



ECUMENICAL INSTITUTE

PARTICIPANT GUIDELINES & APPLICATION FORM

The Ecumenical Institute is the international centre for encounter, dialogue and formation of the World Council of Churches. Founded in 1946, the Institute brings together people from diverse churches, cultures and backgrounds for ecumenical learning, academic study and personal exchange. The Institute is attached to the University of Geneva. The Ecumenical Institute offers annually short-term thematic seminars and courses such as one-month-long Building an interfaith community.

A. Participant guidelines

- The application form may only be used to apply for one seminar/course in any calendar year. If you wish to apply for more than one seminar/course, you will need to submit separate applications, along with full supporting materials for each. It is your responsibility to ensure that you have followed the instructions in these guidelines.
- Please type or write clearly on the application form. The details you give in your application form will be used for the administration of your application, and potentially as the basis of your participant record. If the form is incorrectly completed your application may be delayed and may not be processed.
- Your surname/family name is used to identify and match all materials sent with your application and for dealing with enquiries. Please use only the full name given in your passport and identity documents.
- The closing date for applications is at the latest two (2) months prior to the beginning of the seminar/course. You are advised to apply well in advance of the closing date. We recommend that you use a recorded delivery service, as the Ecumenical Institute is not necessarily able to confirm receipt of individual applications.
- Applications for all seminars/courses must be accompanied by the supporting materials listed below. Please send only the required application materials unstapled and without using scotch tape. Please note that supporting materials will not be returned to the applicant.
- The Ecumenical Institute uses the following criteria when selecting participants: Motivation of the candidate to participate in the seminar/course at the Ecumenical Institute; clear recommendation from the faith community of the candidate demonstrating the usefulness of the seminar/course in the local church after the return to his/her country of origin; the need to create a balanced group of participants in terms of faith, gender and geography.
- The selection decisions are normally made two (2) months prior to the beginning of the seminar/course. All candidates are informed in writing whether or not they are admitted to study at the Ecumenical Institute. Should places remain available, applications can be received up to two (2) weeks before the beginning of the seminar/course from candidates, who do not need a visitor's visa to Switzerland. Due to the volume of applications, the Ecumenical Institute is not able to respond to telephone and e-mail inquiries from individual applicants.
- In certain circumstances, the Ecumenical Institute can cover part of the seminar/course fees for candidates that demonstrate financial need. Applicants may complete a Scholarship Request Form if they fulfil the conditions for financial support. The Scholarship Request Form should be returned together with the complete application. Scholarship awards are decided at the same time as applications are selected.

B. Supporting materials

The completed application form must be accompanied by the following materials in English, French or German.

If your documents are not in English, French or German you must send, in addition, a full translation of each document, translated by a registered translator. Do not translate the documents yourself. There will be a charge for this service.

All applicants are required to submit the following documents with their application form:

- Fully filled in two-page application form clearly marking one desired seminar/course
- One (1) passport-size photograph (attached to the application form)

- One (1) recommendation letter in a sealed envelope from your faith community
- A list of two (2) other persons, not related to you by blood or marriage, who may be approached to give a reference
- A written or typed essay in English of not more than 500 words explaining why you want to participate in a seminar/course at the Ecumenical Institute
- A curriculum vitae or resumé listing your academic, professional and church/ecumenical experience
- A financial plan on including all expenses and income in relation to the seminar/course you apply for, please, attach supporting document(s) if funds are pledged by a third party
- A completed Scholarship Request Form, in case you apply for a financial assistance

All applications should be sent to the following address:

The Ecumenical Institute
P.O. Box 1000
CH-1299 Crans-près-Céligny
Switzerland
Tel: +41 22 960 7300
Fax: +41 22 960 7310
E-mail: bossey@wcc-coe.org
www.bossey.ch



APPLICATION FORM

Passport photo

I apply for the following seminar/course (choose only one option per form):

- Seminar _____
(add the name and dates)
- Building an interfaith community

1. Personal information	
Title: (Mr, Ms, Rev., etc.)	Family/surname: (as in passport)
First name (s): (as in passport)	Maiden name: (if applicable)
Gender: <input type="checkbox"/> female <input type="checkbox"/> male	Civil status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> other (please specify):
Date of birth: (day/month/year)	Place of birth: (city, country)
Country of birth: (as in passport)	Nationality: (as in passport)
Passport number:	Place of issue: (city, country)
Date of issue: (day/month/year)	Valid until: (day/month/year)
Faith community:	

2. Contact information	
Street address:	
Post/Zip code:	City:
State: (if applicable)	Country:
Telephone: (country code - area code - #)	Fax: (country code - area code - #)
E-mail address:	Alternative E-mail address:

3. Language (s) (NB English is normally the language of the seminars/courses at the Ecumenical Institute):

Mother tongue:

Other languages	Writing level	Reading level	Speaking level	Comprehension level

4. Education

a. Full title of the Secondary School Certificate:

Country of issue:

Date of issue:

b. Full title of any University degree (if applicable):

Full name of the issuing University:

Country of issue:

Date of issue:

5. Other information:

Current occupation:

Other relevant professional and ecumenical experience:

Other information that the Ecumenical Institute should take into account in considering your application:

How did you find out about the Ecumenical Institute?

I testify that the information I have given in this form is true and accurate and that, if admitted, I agree to abide by the conditions governing the Ecumenical Institute.

Date:

Signature:



SCHOLARSHIP REQUEST FORM

APPLICATION FOR FINANCIAL ASSISTANCE

Scholarships to assist with seminar/course fees for participants at the Ecumenical Institute are awarded according to the following criteria:

- Scholarships are awarded to participants that require financial assistance to cover the costs of seminar/course fees.
- Scholarships are granted in priority to highly motivated and well recommended participants.
- The scholarship is always partial, each admitted participant is obliged to make a financial contribution towards tuition.
- Travel expenses to and from the Ecumenical Institute as well as all personal expenses (such as passport, visa, transit visa, vaccinations, etc.) before, during and after the seminar/course are the responsibility of the selected participant.
- Board and lodging expenses before and after the official beginning and end of the seminar/course at the Ecumenical Institute are the responsibility of the participant.
- Priority is given to those candidates seeking for a scholarship from the Ecumenical Institute for the first time and who have therefore not benefited from such a privilege earlier.

Family /surname: (as in passport)	
First name (s): (as in passport)	
I apply for a scholarship and I pledge to contribute the following amount towards the total of my seminar/course costs:	
Currency: * _____	
* please, use official currency abbreviation (e.g. CHF / EUR / USD, etc.)	
Total amount of my financial contribution: _____	
<input type="checkbox"/> <i>Please attach the original supporting document(s) if funds are pledged to you by your church, family or a third party.</i>	
<i>I confirm that I am unable to cover the full costs of my seminar/course at the Ecumenical Institute. I understand that should I be admitted to the seminar/course I have applied for and granted a partial scholarship towards my costs, this award will cover only the official period of my seminar/course. I also agree to continue searching for further funds in order to increase my contribution and to inform the Ecumenical Institute of any developments immediately.</i>	
Date:	Signature:

All requests should be sent to the following address:

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 Switzerland
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 Fax: +41 22 960 7310
 E-mail: bossey@wcc-coe.org
 www.bossey.ch