

The application process for the Trustee Funds

Applications should consist of the following:

1. Application / letter of motivation

In the application you should say something about yourself, your reason for wanting to go abroad and how the period of study abroad fits into your curriculum. You should also explain your financial situation, the amount of student grant (studiefinanciering) you receive, the amount of your student loan, other sources of income and the financial situation of your parents.

Address

Leiden University
Beheerder curatorenfondsen
SOZ / Student Counsellors
Postbus 9500
2300 RA Leiden

You can also submit your application in person at the information desk at Plexus Student Centre.

2. Budget

You should detail all incoming and outgoing funds during the period in question. For example your rent in Leiden, income from subletting, rent of your room abroad, student travel subsidy (OV kaart subsidie), insurances, study materials, travel costs whilst abroad. Include 5% for unforeseen additional costs.

3. Curriculum vitae

Include your post office (giro) or bank account number and your citizen service number (BSN nummer) if applicable.

4. Grades list

5. Letter of recommendation

From a lecturer, teacher or study advisor.

6. DUO statement

A statement showing the amount of student grant you receive and amount of your student loan to date (if applicable).

7. Report (upon your return)

A report of approx. 3 pages is required in which you describe the situation in the area in which you stayed in terms of living, working, social life, customs, travel etc. This report can remain anonymous if you prefer and will be available for other students to view at PITSstop.