



Univerza v Mariboru

Slomškovo trg 15  
2000 Maribor, Slovenija

**APPLICATION PREPARATION GUIDELINES  
FOR THE »PUBLIC CALL FOR AWARDING A FINANCIAL INCENTIVE TO TALENTED  
INTERNATIONAL STUDENTS FROM THE FIELD OF STEM AT THE UNIVERSITY OF MARIBOR –  
TALENT:UM 2024«**

These are the guidelines for preparing and submitting a formally accurate application. The timely submission of a properly marked and accurate application is the basic condition for candidacy in the Public Call.

The University's commission for the opening of applications shall open only timely received and properly marked envelopes. Untimely and incorrectly marked applications shall be rejected by a decision.

**Before preparing the application, BE SURE TO READ the Public Call** available at the [my.um.si](http://my.um.si) website > Future Students > [Funding of Study](#).

## 1. Formally accurate application

### 1.1. Accurate application

An accurate Public Call application includes the following forms:

No.	Enclosure to the application:	Description
1	<b>Mandatory</b>	The " <b>Public Call Application</b> " form with mandatory supplemental documents:
2	<b>Mandatory: certificates proving outstanding academic achievements in the international arena</b>	<ul style="list-style-type: none"><li>• certificates of participation in international competitions AND/OR</li><li>• certificates of achievement in international competitions AND/OR</li><li>• certificates of international publications and patents AND/OR</li><li>• other proof</li></ul>
3	<b>Mandatory: a letter of motivation</b>	<ul style="list-style-type: none"><li>• in the motivation letter, the applicant describes his interest regarding the chosen field of study, goals, vision, and areas he intends to develop with the help of the financial incentive</li></ul>
4	Optional: recommendations	<ul style="list-style-type: none"><li>• letters of recommendation from professors, researchers, supervisors, or other eminent persons who know the applicant and they can confirm his talent, motivation, academic potential, and the talent areas he is developing. An individual applicant can attach a maximum of three recommendations to the application.</li></ul>

## 1.2. *Timely and correctly submitted application*

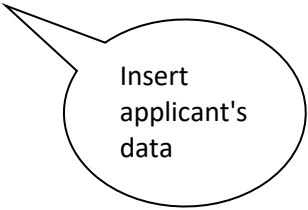
The applicant shall submit their application regardless of the type of shipment to the dispatch office of the University of Maribor, Slomškov trg 15, 2000 Maribor, **starting from the announcement of the Public Call and no later than 1 October 2024 until 14:00 CET.**

The application shall be submitted in a **sealed envelope with a note » DO NOT OPEN – APPLICATION TO THE PUBLIC CALL FOR AWARDING A FINANCIAL INCENTIVE TO TALENTED INTERNATIONAL STUDENTS FROM THE FIELD OF STEM AT THE UNIVERSITY OF MARIBOR – TALENT:UM 2024«** with a **complete applicant's name, surname, and address.**

An application shall be considered punctual if it arrives to the university dispatch office within the stated deadline regardless of the type of shipment.

**If the application does not arrive on time, or is incorrectly marked, it shall be rejected by a decision.**

Example 1: Correctly marked envelope

<b>Sender:</b> Name and Surname Street Postal code, City Country	
»DO NOT OPEN – APPLICATION TO THE PUBLIC CALL FOR AWARDING A FINANCIAL INCENTIVE TO TALENTED INTERNATIONAL STUDENTS FROM THE FIELD OF STEM AT THE UNIVERSITY OF MARIBOR – TALENT:UM 2024«	
UNIVERZA V MARIBORU Slomškov trg 15 2000 Maribor	

## 2 **Correctness and accuracy of stated data**

By signing the form that is a part of the Public Call application, the applicant guarantees the correctness and accuracy of the information contained in it!

The correctness and accuracy of data stated in the application may be checked by the University even after the completion of the selection procedure. If it is found that the information in the application is incorrect and inaccurate, and that the factual data that were in force at the time of the submission and up until the signing of the contract would, in the selection procedure, result in discarding or rejecting the application, the university may withdraw from the contract at any time.