

**INSTRUCTIONS FOR THE ONLINE APPLICATION FOR THE POSTGRADUATE PROGRAM
«Language Education for Refugees and Migrants» (LRM)
FOR THE ACADEMIC YEAR 2016-2017**

Period of Submission: 22/6/2016 to 31/7/2016

Attention: Of the 6 Postgraduate Programs offered for the 2016-2017 academic year, each candidate may select either one or two, according to the requirements. In the event that a candidate is interested in two (2) Programs, he/she should indicate which Program is their first preference and which is their second.

Target-group (following candidate priority)

- A) Undergraduate degree holders in Applied Linguistics, Linguistics, Education and relevant fields
- B) Undergraduate degree holders from Humanities or Social Sciences Departments

Entry requirements

- The course is open to citizens of **any country**. In case a candidate fails to provide qualifications, a **special selection process** may apply.
- The course is offered in **English**. A **competence of C1 level** is required. Candidates that have completed their undergraduate studies or their higher secondary education through the medium of English language are not required to hold an English language qualification.
- As the course has an orientation to Arabic speaking target-groups, **competence in Arabic** will be an advantage.
- **Competence in any other language** as well as **professional or voluntary service** concerning target-groups with a refugee or migrant background will be appreciated.

The online Application Form for the Postgraduate Program consists of 14 sections:

1) Solemn Declaration, 2) Instructions and Conditions, 3) Candidate Certification Identification Data 4) Candidate's General Info, 5) Permanent Residence Address and Mailing details, 6) Contact Details, 7) Candidate's Bank Account Data, 8) Candidate's Education Data, 9) Other degrees/qualifications, 10) Supporting Documents for Registration, 11) Tuition fees/Financial Contribution, 12) Module Selection 13) Student- Tutor Meetings and 14) Personal Data

1) Solemn Declaration: In this section you are notified that this part is serving as a Solemn Declaration (of Law 1599/1986) as to the authenticity of the submitted electronic documents according to the Call of Interest

2) Instructions and Conditions/Requirements: In this section you are notified of the requirements for enrollment and attendance in the Program. You also confirm that you have read through the instructions and conditions concerning enrollment in the Study Program

3) Identity Certification: In this section you are required to provide your Identity Card Number. Only in the case that you do not hold an Identity Card issued by the Hellenic Police, or any other kind (i.e. of Military or Security Bodies), you are requested to fill in the number of your passport or of any other Identification Documentation Number you possess.

4) Candidate's General Info : In this section you are *required to provide* the following compulsory details: First name, Surname, Date of Birth, Gender, Father's Name and Surname, Mother's Name and Surname, Nationality, Tax Identification

Number (if applicable), Social Security Number (if applicable), State Revenue Office (if applicable).

5) Permanent Residence Address and Mailing details: In this section you are required to provide the following compulsory details: Street, Number, City or Village, Area, Postal Code, Prefecture, Country.

Please note that the residence address you provide is the most important link and communication point with the Hellenic Open University.

6) Contact Details: In this section you are required to provide the following details: Telephone, Fax, Mobile phone number, Email address

7) Candidate's Bank Account Data: In this section you are required to provide the following details: Banking Institute of the account, Account IBAN as well as the name of the Account Holder, in case of a refund.

Please fill in the name and surname of the Account Holder exactly as it indicated on the first page of your Bank passbook. You may contact your Banking Institution to inquire about the name of the Account Holder.

8) Education details: In this section you are required to provide the following compulsory details: Tertiary Institution of first degree, School, Department, Year of Graduation, Country of origin of the Degree

9) Other degrees/qualifications: In this section you are required to state if you possess any additional degrees/qualifications.

10) Supporting Documents for Registration: In this section you are required to upload scanned copies (PDF files) of the following supporting documents:

- i. A clear copy of a Degree or University Diploma or of a Technological Educational Institute or an equivalent and/or relevant foreign Degree.
- ii. A clear copy of an Identification Document (ID, Passport etc.)
- iii. Short Curriculum Vitae (up to two pages)
- iv. A Solemn Declaration of your preference of a Postgraduate Program (i.e. if it is your first or second preference).
- v. Any other documents indicated in the Entry Requirements (e.g. Certification of English, Language Competence at a C1 level)

In the "Supporting Documents for Registration" section you are required to submit/attach the following required files.

To import a file in each field you must either select the field or drag and drop the file in the field of the form, as indicated in the form instructions.

If you choose the first way to import the files (choosing the field) a window will open where you can browse your computer and select the files. After selecting the file and selecting "Open" you will be returned to the form automatically and you can then view the file name in the field.

If you choose the second way to import the files then the file will be loaded automatically and you can view the file name in the field.

Once you have attached a file you can delete it by clicking on "x" next to the file name.

Make sure the documents are PDF files, as indicated in the instructions and that the file size does not exceed 2MB.

Also, in the case that you need to upload additional documents, select "+" each time you need to add a document, so as to add a new field.

11) Tuition Fees/ Financial Contribution:

Please note that fees that correspond to the course modules you will be attending during the Academic Year 2016-2017 must be deposited **prior** to completing this application form. **The fees for each module is 30€ per credit point (ECTS):**

Programme Module	ECTS	Total Cost (Euros)
LRM 50 Applied Linguistics and Second Language Acquisition	10	300
LRM 51 Migration, Multilingualism and Intercultural Communication	10	300
LRM 52 Critical Pedagogy	10	300

Payment of fees can be made in any of the following ways or by a combination of these.

In the electronic Application Form, there is a "Tuition Fees/ **Financial Contribution**" field, where you may choose: **A) BANK ACCOUNT DEPOSIT** and / or **B) PAYMENT BY CREDIT CARD (in INSTALLMENTS)** and / or **C) PAYMENT BY CREDIT / DEBIT CARD (PAYMENT in full)** and / or **D) TRANSFER VIA INTERNET BANKING**.

A) BANK ACCOUNT DEPOSIT

If you choose to pay by depositing the fees in a Bank account, you will need to **deposit the whole amount for the modules you are registering for** in the following bank account:

Hellenic Open University
National Bank of Greece

ACCOUNT NO.	IBAN
229/001603-95	GR97 0110 2290 0000 2290 0160 395

When completing the **electronic application form** you **must** fill in the full name and surname of the depositor, the date of the deposit, the amount of the deposit and the code of the bank branch where the deposit was made (the branch's code is the number noted at the top of the deposit certificate, as seen below). **Please, make the deposit under the Candidate's Name**. Make sure you keep your Deposit certificate, in case you are asked to confirm payment.

ΕΘΝΙΚΗ ΤΡΑΠΕΖΑ ΤΗΣ ΕΛΛΑΔΟΣ
Τ : Ε22236

ΑΠΟΔΕΙΞΗ ΕΙΣΠΡΑΞΕΩΣ
ΠΟΣΟ ΕΥΡΩ

Η ΚΑΤΑΘΕΣΗ ΕΓΙΝΕ ΑΠΟ Τ. ΑΙΤΙΟΛΟΓΙΑ

ΣΕ ΠΙΣΤΩΣΗ Λ/ΣΜΟΥ Νο: Α.Φ.Μ.:

270103 ΗΜΕΡ. ΟΡΑ ΚΑΤ. Τ. Α/Α ΛΟΓΑΡΙΑΣΜΟΣ ΠΟΣΟ ΠΙΣΤΩΣΗΣ ΑΦΡ. ΑΙΤ. ΠΠ 1 010

0681Α 076

ΚΑΤΑΘΕΣΗ ΠΡΟΜΗΘΕΙΑ ΣΥΝΟΛΟ

Η παρούσα απόδειξη είναι γνήσια μόνο εφόσον φέρει είτε εκτύπωση ταμιακής μηχανής της Τράπεζας με τις ενδείξεις ΗΜ/ΝΙΑ ΟΡΑ, ΚΑΤ.ΜΑ, Α/Α, ΛΟΓ/ΣΜΟΣ, ΠΟΣΟ ΠΙΣΤ., ΑΦΡ., ΑΙΤ., στην προβλεπόμενη προς τούτο θέση είτε σφραγίδα εισπράξης και υπογραφή του ταμία.

ΕΥΡΩ (ολογράφως) ΕΞΑΚΟΣΙΑ ΕΥΡΩ

ΑΝΑΛΥΣΗ ΠΟΣΟΥ ΠΟΥ ΚΑΤΑΤΙΘΕΤΑΙ ΑΝΑΛΥΣΗ ΜΕΤΡΗΤΩΝ

	X 500 ΕΥΡΩ
	X 200 ΕΥΡΩ
	X 100 ΕΥΡΩ
	X 50 ΕΥΡΩ
	X 20 ΕΥΡΩ
	X 10 ΕΥΡΩ
	X 5 ΕΥΡΩ
	ΕΥΡΩ
	ΣΥΝΟΛΟ ΜΕΤΡΗΤΩΝ ΕΥΡΩ
	ΣΥΝΟΛΟ ΕΠΙΤΑΓΩΝ ΕΥΡΩ
	ΓΕΝΙΚΟ ΣΥΝΟΛΟ ΕΥΡΩ

ΕΘΝΙΚΗ ΤΡΑΠΕΖΑ ΤΗΣ ΕΛΛΑΔΟΣ Α.Ε.
Α.Φ.Μ.: 094014901 - Α.Τ.Υ.: 08ΑΡΡ ΑΘΗΝΩΝ

Finally, the bank employee must **only** write down the following information in the **comment section of the deposit certificate** and in the specific order given below:

1. Student Surname
2. Identification Documentation Number (ID, Passport, etc.)

Please note: You may pay for each module in two equal installments: the 1st installment must be made at the same time with your Application and the 2nd installment must be made by August 19, 2016.

B) PAYMENT BY CREDIT CARD (in INSTALLMENTS)

E-Commerce Payment - Electronic Payment Page

To pay in 2 to 8 installments, for the modules you have applied for, by a Visa or Mastercard credit card, issued in Greece, select the ELECTRONIC PAYMENTS PAGE (<http://payments.eap.gr>) - **PAYMENTS FOR NEW STUDENTS**. If you choose **PAYMENT BY CREDIT CARD (in INSTALLMENTS)**, when completing the **electronic application** you **must** fill in the date of the payment, as well as the amount of the payment made.

C) PAYMENT BY CREDIT / DEBIT CARD (PAYMENT in full)

E-Commerce Payment - Electronic Payment Page

To make payment in full for the modules you have applied for, by a Visa or Mastercard credit card or debit card issued in Greece, select the ELECTRONIC PAYMENTS PAGE (<http://payments.eap.gr>) - **PAYMENTS FOR NEW STUDENTS**.

If you choose **PAYMENT BY CREDIT / DEBIT CARD (PAYMENT in full)** when completing the **electronic application** you **must** fill in the date of the payment, as well as the amount of the payment made.

D) TRANSFER VIA INTERNET BANKING

If you choose to pay by internet banking transfer, you will need to transfer the amount, for the selected modules to the following account:

Hellenic Open University
National Bank of Greece
IBAN: GR97 0110 2290 0000 2290 0160 395

BIC SWIFT code: ETHNGRAA

If you choose **TRANSFER VIA INTERNET BANKING** when completing the electronic application you **must** complete the full name of the first bank Account Holder, the date of transfer and the amount transferred.

In the case you have a bank account at the National Bank of Greece and wish to choose to pay your fees by money transfer through the NBG Internet Banking (i-bank), select the following: Payments-> I want to pay-> Organisations-> Education-> Hellenic Open University

12) Module Selection: In this section you select the modules you wish to attend. You may choose **between one (1) and three (3) modules**. If you wish to attend one module, select LRM50. If you wish to attend two modules, select both LRM50 and LRM51.

13) Student-Tutor Meetings: In this section you choose your preferable method of attending the S-T meetings .

14) Personal Data: In this section you accept that the Hellenic Open University reserves the right to use the submitted data for statistical analysis (e.g. to share with third parties, associations or groups etc.)

PLEASE NOTE: UPON COMPLETION OF INSPECTION OF THE DOCUMENTS, RESULTS WILL BE AN ANNOUNCED ON THE OFFICIAL UNIVERSITY WEBSITE (WWW.EAP.GR) AND AN EMAIL WILL BE SENT TO THE CANDIDATE, ONCE THE PROCEDURE IS COMPLETED.

«H.O.U. Contact Details»

Postgraduate Program	Telephone	E-mail
LRM – REGISTRATION DEPARTMENT	2610 367321 2610 367322 2610 367316	lrn@eap.gr
GENERAL INFORMATION ATHENS OFFICE	210 9097222 210 9097205	
GENERAL INFORMATION STUDENT SERVICE CENTRE	2610 367336 2610 367300	info@eap.gr
KOMOTINI GATE-POLE	25310 30404	anmakedonia@eap.gr
KOZANI GATE-POLE	24610 56425	ditmakedonia@eap.gr
LARISA GATE-POLE	2410 685744	thessalia@eap.gr