

Welcome by team Wageningen Centre for Development Innovation

Q&A - How to successfully complete your scholarship application in Delta



Agenda for the Q&A

- Welcome
- Presentation 'How to apply for a Nuffic scholarship'
- Some frequently asked questions
- Time for questions in the chat

You will receive the links and formats discussed in this presentation in your mail after the Q&A



A couple of simple rules....

- ✓ Read instructions in registration letter carefully
- ✓ Check your e-mail address before sending a form
- ✓ Only upload documents that are correct and according to format. Nothing else!
- ✓ Apply in time, corrections can only be made before the deadline

- ✓ Make sure your supervisor can be reached during eligibility check:

- ✓ Are you eligible? Check before applying. (example: international NGO/large business is an immediate rejection by Nuffic)
 - ✓ [MENA eligibility](#)
 - ✓ [OKP eligibility](#)



Important steps in the application process!

1. Sign up for course and confirm registration
2. Read registration letter carefully
3. Preparation of documents
4. Check your documents
5. Apply in Delta
6. Possibility: process feedback on application

Always think about your motivation for:

- Course coordinator of WCDI (motivation in Delta form) --> course information on website WCDI
- Nuffic/embassy of your country (employer statement) --> check country focus
 - [Country focus OKP](#)
 - [Country focus MSP](#)



Example country focus...

Country Focus MENA Scholarship Programme (MSP)

Version February 2021

Information about the MSP is available on www.studyinholland.nl/msp

Country	This Embassy would like to use the MSP to support the following themes of the (Multi) Annual Strategic Plan	This Embassy would like to use the MSP to support the following strategic partners or organisations	Remarks
Algeria	Safety and security, Youth entrepreneurship, Journalism, Human rights, Local governance, (Renewable) energy, (maritime) infrastructure, Water Management, Environment, waste management, agriculture/dairy and food processing, small and medium enterprise development	Ministries of: Energy, water resources and environment, Transport, Agriculture and Rural development and Fisheries, Interior, Industry, Health; Chambers of commerce; Universities and research institutes; NGO's.	Algeria is putting efforts in investing in the human resources that will be central to its quest for a diversified economy, food security and a lower dependence on natural resources representing 98% of its revenues.
Egypt	1. Rule of Law and Democratization 2. Journalism 3. Economic development especially in logistics (Land and Maritime sector), Renewable energy, Entrepreneurship 4. Coastal zone protection and Management 5. Prospects for refugees and migration cooperation.	Partners for 1 & 2: civil society, media outlets, public sector). Partners 3: Private sector and civil society Partners 4: Public and private sector Partners 5: Civil society	Not applicable

Country Focus Document Orange Knowledge Programme (OKP)

Last update: 25 November 2020

Country	Priority areas	Strategic partners	Co-funding	ODA Country Category	OKP Country Category
Afghanistan	Rule of Law and anti-corruption, Human rights, peace, security and social progress (including women rights and gender equality), Water management and agriculture, Economic development.	The government: both central and local Private sector/Small businesses NGOs and civil society organizations/ institutes	0%	LDC	B
Bangladesh	-Integrated Food and Nutrition Security (including water and climate change) -Integrated water resources management -Delta management -Maritime development including port development -SRHR	Please find more information regarding this country in the Country Plan of Implementation (CPI) on our website: https://www.nuffic.nl/en/subjects/institutional-collaboration-projects/	0%	LDC	A



Step 1 - Sign up for course and confirm registration

Check the [courses by deadline](#) and go to the course of interest. Sign up using the orange button and register with OKP or MSP scholarship.

- Both OKP as MSP eligible? Check which country focus fits best!

Confirm registration!!!!



Confirm your registration

Dear Nine Hemmen,

Thank you for your registration for the short course on Plant Breeders' Rights for Food Security and Economic Development (14 June 2021 until 25 June 2021).

Please be informed that the registration letters with the instructions to apply for Nuffic Fellowships (OKP and MSP) will be sent when the Scholarship application portal Delta is open. Delta will open on 02 September 2020.

Please visit our website for information about the scholarship possibilities:

<https://www.wur.nl/en/Research-Results/Research-Institutes/centre-for-development-innovation/short-courses/scholarships.htm>

and:

<https://www.wur.nl/en/Research-Results/Research-Institutes/centre-for-development-innovation/short-courses/how-to-apply.htm>

To verify your registration, please click the link below:

[Registration confirmation](#)



Step 2, 3 and 4

Step 2

Read registration letter carefully

Step 3

Preparation of documents

Step 4

Check your documents!

Document	OKP	MENA (MSP)
Employer statement	Format	Format
Government statement requirements	Link	Link
Government statement	Format	Format
Passport	Passport or official governmental ID valid: date in letter	
Employer statement example (check)	Example	Example
Infographic (check)	Infographic	Infographic



Government statement requirements

Document	OKP	MENA (MSP)
Government statement requirements	Link	Link

Government statement requirements

Orange Knowledge Programme

Version January 2021

Country	Government statement is mandatory yes/no	If only mandatory for specific group of applicants, please state which.	The authorities that are entitled to issue a government statement	Estimation of the time an applicant must allow for applying and receiving a government statement from the appropriate authority	Remarks
Afghanistan	yes	For all who work for the government	Minister or Deputy Minister together with the HR department concerned	0-3 weeks	
Bangladesh	yes	For all who work in government and semi-government organizations	Public universities: for teachers-registrar; for VC, Pro VC, treasurer- through the ministry of education; For other officials; depends on the rules of the institute; Ministries: based on rules and regulations of respective ministries.	3-5 weeks	The time frame varies from institute to institute. However the statement must be submitted/uploaded along with other relevant documents at the initial time of application

Government statement requirements – MENA Scholarship Programme (MSP)

Version February 2020

A number of countries on the MSP country list require a statement from the government before candidates can apply for a MSP scholarship. If applicable candidates must upload a government statement with their online application. A format of the government statement is available on www.studyinholland.nl/msp

Country	Government statement is obligatory yes/no	A government statement is only obligatory for a specific group of applicants	Authorities that are entitled to issue a government statement	Estimated time needed to arrange a government statement	Remarks
Algeria	Yes	A government statement is only obligatory for civil servants	The Ministry	4 – 8 weeks	Not applicable
Egypt	No	Not applicable	Not applicable	Not applicable	Not applicable
Iraq	No	Not applicable	Not applicable	Not applicable	Not applicable



Government statement

- Have to have a stamp and signature
- Place and date of signing (not of the course)

MENA Scholarship Programme (MSP) Statement of Government Authority

A number of countries on the MSP country list require a statement from the government before candidates can apply for an MSP scholarship. In this statement the government expresses its support of the scholarship application.

Please check with your government and/or the Netherlands Embassy in your country if the government statement applies to you.

Candidates must upload a government statement with their online scholarship application. Applications from countries that require a government statement that do not contain an attached or uploaded government statement will not be considered eligible, and will not be further assessed for an MSP scholarship.

Before submitting your application, you can print your application for your own administration. This print can also be used to obtain a government statement from the government authority concerned. Candidates can use the format below.

STATEMENT BY GOVERNMENT AUTHORITY

The government of _____ hereby supports the above application and certifies that the programme to be undertaken will benefit and foster the development of the country, and that all the information provided is complete and correct.

Name of MSP applicant: _____

Date: _____

Place: _____

Position of the responsible government official: _____

Signature and official stamp:

Orange Knowledge Programme - Statement of Government Authority

A number of countries on the OKP (Orange Knowledge Programme) country list require a statement from the government before candidates can apply for an OKP individual fellowship. In this statement the government expresses its support of the fellowship application.

Please check with your government and/or the Netherlands Embassy if this applies to your country.

Candidates must upload a government statement with their online fellowship application. Fellowship applications from countries that require a government statement that do not contain an attached or uploaded government statement will not be considered eligible, and will not be further assessed for an OKP individual fellowship.

Before submitting your application, you can print your application for your own administration. This print can also be used for the government authority concerned, in order to obtain a government statement. Candidates can use the format below.

STATEMENT BY GOVERNMENT AUTHORITY (if applicable)

The government of _____ hereby supports the above application and certifies that the programme to be undertaken will benefit and foster the development of the country, and that all the information provided is complete and correct.

Name of OKP applicant: _____

Date: _____

Place: _____

Position of the responsible government official: _____

Signature and official stamp:



Step 4 - Check your documents!

Document	OKP	MENA (MSP)
Employer statement example (check)	Example	Example

Always ask yourself:
"Have I filled in the employer statement correctly?"

Check using the example of the employer statement!



Format employer's statement

Orange Knowledge Programme & MSP Applications

I [Anna Schmitt] hereby give permission to

- Joyce van der Ven;
- XXXX 19XX
- Marketing & Admission
- January 20XX
- Netherlands

to follow the Short course/Master Programme:

- [linking to Potential]
- from [13-05-2019] to [31-05-2019]
- at [Wageningen Centre for Development Innovation, Wageningen.]

I declare that

1. the candidate will continue to be paid a salary during the period for which the scholarship is awarded;
2. at the end of the scholarship period the candidate will be offered a position at least equivalent to the one he/she is currently holding;
3. the candidate will not be assigned any tasks during the scholarship period to ensure that he/she will be full time available for the study programme;
4. I am available to answer questions concerning the scholarship application of this candidate;
5. I am willing to cooperate with the OKP/MSP for evaluation purposes of the programme;
6. the information provided in this letter and attachment is true and correct

A plan to implement the newly acquired knowledge by the candidate is approved by me and attached to this letter in the prescribed format*.

Signature of the superior of the candidate:  Date: 24-09-2019

Telephone number: 06XXXX23XX

(Please provide several phone numbers to make sure that your superior can be reached if necessary)

E-mail address: training.cd@wur.nl

Stamp of the organization



Website: <https://www.wur.nl/en/Research-Results/Research-Initiatives/development-innovation/about-course.htm>

Wageningen Centre for Development Innovation

P.O. Box 88

6700 SB Wageningen

The Netherlands

Tel. +31 317 486 800

www.wageningenur.nl

Version February 2019

1/2

Format for 'The plan to implement the newly acquired knowledge by the candidate'

Name of the organization:

Mission statement (max 750 characters):

Please describe your mission statement

Main activities: (max 3 activities in max 750 characters):

Please describe your main activities

Do the organization's (main) activities fall within any of the following themes? Please tick the box that applies. Multiple answers are possible. **DO NOT FORGET THIS STEP!!!**

Food & Nutrition Security

Water

Sexual Reproductive Health and Rights

Security, Rule of Law

Other, Which theme?

Data about the candidate who is nominated for a scholarship:

Name of the candidate: Joyce van der Ven

Function: Marketing & Admission

Tasks: Assisting applicants with the scholarship application

Relevance of the study programme:

What knowledge and skills are to be developed by the candidate and why?

a. Relevance for the candidate: [50-1000 characters]

Please describe

b. Relevance for the employing organization: [50-1000 characters]

Please describe

The candidate is expected to implement the newly acquired knowledge and skills no later than 6 months after successful completion of the study.

Please include a plan of activities below, including their objectives and along a timeline.

Please be as specific as possible. You are advised to use the SMART method.

Plan of activities:

Objective	Activity	Period of implementation



- Official letterhead of organization
 - Remove Nuffic logo
- Supervisor gives permission to
 - 5 candidate details
- To follow the short course
 - Check name, place, date course
- I declare that --> no changes!
- Supervisor signs:
 - Signature (digital because of COVID)
 - E-mail address supervisor
 - Telephone number supervisor
 - Date of signing
 - Website (if available)
 - Stamp (COVID time: allowed to miss)

Format employer's statement

Orange Knowledge Programme & MSP Applications

I [Anna Schmidt] hereby give permission to

- Joyce van der Ven
- XX-XX-19XX
- Marketing & Admission
- January 20XX
- Netherlands

to follow the Short course/Master Programme:

- [Miking to Potential]
- from [13-05-2019] to [31-05-2019]
- at [Wageningen Centre for Development Innovation, Wageningen.]

I declare that

1. the candidate will continue to be paid a salary during the period for which the scholarship is awarded;
2. at the end of the scholarship period the candidate will be offered a position at least equivalent to the one he/she is currently holding;
3. the candidate will not be assigned any tasks during the scholarship period to ensure that he/she will be full time available for the study programme;
4. I am available to answer questions concerning the scholarship application of this candidate;
5. I am willing to cooperate with the OKP/MSP for evaluation purposes of the programme;
6. the information provided in this letter and attachment is true and correct

A plan to implement the newly acquired knowledge by the candidate is approved by me and attached to this letter in the prescribed format¹.

Signature of the superior of the candidate¹ 

Date: 24-09-2019

Telephone number: 06XX5923XX

(Please provide several phone numbers to make sure that your superior can be reached if necessary!)

E-mail address: training.cdi@wur.nl

Stamp of the organization

Website: <https://www.wur.nl/en/Research-Results/Research-Institution-for-development-innovation/short-courses.htm>



¹ Incomplete or incorrect statements inevitably lead to a rejection of the scholarship application if the statement is submitted on the organization's official letterhead and is signed and stamped

Version February 2019



- Name of organization &
 - Mission statement
 - Main activities
- Main activities in theme (tickboxes)
 - Make sure tickboxes are clear
 - Think about Country focus
 - Important for embassy
- Who is nominated for scholarship
 - Name
 - Function
 - Tasks
- Relevance of study programme
 - For the candidate
 - For the organization
- Plan of activities
 - Make it smart!

Format for 'The plan to implement the newly acquired knowledge by the candidate'

Name of the organization:
 Mission statement (max 750 characters):
Please describe your mission statement

Main activities: (max 3 activities in max 750 characters):
Please describe your main activities

Do the organisation's (main) activities fall within any of the following themes? Please tick the box that applies. Multiple answers are possible. **DO NOT FORGET THIS STEP!!!**

- Food & Nutrition Security**
- Water
- Sexual Reproductive Health and Rights
- Security, Rule of Law
- Other. Which theme?

Data about the candidate who is nominated for a scholarship:

Name of the candidate: *Joyce van der Ven*

Function: *Marketing & Admission*

Tasks: *Assisting applicants with the scholarship application*

Relevance of the study programme:

What knowledge and skills are to be developed by the candidate and why?

- a. Relevance for the candidate: [50-1000 characters]
Please describe
- b. Relevance for the employing organization: [50-1000 characters]
Please describe

The candidate is expected to implement the newly acquired knowledge and skills no later than 6 months after successful completion of the study.

Please include a plan of activities below, including their objectives and along a timeline. Please be as specific as possible. You are advised to use the SMART method.

Plan of activities:

Objective	Activity	Period of implementation

Infographic 'How to: Scholarship application in Delta'

How to: OKP Scholarship application in DELTA

General tips & tricks for your Delta application

- Ensure your scans of your passport, employer statement and government statement are readable and uploaded in PDF format. If we cannot open or read a document, then unfortunately your application cannot be assessed and considered for scholarship selection.
- The Scholarship registration system DELTA will be open until 22 June 2021 (Early bird deadline 15 June 2021). You can only register for a scholarship during this period.
- You will receive a link and a registration letter. Please mention the **unique reference number** from the registration letter on your application in Delta.
- Once your application in DELTA has been submitted, you cannot change it anymore. If you need to correct your scholarship application, please re-apply in DELTA before the deadline.

Step 1 - Passport

- Check if your international passport is valid till at least 31 August 2021. If not, apply for a new passport in time to upload with your application.

Finished? Go to Step 2!

Step 2 - Employer Statement Page 1

Do not change the official format, except for the letterhead of your organization.



Remove the logo of NUFFIC in the top right corner, insert the letterhead of your own organization.

Fill in the supervisor of the candidate(s) hereby give permission to:

- name of candidate
- date of birth
- position
- employment start month / year
- nationality

Make sure this name corresponds to the person signing the Employer's statement. Please do not forget to mention your country.

To follow the Short course/Master Programme:

- name course or programme
- start date (to / from date)
- of (educational institution, place)

Please pay attention to mentioning the correct course name and start & end date. An educational institution writes: WCDL (Wageningen Centre for Development Innovation)

I DECLARE THAT section:

Please do not adjust the 6 declaration points. If you add, change or remove a declaration point, your application will be rejected.

The following needs to be filled out by your superior:

- Signature of the superior of the candidate (if due to corona restrictions you cannot get a personal signature an electronic signature is accepted)
- Date of signing
- Telephone number (preferably several phone numbers)
- E-mail address
- Stamp of the organization (not mandatory during this deadline)
- Website

Step 3 - Employer Statement

Information on organization

- Pay attention to fill out the following on the Employer statement:
 - Name of organization
 - Mission statement
 - Main activities
- On the registration a photo of the candidate will be visible. Please fill in the following Personal Details for the candidate.
 - First & Middle Name
 - Initial
 - Sex
 - Personal Identification Number and Birth date
 - Security, Non-of-use
 - Website: www.wageningen-ur.nl

Tick at least one of the 5 boxes as shown in the image. Do not remove or change any of the other themes.

If you select box 5: Other, do not forget to mention which theme applies for your organization.

Finished? Go to Step 4!

Step 4 - Employer Statement

Data about the candidate who is nominated for a scholarship

- Pay attention to fill out the following on the Employer statement:
 - Name of the candidate
 - Function
 - Tasks
- It should become clear that the course is relevant for the candidate's function and tasks.
- Fill out a) Relevance for the candidate and b) Relevance for the employing organization, to clarify your motivation. This will be assessed by the embassy.
- In the section "Plan of activities" you propose your plan of newly acquired knowledge in a timeframe of 6 months after completion of the course. Please pay attention to use the SMART method.

Finished? Go to Step 5!

Step 5 - Government statement

Only fulfil this step if a government statement for your country is required.

Go to:

- <https://www.nuffic.nl/en/subjects/orange-knowledge-programme/documents-scholarship-orange-knowledge>. Open the "Government statement requirements" and check if you need to supply a government statement.
- Date and Place should apply to the government authority signing, please do not mention the date and place of the course.
- Obtaining a government statement could take up to several weeks, therefore we recommend that you apply for it in time.

Congratulations!
Your documents are now ready to be submitted in DELTA.

Early Bird Deadline

 To make sure you have time to receive feedback, and possibly correct your application, you will have to apply before 15 June 2021.

Document	OKP	MENA (MSP)
Infographic (check)	Infographic	Infographic

Make use of the infographic!

Holds the most common made mistakes. Check whether all your documents are in order before you apply in Delta.

No more mistakes to be found?
---> Apply in Delta!



Step 5 – Apply in Delta

- Use Delta link in registration letter
- Upload each document in a separate PDF
 - Don't merge employer and government statement
- More than 1 course? Make each document course specific
- Check your e-mail address
- If no confirmation from Delta, apply again
- Dates: day/month/year
- Government statement (optional) - always check government statement requirements

Government statement (optional)

 Choose file

You can only upload PDF files (max. 5MB)



Step 6 - Possibility: feedback on application

Early bird deadline sure of feedback!
Deadline – small possibility of feedback.

Make sure to keep an eye on your mailbox.



Two options:

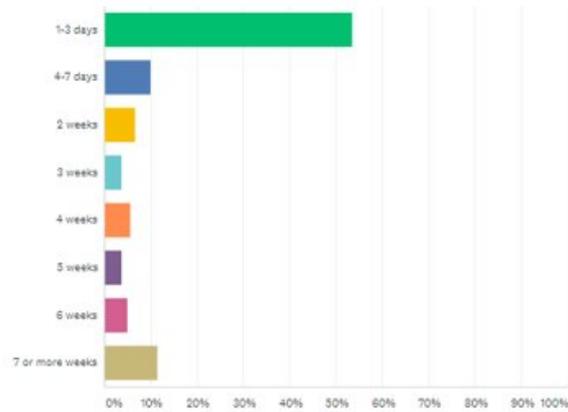
- Update letter --> Small mistake which can be updated by us in Delta
 - Mail us a response to the update letter
- Rejection letter --> Mistakes in format which we can't update
 - Correct documents and apply again in Delta

Some extra information....

How long did it take people last round to arrange documents?

How long did it take to arrange a valid passport or official ID card?

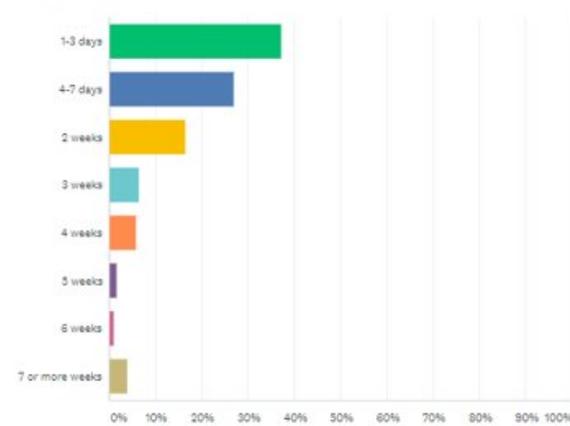
Answered: 355 Skipped: 0



ANSWER CHOICES	RESPONSES	COUNT
1-3 days	53.52%	190
4-7 days	10.14%	36
2 weeks	6.76%	24
3 weeks	3.66%	13
4 weeks	5.63%	20
5 weeks	3.66%	13
6 weeks	5.07%	18
7 or more weeks	11.55%	41
TOTAL		355

How long did it take to complete your employer statement?

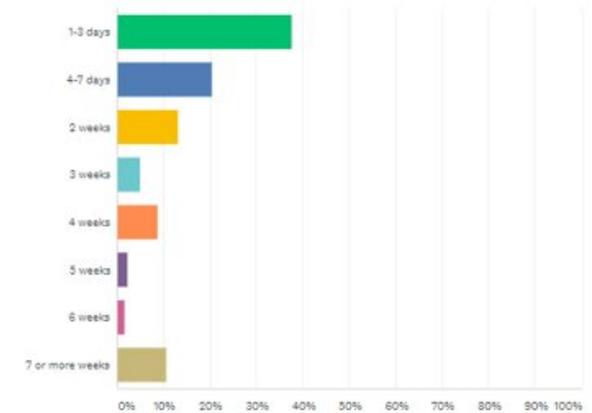
Answered: 355 Skipped: 0



ANSWER CHOICES	RESPONSES	COUNT
1-3 days	37.18%	132
4-7 days	27.04%	96
2 weeks	16.62%	59
3 weeks	6.48%	23
4 weeks	5.92%	21
5 weeks	1.69%	6
6 weeks	1.13%	4
7 or more weeks	3.94%	14
TOTAL		355

How long did it take to complete your government statement?

Answered: 355 Skipped: 0



ANSWER CHOICES	RESPONSES	COUNT
1-3 days	37.75%	134
4-7 days	20.56%	73
2 weeks	13.24%	47
3 weeks	5.07%	18
4 weeks	8.73%	31
5 weeks	2.25%	8
6 weeks	1.69%	6
7 or more weeks	10.70%	38
TOTAL		355

Average number of days needed:

Passport: 12.9 days / Employer statement: 9.5 days / Government statement: 12.7 days



Any questions?

Mail training.cdi@wur.nl

To explore
the potential
of nature to
improve the
quality of life

