

Cultural Heritage Scholarship Programme

Application instructions

Your application for a scholarship under this programme needs to be submitted online via the Nuffic online application portal. The link to the portal can be found on www.studyinnl.org/chsp. On this page you will also find the application criteria, participating educational institutions and the relevant deadline.

Important:

- Collect all required information and documents before starting your online application. It is NOT possible to save your application and continue at a later stage. You need to finish the application in one go.
- Your application can be rejected if it is not complete (if not all required information or documents are submitted), if documents are not as requested or if the application is not submitted on time or not via the Nuffic online portal.
- Submit one application. If you submit more than one application, only the most recently submitted application will be taken into consideration. The other(s) will be cancelled.
- In your application you can indicate 3 preferences for a master's degree programme. See below for more information.
- If you have any questions, please email chs@nuffic.nl.

The online application

You need to fill in a form and upload documents. Please find below further explanation about the requested information and documents.

Personal details

First name	Your given names exactly as written in your passport.
Surname	Your surname (family name) exactly as written in your passport.
Date of birth	Your date of birth as registered in your passport.
Gender	Your gender as registered in your passport.
Nationality	As registered in your passport.
Nationality (if other)	Optional, if not possible to select your nationality in the previous field.
Country of residence	The country where you live (at the time of application).
Address1 Street and number	Current street and number
Address1 Zip code	Current zip code / postal code
Address1 City	Current city of residence
Address1 Country	Current country of residence
Email address	Enter a valid email address. Nuffic will use this email to communicate with you.
Telephone	Enter your (mobile) telephone number preceded by country code.

Academic background

Give relevant information about your educational background. If you are still studying or doing research give information about your current study programme/research.

Name of current/previous study programme	The name of your current/previous (under)graduate study programme.
Name institution	The official name of the university where you will obtain or have obtained your diploma/degree of the current/previous study programme
Level of current/previous education	Give the level of your current/previous (under)graduate study programme
Country of current/previous education	The country of the university where you will obtain or have obtained your diploma/degree.
(expected) graduation date	The date of your graduation/the date you expect will graduate.
GPA	Give your average grade (number).

Academic details (preference 1-3)

Important:

You have the option to submit preferences for up to three master's degree programmes. This in order to provide some flexibility in the event that you are not accepted to the programme of your first choice.

If you are accepted into the master's programme of preference 1, you will be eligible for a scholarship for this specific master's programme. This cancels the other preferences. If you are selected for a scholarship, we will **not** contact you to ask for which master's programme you would like the scholarship. It is not possible to change after selection or the scholarship award.

First course preference	Choose a programme. Only eligible master's programmes from participating institutions are shown.
Start date	Enter the start date of the master's programme.
End date	Enter the start date of your master's programme.
Institution*	Select one of the universities from the list (only participating universities are shown).
Institution reference number	Enter the reference number of the university. This number can be found on for instance an application confirmation or admission letter.

Only for preference 1:

Name contact person	If applicable: name contact person at the university. Not mandatory.
Email address contact person	If applicable: email address contact person at the university. Not mandatory.

* the participating institutions are listed as:

Name
Leiden University (21PB)
Maastricht University (21PJ)
Reinwardt Academy ()
University Groningen (21PC)
Vrije Universiteit Amsterdam (21 PBL)

Required application documents

IMPORTANT

- Each document has to be in PDF format and not exceed 10 MB.
- There is a limited number of fields and the fields are specifically for certain documents:
 - Merge your **motivation letter + CV + reference letters** into 1 document.
 - Merge **diploma and transcript** into 1 document
 - Merge **admission letters and/or confirmations of your application for academic admission** into 1 document.

The information below is in addition to the information stated on www.studyinnl.org/chsp.

The documents you need to upload:

1. Signed pre-agreement form

2. Motivation letter + Curriculum Vitae (CV) + references

Motivation letter:

- Your motivation letter will have a central part in the assessment and selection phase. Please tell us why you are applying for the scholarship and why you should be selected. Use this letter to tell us more about yourself. Make sure you answer the following questions in your letter:
 - What is your background and how do you relate to the theme of 'cultural heritage'? What has drawn you to this topic and why is it interesting to you?
 - What do you believe you can contribute to or what do you want to change in your country with the new knowledge and skills you will gain during the master's programme?
 - Why have you chosen the master's programme you are applying for and how will it help you in realizing your goals formulated in the previous question? For example, by choosing specific courses, thesis topics or (where relevant and possible) internships.
- The letter is a maximum of 2 A4 pages long, further pages will not be read.

Curriculum vitae (CV)

- Your CV must **at least** include the following information:

- Current living address and telephone number;
 - Educational experience (what period? Diploma obtained or not?);
 - Work experience, if applicable (full-time/part-time?, what period?);
 - Periods spent abroad, if applicable (what country/countries?, purpose/reason?);
 - Extracurricular activities, both study related and not study related;
 - Other relevant information.
- Minimum 1 A4/ max 3 A4, further pages will not be read.

Reference letter (max 2)

- The letter must contain the letterhead of the referee's institution, the referee's name, address and position, and be signed.
- Your reference letter will be assessed based on concrete examples of your activities (work, research, assignments etc) relevant to this topic or provide examples of your excellence in other ways.
- A referee could be your manager, if you work in a cultural institution, museum or relevant policy making position. It could also be a supervisor if you have volunteered or interned with a relevant organisation. Or a professor who has taught you in a relevant course or programme.

3. Diploma and appendices (transcript)

- Upload a copy of the required diploma and transcript.
- Please make sure that you submit certified documents (stamped and signed by your educational institution).

4. Admission letter

- You must also request academic admission for all indicated preferences. Merge all admission letters or applications for admission into 1 PDF document.

5. Copy of passport

- Upload a copy of a valid Identification document (e.g. copy passport. A driver's licence is not considered valid identification for this purpose).

Submitting your application

After you have completed your application, make sure all the information is correct and complete. Click on 'submit' to submit your scholarship application. You will receive a confirmation email.

Once submitted, you cannot change your application. Therefore, make sure that the information and documents are correct and complete before you submit them.