



Deadline: **March 1st, 2021**

Note: Application must be received by the ITH office via post latest by the above given date.

APPLICATION FORM

Year 2021 / 2022

Beginning of the course: October 1st, 2021

In addition to the General Module "Management" choose ONE of the Special Modules listed below:

Select one of the courses below, failure to do so may result in the rejection of your application. Please note that your choice is binding

- HOSPITALITY MANAGEMENT (October 2021 until May 2022)**
- TOURISM MANAGEMENT (October 2021 until May 2022)**

Applicants who are willing to enroll additionally for the Teacher Training program should indicate that by crossing the box below:

- TEACHER TRAINING (October 2021 until June 2022 - one month longer)**

Have you already applied before? Yes No

If yes, in which year?.....
What was the outcome? Rejection Waiting list Acceptance (if you were accepted, name the reason why you didn't take part:))

Attach recent
passport
photo!

Personal Information

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

First (given) names (underline name used):

Permanent address:

Date of birth: City of birth:

Citizenship: Sex: f m

Religion: Native language:

Ethnic minority (if any):.....

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

Current Address

Street/Number:

Area Code/City/Country:

Phone:

E-mail:

Alternative phone:

Alternative e-mail:

Fax number (office or private):

Present Occupation

Title of present position: since:

Company (detailed, with address):

.....

Describe your functions and personal responsibilities in this position:

.....

.....

Previous professional activities

(Please fill out regardless of whether it is in your CV or not). *Last 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

Language knowledge

(if your native language is not English please provide a TOEFL or IELTS test)

Native language:.....												
Language	read			understand			speak			write		
	no knowledge	moderate	good	no knowledge	moderate	good	no knowledge	moderate	good	no knowledge	moderate	good

English												
German												
Others:.....												

Computer knowledge

Do you have access to a personal computer at home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Access at work? yes <input type="checkbox"/> no <input type="checkbox"/>
Professional skills	moderate <input type="checkbox"/>	good <input type="checkbox"/>	perfect <input type="checkbox"/>

Will you bring your own device (i.e. laptop) to Austria? yes no

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:

.....

.....

OFFICIAL STATEMENT OF PRESENT EMPLOYER:

This is to certify that Mr/Ms..... is presently employed as
by

(Name of Institution, Authority or Company)

The applicant will be maintained in his present position
 will be given a new position
as upon return after the course.

The signing authority furthermore attests herewith the correctness of the candidate's personal, professional and educational data as indicated in this application form, as far as the authority knows, and recommends the candidate as suitable to attend this course on grounds of his qualifications and in regard to the position to be assigned to him.

.....
Place Date Signature & Company's stamp

Full name, position and address of the authority signed above:

Recommendations

Indicate – if existing – further persons acquainted with your professional qualifications (name, positions, address):

1.
2.
3.

Scholarship

The Austrian Development Cooperation offers about 30 scholarships – please send your application directly to the Institute of Tourism and Hotel Management in Salzburg, Austria.

Your application must arrive at the Institute via postal service latest by **March 1st, 2021**.

Scholarship for ADC Priority Countries – limited to applicants from priority countries (see ITH website):

Includes tuition fee, health insurance, accommodation, travel costs, meals from Monday – Sunday plus pocket money of approx: € 205 per month.

Scholarship for Developing Countries:

Includes tuition fee, health insurance, meals from Monday – Friday plus pocket money of approx: € 205 per month.

Not included: accommodation fee (€ 1.644,00), travel costs, meals during the weekends and holidays (these expenses have to be covered by the student).

Basic Requirements:

Please make sure that all documents are translated into English!

- ✓ GCE-A' Levels (matriculation) or equivalent, which enables enrollment at a university
- ✓ Copies of academic certificates - school (GCE-A' Level), diploma, degree, etc.
- ✓ Transcripts of your diploma, degree, etc
- ✓ Other certificates – vocational training, etc.
- ✓ At least 1 year experience in the hotel or tourism industry
- ✓ Curriculum vitae or Resume
- ✓ Recommendation letter (from your **present work**)
- ✓ Birth certificate
- ✓ Copy of your passport
- ✓ **Certificate proving knowledge of English on B2 level (TOEFL, IELTS or Cambridge)**
 - TOEFL score (IBT): min. 65-78 points
 - TOEFL score (paper based test): 513 - 547
 - TOEFL score (CBT): 183 - 210
 - IELTS score: min. 5.5
 - Cambridge: min. FCE
- ✓ **Essay 1:** Why are you applying for this course?
- ✓ **Essay 2:** Give a short outline of touristic problems of your country or the problems connected to your present responsibilities in the field of tourism or hotel management.
- ✓ **Essay 3 - Future Plan:** Where do you see yourself in the next 10 years? Where would you like to be? Which position do you expect to hold and how do you intend to pull your plan through?
- ✓ **Note:** Maximum one page per essay.

Age limit for scholarship application: 35 years

All documents if not in English, must be translated and be submitted in English language

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 and be filled out in English language.

The entire documents have to be in English language, if not they should 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 hereby confirm my commitment to return to my home country after the course has ended (end of May) or after the additional three months industrial placement (end of August), if an internship is possible.

I will not apply for any further residence permit in Austria.

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 have been awarded "Scholarship for Developing Countries" I have to cover the costs for accommodation which are € 1.644,00 by myself latest until middle of May 2021.

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.

.....
Place

.....
Date

.....
Applicant's Signature