Checklist for NFP / MSP application in ATLAS.

Please make sure that you choose the correct **Sub – programme!**
NFP candidates should choose NFP-SC
MENA candidates should choose MSP-SC

Documents to submit – **only PDF documents can be uploaded**

The employer statement and the plan to implement the newly acquired knowledge should **be submitted as 1 document** (PDF)
Employer statement should:
   □   Be on official letterhead
   □   Dated
   □   Be signed by employer
   □   Be stamped
   □   Have the plan to implement the newly acquired knowledge by the candidate
   □   Data about the candidate who is nominated
   □   Relevance of the short course (for candidate and for employing organisation)
   □   Plan of activities

Government statement should:
   □   Be issued in by the correct authority, see https://www.nuffic.nl/en/library/overview-government-statements-per-country.pdf
   □   Be filled in complete
   □   Be stamped
   □   Be signed

Identity document
   □   Copy of your passport or another form of official identification

The motivation questions, which you can prepare in advance:
   □   What is the issue or problem you want to address in your country?
   □   How will this course enable you to address this issue?
   □   How will you address this issue with your position within your organisation?

Final remarks
Check beforehand if your documents are in PDF format, and not larger than 2MB.
Applicants who indicate that their employing organisation is an 'International NGO' are very likely to be rejected. This is because of the eligibility criteria from Nuffic:
   To be eligible you must not be employed by an organisation that has its own means of staff-development.
   Organisations that are considered to have their own means for staff development are for example:
   •   multinational corporations (e.g. Shell, Unilever, Microsoft),
   •   large national and/or a large commercial organisations,
   •   bilateral donor organisations (e.g. USAID, DFID, Danida, Sida, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid),
   •   multilateral donor organisations, (e.g. a UN organization, the World Bank, the IMF, Asian Development Bank, African Development Bank, IADB),
   •   international NGO's (e.g. Oxfam, Plan, Care);
The complete manual can be found here:
https://www.atlas-candidate.nl/Content/Documents/NFP%20and%20MSP%20registration%20instructions.pdf