

CGU Maris project

GUIDE FOR THE APPLICATION FORM

INTRODUCTION

According to the specifications detailed in point 7. **Registration** of the guidelines for the 2022 call of the [CGU Maris](#) project “the deadline for applications is **5 June 2022**”.

Moreover, as explained in this same point, “the form must be completed online and in English, for the application to be accepted”.

APPLICATION FORM

1. INFORMATION ON THE STUDENT

Questions 1–8 are aimed at obtaining the necessary data from the students of the CGU member universities.

Question 1 – Name and surname

El nombre y los apellidos indicados en este campo han de coincidir con los del documento de identidad o pasaporte adjunto en la solicitud.

Question 2 – ID or passport

The first name and surname(s) indicated in this field must match those on the identity card or passport enclosed with the application.

Question 3 – Email address

The email address provided in this field will be the one to which CGU will address its messages, both for the review of applications and for the communication of whether the applicant has been selected to receive a grant.

Question 6 – Currently enrolled in...

Students must choose from the options available in the drop-down list, the one that best fits the course they are enrolled in (degree, master's, postgraduate or doctoral programme) during the 2021–2022 academic year.

Question 7 – Field of study

Students must indicate the area of studies to which the course they are enrolled during the 2021–2022 academic year belongs. For example Degree in Business Administration and Management, a Master's Degree in Fine Arts, a Postgraduate in Communication, etc...

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Question 8 – Average grade

Students must complete this field with the average grade of their transcript of records at the time of application. The information provided here must match the information contained in the document attached to the application.

2. GRANTS

Question 9 – Are you applying for a grant?

As detailed in point 6. **Grants** of the guidelines for the call of the project, “students from Galician public universities whose family unit has a family income of fewer than 20,000 euros per year are eligible for one of the three grants, which cover the total cost of the activity”.

Therefore, candidacies that do not meet these requirements will not be considered for such grants, even if they select the option that they wish to apply for a grant.

3. DOCUMENTATION

The documentation to be provided by students from the CGU member universities is specified in point 7. **Registration** of the guidelines for the call. It is not the purpose of this guide to detail such documentation. Consequently, we recommend you to read carefully the point above-mentioned in this paragraph.

Below, we answer some of the most frequently asked questions regarding this documentation.

Certificate of studies

The CGU will accept the following documentation as proof that you are studying at a member university during the academic year 2020–2021:

- A certificate or official document issued by the administrative services of the CGU member university where the student is enrolled.
- A certificate or official document from the member university certifying the payment of the enrolment fee for the studies being undertaken.
- A letter of support for the application issued by the student's home university.

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Certificate of the average grade of the transcript of records

The CGU will accept the following documents as proof of the average grade of the transcript of the records at the time of application:

- A certificate or official document issued by the administrative services of the CGU member university where the student is enrolled, expressly stating the average grade and detailing the courses taken.
- A summary of the student's transcript of records, including the average grade and detailing the courses taken. The summaries downloaded from the virtual campus of the CGU member universities will be valid, as long as the aforementioned data are included.

As for the students enrolled in doctoral programmes, in this case, they must attach the supporting documents detailed above corresponding to the studies undertaken immediately prior to their admission to the PhD programme.

Certificate of proficiency in Spanish and/or English

Students must present a certificate or official document proving oral and written knowledge of English and Spanish. Minimum B2 according to the Common European Framework of Reference for Languages or equivalent, if Spanish or English is not their mother tongue.

4. DECLARATION OF RESPONSIBILITY

The template of the CGU Maris project declaration of responsibility is available on the programme page on the CGU's website. The first name, surname(s) and national identity card or passport number must match those on the scanned document provided in the application. Besides, this declaration of responsibility must be dated and signed.

Students have the option to fill in the fields of the form in Word or to do it manually, providing a PDF document with an electronic signature or a scanned copy of it.

Regarding the signing of the document, the CGU will only accept a handwritten or electronic signature of the document. In other words, for example, PDF or scanned documents in which an image with the signature has been pasted will not be considered valid. Nor will documents signed on the screen of a tablet or similar electronic device be accepted.