

REQUEST FORM CERTIFICATE OF RECOGNITION

ERASMUS UNIVERSITY ROTTERDAM

Fill in & submit

There is additional information on the last page. Please read this carefully in advance.

Fill in the form digitally and save it as a PDF file. You can upload it (together with the requested attachments) via the contact form on the website. Subsequently, the documents will be sent to the secretary of the certificate of recognition.

Attachments

A control form filled in by the organization (download available on the website)

Personal details

First name:

Last name:

Student number:

Faculty:

Graduation date:

I would like to receive the certificate:

At my official graduation ceremony

At the ESSC desk

Function Details

Name association (Dutch):

Name association (English):

Position (Dutch):

Position (English):

Academic year:

Name association (Dutch):

Name association (English):

Position (Dutch):

Position (English):

Academic year:

Name association (Dutch):

Name association (English):

Position (Dutch):

Position (English):

Academic year:

Hereby, I certify that the information on this application form is complete and correct.

I am aware of the fact that the certificate of recognition will be given out only once and that it is not possible to add more positions to the certificate at a later time. I am sure that I will not fulfill any more recognized positions in the future.

Additional Information

Recognized activities

The certificate of recognition is an official document that demonstrates that a student developed a broader orientation during his or her studies. To maintain the value of the certificate in the societal domain, the activities carried out by the student have to meet a number of requirements. It is therefore important to check whether your position/activity has been included in the file recognized activities on the website. If your position/activity is not included, it is possible to bring it forward via the board of the organization. You can find more information on this procedure on our website.

Please note: The university does not give out certificates based on non-recognized activities. Your request will under no circumstances be processed if you enter invalid positions/activities.

Check form

In order to check if you have fulfilled your position adequately, we would like to ask you to submit an additional check form that states you have met all the relevant requirements. You can download this form from the website and have the board of the organization sign it for you. Make sure that the position on the application form corresponds with the position on the check form.

Requirements

Besides the criteria for the position itself, there are a few other boxes that you should be able to tick:

- You have to be an Erasmus graduate in order to receive the certificate of recognition
- You have fulfilled the positions within the last five academic years. This means that it is not possible to request a certificate for positions/activities carried out before the academic year 2011-2012.
- The certificate of recognition will only be given out once. This means that your application is final and that it is not possible to add positions/activities at a later time. When you expect to fulfill more positions in the future, we advise you to postpone your request.