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Language: English (United Kingdom)

Aanvraagformulier Internationaliseringsfonds AHK

Application Form Internationalization fund AHK

\* Required

\* This form will record your name, please fill your name.

## Information applicant

1. Have you been in touch with the Internationalization Coordinator, and if so has your application been reviewed and approved by them? \*

Yes

No

2. Do you have all the required documents ready to upload? \*

Only submit the application if you have all the documents from the checklist ready, because you cannot save this digital application form in the meantime.

**Checklist:**

- **For a graduation research: the graduation plan**
- **The acceptance letter or email correspondence (with start and end date)**
- **A motivation letter**
- **The budget is correct, in other words: the coverage plan covers the total expenses**
- **Agreement of study leader/head of study program**

Yes

No

## Please first contact the internationalization coordinator of your academy.

Check out <https://www.ahk.nl/en/facilities/student-affairs/going-abroad/internationalisation-coordinators/>

You can now close this screen, you do not have to click 'Send'.

**Only submit the application if you have all the documents from the checklist ready, because you cannot save this digital application form in the meantime.**

You can now close this screen, you do not have to click 'Send'.

## Applicant details

3. Your full name \*

4. Address and house number (and suffix, if applicable) \*

5. Postal code \*

6. City of residence \*

7. Email address \*

8. Mobile phone number \*

9. Age \*

## 10. Nationality \*

## 11. Academy \*

- Academy of Architecture
- Academy for Theatre and Dance
- Breitner Academy
- Conservatorium van Amsterdam
- DAS Graduate School
- Master of Education in Arts
- Netherlands Film Academy
- Reinwardt Academy

12. Name of study department \*

13. In what study year are you at the moment? \*



## Destination and goal

14. Name guest institution or internship company \*

15. City \*

16. Country \*

17. Starting date of the period abroad \*



18. End date of the period abroad \*



19. My period abroad is (please make a choice) \*

- Internship
- Study period
- Graduation research

## 20. Upload your graduation plan here \*

You create a **graduation plan** for your graduation project in the final year of study and it must be approved by the examination board.

↑ Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

## 21. Has your internship/study been confirmed? \*

Yes

No

## 22. Upload your letter of acceptance or email correspondence \*

An **acceptance letter** is proof (a signed letter or email) that the foreign school or internship company has sent to you with the message that you are welcome to study or do an internship. This must explicitly **state the start and end dates** of the period abroad. The acceptance letter for an internship also states what your duties will be during the internship period.

↑ Upload file

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23. If the study/ internship period is not confirmed yet: when do you expect the confirmation? \*

24. Does your study programme/ school have a bilateral agreement or structural cooperation with the guest institution? \*

Yes

No

25. Have you received a scholarship before from the Internationalization-fund? \*

Yes

No

26. Are you applying for the outgoing NL Scholarship at the same time? \*

**WHAT IS AN OUTGOING NL SCHOLARSHIP (formerly outgoing Holland Scholarship)?**

The OCW grant NL Scholarship is intended for talented students who have at least two months of study or internship in a non-EEA country. A NL Scholarship has a one-off additional contribution of € 2.500. The conditions of the outgoing NL Scholarship can be found on: [www.buitenland.ahk.nl](http://www.buitenland.ahk.nl), tab menu 'outgoing NL Scholarship'

Yes

No

27. Motivation \*

Please motivate your study/ internship abroad in maximum a separate document (on 1 A4):

- What is your motivation to do this study or internship and how does it fit into your study plan?
- What will this study/internship period add additionally to what you have learned at the AHK?
- What do you hope to learn during this period abroad?
- Can you explain and elaborate the choice of the guest institution/ teacher?

**Please upload your motivation here:**

↑ Upload file

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## 28. Budget for the study or internship period abroad \*

*Please provide a realistic budget of your study or internship abroad. It is important that you can provide a clear and realistic budget of this trip to the committee. The total of the expenses should equal your total income in a sound budget or coverage plan.*

**Upload your budget/coverage plan here:**

↑ Upload file

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## 29. How much study points in EC's\* do you receive for the study/ internship? \*

*\*EC stands for European Credit and aims to show the student's workload for a study programme. One EC equals 28 hours. The head of your study programme can give you an estimate the amount of EC's your internship or study could stand for. Note: for studies with an integral assessment system, it's still possible to calculate the amount of ECs, even though your study programme doesn't apply EC's.*

### 30. Approval of your department head for your study/ internship abroad: name and signature

#### department head: \*

*An approval from your study management is required to be allowed to study and/or intern abroad and to submit this application. This agreement can be in the form of an email or a signed short letter from your study leader. This also states the number of credits (ECs) that you will receive for the period abroad after your return.*

*For courses with an integrated assessment system, ask your study management to estimate the number of ECs you will receive after your period abroad.*

**Upload the approval of the department head here:**

↑ Upload file

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## Checklist and confirmation

- The application form has been filled in completely
- A motivation letter is included
- The head of the study programme has approved the internship/ study exchange by signing this application
- The budget shows how the total expenses are covered.
- The acceptance letter for the guest institution is included

Additionally for Graduation research trips:

- Copy of the approved graduation plan
- Schedule of the research trip (with names, locations and dates)

31. The undersigned declared that the information that is provided is truthful and declared to have read the criteria of this fund carefully \*

I confirm

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