

NFP and MSP registration instructions for candidates

Below is an instruction to register as a candidate in Atlas for the Netherlands fellowship programmes (NFP) of the MENA scholarship programme (MSP).

You will not be able to save any changes before sending the form to your institution. Therefore we advise you to prepare all the required information in advance. Please read the instructions carefully before you start filling out the registration form.

Study programme Short courses

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| Course name | In this list you should select the course you are applying for at this institution. |
| Reference number | This doesn't apply for short courses. You can leave this box empty. |

Nominating employer

The employer of a candidate plays a key part in the Netherlands fellowship programmes and the MENA scholarship programme, as the employer should enable the candidate to address the issues in their home country. Please prepare all the required information on the employer organisation, which is also providing the employer statement.

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|---------------------------------------|---|
| Name of employing organisation | Please enter the name of the organisation where you are currently employed. This should be the organisation providing the Employer statement. |
| Type of organisation | Please specify what type of organisation you currently work for |
| Current position | Please enter the title of the position your currently hold at your organisation. |
| Tasks and responsibilities | Please specify the tasks and responsibilities of your current position. |
| Name superior | Please enter the name of your superior at your employing organisation. |
| Email superior | Please enter the email address of your superior at your employing organisation. |
| Telephone superior | Please enter the telephone number where we can contact your superior at your employing organisation. |

Personal details

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| Surname | Please enter your surname exactly as written on your passport or other identity document. |
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| Given names | Please enter your given names exactly as written on your passport or other identity document. |
| Gender | Please enter your gender as registered on your passport or other identity document. |
| Date of birth | Please enter your date of birth as registered on your passport or other identity document. |
| Place of birth | Please enter your place of birth exactly as written on your passport or other identity document. |
| Nationality | If your nationality is not in the list, your country is not in the NFP country-list. To be eligible the nationality of the candidate needs to be on the NFP-country list. |
| Email address | Please enter a valid email address. |
| Telephone | Please enter a telephone number where you can be contacted. |

Motivation

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| What is the issue or problem you want to address in your country? | Please give a brief outline [in min 50 and max 1000 characters] of the issue or problem hindering the development of your country you would like to contribute to solving using the knowledge and expertise gained by attending the study program or course. |
| How will this course enable you to address this issue? | Please explain [in min 50 and max 1000 characters] what knowledge and expertise you expect to gain from the course or study program and how this specific knowledge and expertise can contribute to solving the issue or problem. |
| How will you address this issue with your position within your organisation? | Please describe [in min 50 and max 1000 characters] the position you hold in your organization and explain why and how this position will enable you to address the issue or problem with the knowledge gained from the course or study program. You do not need to include a detailed list of activities here, as a specific plan of activities forms part of the “employer’s statement” that has to be uploaded separately. |

Documents to prepare in advance

Candidates will need to prepare for uploading several documents with their registration. Each document should be prepared in PDF format and not exceed 2MB.

If your documents are not already in PDF format, you can find more information below on how to convert your documents to PDF.

| | |
|--------------------------------------|---|
| Copy of passport | Please upload a copy of your passport. |
| Employer statement | Please upload the employer statement in the required format, containing a statement from your superior and a plan of implementation. You can find the required format under step 1. |
| Government statement | <p>Some NFP-countries require a Government statement. Please check it at Step 1. If the country of your employing organisation requires the statement, please upload the Government statement in the required format.</p> <p>If there is unclarity about the need for a government statement, please contact the Netherlands Embassy in your home country for more information.</p> |
| Admission letter if available | Include your CV of maximum two pages, including also your field of working: please also indicate the focus area. |

Convert documents to PDF

The Portable Document File (PDF) format is commonly used to share documents. However it may be that your documents are in other formats, such as .doc, .jpeg and so on. Follow the instruction below to convert your file to PDF format:

Save a Microsoft Office (word, excel, powerpoint) document in PDF format:

- If you have Microsoft Office version 2007 or later, you can click on File/Save as. A 'save as' screen will pop-up, click on the drop-down box 'save as' and choose 'PDF'.
- If you have an earlier version of Microsoft Office, continue to the instruction on how to save other files in PDF format:

Save other files in PDF format:

- PDF printer: It is possible that you already have a PDF printer installed on your computer. In that case, if you can 'print' your document to PDF. In this case: print your document and choose the (Adobe) PDF printer instead of your default printer in the print Menu. (Do not use quick print, as the system will then choose the default printer automatically. Instead use the full print function in your software).
- Local desktop software: It is possible that you already have software on your computer that can convert files to PDF format. Please check with your system administrator. If you have administrator rights, you can also install a free PDF creator on your computer. There are several free PDF creators available for download on the internet. An example is PDFCreator (www.pdfforge.org). Go to the download page and download the application. On the support page you can find the user manual.
- Online: There are several web sites where you can convert your document to PDF format for free. An example is www.freepdfconvert.com. Click on the 'browse' button to choose the file you want to convert to PDF, fill in your email address and click on 'Convert Your File'. The file will be sent to you in PDF format. Please make sure that the website you are using has a privacy policy that protects your confidential information.