

Step-by-step plan for application Profile Fund (part 1 and 2)

You need to go through the following steps/collect data:

1. [Gather evidence of your reason for study delay](#)
2. [Gather your interview notes with the study advisor and your study plan from your Digital Student File \(DSD\)](#)
3. [Gather your results overview](#)
4. [Fill in the Profiling Fund application](#)

Step 1: Gather evidence of your reason for study delay

What was the reason for your study delay:

1. [Illness](#)
2. [Special family circumstances](#)
3. [Disability/chronic illness](#)
4. [Pregnancy or childbirth](#)
5. [Top sporting or cultural performance](#)
6. [Educational force majeure](#)

Keep in mind the following points:

- Clearly indicate the period during which the delaying conditions occurred.
- The application only concerns the circumstances during the previous academic year (2022/2023).
- You can cross out information that is not relevant to your application or that you do not want to share with the Profiling Fund Committee.

Evidence in case of illness

- A statement from a doctor/general practitioner/medical specialist/(student) psychologist regarding your medical circumstances during the past academic year.

Please note: the declaration must be signed on 'official paper'* and we do not accept an extract from health insurance, photos of pillboxes, notes from the pharmacy, etc.

If the practitioner does not want to issue a statement, you can request an extract from your patient file from the practitioner.

*An 'official paper' means that the attached file is not a bare Word document, but a document with a logo or a stamp of the practitioner. It should be clear that the document really comes from this practitioner.

Evidence in case of special family circumstances

- In case of illness of a family member: for example, a certificate of illness of the family member concerned.
 - In this case you do not necessarily have to attach a doctor's statement. For example, you can send an appointment card from the doctor or hospital from the relevant period.
- In the event of the death of a family member: a funeral card or extract from the population register.
- In other family circumstances: official evidence if possible.

Evidence in case of disability/chronic illness

- A recent report and/or recent statement from a doctor/general practitioner/medical specialist/(student) psychologist showing the diagnosis of a chronic condition (such as dyslexia, rheumatism, AD(H)D and autism) that caused you to suffer study delays during the past academic year. In dyslexia: a dyslexia statement (which can therefore be older than the previous academic year).

Please note: the declaration must be signed on 'official paper'* and we do not accept an extract from health insurance, photos of pillboxes, notes from the pharmacy, etc.

If the practitioner does not want to issue a statement, you can request an extract from your patient file from the practitioner.

*An 'official paper' means that the attached file is not a bare Word document, but a document with a logo or a stamp of the practitioner. It should be clear that the document really comes from this practitioner.

Evidence in case of pregnancy and childbirth

- A birth announcement or birth certificate (extract from the population register).
- If complications have occurred in pregnancy: a statement from the obstetrician, gynecologist, or general practitioner.

Please note: the declaration must be signed on 'official paper'*

If the practitioner does not want to issue a statement, you can request an extract from your patient file.

*An 'official paper' means that the attached file is not a bare Word document, but a document with a logo or a stamp of the practitioner. It should be clear that the document really comes from this practitioner.

Evidence in case of (sporting or cultural) top performance

- A statement from the Executive Board based on the Student Facilities Scheme (the so-called top performance grant) regarding the past academic year and your own information about your top performance (such as participation championships, tournaments, training schedule, competitions, concert schedules) in the past academic year.

Evidence in case of educational force majeure

- An official statement by the faculty board, through the intervention of the study advisor, showing how long the study delay due to educational force majeure has been in the past academic year.

Step 2: Gather meeting notes with the study advisor and your study plan from your Digital Student File (DSD)

Include a meeting note/ the meeting notes from the academic advisor from the past academic year that states:

- The notification of the study delay
 - These are included in a meeting note or multiple meeting notes. The meeting notes are in your [DSD](#).
- Study agreements (e.g. a study plan) regarding the past academic year that have been made with the study advisor.

A short instruction on how to add documents from your DSD to your Profiling Fund application can be found [here](#).

Please note: a notification to a student counselor/program coordinator/teacher is not valid as notification of study delay.

Please note: your DSD is only accessible from the VU campus. So, you can't go into your DSD at home. Make sure you take this into account when you are on the VU campus, by downloading the necessary documents (at least the interview notes of the study advisor and/or the study planning) for your application at that time. Downloading these documents on time is your own responsibility, so do not wait until just before the deadline on January 15th.

Step 3: Gather your results overview

Add a printout of your credits earned in the past academic year (2022/2023). You can download this from the results overview on [our website](#).

If, in addition to VU Amsterdam, you are also registered at another educational institution (HBO or WO), please also submit an official overview of whether or not credits have been obtained there.

Step 4: Complete the Profiling Fund application

Complete the profiling fund application. The form can be found [here](#).

If you have not yet collected all the required documents and it is almost January 15, you can also submit the application without uploading all required documents. Please ensure that you submit these documents as soon as possible.