MEME APPLICATION FORM

Return via e-mail to meme@rug.nl
For more details see: www.evobio.eu
Deadline: **1 February 2015**

Erasmus+

Personal Information

Last name (as in your passport)		
First name(s) (as in your passport)		
Initials (1st letter of each name)		☐ Male ☐ Female
Country of citizenship		
Place of birth (city, country)		
Birth date (DD/MM/YYYY)		
Contact e-mail		
Back-up e-mail (use other server)		

Interests and Background

BSc degree in:	
Other degree in:	
Main interests: Please describe your main interests in a few (<10) keywords (some examples: evolutionary ecology, population genetics, evolutionary genomics, evolutionary systems biology, population genetics, co-evolution, systematics, behavioural ecology, cultural evolution, anthropology, evolutionary psychology, Darwinian medicine):	

Needs / Preferences / Scholarships

Where would you like to spend your first semester?	☐ University of Groningen ☐ Uppsala University	
Are you a resident of the EU or the EEA (= EU + FYRoM, Iceland, Liechtenstein, Norway, Switzerland, Turkey)?	☐ EU/EEA ☐ non-EEA	
Have you participated in any other Erasmus Mundus or Erasmus+ Master programme in the past?	☐ Yes, specify: ☐ No	
NOTE: A limited number of scholarships will be available for students participating in the MEME programme. The number of scholarships is not yet known and will be announced by the EU in Feb/March 2015. Only the top-ranked candidates in the selection procedure are eligible for a scholarship.		
Should this application also be viewed as an application for a MEME scholarship?	☐ No, I only apply for participation in MEME ☐ Yes, I also apply for a MEME scholarship	
Do you have any special needs? If yes, please specify below (or contact the programme manager):		

Degree Information

BSc degree			
Degree name			
Field/subject of study			
Institution name			
Institution country			
Enrolment date (MM/YYYY)		Duration of degree (in years)	
Graduation date (MM/YYYY)		or Expected date (MM/YYYY)	
GPA* (score/scale - e.g. 3.5/4)		or Percentage	

* Grade Point Average (information on GPA and how to calculate it can be found on the internet)

Other degree (optional)			
Degree name			
Field/subject of study			
Institution name			
Institution country			
Enrolment date (MM/YYYY)		Duration of degree (in years)	
Graduation date (MM/YYYY)		or Expected date (MM/YYYY)	
GPA* (score/scale - e.g. 3.5/4)		or Percentage	

Any other degrees?	☐ Yes ☐ No	*If yes - please list the details in your CV*

Language Skills

Please evaluate your language skills. List additional languages if applicable.

	Written	**Oral**
English	☐ fair ☐ good ☐ fluent	☐ fair ☐ good ☐ fluent
	☐ fair ☐ good ☐ fluent	☐ fair ☐ good ☐ fluent
	☐ fair ☐ good ☐ fluent	☐ fair ☐ good ☐ fluent
	☐ fair ☐ good ☐ fluent	☐ fair ☐ good ☐ fluent

Enter your score for the English language tests below. Some applicants may be excused from this requirement (see Guidelines here*). If you belong to this group, indicate this in the 'other proof' field below. If you are registered for a test and/or have not yet got your test results mention the date when you expect the results or when you will do the test on the check list comments field on page 5.*

English test name (e.g. TOEFL):		Score:	
Other proof:			

References

ALL REFERENCES ARE CONFIDENTIAL and should be sent to us directly by the referees. Please provide information on the individuals who will be providing your references below. Enter their name, position (e.g. Professor of Microbiology), institute details and their email address.

*It is **your responsibility** to ensure that your referees send us their reference before the deadline (**1 February 2015**). For their reference, they should make use of the reference form that can be downloaded from the MEME website (see Admission/Application at www.evobio.eu). Please forward this form to your referees and ask them to send the filled form to meme@rug.nl.*

Anybody who can supply us with detailed information on your capabilities, motivation and background is suited as a potential referee, provided that this person only has a professional relation with you (i.e. lectures, supervisors, mentors, employers, but not relatives or spouse).

If you have already letters of reference (max. 1 year old), you can include a scan of these in your application package. Such letter may strengthen your case, but they do not replace the "official" MEME references.

Please notice:

- *Your referees have to send the completed MEME reference form **directly** to meme@rug.nl before the deadline of 1/2/2015.*
- *Reference forms sent to us by the applicant will **not** be accepted.*

First referee	
Name (first, last)	
Position	
Name institution	
Country Institution	
Contact e-mail	
Second referee	
Name (first, last)	
Position	
Country Institution	
Contact e-mail	
Third referee (optional but recommended)	
Name (first, last)	
Position	
Name institution	
Country Institution	
Contact e-mail	

Contact Details

Your address for correspondence			
Street address			
Additional address details			
Postal code		State/ region (optional)	
City		Country	
Telephone (incl. land code)		Cell phone	

Contact details in case of Emergencies			
Name (last, first)			
Relationship (e.g. father, sister)			
E-mail			
Address details			
Postal code		State/ region (optional)	
City		Country	
Telephone (incl. land code)		Cell phone (optional)	

Official Statement

Please read the statement below and check the box indicating compliance with our application guidelines.

I certify that I have read all application instructions and that the information I have provided is true and complete. I understand that misrepresentation may be a cause for cancellation of my admission or appointment. Submission of this application in no way guarantees my right to participate in the MEME programme. I understand that all documents I submit as part of this application become the property of the MEME consortium. Once in possession of MEME, the applications will only be made available to the MEME consortium and to the Admissions Office of the University of Groningen.

☐ I AGREE	Name:	Date completed:

Supporting Documents

All application materials can only be submitted by e-mail (meme@rug.nl). Each document (see a-g list below) should be attached as a single pdf file to the email as an attachment. The pdf documents should have the following file names:

a. Application
b. CV
c. Motivation
d. Diploma
e. Transcript
f. English
g. Passport
z. Additional (is optional)

If you have multiple pages of a document (e.g. Transcript), merge them in one file or number them in a logic manner (e.g. e. Transcript_1, e. Transcript_2). Please note that word documents and scans (in .jpg) are also accepted - please use the same files names as mentioned above. You can send the documents in one or multiple emails, but please mention your last name *in the email subject so we know which do all belong together. Please ensure that you have attached all documents, including the Application form.*

So: 1. **use your last name** *as the email subject, for example:* Brown Application 2014

2. mention your ***full name*** *in the email so we know who we are dealing with.* Thank you!

--- Please use the check list to make sure you have all the documents to apply ---

Check list

Document:	**Comments and instructions:**
☐ Curriculum vitae	Include academic degrees, work/volunteer experience, conference presentations, publications and special skills.
☐ Letter of motivation	This letter is VERY important. It can have any layout you like, but should be limited to ONE PAGE.
☐ Diploma(s)/Degree(s)	If you have not yet received your degree, please send a statement/letter of the expected date of graduation signed by your university. Only University degrees please – so NO Secondary school (or High school) degrees.
☐ Academic transcripts	These should list all courses and grades. Unofficial electronic transcripts are sufficient for application to the MEME programme.
☐ English test ☐ N/A	Please send a copy of an English language test result, if required. Check 'N/A' if not applicable (see also English Proficiency rules here).
☐ Copy of your passport(s)	Please copy only the main page of your passport(s). If you have *no passport*, a copy of your ID/Drivers licence is also accepted for Application - as long as it has a photograph and states your full name.
☐ Additional documents (optional)	You can add additional documents, e.g. Certificates of courses. NO high school diploma's please.
If your application is incomplete because you are unable to provide electronic versions of the required documents, please use the comments space to explain why and when the documents(s) can be expected. When a document is missing without any explanation, the Application will not be taken into account during the first round of the selection. When you have doubts, please contact the programme manager by email.	Comments: