

Instruction for registration of candidates in Delta

This document gives important information about applying for a Cultural Agreement scholarship. Your application needs to be submitted online via our online application system (Delta). Please bear in mind that this online registration is required to complete the application procedure and is separate from the application that you have to submit to us by post mail and separate from the application in the relevant authority's online portal, if applicable. The link to Delta can be found on www.wilweg.nl/cv. On this page you will also find the application criteria, procedure and relevant deadlines. If you have any questions please email cv@nuffic.nl.

Important: Please read the instructions carefully before you start filling out the registration form. We strongly advise you to collect all required information and documents before starting with your online application, because it is NOT possible to save your application and continue at a later stage. You need to finish the application in one go! After submitting your application, you will receive a confirmation at the email address that you have entered. If you would like to change or withdraw your application after submitting it, please contact cv@nuffic.nl for help and guidance.

Personal details

Surname	Please enter your last name exactly as written in your passport (e.g. "van der Vaart" and NOT "Vaart, van der").
First name	Please enter your given names exactly as written in your passport.
Gender	Please select your gender as registered in your passport.
Date of birth	Please enter your date of birth (dd/mm/yyyy) as registered in your passport.
Place of birth	Please enter your place of birth as registered in your passport.
Nationality	Please select your nationality as registered in your passport.
Address1 Street and number	Please enter your current street and number.
Address1 Zip code	Please enter your current zip code / postal code.
Address 1 City	Please enter your current city.
Address 1 Country	Please enter your current country of residence.
Email	Please enter a valid email address, but do not enter a student email address. Your email address will be used for all communication purposes regarding the scholarship.
Telephone 1	Please provide your telephone number on which you can be reached during office hours.
Account number	Please provide your bank account number (IBAN).
Name account holder	Please provide the official name of the bank account holder.

Uploads

Candidates will need to prepare several documents for uploading before starting the registration process in Delta. All documents must be identical to the hard-copy version. Nuffic is not allowed to attach (one of) the uploaded documents to your paper application, since we are not authorised to amend the applications. Each document should be prepared in PDF format and not exceed 5MB. Upload all the required documents in the designated format / template which you can find online (via www.wilweg.nl/cv), if applicable. These formats are country-specific. In some cases, you have to merge your documents into one document.

Application form	Upload the application form in the designated format which you can find online. This could be a scanned PDF-document or digital PDF-document in case you have to apply in the relevant authority's online portal as well (i.e. Germany, Indonesia, Mexico, Russia).
Diplomas and appendices	Upload a (notarized) copy of your diploma(s) and study results of your current/previous higher education, preferably translated in English. If not yet available (as you still need to graduate), please include an overview of your study results thus far.
Copy of passport	Upload a recent copy of your passport and a copy of your birth certificate, if required.
Annex2	Upload all relevant letters and statements, as admission letters, motivation letters, research proposals, study programme, recommendation and reference letters in the designated format. Note: Upload reference and recommendation letters only when it is not required to hand in these letters in a sealed envelope. Do not open the sealed envelope after it is sealed, signed and stamped by your academic professor.
Annex3	Upload your curriculum vitae (with photograph, if required). Also include your proof of language proficiency, a recent certificate of health and other examinations related to your medical condition, if required. You can also include others documents you think might be of relevance for your application.

Current study programme (Academic background)

Institution	Please enter the official name of the Dutch education institution with which you are currently associated. If your institution is not included in the list, submit a request for technical support to cv@nuffic.nl .
Field of study	Please enter the field of study of your most recent study programme.
Study programme	Please enter the official name of your most recent study programme.
Level of previous education	Please select your highest level of educational qualification.
Start date	Please enter the start date of your current study programme.
End date	Please enter the (anticipated) end date of your current study programme.

Intended study programme

Country	Please enter the country of the host institution for which you have applied.
Foreign institution	Please enter the official name of the host institution for which you have applied for admission. If more than one, indicate your first preference.
Foreign course	Please enter the full name of the study programme of your choice. Note: The name of the study programme should be exactly copied as shown on the scholarship information or as shown on the information provided by the institution.
Academic year	Please enter the (Dutch) academic year for which you have applied. The start date of the scholarship is decisive.
Mobility type	Please enter the mobility type. Note: Please keep in mind that not all presented mobility types are offered, as these are country-specific. Make sure to check this beforehand and fill in the right mobility type! Your application can be rejected if an incorrect mobility type is selected.
Start date (2)	Please enter the (anticipated) start date of the study programme for which you have applied.
End date (2)	Please enter the (anticipated) end date of the study programme for which you have applied.

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 at the email address that you have entered. Once submitted, you cannot change your application. Therefore, make sure that the information and documents are correct and complete before you submit them. Your application can be rejected if it is not complete (if not all the required information or documents are submitted), not on time or if the documents don't match the formal requirements. If you would like to change or withdraw your application after submitting it, please contact cv@nuffic.nl for help and guidance. Please bear in mind that this online registration is required to complete the application procedure and is separate from the application that you have to submit to us by post mail and separate from the application in the relevant authority's online portal, if applicable.

Convert documents to PDF

You can find more information below on how to convert your documents to PDF format. 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'.