

Application filling guideline

The following guideline will help you to fill in the application and explain what is expected in the different parts of the application.

We have also filled for you one application as an example.

We wish you good luck!
Your Dream Foundation team

1. Profile

Profile	Education	Experiences
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1.1. Fill in your first and family name, gender and marital status.

General information

First name *	<input type="text" value="John"/>
Family name *	<input type="text" value="Smith"/>
Gender *	<input checked="" type="radio"/> male <input type="radio"/> female
Marital status	<input type="text" value="Single"/>

1.2. Fill in either your parents or guardian's first and family names. You should fill in at least one field.

Family

Mother's full name	<input type="text" value="Elizabeth Smith"/>
Father's full name	<input type="text" value="Jason Smith"/>
Guardian's full name (if applicable)	<input type="text"/>

1.3. Enter your national ID code/ ID card number, passport number, birth date, your nationality and citizenship.

National ID number *	<input type="text" value="SMITH44236784DSDX"/>
Passport number *	<input type="text" value="701735612"/>
Issue date * <small>(dd/mm/yyyy)</small>	<input type="text" value="29"/> <input type="text" value="January"/> <input type="text" value="2007"/>
Expiry date * <small>(dd/mm/yyyy)</small>	<input type="text" value="29"/> <input type="text" value="January"/> <input type="text" value="2017"/>
Birth date * <small>(dd/mm/yyyy)</small>	<input type="text" value="14"/> <input type="text" value="February"/> <input type="text" value="1984"/>
Birth place *	<input type="text" value="London"/>
Nationality *	<input type="text" value="United Kingdom"/>
Citizenship *	<input type="text" value="United Kingdom"/>

1.4. Fill in your contact information – e-mail address, postal address, telephone number(s) and contact details of a person who should be contacted in case of emergency (either one of your parents, your partner, a close friend etc.)

Contact information

E-mail *	<input type="text" value="john.smith@gmail.com"/>	Telephones (with country code, e.g +372 12345678)	
Address		Evening / home *	<input type="text" value="+44 2075810632"/>
Street address *	<input type="text" value="25 Hyde Park Gate"/>	Day / work	<input type="text"/>
		Mobile	<input type="text" value="+44 7949686236"/>
City, province, region*	<input type="text" value="London"/>	Fax	<input type="text"/>
Postal code *	<input type="text" value="SW75D0"/>	Emergency contact	
Country *	<input type="text" value="United Kingdom"/>	Name *	<input type="text" value="Elizabeth Smith"/>
		Telephone *	<input type="text" value="+ 44 7945454732"/>

2. Education

Profile | **Education** | Experiences

2.1. Enter your educational details. Please write the official name of your school in your local language. 'Field of study' box needs to be filled in case you have been enrolled in an institution of higher education or a vocational school.

delete move up move down

Course type *	secondary school	Official name of school * (in your local language)	Ilford County high school
Field of study (if applicable)		Country *	United Kingdom
(Expected) graduation *	2003		

2.2. You can add another educational institution or attended informal training from by clicking on the following link:

[insert new block here](#)

2.3. You can later move the educational institutions up or down to put them in a chronological order.

delete move up move down

Course type *	bachelor degree	Official name of school * (in your local language)	University of Oxford
Field of study (if applicable)	Economics and Manage	Country *	United Kingdom
(Expected) graduation *	2008		

2.4. Insert your native language here:

Languages

Native language * English

2.5. Insert the foreign languages you speak here:

[delete](#)

Language name *	<input type="text" value="French"/>	Optional: additional information, tests and scores <input type="text" value="Language course taken 2 years, certificate received; in addition I was living 1 year in France"/>
Proficiency *	<input type="text" value="Proficient User****"/>	
Studies / experience	<input type="text" value="7"/> years	

2.6. Add your proficiency (in which level you speak the language), you can select from 3 different levels: basic, independent (intermediate), proficient (advanced). You can add as well specifications about where you learned the language, the language tests you have taken and the scores received.

[delete](#)

Language name *	<input type="text" value="German"/>	Optional: additional information, tests and scores <input type="text" value="studied in high school"/>
Proficiency *	<input type="text" value="Basic User*"/>	
Studies / experience	<input type="text" value="2"/> years	

3. Experiences

Education Experiences References

3.1. Please add your work experience, describe your activities or mark your previous stays abroad for extended period.

Tick the box to make the corresponding section visible.

Work experience

Tick this box if you would like to describe your work-related experience. If you have had many jobs important. If you haven't had any job experience, just leave this box empty.

3.2. Add here your employment details. In case you are currently working in that position, choose 'Currently employed' in the 'To' field.

[delete](#) [move up](#) [move down](#)

Employer's name *	<input type="text" value="Brother"/>	From *	<input type="text" value="2005 June"/>
Type of business or sector	<input type="text" value="home appliances"/>	To *	<input type="text" value="Currently employed"/>
Occupation or position *	<input type="text" value="project manager"/>	Weekly hours	<input type="text" value="20"/> hours

3.3. Add your other activities here. In case you are still involved in that specific activity, choose 'Currently active' in the 'To' field.

[delete](#) [move up](#) [move down](#)

Organization's name *	<input type="text" value="British Red Cross"/>	From *	<input type="text" value="2003"/>
Nature of your activity *	<input type="text" value="volunteer"/>	To *	<input type="text" value="2004 November"/>

3.4. In case you have been abroad for extended period, you can mark it here:

[delete](#) [move up](#) [move down](#)

Country *	<input type="text" value="France"/>	From *	<input type="text" value="2005 April"/>
Purpose of stay *	<input type="text" value="work"/>	To *	<input type="text" value="2005 October"/>

4. References

Experiences | **References** | Documents

Generally, you must have academic references from **2** current or former teachers added to your application. References have to be written **in English**.

If you have finished secondary school, do not hesitate to turn to your former teachers. If you are applying to a specific course (for example biology, IT etc), we suggest that you also add a reference from someone who is familiar with your abilities in that field. That might be a mentor, an instructor, a colleague or your boss. However, we **strongly recommend** that you do not add more than 3 to 4 references.

You can ask for a reference using a special form in your application. Just enter the referee's full name and e-mail address as shown here.

Referee's full name *
Referee's e-mail *

In order to assure the reference's confidentiality, we will send a reference invitation to the e-mail address that you supply. The referee will be able to fill in the evaluation online. Please note that you will not be able to see the reference.

Please make sure that the referee is able to write in English.

[Having problems?](#)

Your referee will be sent an e-mail invitation with a link where he/she can fill the online reference form. Please note that after the reference has been submitted you will see the corresponding information in your application. However you will not be able to see the reference itself.

<input checked="" type="checkbox"/> untick to remove	Test Test	test@praktik.ee	Reference not yet submitted, invitation delivered at 13 Aug 2009 20:33
			<input type="button" value="resend invitation"/> Having problems?

If your referee reports that he/she has not received the e-mail, you can also resend the invitation.

If the referee does not seem to be able to receive the e-mail invitations we are sending (they may be accidentally marked as spam, for instance), or if the reference does not get submitted for some other reason, click the link 'Having problems?'. It is also possible, as a last opportunity, to send the reference as a Word document, using the 'Reference template'. In that case, please instruct your referee to send the completed reference directly to Dream Foundation.

5. Documents

References Documents Motivation letter

Please obtain a copy of the [required documents](#) and scan them into the computer. You will then be able to upload and attach them to the application. The documents should preferably be black-and-white. If you do not have a scanner at home you might want to ask from your school, your parent's workplace or visit a local copy shop.

Upload a new document

File name * University diploma - John Smith
Choose file * C:\Documents and Settings Browse...
upload new file

You can find all the needed information about the required documents here:
<http://www.dreamfoundation.eu/pages/apply/documents>

6. Motivation letter

Documents Motivation letter Misc

Please take time to write a motivation letter as this is one of the most important parts of your application. We have also prepared some key questions to guide you. Also, please pay attention to the required and recommended lengths.

7. Miscellaneous

Documents Motivation letter Misc

In case you have some special medical conditions or any additional requests or needs, please describe them here. This information will be forwarded to the institution.