Instruction for registration of candidates in Atlas

Below is an instruction to register as a candidate in Atlas for the Netherlands fellowship programmes (NFP) or for 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 Master degree programmes and Short courses

Course name   In this list you should select the course you are applying for at this institution.

Reference number   If you have already received a reference number from your host institution, please enter the reference number here (for example a student number or registration number).

Study programme PhD research programme

Title research proposal   Please enter the title of your research proposal. Do not copy your entire proposal!

Discipline   Please enter the discipline you wish to study in.

Start date scholarship   Please enter the start date from when you would like to receive a scholarship. This date should be between 1 January and 31 December of the coming year.

End date scholarship   Please enter the end date for the scholarship. This date should be no more than 48 months after the start date. For example if your start date is 1 January 2000 the latest possible end date is 31 December 2003.

Duration scholarship   Please enter the number of month of your PhD programme. Please make sure the number of months does not exceed the period between the start and end date. The maximum number of months is 48.

Field research period   Is there a period during your education that you need to go on a field trip for your research? Enter the duration (in months).

Supervisor name   Pease enter the name of you PhD supervisor at the host institute. If you have an endorsement letter from your PhD supervisor you can upload the letter under the header 'Documents'.

Supervisor e-mail   Please enter the email address where we can contact your PhD supervisor at the host institute.

Co-supervisor name   Please enter the name of you PhD co-supervisor at the institute in your home country.

Co-supervisor email	Please enter the email address where we can contact your PhD co-supervisor at the institute in your home country.
Co-supervisor task	Please specify the tasks of your PhD co-supervisor at the institute in your home country during your research period.
Reference number	If you have already received a reference number from your host institution, please enter the reference number here (for example a student number or registration number).

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.

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

Surname	Please enter your surname exactly as written on your passport.
Given names	Please enter your given names exactly as written on your passport.
Gender	Please enter your gender as registered on your passport.

Date of birth	Please enter your date of birth as registered on your passport.
Place of birth	Please enter your place of birth exactly as written on your passport.
Nationality	If your nationality is not in the list, your country is not in the NFP/MSP country-list. To be eligible the nationality of the candidate needs to be on the NFP/MSP country list.
Email address	Please enter a valid email address.
Telephone	Please enter a telephone number where you can be contacted.

Motivation

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 identity document	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.
Government statement	Some NFP-countries require a Government statement. If the country of your employing organisation requires the statement, please upload the Government statement in the required format. If there is unclarity about the need for a government statement, please contact the Netherlands Embassy in your home country for more information.
Admission letter if available	If you have an admission letter or a letter from your PhD supervisor you upload the letter here.
	This field is optional. The admission letter is not required to register as candidate for NFP or MSP, as the institution can add this information from the student administration if necessary.

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 (http://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 http://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.