

# Cultural Heritage Scholarship Programme for Indonesia

## - 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 [Cultural Heritage Scholarship Programme for Indonesia | Study in NL](#). 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 the required information or documents are submitted) or if the documents don't match the requirements below. 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. If you have any questions, please email [chs@nuffic.nl](mailto: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

<b>Surname</b>	Your surname (family name) exactly as written in your passport.
<b>First name</b>	Your given names exactly as written in your passport.
<b>Date of birth</b>	Your date of birth as registered in your passport.
<b>Gender</b>	Your gender as registered in your passport.
<b>Nationality</b>	Your nationality as registered in your passport.
<b>Country of residence</b>	The country where you live (at the time of application).
<b>Address1 Street and number</b>	Current street and number
<b>Address1 Zip code</b>	Current zip code/postal code
<b>Address1 City</b>	Current city of residence
<b>Email address</b>	Enter a valid email address. Nuffic will use this email to communicate with you.
<b>Telephone</b>	Enter your (mobile) telephone number

### Academic background

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

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

## Academic details

Please provide the information about the master's programme of your choice that is on the scholarship course list. You have applied for admission to this programme with the Dutch educational institution.

<b>First course preference</b>	Choose a programme. Only eligible MA programmes from participating institutions are shown.
<b>Start date</b>	Enter the start date of the MA programme
<b>End date</b>	Enter the start date of your MA programme
<b>Institution</b>	Select one of the universities from the list (only participating universities are shown).
<b>Institution reference number</b>	Enter the reference number of the university. This number can be found on for instance an application confirmation or admission letter.
<b>Name contact person</b>	If applicable: name contact person at the university. Not mandatory.
<b>Email address contact person</b>	If applicable: email address contact person at the university. Not mandatory.

*the participating institutions are listed as:*

<b>Name</b>
Leiden University (21PB)
Reinwardt Academy ()
University Groningen (21PC)
Utrecht University (21PD)
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.

The information below is in addition to the information stated on [Cultural Heritage Scholarship Programme for Indonesia | Study in NL](#) .

The documents you need to upload:

1. **Signed pre-agreement form**
2. **Motivation letter + Curriculum vitae (CV) + references**

#### Motivation letter:

- Your motivation letter will play 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 you 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;
  - Work experience and job description, 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, like awards.
- Minimum 1 A4 - maximum 3 A4 pages, 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 transcript**

- The documents need to be certified (stamped and signed by your educational institution).

**4. Admission letter**

- Please carefully read the information on the webpage on the admission letter(s).

**5. Copy of a valid identification document**

- A copy of a valid ID, like a 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.

**Please note that your submission with Nuffic is only eligible if you have also applied for a scholarship with the Indonesia Endowment Fund for Education ([LPDP](#)) by 12 February 2024.**