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| Date: | 2018-01-01 |
| Reference: | 00006/2018 |
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**ALUMNI NETWORK CERTIFICATION 2018**

The Swedish Institute provides the opportunity for alumni networks to apply for funding to organise alumni activities. The alumni network has to first fill in this form to apply for a one year *Alumni Network Certification* to assert that they are an alumni network consisting of Sweden alumni and/or SI alumni. If SI approves the application the alumni network may continuously apply for funding during one year’s time.

To make your network certified please complete this form, print and sign it, and send a scanned copy to alumni@si.se before 20 February 2018 along with the other required documents.

We also require that you send us a list of members, bank form with details to the person in the board who is economically responsible and meeting notes from your annual meeting along with this form. If you do not have a list of members you may instead refer to a Facebook group, LinkedIn group or other platforms where the number of members is visible. If you were certified last year, please also send in your yearly report.

You will be notified before 1 March 2018 about the result of your application. The certification will be valid until 1 March 2019.

Please note that the certificate does not mean that your alumni network is a sub-organisation of the Swedish Institute or that you may represent SI in any legal form. The certificate only proves that SI recognises that you are an alumni network and that you may apply for funding.

If your alumni network is open to all Sweden alumni (everyone who has studied or carried out research at a Swedish university regardless if they received a scholarship from the Swedish Institute) your alumni network is eligible for certification but you may not call it a “SI Alumni Network”. SI Alumni Networks are only open to SI alumni[[1]](#footnote-1).

If you have any questions please don’t hesitate to contact us at alumni@si.se

Remember that SI is a Swedish public agency, which means that any document received is open to and can be requested by the general public.

**ALUMNI NETWORK CERTIFICATION 2018**

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| --- |
| Head of alumni network |
| First name |       |
| Last name |       |
| Date of birth (YYYY-MM-DD)  |       |
| Country of residence |       |
| City |       |
| Postal Address  |       |
| E-mail address |       |
| Mobile phone number |       |
| University/university college in Sweden |       |
| Relation to the Swedish Institute (if any) | Choose one option  |

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| The alumni network |
| Name of network |       |
| Country/region |       |
| Founded (year) |       |
| Who is the network open to? | Choose one option |
|  | Comment:       |
| If the alumni network uses any of these communication channels, please fill in the links. | Facebook:      Twitter:      LinkedIn:      Website:      Other:       |
| Number of members |       |

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| Yearly meeting |
| Have you held a meeting to appoint board members and set up a plan for 2018? | Choose one option |
| Comment: |       |

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| Board members |
| **Name** |       |
| E-mail address |       |
| Role/responsibility  |       |
| **Name**  |       |
| E-mail address |       |
| Role/responsibility |       |
| **Name** |       |
| E-mail address |       |
| Role/responsibility |       |
| **Name**  |       |
| E-mail address |       |
| Role/responsibility |       |
| **Name** |       |
| E-mail address |       |
| Role/responsibility |       |
| Other board members: |       |
|  |       |
|  |       |
|  |       |
|  |       |

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| Plans for 2018Please briefly describe what plans you have for the alumni network for the coming year and in what way you intend to use any funding from SI. |
|       |

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| Contacts with the Swedish Embassy/Consulate |
| Have you established contact with a Swedish embassy/consulate? | Choose one option |
| Full name of embassy contact person |       |
| Title/position of embassy contact person |       |
| E-mail address of embassy contact person |       |

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| Signature |
| *By signing this document the board of the Alumni Network agrees that it is responsible that the funds from the Swedish Institute are used for their intended purposes and shall manage and utilize the funds in a transparent, fair, accountable and honest manner. Democracy, inclusiveness, gender balance and sustainability should characterize the work of the Alumni Network.*  |
| Place and date |       |
| Full name |       |
| Attached enclosures | * Yearly report
* Annual meeting notes
* Bank form
* List of members

If you have no list, please refer us to a social media group or similar:       |
| Signature |  |

1. Definition of ”SI alumni” may be found here: <https://si.se/en/si-alumni-network/> [↑](#footnote-ref-1)