**Application form for an exchange scholarship outside Europe[[1]](#footnote-1)**

**Academic year 2024-2025**

|  |
| --- |
| Please duly complete and sign this application form. This is a mandatory attachment to the [google registration form](https://docs.google.com/forms/d/1Vzo2rU938kIlTpAwLY_0yWXLqrUprFT--Ku5X2oGofA/viewform?edit_requested=true&pli=1).**Your full name:**  |

1. **MOTIVATION**

**A.1 Please provide an in-depth academic motivation (in English):** Why the specific institution/organization in that country? What are the goals of your stay abroad and how do they correspond with your respective UHasselt studies? Why do you think an exchange period outside the EU can be an added value and on which levels(e.g. to your educational career, professional career, personal development, institution South etc.)  ***(max 0,5 page – in bullets points)***

**A.2 Please provide an overview of the preparation of your exchange period abroad (in English):** How will you prepare your experience administratively (e.g. passport/visa, insurance, language skills,…), in terms of health risks (vaccinations, information via the Institute of Tropical Medicine,…) and safety (travel advice from the ministry of foreign affairs): [www.diplomatie.be](http://www.diplomatie.be) ). ***(max. 0,5 page – in bullets points)***

1. **FINANCIAL**

**B.1 Financial plan**: Please explain how you intend to finance your stay abroad. How much do you estimate your stay abroad will cost you (accommodation, meals, transport, living costs in the region, etc.)? On which income can you count (support parents, vacation job and / or job during academic year, savings, etc.)?

I am at the charge of ………………………………………………………………………(f.i. parents, mother, guardian,…) or independent (married/cohabiting/single) (*delete what does not fit*)

Estimate expenses exchange period:

* Accommodation: ………………………………………………………….€
* Transport to and from the destination: ………………………..€
* Local transportation : …………………………………………………..€
* Meals: ………………………………………………………………………...€
* Travel insurance: ………………………………………………………..€
* Passport/visa: …………………………………………………………....€
* Vaccinations: ……………………………………………………………..€
* Phone/internet: ………………………………………………………...€
* Ongoing costs in Belgium: ………………………………………...€ + explain
* Other living expenses: ……………………………………………….€ + explain

**TOTAAL**: …………………………………………………………………....€

Estimate of own means:

* Income (estimation)…………………………………………………..€

If you would like to give additional information, please do so in the box below.

*(!) Note that if you receive a scholarship, the scholarship is a co-funding source and won’t necessarily cover all costs.*

**B.2 Motivate how you would use the grant and why you need it to cover your planned expenses.** In addition to socio-economic elements, you can also quote personal reasons (e.g. family situation, social circumstances, ...). Are there certain matters in your current financial situation that could affect your financial capacity? ***(Max. 0,5 page – in bullets points)***.

**B3 If applicable, please indicate if you belong to one of the following groups and add the relevant supporting documents:**

|  |  |
| --- | --- |
| **What?** | **Check** |
| Ik heb een beperking erkend door het Vlaams Agentschap voor Personen met een Handicap (VAPH) /I have a disability recognized by of the Flemish Agency for Persons with Disabilities (VAPH). |[ ]
| Ik heb een beursstatuut/I’m a scholarship student, receiving a Flemish study grant. |[ ]
| Ik heb een bijna-beursstatuut /I’m a *Almost scholarship* student, receiving a Flemish study grant. |[ ]
| Ik ben een werkstudent, in een werktraject / I’m a working student, with employment statue of at least 80 hours/month. |[ ]
| Ik ben een zelfstandige student met leefloon / I’m an independent student with a living wage. |[ ]
| Ik ontvang een tussenkomst in studiekosten van UHasselt/I receive a contribution in my study costs from UHasselt. |[ ]

***Supporting documents:***

* Bewijs van een beperking erkend door het Vlaams Agentschap voor Personen met een Handicap (VAPH) / Proof of the Flemish Agency for Persons with Disabilities (VAPH)
* Bewijs van beursstatuut of bijna-beursstatuut / Proof of receiving a Flemish study grant
* Bewijs van zelfstandige student met leefloon / Proof of an independent student with a living wage
* Bewijs van werktraject / Proof of student with employment statue of at least 80 hours/month
* Bewijs van tussenkomst in studiekosten van UHasselt/ Proof of the contribution in study costs from UHasselt.
* Other : ………………………………………………………………
1. **OTHER RELEVANT ELEMENTS**

**C.1 Social engagement**: Please indicate all relevant elements that proof your social engagement, for example voluntary work, leadership in a youth movement, trainer at a sports club, informal care (mantelzorg), member of a social organization,…

|  |
| --- |
|  |

**C.2 Relevant previous experience abroad**: do you already have previous experience abroad? What did you do? Did you travel alone?

|  |
| --- |
|  |

**C.2 B Previous experience abroad**: Have you already been on exchange during your studies? Did you receive a scholarship to cover (part of) the expenses of your exchange experience?

|  |
| --- |
|  |

1. **MANDATORY ATTACHMENTS**
* For traineeships in developing countries: we **recommend** you attach an **invitation letter** from the local supervisor/host organization if possible.
* For the following destinations, we **recommend** you to attach a signed **letter of recommendation** from a UHasselt professor/lecturer**:** Brazil, Chili, China, India, Japan, Mexico, Morocco, Russia, South Africa, South Korea, Vietnam and the United States.
1. **CLAUSES**
* I am applying for a scholarship for exchanges outside Europe (not mentioned in the country list in the footnote on p.1) in the academic year 2024-2025. When I receive a grant, I commit to effectively spend part of my study abroad. The only exception to this is:

1) 'force majeure',

2) when the faculty decides that I cannot leave for academic reasons or

3) when the host institution does not accept my application.

* I declare that I will purchase a travel insurance. This travel insurance is also valid in the country of my destination and during the entire duration of my stay. This travel insurance will contain at least the following items: cancellation, liability of third parties, accidents, illness and repatriation.
* I declare that I will follow the vaccination recommendations of the Institute of Tropical Medicine (Antwerp). More information regarding my destination can be found at: [www.itg.be](http://www.itg.be). and <https://www.wanda.be/nl/landen/>.
* I declare that I will follow the travel advice from the Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation. More information regarding my destination can be found at: [www.diplomatie.be](http://www.diplomatie.be).
* I take note of the fact that if I receive a grant, I cannot combine it with any other externally funded scholarships managed via UHasselt (except for top-up UHasselt Hubertusfonds).
* I am aware that a scholarship does not cover all the costs of staying abroad.
* The data from this application are treated confidentially by the International Office and the Selection Committee. No data will be released to or discussed with third parties.

|  |  |
| --- | --- |
| **Name, date, signature applicant** | **Name, date, signature departmental coordinator internationalization** |

|  |
| --- |
| **IMPORTANT****Step 1:*** Merge all requested documents (application form & attachments) in **1 pdf.**
* Make sure the file name of the PDF is drawn up in the following way : **2024\_2025\_surname\_first name\_application.**

Eg: 2024\_2025\_Janssen\_Eline\_application**Step 2:*** Upload the correctly named pdf in **your google application** form **before 10/03/2024** **(5 pm Brussels Time)**. Applications submitted too late will not be taken into consideration.
* Please note that only applications which also have a file in the student exchange database (student file => exchange) will be considered!
 |

1. The following countries are **not** eligible: Austria, Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden [↑](#footnote-ref-1)