

**PART I:****Application for an International Course Programme (ICP) in 1999-2000 or an International Training Programme (ITP) in 1999**

ICP/ITP applied for (use the name of the course as indicated in the brochure): • ICP: _____ • ITP: _____	Period: _____
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**1. Personal information**

PLEASE NOTE: You must write your name in exactly the same way in this form and throughout the application procedure, otherwise you might experience difficulties when applying for a visa or plane ticket.

Family name (surname): \_\_\_\_\_

Maiden and/or any other names that may have been used on documents: \_\_\_\_\_

First name (given name): \_\_\_\_\_

Sex (male/female): \_\_\_\_\_

Place of birth (country, town): \_\_\_\_\_

Date of birth (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Nationality at birth: \_\_\_\_\_

Current nationality: \_\_\_\_\_

Permanent address (as mentioned in your passport):

Street, (box) number: \_\_\_\_\_

Postal code: \_\_\_\_\_ City, State: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone number (country code - area code – phone number): \_\_\_\_\_

Fax number (country code - area code – phone number): \_\_\_\_\_

E-mail: \_\_\_\_\_

Current address (for correspondence regarding this application, especially in the period May – Sept. 1999):

Name of contact person (if applicable): \_\_\_\_\_

Street, (box) number: \_\_\_\_\_

Postal code: \_\_\_\_\_ City, State: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone number (country code - area code – phone number): \_\_\_\_\_

Fax number (country code - area code – phone number): \_\_\_\_\_

E-mail: \_\_\_\_\_

Current address valid until: \_\_\_\_\_ (changes in the address must be forwarded to us!)

Contact person in case of emergency:

Family name: \_\_\_\_\_ First name: \_\_\_\_\_

Street, (box) number: \_\_\_\_\_

Postal code: \_\_\_\_\_ City, State: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone number (country code - area code – phone number): \_\_\_\_\_

Fax number (country code - area code – phone number): \_\_\_\_\_

E-mail: \_\_\_\_\_

Marital status: married / single / divorced / widowed

If married or having children:

	Surname / Family name	First name / Given name	Date of birth (dd/mm/yy)	Place of birth	Sex (M/F)
Spouse					
Children					

## 2. Language skills

Mother tongue:							
Other languages: indicate with a number from 1 to 5 the degree of your knowledge: 1 = native speaker, 2 = excellent, 3 = very good, 4 = good, 5 = fair							
	English	French	Dutch	German	Spanish	...	...
speaking							
writing							
reading							
understanding							

**If you are applying for a course/training programme in which English is the medium of instruction:**

Was part of your education in English: YES / NO

- If so, which part: secondary / university / ....
- How many years of English education did you receive? \_\_\_\_\_

Do you have a TOEFL certificate: YES / NO

- If so: TOEFL score: \_\_\_\_\_ Date of this test: \_\_\_\_\_

## 3. Education

### Secondary studies (chronological)

Period from (dd/mm/yy) to (dd/mm/yy)	Name and address of the institution	Name of studies	Qualifications obtained	Grade/ Results

### Post-secondary education or university studies (chronological)

Period from (dd/mm/yy) to (dd/mm/yy)	Name and address of the institution	Name of studies	Language used	Qualifications obtained	Grade/ Results

Title and subject of thesis (also mention the results or grade obtained):


### Other formal studies, workshops, etc. (chronological)

Period from (dd/mm/yy) to (dd/mm/yy)	Name and address of the institution	Name of studies	Language used	Qualifications obtained	Grade/ Results

**Overview of non-formal additional training attended (chronological)**

Period from (dd/mm/yy) to (dd/mm/yy)	Name and address of institution Name of supervisor	Subject

**4. Scholarship history**

If applicable, list the scholarships and grants you received previously (in your own country and/or abroad):

Period from (dd/mm/yy) to (dd/mm/yy)	Name and address of the organization which issued the scholarship	Studies performed (institution, name of studies)

**5. Academic professional experience**

**Research and teaching experience (chronological)**

Period from (dd/mm/yy) to (dd/mm/yy)	Name and address of institution Name of supervisor Fax and telephone numbers	Name of subjects taught and/or description of research conducted, job title (Please distinguish between research and teaching jobs)

**List of publications**

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**6. Non-academic professional experience (chronological)**

Period from (dd/mm/yy) to (dd/mm/yy)	Name and address of employer Name of supervisor Fax and telephone numbers	Position (job title) AND Description of responsibilities	Sector (education, industry, NGO, etc.)

**7. Extracurricular record**

List extracurricular activities (school or community) in which you have been involved. Use a separate sheet if necessary, but do not exceed 1 page of text.

**8. Motivation**

Describe your reasons for wishing to attend this course / training programme. Use a separate sheet if necessary, but do not exceed 1 page of text.

**9. Future plans**

Describe your future plans.

How will this course / training programme be useful to the further development of your career?

If you are to be employed after completing this course / training programme, how will this education be useful in your future profession? Also, give the name, address, phone and fax numbers of your future employer. If applicable, add a declaration from your future employer explaining the importance of this course / training programme.

Use a separate sheet if necessary, but do not exceed 1 page of text.

**10. Financial resources**

If you are not applying for a VL.I.R. scholarship, you are required to provide evidence of sufficient funds to cover academic and living expenses. You must certify that you will have a minimum income of at least BEF 25,000 (620 euros) per month for the entire duration of the intended study period in Belgium. If you intend to bring your family to Belgium, you must provide evidence of a higher income.

Are you applying for a scholarship to attend this course / training programme, other than the VL.I.R. scholarship? YES / NO

- If so:
- name of scholarship agency (institution, etc.): \_\_\_\_\_
  - address and contact person at the scholarship agency: \_\_\_\_\_
  - amount: \_\_\_\_\_
  - period covered: \_\_\_\_\_
  - Have you received confirmation that you will be granted this scholarship? YES /NO
    - If so, attach a copy of this confirmation letter.
    - If not, when do you expect to receive an answer to your application? \_\_\_\_\_

What other sources of funds could you dispose of during your study period?

Source	Amount (in USD)/month
Self support	USD
Family or individual sponsors	USD
Government, company or other scholarships/grants	USD
...	USD
...	USD

Do you plan to bring your spouse and/or children to Belgium? YES /NO

If so, when will they travel to Belgium? \_\_\_\_\_

**11. Additional information**

Provide any useful additional information. Use a separate sheet if necessary, but do not exceed 1 page of text.

**12. Referees**

Give the name of two referees. State their function and give their telephone and fax numbers, as well as their e-mail addresses, if applicable. If possible, one of the references should be from the institution at which you are presently employed.

Enclose two letters of recommendation, if available. These letters of recommendation should detail the following: how long the referee has known you; how well he/she thinks you are capable of adapting to different working and living conditions; your main strengths and weaknesses in a professional/scientific context. The letters of recommendation must be enclosed in a sealed envelope, signed across the back flap.

Name of referee	Contact address, phone & fax, e-mail address	Your relationship to this person

**13. Additional questions**

1) Where and how did you first hear about this programme?

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2) Have you already applied for other programmes in Belgium? YES / NO  
If so, which ones and what was the outcome?

Programme	Outcome

## **PART II: APPLICATION FOR A SCHOLARSHIP**

### **Application for a VL.I.R. scholarship**

#### **1. Motivation**

Enclose a separate letter detailing your reasons for applying for a VL.I.R. scholarship.

#### **2. Work plans**

If you are applying for an International Training Programme: what are your study and work plans, both during and after your training course? Use a separate sheet if necessary, but do not exceed 1 page of text.

#### **3. Use of knowledge upon return to your home country**

How will you use the knowledge you have acquired upon returning to your home country? How will it fit in with your future profession? Use a separate sheet if necessary, but do not exceed 1 page of text.

#### **4. Transfer of knowledge upon returning to your home country**

How will you transfer the acquired knowledge upon returning to your home country? Who will benefit from your knowledge? Use a separate sheet if necessary, but do not exceed 1 page of text.

#### **5. Financial resources**

Have you applied for other scholarships to attend this course / training programme earlier? YES / NO  
If so, what was the result of your application?

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**PART III:****Declaration by the applicant (to be completed by all applicants)**

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I hereby declare on my word of honour that this information is correct and complete and that I shall immediately inform the VL.I.R. of any changes in my situation, including my family situation.

I shall immediately inform the VL.I.R. of any additional income from another scholarship, allowance or employment.

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

Name: \_\_\_\_\_

Signature:

Date: \_\_\_\_\_

## **ANNEX 3: INSTRUCTIONS**

1. **Scholarships:** There are different possibilities for obtaining a study grant:
  - a scholarship by your own government.
  - scholarships subject to international cultural exchange agreements (for advanced programmes only)  
Contact your local authorities such as your Ministry of Education.
  - Several Flemish universities offer study grants and are entitled to a number of scholarships financed by the Secretary of State for Cooperation for specific courses and trainings.
  - Students might profit from scholarships granted by international organisations like UNESCO, WHO, FAO, NATO, EOSR, the European Union; other bilateral donors like SIDA (Swedish International Development Authority), NORAD (Norway); service clubs like Lions Club or Rothary Club; private organisations like FORD Foundation, Nestlé Foundation; non-governmental organisations.
  - VLIR Scholarship: The application forms should be returned to us not later than 10th April 1999.

### **2. Admission requirements for a VL.I.R. scholarship**

- **Geographic distribution:** Only residents from developing countries, listed in the "List of Developing Countries" from the Development Assistance Committee (DAC) from the Organisation for Economic co-operation and Development (OECD), are eligible for a grant or scholarship. The candidate may not reside in Belgium on the moment of the application.
- The candidate may not have studied (or study) in an industrialised country as listed by the Organisation for Economic Co-operation (OECD). Exceptions on this rule can be considered if there are guarantees the candidate will return to his/her country (or another developing country) after completion of the studies.
- **Age:** The applicant may not be older than 35 years for an ICP and not older than 40 years for an ITP at the moment of application. Exceptions can be granted.
- **Education:** The candidate must comply to the admission requirements for an International Course or Training. Candidates without Third Cycle Diploma will be given priority.
- **Professional experience:** Priority will be given to candidates with at least 2 years of work experience. Priority will be given to candidates working in the sectors of Higher Education, Public Administration, Research Institutes, Social Economy, Small/Medium Scale Enterprise, Non Governmental Organisations.
- Candidates working for a multinational company or a multilateral organisation are not eligible to a VL.I.R.-scholarship.
- **Financial means:** The candidate has no other resources which would enable him/her to undertake a training abroad.
- **Languages:** The candidate must be proficient in the language used during the course or training. Candidates originating from countries where English is not the official language, must – if possible – have obtained a score of 550 on a TOEFL test, or must prove part of his/her education was performed in English.
- **Motivation:** The motivation of the candidate (professionally, personally, ...) is an important criterion.
- **Previous scholarships:** Priority will be given to candidates who didn't benefit yet from a scholarship, and/or didn't attend training or education in an industrialised country.
- **Gender:** An equal participation of men and women will be pursued.
- **Workplan:** The study subjects chosen by the candidate and his/her study and activity planning will be taken into consideration. This requirement applies only for candidates for the International Training Programme.
- **Relevance of the course/training and reintegration possibilities:** The relevance of the chosen ICP / ITP for the career of the applicant and for his/her organisation and/or country will be assessed. The way the candidate will be able to effectively use and apply the acquired knowledge after his/her return to his/her country, will be taken into consideration. Priority will be given to the candidates who - after completion of the course/training - will be employed by a development programme related to the course/training, in the partner countries. This means the activities of the candidate upon his/her return will be taken into consideration. The possibilities of knowledge transfer after the return of the candidate to his/her country is an important criterion. Preference will be given to the candidate having a certificate from an employer, declaring the candidate will have a professional activity in his/her country of origin or an other development country, after the completion of the studies.

**Instructions for applicants**

The application procedure for a VL.I.R.-scholarship supposes the application for an International Course or Training, but the application for an International Course or Training does not necessarily include an application for a VL.I.R. scholarship. The applicant must indicate on the VL.I.R. application form if he/she wishes to apply for a VL.I.R. scholarship.