diplomas, certificates, degrees and course records.
- c. Completed reference forms (if not sent directly to ITC by the referee).
- d. A certificate of good stereoscopic vision and/or good colour vision (if required by the programme).
- e. A copy of the results of an English language test: TOEFL, British Council / IELTS or Michigan (only if you have taken any).
- f. For MSc Degree application only: motivation for the programme and specialisation and description of (provisional) research topic.

IMPORTANT:

Course applicants should be aware that an application for admission should be accompanied by a detailed recommendation by the applicant's employer (see the section below). No application will be considered by the Admissions Committee without a clear statement from the employer of the reasons for which ITC studies are desired.

No candidate should assume that his / her place has been reserved without ITC's written confirmation.

Please pass this form on to your employer for completion of Section 9.

9 PARTICULARS TO BE PROVIDED BY EMPLOYER

I, the undersigned,

Name: Position / capacity:

Organisation:

Address:

being authorised to supply the following particulars, hereby declare that Mr / Ms

.....
has been granted permission to attend the ITC programme:

Programme: Course type: ☐ MSc Degree

Specialisation: ☐ PM Degree

for a period of: months ☐ Diploma

from: till: ☐ Short Course

Reasons why this programme and specialisation are important for the organisation:

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.....
Specification of future responsibilities of the applicant:

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Most programmes offer different types of courses (MSc Degree, PM Degree, Diploma, Short Course).

Please indicate why the selected course type best addresses the needs of your organisation.

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.....
I, the undersigned DO / DO NOT* guarantee payment of all expenses involved, specified provisionally in the ITC documentation or an invoice.

If not, please indicate sponsoring person, organisation or institution to which an invoice can be sent:

Name:

Address:

Date:

Signature and official stamp:

.....
* Please delete what is not applicable

REFERENCE FORM

Confidential

References are not required for short course applications.

The applicant should print his or her name and the programme he / she will apply for in the space below and send this form to the referee.

Applicant's name:

Applicant's nationality / country:

has applied for admission to the international programme offered by ITC in the Netherlands.

Programme:

Specialisation:

Course type: ☐ Master of Science Degree programme (MSc)
 ☐ Professional Master Degree programme (PM)
 ☐ Diploma Course
 ☐ Short Course

Duration: months

In order to help assess the candidate's abilities, we kindly request your assistance in providing information on the points below. These have been formulated for your convenience only; if you prefer not to use this reference form, please feel free to evaluate this candidate in whatever manner you consider most suitable. The information will be treated as strictly confidential.

1 How long and in what capacity have you known the candidate?

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2 What is your opinion of the candidate's motivation towards and suitability for a career in the field of study of the programme?

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3 Please evaluate the candidate on the qualities listed below (tick the appropriate box). Where possible appraisals should be made in relation to the abilities of employees with the same level of education.

	Excellent (top 10%)	Above average	Average	Below average	No information
Intellectual capacity					
Capacity for oral expression (in mother tongue)					
Capacity for written expression (in mother tongue)					
Analytical skills					
Capacity to work effectively without close guidance					
Management and collaborative skills					
Emotional maturity and stability					
Proficiency in English					

4 If you care to elaborate on any of your judgements in question 3, or if you wish to add any further information which you consider might be relevant, please do so here.

Referee's signature:

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Date:

Name and position:

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Please send the completed form to:
ITC Student Registration Office
P.O. Box 6
7500 AA Enschede
The Netherlands

Or return in a closed and signed envelope to the applicant.

Address:

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