

**Danida Fellowship Centre**

Hostrupsvej 22  
DK-1950 Frederiksberg  
DENMARK  
E-mail: [dfc@dfcentre.dk](mailto:dfc@dfcentre.dk)  
[www.dfcentre.com](http://www.dfcentre.com)



# FELLOWSHIP APPLICATION FORM FOR TRAINING

Please submit the form to the nearest **Royal Danish Embassy** or **Consulate**.  
The Embassy/Consulate will forward the form to Danida Fellowship Centre in Denmark.  
For deadline for submitting the fellowship application form, please refer to invitation letter/course leaflet.

Please answer all questions; please type or write your details in **Capital Letters** and make sure that names given in this form are exactly the same as in your passport. This form should (if possible) be accompanied by a copy of your passport (the page with your name).

Please make sure that your e-mail address is active.

Please attach  
a recent photo in colour  
here

1. Title of requested course/study and country of requested course		
<input type="text"/>		
2. Dates of requested course/study programme	<input type="text"/>	
3. Family name (as in your passport)	First name(s) (as in your passport)	
<input type="text"/>	<input type="text"/>	
4. Place of work (Organisation name, official address, town, country and telephone number)		
<input type="text"/>		
5. Nationality	6. Place of birth (town/country)	7. Date of birth (day/month/year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Passport no.	9. Preferred e-mail address (which you check regularly)	10. Private mobile phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Sex	12. Marital status	13. Children
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Male Female	Single Married	Number
14. Whom to notify in case of emergency?		
<input type="text"/>		

15. PROFICIENCY IN ENGLISH

Certificate of proficiency in English may be required (except for applicants from countries where English is the administrative language or applicants with a Bachelor or Master's degree in English or previous academic studies in an English-speaking country).

**IELTS:** Minimum score is 6.5 for training of an academic nature and 6.0 for other types of training.

**TOEFL:** Minimum score is 73%.

	Fluently	Well	Not easily
Speaking English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. EDUCATIONAL RECORD. Please list degrees obtained as well as colleges and universities attended (most recent one first)

Name of Institution	Study Period From To (yyyy)	Degree	Specialization

17. EMPLOYMENT RECORD. It is important for the study place to receive complete information of your previous and present employments. Please list your present position first.

Employment Record

From To (mm/yyyy)	Employer	Title and Responsibilities

18. Name and position of your immediate superior

Superior's mobile phone and e-mail

19. DUTIES AND RESPONSIBILITIES IN PRESENT POSITION. Please list your five **main** areas of responsibility

20. YOUR PROFESSIONAL INTERESTS AND CAREER OBJECTIVES. Please list the five most important ones only

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21. Please list all previous FELLOWSHIPS (including Danida fellowships)

Country	Period/dates	Sponsor

22. Any remarks which you may wish to add to your application

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23. If relevant to your application, you may attach supporting documents, e.g.:

- Letter of Nomination from relevant authorities or organisation
- Letter of Motivation
- Proposed action plan

24. **I declare that the statements given by me in this application are true and complete. Furthermore:**

1. I declare that I will not have any illness, which may prevent me from undertaking the proposed course of study. Furthermore I declare that in case of pregnancy my expected delivery is minimum 8 weeks after the last day of the course. If there is any significant change in my condition between signing this form and leaving for the course, I will inform DFC immediately;
2. I will at all times conduct myself in a manner befitting my status as a holder of a Danish Government fellowship;
3. I shall devote my full time to the training programme as directed by the study place and Danida Fellowship Centre;
4. I will return to my home country at the end of my fellowship stay; and
5. I shall accept to be sent home in the event of either a serious incident/development making me unfit to satisfactorily complete my studies or because of lack of compliance with the four points listed above.

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Place and date

Signature of applicant

## PROGRAMME/PROJECT SUPPORT

1. Name of Danish-supported progr./proj. within the applicant's organisation      Name of applicant's organisation

2. Funding of this study programme

**Tailormade course programme**

Full funding by programme/project

**Co-financed course programme**

Per study week, DKK 7,000 (in Denmark) or  
DKK 5,000 (regional/national) to be paid to DFC

**Other**

Master, PhD studies and Embassy staff

**Note:** The invoice will not be revoked in case of cancellation later than 2 weeks after receipt of confirmation of selection for the training

3. Invoice to be sent to (not DFC or the applicant) (please include name, e-mail, programme):

Name:  
E-mail:  
Programme/Organisation:

4. What are the programme/organisation's main training and/or development objectives for this applicant?

5. Please specify how the programme/organisation intends to utilize the applicant's new competences upon his/her return?

6. Please specify what additional expectations/challenges the applicant will be subject to in his/her job upon return to his/her home country?

7. Programme supporting officer's name

Mobile phone / e-mail

Date and supporting officer's signature

## EMBASSY SUPPORT

To be filled in by the Embassy's relevant desk officer

1. Priority of this applicant in relation to other participants from the same  
Programme/Project to same course/study

2. EMBASSY DESK OFFICER'S NAME

Mobile phone / e-mail

EMBASSY DESK OFFICER'S SIGNATURE

Date