A P P L I C A T I O N F O R M

**(confidential)**

Programs:

* MSc. in Urban Management & Development (UMD)
* International Course on Housing and Urban Development (ICHUD)
* Urban Management and Development Theory (UMDT)
* Land Management and Informal Settlement Regularization (LMISR)
* Developing Social Housing Projects (DSHP)
* Urban Management Tools for Climate Change (UMTCC)
* Local Economic Development (LED)
* Green Cities for Eco-efficiency

**Applicants for ICHUD/UMD, please tick specialisation:**

* Managing and Financing Urban Infrastructure (MFUI)
* Urban Housing and Livelihoods (UHL)
* Urban Environmental Management and Climate Change (UECC)
* Integrated Planning and Strategies (IPS)
* Urban Land Development (ULD)
* Urban Competitiveness and Resilience (UCR)

The programme starting: .......................………2015…..

(applicant’s name)

(applicant’s nationality / country)

Please send the completed application form to:

[ihs.study12@gmail.com](mailto:ihs.study12@gmail.com) or [ihs.study14@gmail.com](mailto:ihs.study14@gmail.com)

**Application and Selection Procedure**

Admissions material should be sent to IHS Admissions Office e-mail address: [admission@ihs.nl](mailto:admission@ihs.nl). Please inform us promptly of any change of your address to ensure that you can be contacted throughout the admission process.

The following documents are required for your application:

1. Application Form  
   Application form completed with accurate information.
2. Transcripts and Diplomas

Certified copies of diplomas/degrees and transcripts from your previous studies (a certified translation is required if these documents are in a language other than English, French, Spanish, Portuguese, Italian, German, or Dutch).  
These documents (diplomas/degrees and transcripts) may be enclosed with the application form or sent directly to the Admissions Office by the registrar of the college or university. Do not forget to include grading and transcript keys if available.  
Please note that you will be required to present the originals of these documents upon arrival for the programme.

1. Language Test

Applicants who did not complete a Bachelor’s degree in the English medium must show certificates with relevant test results:  
TOEFL min. 575/TOEFL computer-based min. 232/ TOEFL internet based 90,  
IELTS min.6.5 (no IELTS subtest <5.5).   
Please note that for Chinese applicants only IELTS is accepted as English proficiency proof. Some countries may have additional requirements. For further information please contact [admission@ihs.nl](javascript:linkTo_UnCryptMailto('pdlowr-dgplvvlrqClkv1qo');)

1. Reference Letters  
   At least two letters of recommendation in support of your application with signature are required for the admissions process. These letters of reference should be written by someone who can attest to your academic or professional abilities.
2. Curriculum Vitae  
   Please submit your detailed CV including personal information, education background, extracurricular activities, and professional experience.

Important note for Chinese applicants  
Chinese applicants are required to apply for a “Nuffic Certificate”. This is a document that provides an assessment of the applicant’s English language proficiency as well as of the educational degrees and diplomas that are required to be eligible for an entry visa to the Netherlands. Nuffic sends this certificate directly to IHS once it has been issued. Please go to <http://www.nuffic.nl/nuffic-certificate> for more detailed information.

Application for admission (course name)

(Please mention name of the specialisation if applying for ICHUD or UMD)

**Important:**

**Please read the whole document carefully before answering each question.**

**Please type very clearly.**

**1. Personal Data (mandatory )**

🞏 Mr. 🞏 Ms. 🞏Mrs.

Family name :

First name :

Middle name :

Home address : City :

Postal cod : Country :

Home telephone : E-mail :

Mobile phone :

Office Name :

Office address : City :

Postal code : Country :

Telephone : Telefax :

E-mail :

Preferred address for further correspondence: 🞏 Home address 🞏 Office address

Date of Birth : (day / month / year)

Place of Birth :

Nationality :

Marital Status : 🞏 married 🞏 unmarried

Passport number :

**2. Education**

* 1. Highest qualification

🞏 PhD degree 🞏 Master degree 🞏 Bachelor degree

🞏 College degree 🞏 Other :

* 1. Please list undergraduate and graduate institutions from which you received an  
     academicdegree (most recent first).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| University or College | Location | Dates  From..... to..... | Field of study \* | Diploma or Degree earned | Distinction (Yes/No) |
|  |  |  |  |  |  |

\***Field of Study :**

|  |  |  |  |
| --- | --- | --- | --- |
| Architecture | 1 | Law | 9 |
| Arts | 2 | Natural Science(Chemistry, Biology) | 10 |
| Business Administration | 3 | Planning | 11 |
| Civil Engineering | 4 | Public Administration | 12 |
| Economics | 5 | Sciences | 13 |
| Engineering | 6 | Social Sciences | 14 |
| Environmental or sanitary engineering | 7 | Other (please specify) | 15 |
| Geography | 8 |  |  |

2.3 Did you attend any courses at IHS? If yes, please list the course name(s) and the years of attendance.

Course name:

Years of attendance:

* 1. Postgraduate work: describe any additional qualifications you have for advanced study or research. List the titles and dates of published work, if any.

(please enclose a typed list in case you have many publications written)

* 1. Did you receive any fellowships in the past? If so, please select one or more options from the list. (e.g. NFP, World Bank, STUNED, Colfuturo, etc)

……………………………………………………………………………………………………...

2.6 Please answer in full these questions about your English language proficiency.

English is my mother language: 🞏YES 🞏NO

English was the language of 🞏YES 🞏NO  
instruction in my education:

If yes, at what level: 🞏Primary 🞏College or university

🞏Secondary 🞏Not applicable

Special English language test taken:

TOEFL

🞏YES 🞏NO

Score: …………

IELTS

🞏YES 🞏NO

Score: …………

I will take TOEFL on ................ (Date)

I will take IELTS on ................ (Date)

**3. Professional Experience**:

3.1 Do you have work experience? **(2 years or more)**

🞏YES 🞏NO

3.2 Present position :

Name of the company/organisation :

Starting date in present position :

* 1. Please describe your main tasks:
  2. Please describe the organisation you are currently working for: Minimum 200 to Maximum 350 words (mission, what it does and for whom)
  3. Type of organisation you are working in (indicate more than one box if appropriate):  
     🞏Government 🞏Semi-government 🞏 Private firm  
     🞏NGO 🞏other (specify):
  4. How many employees does your organisation have?   
     🞏 0 – 50  
     🞏 51 – 100  
     🞏 101 or more
  5. Career history (please do not exceed the space provided. If the space provided is not sufficient, please attach type written enclosures).

|  |  |  |
| --- | --- | --- |
| Full-time position:  Dates (from - to) | Employer | Position |
|  |  |  |

* 1. List any other professional qualification you have, membership in professional associations, special projects in which you have participated, etc.

**4. Motivation (mandatory)**

Please write a concise motivation on why you want to attend the course.   
*Minimum 300, maximum 500 words*

Questions to address are:

* What are you career intentions?
* In what specific way should this course help you fulfil these intentions?
* How would the course you are applying for improve your current job/work?
* What can you contribute to the course?
* What expertise and experience will you bring to the course?5. Preparation
  1. If you are employed at the moment, did you obtain full permission from your employer?

🞏 YES 🞏 NO

* 1. How do you intend to cover the costs for the course? Please note that (partial) self-payers receive priority in the admission process.

🞏 my employer will pay for the costs (if possible please attach letter from employer)

🞏 I will pay for the costs myself

🞏 I have received a fellowship (if possible please attach letter from fellowship organization)

🞏 I am still looking for a fellowship

I will approach the following agencies for a fellowship:

a.

b.

c.

**6. Additional Information**

How did you get informed about the IHS Educational Programme?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🞏 | Academix | 🞏 | Colleagues | 🞏 | Wiseways |
| 🞏 | Advertisement | 🞏 | eConfluence | 🞏 | [www.ihs.nl](http://www.ihs.nl) |
| 🞏 | Agent | 🞏 | Educational fair | 🞏 | [www.studyin.nl](http://www.studyin.nl) |
| 🞏 | Alumnus | 🞏 | Employer |  |  |
| 🞏 | ASBA | 🞏 | Nufic/Neso | 🞏 | Other (please specify): |
| 🞏 | CHEER | 🞏 | ServiciosAcademicosInternacionais |  | ………………………… |

**7. References**

Please list below the names and addresses of two people you knew/know, in a working or academic environment, who you believe will be able to advise us of your educational and/or professional competences.

Referees:

7.1.Full name :

Full address :

Business or occupation :

Length and nature of association : ...

E-mail address :

7.2.Full name :

Full address :

Business or occupation: :

Length and nature of association :

E-mail address :

I request to enter my name as a candidate for the course. The information supplied by me is complete and accurate to the best of my knowledge.

I have enclosed the following:

* Copy Diploma
* Copy transcript
* Copy passport
* Curriculum vitae (Resume)
* English language test result
* Letter of reference
* Motivation letter
* Employer statement & endorsement: includes: name, job title, organisation and date & signature
* Picture

The institute reserves the right to withdraw an offer of admission if candidates fail to satisfy all requirements or if it is determined that admission was obtained through the use of falsified, altered or embellished information. The institute is entitled to contact your employer and/or university for references. The institute reserves the right to cancel a course in case there are not enough participants or due to any other unforeseen circumstances.

Signature: Date:

City:

Please send the completed application form to:

[ihs.study12@gmail.com](mailto:ihs.study12@gmail.com) or [ihs.study14@gmail.com](mailto:ihs.study14@gmail.com)