

Instructions to register for an Orange Knowledge Programme and MSP scholarship

This document informs about how to register for a fellowship for the Orange Knowledge Programme (OKP) or the MENA Scholarship Programme (MSP).

You will not be able to save the filled out form! Read these instructions carefully before you start filling out the registration form. Prepare all the required information in advance.

The contents of these instructions:

1. Select for which sub-programme (MA, SC or MSP) you wish to register	2
2.a Short course or Master's instructions.....	2
Study programme.....	2
Nominating employer	2
Personal details	3
Motivation	3
3. Required documents for SC and MA	3
4. Frequently asked questions.....	4
After I send the form I get a system error. What can I do?	4
Why did I not receive a confirmation of receipt?	4
How do I upload both my admission letter and the letter of my supervisor?	4
How do I convert documents to PDF?	4

1. Select for which sub-programme (MA, SC or MSP) you wish to register

First select for which sub-programme you wish to register for a fellowship. You will only see the sub-programmes that are open for registrations.

OKP-NFP-MA => Orange Knowledge Programme – Master's degree programmes [Click for OKP-NFP-MA instructions](#)

OKP-NFP-SC => Orange Knowledge Programme – Short courses [Click for OKP-NFP-SC instructions](#)

MSP-SC => MENA Scholarship Programme – Short courses [Click for MSP-SC instructions](#)

2.a Short course or Master's instructions

Study programme

Institution	You cannot use this form to register for a course/programme at a different Dutch higher education institution.
Course name	Select the course for which you want a fellowship.
Reference number	If you have a reference number, enter it here (for example a student number or registration number).

Nominating employer

Collect all the required information on the employer organisation that is nominating you for a fellowship.

Name of employing organisation	Enter the name of the organisation where you are currently employed. This is the organisation providing the Employer statement.
Type of employing organisation	Specify what type of organisation you currently work for.
Country of employing organisation	Select the country where you work.
Current position	Enter the title of the position you currently hold at the organisation that is nominating you for a fellowship.
Tasks and responsibilities	Specify the tasks and responsibilities of your current position.
Name superior	Enter the name of your superior at your employing organisation (max 50 char.)
Email address of superior	Enter the email address of your superior at your employing organisation.
Telephone of superior	Enter the telephone number of your superior at your employing organisation.

Personal details

Surname	Enter your surname exactly as written in your passport or other identity document.
Given name(s)	Enter your given name(s) exactly as written in your passport or other identity document.
Gender	Enter your gender as registered in your passport or other identity document.
Date of birth	Enter your date of birth as registered on your passport or other identity document.
Place of birth	Enter your place of birth exactly as written in your passport or other identity document.
Nationality	If your nationality is not in the list, your country is not on the OKP or MSP country list. To be eligible the nationality of the candidate needs to be on the OKP or MSP country list.
Email address	Enter a valid email address.
Telephone	Enter a telephone number where you can be contacted.

Motivation

What is the issue or problem you want to address in your country?	Give a brief outline (<i>min 50 - max 1000 characters</i>) of the issue or problem hindering the development of your country and how you want to use the knowledge and expertise gained by attending the study programme or course.
How will this course enable you to address this issue?	Explain (<i>in min 50 - max 1000 characters</i>) what knowledge and expertise you expect to gain from the course or study program. How can the specific knowledge and expertise contribute to solving the issue or problem.
How will you address this issue with your position within your organisation?	Describe (<i>min 50 - max 1000 characters</i>) the position you hold in your organisation. Explain why and how, with the knowledge gained from the course or study programme this position will enable you to address the issue or problem. <i>You do not need to include a detailed list of activities here, as a specific plan of activities forms part of the "employer's statement" that has to be uploaded separately.</i>

3. Required documents for SC and MA

Candidates need upload several documents with their registration. Each document has to be in PDF format and not exceed 2MB. If your documents are not in PDF format, you can find more information in the chapter 'Frequently asked questions' on [how to convert your documents to PDF](#).

Copy of passport	Upload a copy of your valid passport or another form of identification. Your passport needs to be valid at least three months after the submission date of the registration form.
Employer statement	Upload the employer statement, containing a statement from your superior and a plan of implementation. Click here for the required format.

Government statement	<p>If the country of your employing organisation requires this statement, upload the Government statement. Check here for an overview if you need to upload this statement. Contact the Netherlands Embassy in your country for more information if the overview is not clear.</p> <p>Click here for the required OKP format. Click here for the required MSP format.</p>
Admission letter/letter of Supervisor (Optional)	<p>This field is optional. The admission letter is not required to register as candidate for OKP or MSP.</p>

4. Frequently asked questions

After I send the form I get a system error. What can I do?

Click *Back* to go back to the form. The information you have filled in should still be available. Most errors are caused by entering more than 50 characters in the field 'Name of superior'. Make sure the text in this field does not have more than 50 characters.

Why did I not receive a confirmation of receipt?

The system does not send confirmations of receipt. If your registration was sent successfully you will see this in a message on the screen after you have clicked on [*Send form*]. In this message you will also find a button to view and print your registration information.

How do I upload both my admission letter and the letter of my supervisor?

If you want to upload your admission letter and a letter of your supervisor for a PhD study registration, combine or scan the two letters in one PDF document. If your system has Adobe add-ons installed, you can do this in Windows Explorer by selecting both documents, clicking the right mouse button and clicking the option 'Combine files into a single PDF'. There are also websites and tools available to combine different documents into a single PDF document. Also the reply to 'How do I convert documents to PDF?' below.

How do I convert documents to PDF?

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'.
- If you have an earlier version of Microsoft Office, continue to the instruction on how to save other files in PDF format:

Save other files in PDF format:

- **PDF printer:** if you have a PDF printer installed on your computer you can 'print' your document to PDF. Print your document and choose the (Adobe) PDF printer instead of your default printer in the print Menu.
(Do not use quick print, as the system will then choose the default printer automatically. Instead use the full print function in your software).

- Local desktop software: it is possible that you already have software on your computer that can convert files to PDF format. If you have administrator rights, you can also install a free PDF creator on your computer. There are several free PDF creators available for download on the internet. An example is PDF Creator (<http://www.pdfforge.org/>). Go to the download page and download the application. On the support page you can find the user manual.
- Online: There are several web sites where you can convert your document to PDF format for free. An example is <http://www.freepdfconvert.com/> . Click on the 'browse' button to choose the file you want to convert to PDF, fill in your email address and click on 'Convert Your File'. The file will be sent to you in PDF format. Make sure that the website you are using has a privacy policy that protects your confidential information.