



Application must be received by the ITH office via email or post latest by **March 31st, 2024**.

APPLICATION FORM

59th Diploma Course

September 30th, 2024 to June 13th, 2025

Course Selection

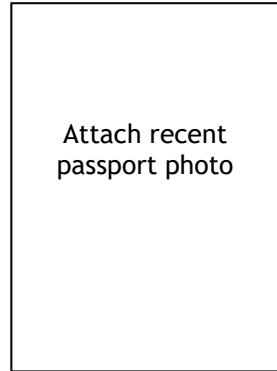
In addition to the **General Module** select one of the professional modules and one of the electives which are listed below. Failure to do so results in the rejection of your application. Please note that your choice is binding:

Please choose one of the Professional Modules

- Hospitality Management
- Tourism Management

Please choose one of the Electives

- Teacher Training
- Entrepreneurship



Personal Information

Last (family) name (as written in your passport):

First (given) names (underline name used):

Current place of residence (Country/City):

Date of birth:City of birth:

Nationality:Sex: female male non-binary

Religion:Native language:

Ethnic minority (if any):

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

Have you already applied before? no yes, year of application:

If you have applied before, what was the result of your previous application?

- Rejected Waiting list Acceptance - name the reason why you didn't participate:

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Current address and contact details

Street/Number:

Area Code/City/Country:

Mobile Phone:

WhatsApp available: yes no

E-mail:

Secondary phone (if available):

Secondary e-mail (if available):

Occupation

Title of current position:since:

Name of the company:

Type of business:.....

URL:

Describe your role and responsibilities of your position:

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.....
.....

Further previous employments (most recent job first):

from	to	function	Institution/company

Education

List in chronological order, 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 (in English language).

from	to	name/place of institution	degree or qualification earned

State the A' level certificate or equivalent (KCSE, WASSCE, BHSEC, UCE & UACE, etc.) you have taken:

Name of Examination:

Country and Date of Exam:

Language Skills

Is English your native language?

- Yes
- No

If your native language is not English, an internationally recognized certificate (TOEFL, Cambridge or equivalent) proving knowledge of English on Level B2 or higher is required. Please state the name, date, and result of the exam.

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OR, if your native language is not English, but your secondary education was conducted in English you are eligible to provide a written confirmation from your school/university. Please state here the name of the institution and number of years you were taught in English.

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Do you have German language skills?

- No
- Yes - please specify your level:
 - basic knowledge
 - moderate
 - good
 - very good

Professional activities abroad

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

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Recommendations

Indicate - if existing - further persons that can give us independent information about your professional/academic background (name, position/company/relation to you, e-mail & phone):

1.
2.
3.

Scholarship

The Austrian Development Cooperation offers about 30 scholarships for ADC priority countries and developing countries (for details refer to the “admission and fees” section of our website: www.ith-salzburg.at).

To be considered for a scholarship your application must arrive at the Institute of Tourism and Hotel Management in Salzburg, Austria via e-mail or postal service latest by March 31st, 2024.

What kind of scholarship do you apply for?

- Scholarship for ADC Priority Countries - limited to applicants from Ethiopia, Uganda, Burkina Faso, Mozambique, Bhutan, Moldova, Palestinian Territories, Georgia, Armenia
Includes tuition fee, health insurance, accommodation, travel costs, course materials, meals plus pocket money of approx: € 205 per month.
- Scholarship for Developing Countries:
Includes tuition fee, health insurance, course materials, meals from Monday - Friday plus pocket money of approx: € 205 per month.
Not included: accommodation fee (approx. € 1.700,00), travel costs, meals during the weekends and holidays (these expenses have to be covered by the student).
- No scholarship needed (please refer to cost sheet for self-payers)

Requirements

General Requirements

- ✓ At least 1 year experience in the hospitality or tourism industry
Please provide proof of occupation. If your present employer supports your application then hand in a personal recommendation.
- ✓ Age limit: 18-35 years
- ✓ GCE-A' Level or equivalent (matriculation), which enables enrollment at a university
- ✓ Knowledge of English on B2 level

Documents

Please make sure that all documents are translated into English!

All documents may be handed in as copies/scans. Authenticity of the certificate must be produced on demand.

- ✓ Passport (valid at least until end of September 2025)
- ✓ Birth certificate
- ✓ GCE-A' Level certificate or equivalent
- ✓ Other academic certificates, diplomas, vocational training, degrees
- ✓ Transcripts of your diploma, degree, etc
- ✓ Curriculum Vitae
- ✓ Proof of Occupation of at least one year experience in the hotel or tourism industry
- ✓ Recommendation letter (if possible from your present employer)
- ✓ Certificate proving knowledge of English on B2 level OR a Certificate of a school/university that your education was conducted in English
(TOEFL IBT score: min. 65-78 points or TOEFL paper based test score: 513 - 547 or TOEFL CBT score: 183 - 210 or IELTS score: min. 5.5 or Cambridge: min. FCE)
- ✓ Letter of Motivation covering the following topics (1-2 pages)
Why are you applying for this course and what are your expectations?
Why have you chosen Hotel/Tourism management and Teacher Training/Entrepreneurship?
What are your professional plans after your return and how will you use the knowledge gained at ITH.
- ✓ Video selfie - please see separate information sheet (duration: one minute maximum)

Please note that if the application is not filled out properly (full address, telephone numbers with area codes, attachments etc.) and is not complete (see all required documents on previous page), the application will not be considered.

The application has to be legible, be filled out in English language and signed.

If you send your application by email, please make sure that you send your attachments as a pdf in a maximum of two emails and name them comprehensibly.

The entire documents have to be in English language, if not they have to be translated into English language. In this case, copies of the document and translation have to be submitted.

Ensure to accurately fill out all application parts, regardless of whether the information has been written in your CV/Resume or not.

Agreement

I will inform the Institute of Tourism and Hotel Management if any of my personal data changes (eg. place of residence, occupation, etc).

I hereby confirm my commitment to return to my home country to contribute to the sustainable tourism development after completion of my training.

I am aware that if my English should not be sufficient the Institute can decide whether to recommend an extra English language course in Austria at my own expense or expel me from the course.

I am aware that if I am awarded the “Scholarship for Developing Countries”, I have to make the payment for accommodation which are EUR 1.700,00 to the institute latest until middle of May 2024. If I am awarded the “Scholarship for ADC priority countries” I have to make the payment for the deposit for accommodation, which are EUR 200,-.

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

I am aware that I have to apply for a residence permit and VISA in case that I am accepted for the course and that travelling and other costs can occur - especially if the respected Austrian embassy is located in another country than my home country. I know that I have to take full responsibility for these costs and that they will not be refunded.

I confirm my willingness to comply with the Austrian legislation in all matters.

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Place Date

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Applicant's Signature