|  |  |  |  |
| --- | --- | --- | --- |
| To be completed by contract student |  |  | Application |

**ENROLMENT PERIOD**

|  |  |
| --- | --- |
| Commencing date: | Closing date: |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name and surname prefix  *(if married, please state your maiden name)* |  |
| Forenames (in full) |  |
| Informal name |  |
| Gender | M  F |
| Date of birth |  |
| Place of birth |  |
| Country of birth |  |
| Nationality |  |
| Address |  |
| Postal code and town/city |  |
| E-mail address |  |
| Telephone number |  |
| TU Delft student number  *(if known from the past)* |  |

**INVOICE ADDRESS**

You will receive an invoice after admission for education. There is a fee of €250 per ECTS credit

for the courses you are admitted to.

If the invoice needs to be sent to a different address from that provided above, or if it needs to be sent to your employer/company, please indicate this below.

|  |  |
| --- | --- |
| Name of company |  |
| Department |  |
| Name of contact |  |
| Address |  |
| Postal code and town/city |  |
| VAT number |  |
| E-mail address |  |
| Telephone number of contact |  |

**ANNEXES** *(your application should include the following mandatory Annexes)*

|  |
| --- |
| 1. Overview of courses (see Appendix for standard format) |
| 2. Copy of passport or ID card |
| 3. Motivation letter for participation and CV |
| 4. Copies of relevant transcripts and/or diplomas |

**ADDITIONAL COMMENTS**

|  |
| --- |
|  |

**SIGNATURE**

After signing this form, you need to send it complete with all Annexes to the faculty contact. Check the TU Delft website for contact details. You will be informed within four weeks on whether you will be admitted.

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

|  |  |
| --- | --- |
| **To be completed by faculty contact** |  |

**DETAILS OF THE FACULTY CONTACT**

|  |  |
| --- | --- |
| Name |  |
| Faculty and programme |  |
| Telephone number |  |
| E-mail address |  |

**ADMISSION**

|  |  |
| --- | --- |
| **Admission for education is not granted** | |
| **1**. | Contract student is to be informed | Date contract student was informed  *You do not need to fill in this form any further.* |  |

|  |  |
| --- | --- |
| **Admission for education is granted** | |
| **1.** | Contract student is to be informed | Date contract student was informed | |  |
| **2.** | Indicate in the overview of courses (see Appendix) those courses to which the contract student is to be admitted | Date the overview of courses was completed | |  |
| **3.** | Contract is to be drawn up and sent to the contract student | Date the contract was sent | |  |
| **4.** | You request the SSC-Finance accounts-receivable team to prepare a sales invoice by completing the D1 form | Date of request for preparing invoice | |  |
| Number of ECTS x €250 | € |  |
| **Total invoice amount** | **€** |  |
| **5.** | | Has the invoiced amount been paid? | Date invoiced amount was paid | |  |
| **6.** | | Has the signed contract been returned? | Date the contract was returned | |  |

**SIGNATURE**

After signing, please send this form by e-mail (as a PDF file) to the Student Administration (SA), [contactcentre-esa@tudelft.nl](mailto:contactcentre-esa@tudelft.nl)

Appended to this application, you should also send copies of the overview of courses, the signed contract and the passport/ID card of the contract student.

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

|  |  |
| --- | --- |
| **To be completed by SA** |  |

|  |  |
| --- | --- |
| Date of contract-student registration |  |
| Registration number/programme number |  |

**SIGNATURE**

After signing, please send this form and the overview of courses by e-mail (as a PDF file) to the Study Programme Administration (SPA) of the faculty/faculties concerned.

|  |  |  |
| --- | --- | --- |
| Name |  | Signature |
| Date sent to SPA |  |  |

**APPENDIX**

Please indicate which contract course(s) you would like to apply for.

*(the dates of the various teaching periods can be found in the academic calendar on the TU Delft website).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To be completed by contract student** | | | | **To be completed by faculty contact** |
| **Course code** | **Course name** | **Number of ECTS** | **Teaching period/ Academic year** | **Admitted? YES/NO** |
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|  | **Total number of ECTS credits** |  |  |  |