# Application Form

## International Study Program‘Joint Master in Heritage Conservation and Site Management’

## Winter Semester 2021/2022

## Type of Application

|  |  |
| --- | --- |
| Scholarship | Self-Payer |
|  |  |

## Personal information

|  |  |
| --- | --- |
| Family name(s) | Arabic:English: |
| First name(s) | Arabic:English: |
| Nationality |       | Gender | Female [ ]  Male [ ]  |
| Date of birth (DD.MM.YY) |       | Place of birth |       |

## Administrative information

### Correspondence address (home address)

|  |  |
| --- | --- |
| Contact name/ person |       |
| Street, number |       |
| Postal code |       | City |       |
| Country |       |
| Phone |       | E-Mail |       |
| Skype |       |  |  |

## Educational Background

### School (Duration of schooling from primary school to the end of secondary school)

|  |  |
| --- | --- |
| From – To (MM.YYYY) | Institution, country |
|       |       |
|       |       |
|       |       |
|       |       |

### School-leaving certificate

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| --- | --- |
| Date | Certificate name, country |
|       |       |

### University (Duration of higher education)

|  |  |
| --- | --- |
| From – To (MM.YYYY) | Institution, country, study program/specialization |
|       |       |
|       |       |
|       |       |
|       |       |

### Graduate degree certificate

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Did you achieve an academic degree? | Yes [ ] No [ ]  | In case of yes, type of degree | 1. Degree |       | Year |       |
|  |  |  | Institution |       |
|  |  |  | 2. Degree |       | Year |       |
|  |  |  | Institution |       |

## Professional background

|  |  |  |
| --- | --- | --- |
| From – To (MM.YYYY) | Profession | Institution, address |
|       |       |       |
|       |       |       |
|       |       |       |

## Language proficiency

|  |  |
| --- | --- |
| Areyou a citizen of a state, where English is official language? | Yes [ ]  No [ ] (In case of yes, kindly skip the following questions about English proficiency certificate) |
| Do you have an English proficiency certificate? | TOEFL [ ]  IELTS [ ]  Cambridge CAE [ ]  Cambridge CPE [ ]  Unicert[ ]  |
|  | Received in year: |       | Grade/ level: |       |
| Please list additional language proficiencies. | Language      | Certificate/Institution      | Level      | Date      |
|  | Language      | Certificate/Institution      | Level      | Date      |

## Motivation of application

Kindly give a short statement about your personal motivation for your application in our study program:

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|       |

|  |  |  |
| --- | --- | --- |
| Date |  | Signature |

### Your personal checklist of required documents (in English)

### For your application (documents to be presented in hard copies to the program secretary as well as scanned and sent to hcsm@hq.helwan.edu.eg in one PDF file):

* A complete application form (signed)
* Curriculum vitae
* Higher education entrance qualification (e.g. Secondary School Leaving Certificate, High school diploma, university entrance examination, one or two years of studying etc.)
* Bachelor degree or equivalent qualification (preferably in the area of Archaeology, Tourism, Architecture, Conservation or History, or equivalent qualification)
* Transcript of records (list of subjects taken)
* A letter of motivation, if not already included in the application form (your reason for applying for this course and career perspectives)
* Two letters of recommendation (e.g. from previous professor/supervisor/employer)
* Certificate of proficiency in English. Accepted are
	+ TOEFL ibt, minimum score of 80 pointsor IELTS, minimum 6.5 – Original certificate
	+ Cambridge Advanced English (min. B) or Proficiency in English (min. C) – certified copy
	+ UniCert certificate, minimum grade II – certified copy

Exempted from this regulation are only students whose mother tongue is English resp. citizens from countries in which English is the official language.

* Valid passport

**Your application will not be processed if your documents are incomplete.**

**For your admission to the program:**

**For Helwan University**

(Documents to be presented in original hard copies to the Department of Postgraduate Studies at the Faculty of Tourism and Hotel Management upon successful application)

* Bachelor degree or equivalent qualification (English or Arabic) (e.g. FH-diploma) preferably in the area of Archaeology, Tourism, Architecture, Conservation or History, or equivalent qualification
* The transcripts of records (list of subjects taken) (English or Arabic)
* Birth certificate
* 6 personal passport-size photos
* Certificate of proficiency in English
* Military service certificate

**For BTU**

(If thecertificates have not been issued in English, you need to hand in a certified translation by a sworn interpreter**)**

* Certified Copy of the higher education entrance qualification (e.g. Secondary School Leaving Certificate, High school diploma, university entrance examination, one or two years of studying etc.)
* Certified copy of the Bachelor degree or equivalent qualification (e.g. FH-diploma) preferably in the area of Archaeology, Tourism, Architecture, Conservation or History, or equivalent qualification
* Certified copy of the transcripts of records (list of subjects taken)
* A letter of motivation, if not already included in the application form (your reason for applying for this course and career perspectives)
* Copy of valid passport
* Two letters of recommendation (e.g. from previous professor/supervisor/employer)
* Certificate of proficiency in English. Accepted are:
	+ TOEFL ibt, minimum score of 80 points or IELTS, minimum 6.5 – Original certificate
	+ Cambridge Advanced English (min. B) or Proficiency in English (min. C) – certified copy
	+ UniCert certificate, minimum grade II – certified copy

Exempted from this regulation are only students whose mother tongue is English resp. citizens from countries in which English is the official language.

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| --- | --- |
| **For further questions and information feel free to contact us:**

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| Program Registrar: Prof. Rasha Metawi hcsm@hq.helwan.edu.egTo arrange for the handing over of the documents kindly arrange with the progam secretary Ms. Sabah Abd Alhakim Ibrahim, mobile: 01142748876Faculty of Tourism and Hotel Management, **Helwan University,****1, Abdel Aziz Al-Soud Str., El-Manial, Orman-Post, Cairo 12612, Egypt.** |

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