



Netherlands Fellowship Programmes (NFP)

APPLICATION FORM Short Courses

Nuffic File nr.
to be filled in by Nuffic

Instructions for the candidate

This form is to be used to apply on paper for an NFP fellowship for a short course listed on the NFP Course List 2011-2012, Part 2, with the fellowship application deadlines 1 February 2011 (**paper applications: 1 January 2011**), 29 April 2011 (**paper applications: 1 April 2011**) or 1 October 2011 (**paper applications: 1 September 2011**).

For an overview of the NFP Course List or information on the application and selection procedures, please check our website www.nuffic.nl. By signing and submitting an NFP fellowship application, candidates agree to comply with the *NFP Rules and regulations for candidates and fellowship holders*. Moreover candidates are expected to prepare themselves properly and to have taken note of the information available on the NFP.

Please fill out the form clearly and completely (in English and preferably typewritten). Your application will only be processed if you have submitted a fully completed and signed application form with all of the following documents before the deadline to below mentioned address. The documents must be on A4 and printed/ copied on 1 side only (onesided):

- **Employer's Statement (see section 3)**
- **A copy of your valid passport or other valid official identity document**
- **Statement of the Government Authority (if applicable, see section 5)**

Please check if the information you submit in this form is complete and correct. You cannot make any changes or additions to a submitted application, even if the fellowship application deadline has not yet passed. Note, that Nuffic will use the contact details to inform you about your scholarship application. It is your explicit responsibility to fill out this application form correctly and attach the necessary documents. Nuffic does not accept any liability whatsoever for accuracy of your profile or scholarship application.

The duly completed and signed form, together with the required documents, have to be received by Nuffic before the applicable paper fellowship application deadline. Please send your application to:

By mail:	By courier:
Nuffic	Nuffic
NFP-team	Reception
P.O. Box 29777	NFP application
2502 LT The Hague	Kortenaerkade 11
The Netherlands	2518 AX The Hague
	The Netherlands

DO NOT SEND THIS APPLICATION FORM BY E-MAIL!

1. THE SHORT COURSE FOR WHICH YOU WISH TO APPLY FOR A FELLOWSHIP

Dutch institution

Course name

Start date course

End date course

Fellowship application deadline

2. PERSONAL DATA

Please give names and information EXACTLY as they appear in your passport or identity document.

Family name

Independent prefix

Initials

First name

Gender

Male

Female

Date of Birth

Country of Birth

Place of Birth

Nationality

Correspondence address

Zip Code

City

Country

E-mail address 1

E-mail address 2

Telephone number

Fax number

3. EMPLOYMENT HISTORY AND JOB INFO

3a. Please list your previous jobs of the last five years, in each case giving the name of the employing organization, dates and a description of your own activities.

From (yyyy) to (yyyy)	Employing Organization	Position Tasks and responsibilities

3b. Current Job

Name of employing organization

Period from (yyyy)-till (yyyy)

Country

Current position

Tasks and responsibilities

Name of your superior

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, please specify

EMPLOYER'S STATEMENT

Please attach a statement, written on your employing organization's official letter paper and bearing an official stamp and signature of your superior. The statement must answer the following questions:

- Why is your employing 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 the following 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 at least equivalent to the one that he or she holds at present.
- That if the candidate is awarded an NFP fellowship, the employing organization will comply with all the formal obligations this entails.

4. MOTIVATION

Please answer the following questions using this form. Each question must not be more than 500 words.

4a.
Why do you want to pursue this course?

max. 500 words

4b.
How will your employing
organization benefit from the
course you wish to follow?

max. 500 words

4c.
How will your country benefit from
the course you wish to follow?

max. 500 words

4d.

How will you put your new skills and knowledge to work when you return to your employing organization?

max. 500 words

5. STATEMENT BY GOVERNMENT AUTHORITY (if applicable)

A number of governments of countries on the NFP country list require a statement of the government before candidates can apply for an NFP fellowship. In this statement the government expresses its support of the fellowship application.

Please check with your government and/or the Netherlands embassy if this applies to your country. Fellowship applications from countries that require a government statement without an attached or uploaded government statement are considered not eligible and will not be further assessed for an NFP fellowship.

The government of _____ hereby supports the above application and certifies that the programme 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:

6. DECLARATION AND SIGNATURE

- I have read the *NFP Rules and Regulations for candidates and fellowship holders*.
- I declare I will comply with the *NFP Rules and Regulations for candidates and fellowship holders*

The *NFP Rules and Regulations for candidates and fellowship holders* can be found on the website www.nuffic.nl/nfp .

Date

Name

City

Signature (handwritten)

NFP fellowship applications that are not signed will not be assessed for a fellowship.