

Staple one photo here.
Write your name on the back.

(to be completed by VLIR)	
VI-number [REDACTED]	
<input type="radio"/> complete	<input type="radio"/> not complete
DEADLINE FOR SUBMISSION: 01.02.2019	
TO BE COMPLETED VERY CAREFULLY AND TO BE DULY SIGNED	

Scholarship application form for a VLIR funded International Course (ICP)

IMPORTANT!

When you have completed the online VLIR scholarship application form of Hasselt University, please make a printout and send this together with the necessary documents to :

Hasselt University
att. Ms. Leen Jorissen
Student administration
Martelarenlaan 42
3500 Hasselt
BELGIUM

An application for an ICP scholarship that is not accompanied by an online application will be rejected!

- Applicants linked to a department that is receiving substantial support through project funding in the framework of an **IUC (Institutional University Cooperation) Partner Programme** between VLIR and the concerned university in the South, are **not eligible for an ICP/ITP scholarship**. In this manner, VLIR ICP/ITP scholarship opportunities can be earmarked to address capacity building needs of other academic entities that do not yet receive such substantial IUC funding from VLIR. For more details, please check Chapter 7, under 7.2., of the VLIR publication "International Study Opportunities in Flanders, Belgium" that can be downloaded through the following link: http://www.vliruos.be/index.php?navid=425&direct_to=Scholarships
- Complete this Application Form in full, following the procedure that belongs to the chosen programme. All questions must be answered correctly. If a question is not relevant, answer "not applicable" or "n/a". Use the checklist at the end of this Application Form.
- Complete this Application Form in English.
- Answers must be legible, preferably typewritten but handwritten in block letters is also allowed (black ink).
- **Application Forms that are incomplete, illegible or that arrive later than the due deadline, will be rejected.**
- **Apart from the submission of the complete and signed application form, e-mail will be the only mode of communication.** You must provide a personal e-mail address. If you do not have an e-mail address of your own, you can get one at a free e-mail provider (e.g. www.yahoo.com <<http://www.yahoo.com>>). Make sure your e-mail address is correct and readable (very important), because this is the only way of communication.
- Hasselt University is unable to return any documents it receives from applicants.
- **DO NOT** contact university staff concerning application status. You will automatically receive status change message by email.

1. YOUR PERSONAL INFORMATION

IMPORTANT: You must write your name AS STATED IN YOUR PASSPORT and in exactly the same way in this form and throughout the application procedure, otherwise you could experience difficulties when applying for a visa or you will have to pay for the extra changes in the plane ticket

Family name (surname): [REDACTED]
 First name (given name) followed by your maiden name(s): [REDACTED]
 Sex: [REDACTED]
 Place of birth: [REDACTED] Town: [REDACTED] Country: [REDACTED]
 Nationality at birth: [REDACTED]
 Date of birth: [REDACTED]
 Current nationality: [REDACTED]
 Marital status: [REDACTED]
 Number of children: [REDACTED]
 Passport number: [REDACTED]
 Passport valid until/Date of expiry passport: [REDACTED]

2. THE PROGRAMME YOU APPLY FOR

3. YOUR POSTAL ADDRESS

Address changes must be communicated to Hasselt University without delay.

E-mail (obligatory, only way of communication!): [REDACTED]
 Organisation/institution:
 Street + number / PO Box number/Postal bag: [REDACTED]
 Postal code: [REDACTED]
 City: [REDACTED]
 State:
 Country: [REDACTED]
 Telephone number (country code - area code - subscriber number):
 Mobile phone:
 Fax number (country code - area code - subscriber number):

4. YOUR EDUCATION AND PROFESSIONAL EXPERIENCE**4.1. EDUCATION****Secondary School**

Period (dd/mm/yyyy-dd/mm/yyyy): till [REDACTED]
 Name of the institution: [REDACTED]
 Address : [REDACTED]
 Grade/results obtained:

University or university college

(in **reverse chronological order**, starting with the most recent study)

Period (dd/mm/yyyy-dd/mm/yyyy): date diplom: [REDACTED]
 Name of the institution: [REDACTED]
 Name of studies: **Statistics**
 Type of diploma or certificate obtained:
 Grade/results:
 Language:

Title and subject of thesis (state the results or grade obtained)

Year of defence:
 Title:
 Subject:
 Results or grade:

Other studies, workshops, etc

(in **reverse chronological order**, starting with the most recent study)

Period (dd/mm/yyyy-dd/mm/yyyy) latest workshop:
 Name of the institution:
 Name of studies:
 Qualification obtained:
 Grade/results obtained:

Period (dd/mm/yyyy-dd/mm/yyyy):
 Name of the institution:
 Name of studies:
 Qualification obtained:
 Grade/results obtained:

Period (dd/mm/yyyy-dd/mm/yyyy):
 Name of the institution:
 Name of studies:
 Qualification obtained:
 Grade/results obtained:

4.2 YOUR PROFESSIONAL EXPERIENCE

Total number of years of professional experience?

List in **reverse chronological order**, starting with your current job.

Name and address of employer:

Period: -

Position and description of responsibilities:

Sector: Higher education Public administration Research institutes Social economy

4.3 YOUR LIST OF PUBLICATIONS

If you have already published in your name, please list five of your publications (author(s); title article; title journal; number of pages; date of publication) that you think are most relevant for the programme you are applying for.

Large empty box for listing publications, overlaid with a large diagonal watermark reading 'SAMPLE'.

5. YOUR LANGUAGE SKILLS

Mother tongue:

ICP candidates from countries where English is not an official language must **prove their proficiency in English**, e.g. with a **TOEFL** certificate (a minimum score of 550 on the paper based test is required, equivalent to 213 on the computer-based TOEFL test or 79-80 on the internet-based TOEFL-test), an IELTS certificate (minimum overall band score 6.0) or by providing the **proof of education in English**.

Do you have a TOEFL/IELTS certificate? Yes No

If so: TOEFL score:
IELTS score:

6. YOUR FINANCIAL RESOURCES

In case you would be academically admitted but at the same time not selected for a VLIR scholarship, would you be able to attend the programme on your own financial means (self supported instead of scholarship)?

YES NO

7. YOUR SCHOLARSHIP INFORMATION

Have you applied for a VLIR scholarship earlier? Yes No
(tick where applicable)

If so: VI_number Hasselt University and programme you applied for:
Outcome of this application:
Period (dd/mm/yyyy):
Country:
Name of scholarship (name of organisation that awarded the scholarship):
Name of studies (field of study, institution):
Qualification obtained:

Have you applied for another scholarship to study abroad? Yes No
(tick where applicable)

Period (dd/mm/yyyy):
Country:
Name of scholarship (name of organisation that awarded the scholarship):
Name of studies (field of study, institution):
Qualification obtained:

8. ADDITIONAL INFORMATION

Use the space below to provide us with any additional information that you think is useful for supporting your application.

SAMPLE

9. YOUR STATEMENT OF HONOUR

I, undersigned, declare upon my honour that the particulars provided in this application form, including those concerning my education, marital status, the composition of my family and my financial situation, are true and provided in good faith. If I am granted a scholarship, I undertake the following:

- a) to inform Hasselt University immediately of any changes in my situation;
- b) to inform Hasselt University immediately of any additional income from another scholarship, allowance or employment;
- c) to register with Hasselt University in order to attend the above mentioned programme and to use my best endeavours to complete the programme with the best results and within the shortest timeframes. I am neither authorised to amend the programme prepared for my attention at my own initiative nor to extend my stay in Belgium in order to attend another programme;
- d) to respect the regulations of Hasselt University and to stay in Belgium for the whole duration of the academic year, except with the explicit authorisation by the academic responsible;
- e) to return to my country of origin upon completion of the above mentioned programme;
- f) to put my skills at the service of the development of my country of origin upon termination of the studies covered by the scholarship.

I hereby agree that any false statement I have made in this application shall result in the **immediate cancellation** of my scholarship.

NAME

SIGNATURE

DATE

The data collected will be used for the application procedure of the VLIR scholarship programme only, and will not be transmitted to third parties without being made anonymous.

10. INSTRUCTIONS FOR APPLICANTS

PRACTICAL INSTRUCTIONS

- **Submission of the application file**

The thoroughly completed VLIR scholarship application form (hard copy), together with **all necessary documents** should reach Hasselt University before the **01.02.2019**.

Send the completed application form with all necessary documents to:

Hasselt University
att. Ms. Leen Jorissen
Student administration
Martelarenlaan 42
3500 Hasselt

BELGIUM

11. CHECKLIST

This checklist is meant to enable you to check, **prior to submission of your application**, whether your application meets the formal admission requirements.

11.1. APPLICANT

<u>ITEM</u>	<u>Criterion</u>	<u>Mark with X if criterion is met</u>
Country of origin	Country is on the VLIR country list
Country of residence	Applicant is residing in home country when applying and at the start of the course
Age	ICP: max. 35 years old
Education	Applicant has the required education
Professional experience (if applicable)	
Language skills	Knowledge of English

11.2. APPLICATION FILE

FOR:

- Hasselt University - **Fill in the VLIR scholarship application form and send all necessary documents to Hasselt University!**

A complete VLIR scholarship application file consists of 13 or 14 documents.

If your diplomas, degrees and transcripts are not in English or French, you will also have to provide a certified English translation of these documents.

To arrive at University Hasselt before 01.02.2019.

in one envelope - necessary hard copies

**Mark with X
if the document is in your file**

The completed VLIR scholarship application form	1	...
A <i>certified</i> copy of your secondary school diploma	2	...
A <i>certified</i> copy of your higher education degree(s)	3	...
A <i>certified</i> translation of your diploma(s) (if original is not in English or French)	4	...
A <i>certified</i> translation of your degree(s) (if original is not in English or French)	5	...
A <i>certified</i> copy of the transcripts of academic records	6	...
A <i>certified</i> translation of the transcripts (if original is not in English or French)	7	...
A document explaining the grading system of your country	8	...
A document proving your proficiency in English	9	...
Two letters of recommendation under separated sealed envelopes, but included in the application package (guidelines: see attachment 1)	10+11	...
A letter of your employer (if applicable)	12	...
1 passport photo	13	...
A signed declaration by the Flemish IUC coordinator, in case of an applicant from a university engaged in a VLIR IUC Partnership, but not linked to an IUC funded department. (if applicable)	14	...

11.3. DEADLINE

To arrive at Hasselt University before 01.02.2019, in one envelope.

Application forms that are incomplete, illegible or that arrive at Hasselt University later than the due deadline, will be rejected.

SAMPLE

Attachment 1: guidelines letters of recommendation

Two letters of recommendation are needed to support your application. The letter of recommendation is written by an academic staff member, scientist or superior who is familiar with your (academic/professional) activities.

You should ask the recommender to clearly identify him- or herself: **name, title, work place, contact details, valid email address, relation with the applicant**. If possible, the recommender should use the official letter heading of his/her institution.

Our faculty does not require a standard (template) recommendation letter. The recommender should give his/her opinion frankly as to the applicant's professional strengths and weaknesses. You should ask the recommender to include the following elements in the recommendation letter:

1. Clear identification of the person for whom the recommendation is given, and for which program.
2. Evaluation of the candidate's academic performance (study results) or professional performance.
3. Ranking of the candidate in comparison to his/her peers (top 50%, top 20%, top 5%, top 2%) with respect to intellectual ability, quality of oral expression and analytical ability.
4. Evaluation of the candidate's research capacity, potential and skills (dissertation or research papers, possible research experience, critical attitude, analytical skills ...).
5. Suitability of the applicant for this specific program (knowledge of and/or experience with the topic(s), motivation for graduate study in general and this program in particular ...).
6. Strong points and points to improve of the applicant's personality and social skills: how does the applicant interact and collaborate with teachers, with peers, in group work,...
7. Final conclusion as to why this applicant is (not) a suitable candidate for the program.

The completed letter **must be signed and dated** by the recommender together with an **official stamp** of the institution he/she belongs to.

The recommender should include the recommendation letter in a sealed envelope and return it to the applicant.

The applicant should put the two sealed envelopes together with the other necessary documents into one admission package.

SAMPLE