



How to apply at Internationalising Funds online

From now on you can only apply at the [AHK Internationalisation Funds online](#). This document gives you the tool how to apply as smoothly as possible. Just follow the steps!

First of all, **ALWAYS** contact the co-ordinator internationalisation of your academy first when applying. If you have questions on the content of the application, they can be your first help.

After submitting the application, you will receive a confirmation. The application will be assessed within 8 weeks after the deadline.

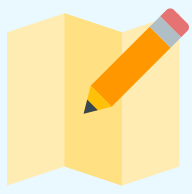
1) Read the Terms and Criteria



Always read the Terms and Criteria of the funds. You can download this document also on your computer. Also, it's handy to download the Template of the Application Form so you can prepare the questions before apply online.

Along with the application online, you also need to upload 4 documents with this application. Note: for application for graduate research, an extra document will be needed: approval of the exam committee and your graduate research plan.

2) Motivation Letter



The first document is your Motivation Letter (max. 1 4A)

Please include in this letter: why, what and how. Why this institution? Can you tell us more about this institution? And what you want to learn and how? How does this period abroad fit in your study plan? What outcomes are you hoping for?

3) Budget/ Coverage Plan



You need a sound and realistic Budget Plan. We ask you to make a budget plan for your this trip outside the Netherlands. Please download the Template Budget/ Coverage Plan on your computer and fill the amounts you need for the ENTIRE period. The coverage plan should cover the needed budget for 100%. Please use this document to upload with your application online.

4) Confirmation/ Acceptance Letter host



You need to proof that you are accepted by the host institution for your study/ internship abroad. This is a confirmation or acceptance letter that you should receive, which stated the start and end date of your stay. For internship, the letter should also includes a short description of the activities you are going to undertake, whether you receive an internship fee or insured for liability.

Is the letter still on its way but you can proof with an email correspondence? Please make a PDF of this correspondence and send it with the application.

5) Approval head Study Programme + EC's



An approval of the head fo the study programme or exam committee should be added with the application. This is a written letter or an email is also accepted. The head of the study programme should include an estimation of the amount EC's that you are going to receive for this period abroad (1 EC = 28 hrs workload per week). For application for Graduate Research: please upload the Graduation Research Plan that is approved by the Exam Committee.

6) All documents are ready? You can start applying online!



You have all documents ready? You are then ready to apply online. Please note that the uploads are obligatory, like most of the questions. A not completed form cannot therefore not be submitted.

After submitting the application succesfully, you'll receive a confirmation email. The application results should be published within