Buitenlandse Zaken

nuffic

APPLICATION FORM

Netherlands Fellowship Programmes

Short courses
Starting in 2010

To be filled in by Nuffic:	
IPA-nr: ……	
To be filled in by the Netherlands embassy or consulate:	
File no……	Multi year agreement: ☐ YES ☐ NO

INSTRUCTIONS FOR THE APPLICANT

Please note that you will be eligible for an NFP fellowship only if the short course is on the NFP short course list for 2010. Fellowship applications for participation in other short courses will not be considered. Please answer the questions on this form clearly and completely (in English and **preferably** typewritten). If you need more space you can attach additional pages, but make sure to indicate the number of the questions you are answering.

Check beforehand with the Netherlands embassy or consulate whether or not this or any other specific additional documents or procedures are required in your country. At the same time, ask them the date by which they must have received your application.

The duly completed and signed form, together with the required documents, should be sent or delivered **to the Netherlands embassy or consulate in your own country** unless otherwise indicated by the embassy or consulate. Application forms for NFP fellowships should not be sent directly to Nuffic or to the Dutch institution providing the short course.

Your application will only be processed if you have submitted all of the following documents for assessment before the deadline:
- The original letter from the host institution in the Netherlands stating that you have been accepted on the short course
- The official score of an English language test (TOEFL or IELTS). This requirement does not apply to:
  - Candidates whose native language is English;
  - candidates who have received their tertiary education in English;
  - candidates who have previously attended an English-taught course or programme at a Dutch educational institution, within the last four years.
- A letter from your employer endorsing your study plans and guaranteeing that while you are absent your salary will continue to be paid and your job will be held for you (see section 3)
- A copy of your passport or other official identity document
- Certified copies of educational records (upon request of the Embassy or consulate)
- One current photo (if requested by the Embassy or consulate)
- A copy of your birth certificate (if requested by the Embassy or consulate)

SELECTION PROCEDURE

For each short course on the NFP short course list, fellowship applications will be accepted by the Netherlands embassies or consulates up to a certain deadline. Each year there are several deadlines for fellowship applications. Detailed information can be found in the NFP brochure and on the NFP website (www.nuffic.nl/nfp).

The selection procedure runs as follows:
1. The Netherlands embassy or consulate in the candidate's country assesses the applications and forwards them to Nuffic;
2. Nuffic registers and screens the applications. Nuffic decides how many fellowships will be available for each course and forwards all eligible applications to the appropriate Dutch institutions;
3. The institution providing a short course selects the candidates who will receive a fellowship for that short course;
4. The institution providing a short course informs all eligible candidates about the outcome of their applications through the Netherlands embassy or consulate;
5. In cooperation with the Netherlands embassy or consulate, the institution makes all further arrangements with the fellowship recipients.

INFORMATION
For specific information about NFP criteria and the deadlines that apply in your country, please contact the Netherlands embassy or consulate. For more information about the criteria for admission to a particular short course and the outcome of the selection procedure, please contact the Dutch institution that will provide the course. Nuffic does not have information about the progress or result of the selection.

1: THE SHORT COURSE TO WHICH YOU HAVE BEEN ADMITTED AND FOR WHICH YOU ARE SEEKING AN NFP FELLOWSHIP

Please state the name of the course you have been admitted to (exactly as stated in the admission letter):

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What is the duration of the course? ……

What is the starting date? ……

Which institution in the Netherlands has admitted you? ……

……

File number:

2: PERSONAL INFORMATION

2.1 Personal data
*** Please give names and information exactly as they appear in your passport**

Family name(s)* : ……

First name(s)* : ……

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Gender: ☐ male ☐ female

Place of birth*:……

Date of birth*:……

Nationality*:……

Postal Address: …… ……

Zip Code: …… Residence: ……

Province:…… Country: ……

E-mail address: ……

Telephone: …… Cell phone: ……

2.2 Current job

Name of the organization that employs you and that is nominating you for an NFP fellowship: ……

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Your current position: ……

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Describe your current tasks and responsibilities: ……

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File number:

2.3 Working experience

Please list the previous jobs you have had in the last five years, in each case giving name of the employer, dates and a description of your own activities.

From . . . . (yyyy) to . . . . (yyyy)	Name of employer	Your tasks and responsibilities
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2.4 Motivation

Why do you want to do the short course to which you have been admitted? .....

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What do you hope to achieve for your organization by doing this short course? .....

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File number:

Describe your plans for when you return to your organization. How will you put your new skills and knowledge to work?

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2.5 Declaration and signature

- I declare that I will return to my home country shortly after the short course has ended.
- I declare that I will be available for the entire period of the course and be able to take part in the entire course.
- I declare that I have not received an NFP fellowship or any other fellowship in the three years prior to the start of the proposed short course.
- I give my permission, if I am awarded an NFP fellowship, for my personal data to be entered in a database and used to keep me informed of alumni activities.
- I certify that all my answers are true, complete and correct, and that if I am awarded an NFP fellowship, I will comply with all the formal obligations this entails.

Date : .....

Name: .....

City : .....

Signature :

File number:

3: EMPLOYER'S INFORMATION *(to be completed by the employer)*

Name of the organization and, if applicable, its abbreviation: .....

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Postal Address: ....

Zip Code: ..... Residence: .....

Province:..... Country: .....

Telephone: .....

Fax : .....

Website: ..... E-mail address: .....

Type of organization:

- ❑ government or government-funded
- ❑ educational and/or research institution (university, education centre, training centre, etc.)
- ❑ non-governmental organization (NGO)
- ❑ small or medium-sized business or industry
- ❑ other (specify) .....

Please attach a statement, written on your organization's official letter paper and bearing an official stamp and signature, which answers the following questions:

- Why is your organization nominating this candidate?
- How will this candidate's participation in the short course benefit the organization?
- What plans have been made for putting the candidate's newly acquired knowledge and skills to use within your organization?

The statement should also include two promises:

- That the candidate's salary will continue to be paid during the period for which the fellowship is awarded
- That at the end of the fellowship period, the candidate will be offered a position equivalent to the one that he or she holds at present.

Declaration and signature

I certify that all the answers are true, complete and correct, and that the employer's statement is attached. If the candidate is awarded an NFP fellowship, my organization will comply with all the formal obligations this entails.

Date: .....

Name (of candidate's superior): .....

E-mail address: .....

Position: .....

Signature of candidate's superior and official stamp:

File number:

Nuffic is the Netherlands Organization for International Cooperation in Higher Education. Our motto is Linking Knowledge Worldwide. And everything we've done since our foundation in 1952 has been driven by this mission. Nuffic works in line with Dutch government policy to serve students and higher education institutions in three key areas: Capacity Building & Scholarships, Communication, and Knowledge & Innovation.

The information requested in this form will be used for administering the fellowship and for alumni communication purposes.

For general information about the Netherlands Fellowship Programmes, please contact:

Nuffic
Capacity Building and Scholarship Directorate
P.O. Box 29777
2502 LT The Hague
The Netherlands

Telephone: +31 70 4260260
fax: +31 70 4260 189
website: www.nuffic.nl/nfp

File number:

4: STATEMENT BY GOVERNMENT AUTHORITY *(if applicable)*

The government of..... hereby supports the above application and certifies that the course to be undertaken will benefit and foster the development of the country and that all the information provided is complete and correct.

Date: .....

Place: .....

Position of the responsible government official: .....

Signature and official stamp:

File number:

To be completed by the Netherlands embassy or consulate

5: STATEMENT OF THE NETHERLANDS EMBASSY OR CONSULATE

Date the application was received: .....

Contact person: .....

E-mail address: .....

Telephone: .....

Please tick the boxes that you have found apply to this fellowship application. If they are not ticked, please clarify in your recommendations.

- ❑ The candidate is from a priority group and/or from a marginalized region.
- ❑ The candidate has provided a letter from the Dutch institution granting (provisional) acceptance.
- ❑ The candidate is not employed by a large industrial, commercial and/or multinational firm.
- ❑ The candidate is employed by an organization that is relevant to the development of his/her country.
- ❑ The candidate has adequately expressed his/her motivation.
- ❑ The candidate has presented proof of an adequate command of the language of instruction.
- ❑ The candidate's passport or identity document is complete and valid.
- ❑ The candidate's diplomas, degrees and academic records are complete and valid.
- ❑ The employer has adequately expressed his/her motivation.
- ❑ The employer's statement is in conformity with the criteria mentioned in section 3.

If applicable:

- ❑ The candidate's language test results are complete, valid, and the score is satisfactory.
- ❑ The candidate's birth certificate is complete, correct and legally valid.
- ❑ The request is being made in the context of a multi-year agreement.

File number:

Recommendation of the embassy or consulate:

The Netherlands embassy or consulate in ..... (country)

- ❑ supports this application for an NFP fellowship for a short course
- ❑ does not support this application for an NFP fellowship for a short course

Please explain your answer:

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The application will not be processed by Nuffic unless the embassy or consulate:

- **Has completed this section**
- **Has placed its official stamp and signature on the form**
- **Included the following documents:**
  - **Copy of passport or other official identity document**
  - **Employer's statement**
  - **Admission letter**

Date: .....

Signature and official stamp: