



How to: MSP 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 11 October 2022 (Early bird deadline 26 September 2022). 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 November 2022. 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.

- ✓ I [name of the superior of the candidate] hereby give permission to
 - name of candidate
 - date of birth
 - position
 - employed since month / year
 - country

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]
 - from [start date] to [end date]
 - at [educational institution, place.]

Please pay attention to mentioning the correct course name and start & end date.
At educational institution write: WCDI, online (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

- ✓ Do the organisation's (main) activities fall within any of the following themes? Please tick the box that applies. Multiple answers are possible.
 - ☒ Food & Nutrition Security
 - ☐ Water
 - ☐ Sexual Reproductive Health and Rights
 - ☐ Security, Rule of Law
 - ☐ Other. Which theme?

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 fulfill this step if a government statement for your country is required!

- ✓ Go to:
<https://www.studyinholland.nl/finances/mena-scholarship-programme-msp>
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 26 September 2022!