**APPLICATION FORM**

for the graduate/Masters University programme

*Cognitive Sciences: Cognition of the Mind*

for admission in the academic year 2024/2025

Faculty of Humanities and Social Sciences, University of Rijeka, Croatia

Please complete the form on the following pages and sign the declaration on the final page. Submit this to us, including all requested documents, by email at cogsci@uniri.hr no later than midnight on the date of the application deadline:

**Standard application deadline**: 6 March 2024

**Late application deadline**: 22 May 2024

**Exceptional application deadline**: 23 August 2024.

Please attach all documents listed below to your application email. The subject line of your email should be ‘Application for the Masters in Cognitive Sciences’. The body of the email should include your name and contact details and a sentence confirming you have attached the relevant documents. For example, ‘Please find attached my application to the Masters in Cognitive Sciences: Cognition and the Mind for the academic year 2024/2025.’

Additional text content in the email or attachments will not be evaluated.

Incomplete or late applications will not be considered. We will confirm receipt of your application within 24 hours.

Please contact us at cogsci@uniri.hr if you have any questions before submitting your application/before the application deadline. We are here to help you through the application process.

Please fill in and sign this form in all places where this is required. Then attach the form and the following documents to your application email:

1. A scanned copy of your undergraduate degree certificate or another degree that qualifies you to apply for a graduate programme (this can be an integrated degree, another graduate degree). You can always email us to discuss and confirm.
2. A scanned copy of your official list of grades or diploma supplement from your undergraduate degree or another degree that qualifies you to apply for a graduate programme[[1]](#footnote-2).
3. A copy of your CV (written in English).
4. The filled-out Structured Motivational Letter (all three questions need to be answered).

**If the degree certificate that qualifies you to apply for graduate study is from a foreign Higher Education institution** (i.e., from outside Croatia), please also supply the following documents at the time of application:

1. A translation of your degree certificate into English or Croatian, if necessary. [[2]](#footnote-3)
2. A translation of the grade list into English or Croatian, if necessary2

**Successful applicants with a degree from a foreign Higher Education Institutions** must have their previous degrees formally recognised by the University of Rijeka before they can enrol in the study programme. For this, the following documents will be needed. Please note that applicants to the standard and late application deadlines will be asked to provide these documents after they have received the Conditional Offer of Admission. **Applicants to the Exceptional application deadline** must provide these documents **at the time of their application** (this is to ensure that there is enough time for your foreign degree to undergo academic recognition).

1. A scan of your official degree certificate (of the degree that qualifies you to apply for graduate study) and final grade list/diploma certificate, if not provided previously.
2. Unofficial translations of your degree and grade list/diploma supplement into Croatian or English, if necessary and if not provided previously.
3. Official curriculum (syllabus) of the degree programme that qualifies you to apply for graduate study, with – if available - short descriptions of the content of all courses. This can be
4. If you have changed your name since graduation: A scan of your birth certificate, plus translation if necessary.
5. Proof of your citizenship (or of refugee status), plus translation if necessary

|  |
| --- |
| **1. INFORMATION ABOUT THE APPLICANT**  |
| **A. Applicant's personal information** |
| First or given name(s) 1      | Surname(s) 2 |
| Date of birth      | City and country of birth      |
| Country of citizenship      | Sex [ ]  female [ ]  male |
| Street name and number      | Zip code, City      |
| Country      | E-mail address      |
| Landline phone number      | Cell/mobile phone number      |
| Your Tax PIN Number in Croatia (if you have one) OR your passport number:       |

**B. Address to which you want the final decision to be delivered**

|  |  |
| --- | --- |
| Full name of recipient      |  |
| Street name and number       |  |
| Zip code, city, country       |  |

1 Including middle names if appropriate.

2 Please also give your surname at your birth, if it differs from your current surname.

**2. INFORMATION ABOUT FOREIGN HIGHER EDUCATION QUALIFICATIONS**

ONLY FILL IN SECTION 2 IF YOU HAVE A FOREIGN HIGHER EDUCUATION DEGREE CERTIFICATE

|  |
| --- |
| 1. **Has an official body of the Republic of Croatia previously issued a decision concerning the recognition of the foreign higher education qualification in question?**

Please tick the relevant box |
|  [ ]  Yes [ ]  No |
| If YES, please enclose the original or a certified copy of the decision. |

|  |
| --- |
| **B. Information about the foreign Higher Education qualification that qualifies you to apply for graduate study and which you wish you have recognised** |
| Name of the Higher Education institution, in original language      |
| Street address of the Higher Education institution  |
| City |
| Country       |
| Web address of the Higher Education institution       |
| Name of the study programme      |
| Type of study programme (please select) [ ]  Academic [ ]  Vocational |
| Type of studying (e.g. full-time, part-time, online)      |
| Academic title gained upon the completion of the study programme, in the original language (e.g. Bachelor of …, Magister der …, Licenciado en…, Ph.D. in…)      |
| Official length of the study programme (in years and/or semesters as appropriate)        |
| Date of enrolment        |
| Date of graduation       |
| Graduation requirements: (please circle) [ ]  Thesis[ ]  Final Exam[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **B.** PREVIOUS/OTHER HIGHER EDUCATION  |
| **Name of the****institution** | **City, country** | **Qualification acquired** | **Year of****enrolment** | **Year of** **graduation** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3.** **SCHOLARSHIPS**

If you are applying at the Standard Application Deadline (6 March 2024), then you can be considered for our Scholarships to cover tuition fees.

Please tick the box for each type of Scholarship for which you would like to be considered.

|  |  |
| --- | --- |
| [ ]  | Scholarships for Excellence |
| [ ]  | Faculty of Humanities and Social Sciences Scholarship for Underrepresented and Vulnerable Students[[3]](#footnote-4),[[4]](#footnote-5) |

**4.** **SIGNATURE AND DECLARATION**

I grant the University of Rijeka permission to make further inquiries about my educational

document(s) at the foreign educational authority responsible for issuing these documents and permission to investigate the authenticity of these documents:

[ ]  YES [ ]  NO

**The applicant is responsible for the accuracy of the information given in this document.**

In. \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_\_/\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (city) (date) (applicant's signature)

*The University of Rijeka shall treat your personal data in accordance with the General Data Protection Regulation (GDPR), regarding the application of appropriate technical and security measures, the protection of personal data against unauthorized access, misuse and detected loss or destruction.*

*The University of Rijeka will maintain the confidentiality of your personal data and allows access to and disclosure of personal information only to those employees who need the said information and data in the conduct of their business activities, while it shall allow access to and disclosure of personal information to third parties only in cases expressly provided by law. The University of Rijeka is not responsible for any direct or indirect damage or loss that may result from data or revenue loss arising from unauthorized access, use or disclosure of information resulting from any "hacking attacks" targeting the Agency's information system.*

1. Final grades (transcript) by the date of enrolment (If you are still in the final year of your undergraduate studies, instead of the documents listed above, please supply a confirmation of your enrolment and a list of grades for all years of study completed to date. In this case, if you are successful in securing a place on the programme, it will be provisional on you supplying proof of completion of your undergraduate programme in Croatia at the time of enrolment or – for programmes conducted in any other country - latest by the 23 August 2024. [↑](#footnote-ref-2)
2. Documents written in English, Croatian, Bosnian, or Serbian (Latin alphabet) do not need to be translated.  For the initial application procedure, an unofficial translation will suffice. If you are accepted to the programme, then a notary-certified translation will be required.

 [↑](#footnote-ref-3)
3. Definitions of underrepresented and vulnerable students are set out by the Croatian Ministry for Education. More details can be found on our website [www.cogsci.uniri.hr](http://www.cogsci.uniri.hr). [↑](#footnote-ref-4)
4. If your application is successful, you will be contacted for more information. [↑](#footnote-ref-5)