



Ministry of Foreign Affairs

IPA-nr .....

*To be filled in by the Netherlands embassy or consulate:*

File no.....

## MENA SCHOLARSHIP PROGRAMME 2010 APPLICATION FORM

### Instructions for the applicant

Please note that you will be eligible for a MENA scholarship only if the short course is on the MENA course list for 2010. Scholarship applications for participation in other courses will not be considered. You can only apply for one course at the time. You cannot apply for a MENA scholarship if you have received a MENA scholarship or any other scholarship in the three years prior to the start of the proposed MENA course.

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** in your home country whether or not 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. Please note that some courses have different application deadlines for candidates from Iraq. You can find this information on the course list.

The duly completed and signed form, together with the required documents, should be sent or delivered to the Netherlands embassy in your own country. Application forms for MENA scholarships should not be sent directly to Nuffic or to the Dutch institution providing the course.

Your application will only be processed if you have submitted all of the following documents for assessment before the scholarship application deadline:

- Offer evidence of proficiency in speaking and writing the language of instruction (English in most cases); preferably a candidate must provide evidence in the form of an official and verifiable score in an internationally recognized test, such as IELTS (a score of at least 6.0) or TOEFL (a score of at least 550 points on the paper based test or 213 points on the computer-based test or 79 points on the internet-based test). In case the candidate cannot provide sufficient evidence, the embassy will evaluate the candidate's knowledge of the language of instruction;
- 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 complete copy of your passport or other official identity document;
- Certified copies of educational records in English or French;

The MENA Scholarship Programme is initiated and fully funded by the Netherlands Ministry of Foreign Affairs. This ministry has contracted the Netherlands organization for international cooperation in higher education (Nuffic) to administer the MENA Scholarship Programme.

The MENA Scholarship Programme aims to contribute to capacity building within organizations and institutions in the six selected countries: Algeria, Iraq, Lebanon, Morocco, Oman and Syria. Moreover a network of 100 alumni can pay a positive contribution to the relations between the Netherlands and their respective countries.

Scholarships are available for short courses on the MENA course list 2010 only. Scholarship applications for participation in other courses will not be considered.

- One current photo;
- A copy of your birth certificate (if requested by the Embassy).

If applicable:

- The original letter from the providing institution in the Netherlands stating that you have been accepted to the short course.

## Selection procedure

For each short course on the MENA short course list, scholarship applications will be accepted by the Netherlands Embassy up to a certain deadline. Each year there are two deadlines for scholarship applications. Detailed information can be found in the MENA Scholarship Programme factsheet.

The selection procedure runs as follows:

1. The embassies assess each application against the criteria listed above, give specific recommendations and make a prioritization of the total number of applications.
2. The embassies forward all eligible applications to Nuffic.
3. If the applicant does not yet have admission to the short course of his or her choice, Nuffic will forward the applications to the Dutch provider of the course.
4. The provider assesses the application and decides whether or not the applicant's educational background and professional experience meet the specific requirements for the course in question.
5. The provider decides on the admission of the candidates. Admission must be unconditional in terms of the candidate's education and language proficiency. If the applicant already has admission to the chosen course, steps 4 and 5 can be skipped.  
If the applicant is not admitted to the course, he or she will not be eligible for a MENA scholarship.
6. Nuffic allocates the fellowships based on the priority list of the embassies.
7. The providers inform all candidates that have been selected and who will not receive a scholarship.
8. Nuffic awards the grant to the provider to cover the scholarship holder's costs, including the tuition fees.
9. In cooperation with the Netherlands embassy, the institution makes all further arrangements with the scholarship recipients.
10. The Dutch providers pay each scholarship holder a monthly allowance for the duration of the short course; they also administrate the scholarships, make logistical arrangements, and give guidance to the scholarship holders.

## Information

For specific information about MENA criteria and the deadlines that apply in your country, please contact the Netherlands embassy. For more information about the criteria for admission to a particular short course, please contact the Dutch institution that will provide the course.

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1: THE SHORT COURSE WHICH YOU WANT TO PURSUE AND FOR WHICH YOU ARE SEEKING A MENA SCHOLARSHIP

Please state the name of the short course you wish to apply for (exactly as stated in the MENA course list):

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Name of the institution in the Netherlands .....

What is the duration of the course? .....

What is the starting date? .....

Have you already been admitted? (If so, please attach admission letter)  yes  no

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)\* : .....

Gender:  male  female

Place of birth\* : .....

Date of birth\*:(DD/MM/YYYY) .....

Nationality\* : .....

Street/P.O.Box: .....

Zip Code: .....

City: .....

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

E-mail:.....

Phone: ..... Cell phone: .....

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**2.2 Current job**

Name of the organization that employs you and that is nominating you for a MENA scholarship:

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Your current position:

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You have this position since: .....

Describe your current tasks and responsibilities:

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**2.3 Working experience**

Please add a detailed CV. List the previous jobs you have had, in each case giving the name of the employer, dates and a detailed description of your own activities and responsibilities.

**2.4 Motivation**

Why do you want to do the short course for which you are seeking a MENA scholarship?

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

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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 give my permission, if I am awarded an MENA scholarship, 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 MENA scholarship, I will comply with all the formal obligations this entails.

Date : .....

Name: .....

City : .....

Signature :

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3: EMPLOYER'S INFORMATION (TO BE COMPLETED BY THE EMPLOYER)

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

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 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 scholarship is awarded.
- That at the end of the scholarship 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 a MENA scholarship, 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:

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 administrating the scholarship and for alumni communication purposes.

For general information about the MENA Scholarship Programme, please contact the Netherlands Embassy in your country or Nuffic:

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

Telephone: +31 70 4260 167  
fax: +31 70 4260 189  
[www.nuffic.nl](http://www.nuffic.nl)

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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:

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5: STATEMENT OF THE NETHERLANDS EMBASSY OR CONSULATE

Date the application was received: .....

Contact person: .....

E-mail address: .....

Phone: .....

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

- 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 fulfils the admission requirements of the selected course.
- Both the candidate and his/her employer have adequately expressed their motivation.
- The candidate has demonstrated a solid link between his/her work and the requested course.
- 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's statement is in conformity with the criteria mentioned in section 3.

**If applicable:**

- The candidate has provided a letter from the Dutch institution granting (provisional) acceptance.
- 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.

