



Association Européenne  
des Conservatoires,  
Académies de Musique  
et Musikhochschulen (AEC)

**STUDENT APPLICATION FORM**

Please attach a recent passport photograph

ACADEMIC YEAR **20**...../ **20** .....

Study Programme: **BILATERAL EXCHANGE PROGRAMME**.....

Principal study subject: .....

All applications for exchange programmes must be made through the International Exchange Co-ordinator in the home institution.

**Home Institution**

.....

International Coordinator: .....	Tel: .....
.....	Fax: .....
.....	E-mail: .....

**STUDENT**

Family name: .....	First name(s): .....
Date of birth: ..... Age: .....	Place of Birth: .....
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality: .....
Current address: .....	Permanent address (if different): .....
.....	.....
.....	.....
Current address is valid until: .....	.....
Tel.: + .....	Tel.: + .....
Fax: + .....	Fax: + .....
E-mail: .....	E-mail: .....

**Previous/Current studies**

Diploma/degree for which you are currently studying: .....

Professor in main field of study: .....

Number of higher education study years prior to departure abroad: .....

*Please attach a transcript including full details of previous and current higher education study. Details not known at the time of application should be provided at a later stage.*

**Check List FOR OFFICE USE**

<b>Host Institution</b>	
Application received: .....	<input type="checkbox"/> Recorded performance <input type="checkbox"/> Audition
<input type="checkbox"/> Learning Agreement, received: .....	<input type="checkbox"/> Transcript, received: .....
<input type="checkbox"/> Provisionally accepted	<input type="checkbox"/> Not accepted
<input type="checkbox"/> Result sent to coordinator	<input type="checkbox"/> Result sent to candidate



**LIST OF APPLICATIONS**

Please list the institutions which will receive this application form (in order of preference):

Institution	Preferred professor	Country	Period of study		Duration of stay (months)
			from	to	
1.....	.....	.....	.....	.....	.....
2.....	.....	.....	.....	.....	.....
3.....	.....	.....	.....	.....	.....

*Please inform the other institutions **immediately** if you are admitted at an institution!*

**AUDITION**

If the receiving institution requires you to send in a certified recording of your audition repertoire, please fill in the following:

I have included a certified\* recording of my audition repertoire Yes  No

List of pieces performed on your recording:

.....  
 .....  
 .....  
 .....  
 .....

\*Please let the teacher of your main subject sign the recording to certify that the recording is your own performance.

**SIGNATURES HOME INSTITUTION**

Student: ..... Date: .....

Professor/Tutor: ..... Date: .....

Head of Department: ..... Date: .....

International Coordinator: ..... Date: .....

## Notes for Guidance<sup>1</sup>

### GENERAL INFORMATION

All enquiries and applications for exchange programmes must be made through the International Coordinator in your home institution.

To facilitate general procedures, please use e-mail until the point of mutual confirmation/signatures.

- **Application form and deadline**

Please complete the form as fully and as clearly as possible. The International Coordinator will inform you about the application deadline for your preferred host institution(s).

- **Other forms**

Some institutions may require extra documentation with your application; you may for example be asked to complete a second application form.

### COMPLETING THIS APPLICATION FORM

Please write in BLOCK LETTERS – this will help the host institution to avoid mistakes when they process your form. You should complete each section.

### STUDY DETAILS

- **Principal study subject**

Only state your principal study discipline, in which you wish to be auditioned. If you wish to audition for more than one discipline, you should complete a separate application for each one.

- **Transcript including full details of previous and current higher education study**

This has to be issued by the home institution, not to be mistaken with the final 'transcript of records' which will be issued by the host institution at the end of the exchange period.

### LANGUAGE COMPETENCE

You will normally be expected to have some proficiency in the language used for tuition in the host institution and you will gain most benefit from your exchange if you have some proficiency in the country's native language.

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<sup>1</sup> Please read also the '**Explanatory note for the use of the standard ECTS-forms developed by AEC**'.