

附件：关于准备 2020/2021 年度荷兰互换奖学金项目申请材料的说明

## 一、申请材料清单：

### 1. 《国家留学基金管理委员会出国留学申请表》

申请人需先登录网上报名系统 (<http://apply.csc.edu.cn>)，并按要求如实填写网上申请表；在填写完申请表并确认无误后，可按系统提示完成网上提交并打印。申请表中的有关栏目应视实际情况和项目要求进行填写，如无相关情况可不填。申请人提交的书面申请表应与网上报名信息内容一致。网上申请表正式提交后不能再修改信息（如留学期限、留学国别等）。申请人需在申请表“申请人保证”栏中签名。

### 2. 《单位推荐意见表》和单位正式公函

单位推荐意见表在申请人打印申请表时由网上报名系统自动生成（申请人在网上报名阶段此表不在报名系统中显示）。推荐意见应由申请人所在部门（院、系、所等）针对每位申请人填写。上级批准意见由所在单位负责选拔工作的主管部门在认真核对申请人所填信息后填写，应加盖推荐单位公章。推选单位需对申请人的政治思想、师德师风/品行学风等严格把关，并在申请表主表单位推荐意见栏中对上述表现做出评价。

单位正式公函用单位正式公函纸打印，带函号并加盖公章。本科插班生、联合培养硕士研究生、联合培养博士研究生等留学身份留学人员，如果申请留学期限超过在国内就读单位毕业时间，在单位推荐公函中应注明是否同意其延期毕业。

### 3. 身份证正反面复印件

请将身份证正反面复印到一张 A4 张上。

### 4. 外方要求在荷方网站申请应提交的材料

#### (1) Motivation letter + Curriculum vitae (CV)

##### Motivation letter

- Your motivation letter forms an important part of your scholarship application. It will have a central part in the assessment and selection phase. Please tell us why you are applying for the scholarship and why you should be selected.
- The letter is between 1 and 2 A4 pages long.

##### Curriculum vitae (CV)

- Your CV must at least include the following information:
- Address and (mobile) telephone number;
- Educational experience;
- Work experience, if applicable (full-time/part-time, what period);

- Periods spent abroad, if applicable (what country/countries, purpose/reason);
- Extracurricular activities, both study related and not study related.
- Minimum 1 A4/ max 3 A4
- A CV format can be found on the Europass website:

<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

## **(2) 2 reference letters**

- The referee must be a professor/lecturer from your current/previous study programme in higher education.
- The letters must contain the letterhead of your institution, the referee's name, address and position, and be signed and stamped.

## **(3) Diploma and appendices, and for PhD candidates/visiting scholars research proposal**

- Copies of your highest obtained diploma and grade list (with translation to English).
- For PhD students/visiting scholars: short research proposal or research plan (in English).

## **(4) Admission letter**

- A (conditional) admission letter from the Dutch university (for master/bachelor students) or letter of invitation from the Dutch university (PhD students/visiting scholars).

## **(5) Passport**

- A copy of your passport.

## **二、材料提交要求**

1. 以上材料务必于 2020 年 4 月 20 日前寄抵国家留学基金委欧亚非事务部。
2. 请随时关注荷方网站 [www.studyinholland.nl/sino-dutch](http://www.studyinholland.nl/sino-dutch) 申请时间及申请说明，按其要求及时报名，如有其他材料要求，请予补齐。请使用荷兰官方语言（荷兰语或英语）填写。

准备材料过程中有何问题，请及时与国家留学基金委欧亚非事务部联系。

联系人：王国栋

电话：010-66093568

传真：010-66093929

E-mail: [ouyafei10@csc.edu.cn](mailto:ouyafei10@csc.edu.cn)

地址：北京市车公庄大街 9 号 A3 楼 13 层

邮编：100044