

# Portfolio : your application

You enter your details and portfolio via an online tool: <https://sharepoint.ugent.be/sites/nonerasmusgrants>

Your portfolio contains the following elements:

General principal: the higher your socio-economic need, the more relevant evidence you add to your file and the better your financial plan and academic motivation are worked out, the bigger your chances are for a higher scholarship.

## Academic motivation

a thorough – academic – motivation, in English: why do you choose this particular institution/organisation, in that particular country?

### Tips & Tricks:

- In English
- Motivate why you choose this destination:
  - o Country
  - o Institution / organisation
- What is the added value of your stay outside the Erasmus zone:
  - o Courses / internship / research
  - o Why not in Europe

## Preparations

An overview of your preparations, in English. Explain how you plan to prepare your experience abroad from an administrative point of view (e.g. visa, insurance, passport, language skills). You do the same concerning health risks (e.g. vaccinations, information via the Institution of Tropical Medicine/Instituut voor Tropische Geneeskunde, possibly your own medical background: [www.itg.be](http://www.itg.be)) and safety (see Travel Advice from the Ministry of Foreign Affairs: [www.diplomatie.be](http://www.diplomatie.be)).

### Tips & Tricks:

- In English
- Topics:
  - Visa
  - Insurance
  - Passport
  - Language skills (language course?)
  - Health risks: vaccinations, info ITG ( <https://www.itg.be> ), possibly your own medical background,
  - Safety: check tavel advice ([www.diplomatie.be](http://www.diplomatie.be))
- Mention the website, organisation, ... where you found or from whom you received the information
- Add timings, eg. Visa application

## Financial Plan

A financial plan, in Dutch or English: explain how you plan to finance your stay abroad (marked in euro's). How much do you think your stay abroad will cost (accommodation, meals, transportation, costs of living in the area, etc)? What income can you count on (support parents, holiday job and/or job during the academic year, savings, etc)?

### Tips & Tricks:

- Estimate cost of the exchange:
  - o Accommodation (room rental)
  - o Transport to destination
  - o On-site transport
  - o Meals
  - o Travel insurance (e.g. Europassistance)
  - o Travel documents (Visa / international passport)
  - o Vaccinations
  - o Telephone / internet
  - o Costs that continue in Belgium
  - o Language preparation
  - o Learning material
  - o Other costs
  - o Total costs
- Estimate Income:
  - o support parents
  - o Holiday job
  - o Savings
  - o Other income
  - o Total income
- Mention if you transfer your lease or sublet your living unit (more info: [Housing UGent](#))
- Add attachments: Excel overview, Pay slip of holiday job, ....
- Check here an [overview](#) of the average costs per country (based on published travel stories of FWE students)
- Compare the cost of living by country on [Numbeo](#).
- Mention the website, organisation, ... where you found or from whom you received the information

## Motivation need for scholarship

A motivation, in Dutch or English, why you would need the scholarship the most from a socio-economic point of view. Here, you can also quote other personal reasons such as family situation, social circumstances, if you want to

### Tips & Tricks:

- General principal: the higher your socio-economic need, the more relevant evidence you add to your file and the better your financial plan and academic motivation are worked out, the bigger your chances are for a higher scholarship.
- Possible supporting documents can be:
  - o Evidence of disability, acknowledged by the Flemish Agency for Disabled Persons (Vlaams Agentschap voor Personen met een Handicap (VAPH));
  - o Evidence of study grant from the Flemish Community;
  - o Tax bill from your parent(s) or evidence of independent student with a minimum wage; - Evidence of work process;

- Proof that you are part of a family with modified social circumstances which are not taken into account by the law on grants from the Flemish government;
- Pay slip of holiday job and/or job during academic year;
- Other

## VLIR-UOS question

(in English, or in French if the mother tongue of the chosen destination is French.)

1. *What are the goals of your assignment with respect to your studies and what will you do to achieve these goals? Specify what activities you are planning to do and what your function will be.*
2. *How do you think conducting your assignment in the South can be an added value? Explain it on different levels e.g. to your educational career, professional career, personal development, institution in the South.*

### Tips & Tricks:

- In English or in French
- Full text or bullets
- Educational career / professional career / Personal development: eg. become more independent as a person, learn about the importance of teamwork and communication, people working together despite their differences in culture, background, language...

## Check attachment

1. A signed and dated **letter of recommendation** or an e-mail from a Ghent University professor, in English.
2. In case you are going to a destination that is part of scholarship type CATEGORY 3 ('VLIR-UOS Travel allowance'), if your stay is part of an internship or research for your master's dissertation and if your stay is relevant in the scope of development cooperation, you will need to present **an invitation letter** from the local promotor as well (more particularly, a letter of approval in which he/she confirms to be responsible for the local framework). In the exceptional case that you are not able to deliver the invitation letter from the local promotor in time, please contact Anneleen.VanLaere@UGent.be to motivate this.
3. your (provisional) '**Learning Agreement**', signed on the UGent-side.
  - 'Learning Agreement for studies' (courses);
  - 'Learning Agreement for traineeships' (internship);
  - 'Master's dissertation agreement' (Master's dissertation)

**Attention:** at the question 'curriculum', don't just mention your study programme, but also for how many credits of your master's dissertation you'll stay at the host institution.
4. your **transcript of records** of the past exams and of the previous academic years.
5. a copy of your **international passport** or your identity card (front- and backside).