

GUIDANCE NOTES FOR COMPLETING TEST FOR GHANA SCHOLARSHIP

APPLICATION FORM

THE APPLICATION PROCESS

Application forms can be downloaded online on www.testforghana.com or can be obtained from any student financial aid office at all Ghanaian public tertiary institutions (Universities and polytechnics). Application forms need to be completed being as detailed as possible. Completed application forms should be submitted to the student financial aid office of the student's institution all applications from **continuing students including renewals** should reach TEST for Ghana not later than **21st May 2010**, **First year students** who are still awaiting their admission letters can also submit their application forms directly to TEST for Ghana before **Friday July 30th 2010** indicating clearly the institution applied to and that admission letters are yet to be received. Once admission letters are received these should be mailed directly by EMS or DHL to **TEST for Ghana, C/O Bureau of Ghana languages, P. O. Box 1851, Accra**, Indicating the name of the applicant and institution for easy reference. **All applicants who have been successful will be informed by e-mail and in writing through their institution of their award on or before Friday 20th August 2010** along with a cheque to be paid to their institution in their favor. The amount of each award holder will be communicated to the award holder both by e-mail and in writing. Award values will differ based on a person's need and both full and partial scholarships will be awarded accordingly. Due to the large numbers of applications received every year, we are unable to write to each individual and if latest by August ending you have not received communication from TEST for Ghana, then consider your application not successful in this instant but you can re-apply the next time applications are made.

NB: TEST for Ghana Scholarships are not automatically renewed as students need to have made considerable progress in their academic work as well as their need status re-assessed. Each TEST for Ghana beneficiary once awarded a scholarship for the first time will need to fill out and submit a renewal form every academic year through the same process indicated. These renewal forms have to be accompanied by Evidence that the students financial situation has not changed by substantiating with pay slips of parents or legal guardians. The most up to date academic transcript also needs to be submitted along with the renewal form. Beneficiaries from which renewal forms are not received will not be renewed as it will be deemed that the student is no longer in need of the financial aid and his/her place will be offered to someone else.

THE BOND FORM

Each applicant filling the TEST for Ghana Scholarship application form for the first time will need to commit to a five (5) year bond period after completion of their studies by signing and submitting the attached bond form. TEST for Ghana Scholarships are **not loans** and do not need to be paid back, it is however expected that students upon completion of their studies will remain in the country for at least five (5) years and work in any field of their choice and contribute to national development. TEST for Ghana recognizes the current challenges in obtaining employment in the country and is in itself not able to provide jobs for its beneficiaries, but to give beneficiaries a competitive urge, TEST for Ghana is currently putting together an advisory board which will provide guidance and counseling to its alumni to give them a competitive urge on the job market. The TEST for Ghana Bond does not also prevent students from going outside the country for further studies, but they have to inform TEST for Ghana in writing and pledge to return to serve out any outstanding bond period after completion of their studies. The bond period also includes the one year national service which is already compulsory for all tertiary students in Ghana.

THE APPLICATION FORM

SECTION A- BACKGROUND INFORMATION

- A. Complete every section of the Application form in capital letters and neatly cross out any sections that are not applicable to you

- B. Provide clear addresses, e-mail address and telephone numbers through which you can be easily reached as your award will be communicated to you by e-mail and/ telephone
- C. For question 15. After listing all siblings you must support the claim by attaching photocopies of each sibling's birth certificate. Sibling listed without accompanying birth certificates will not be considered during the processing of applications. In cases where birth certificates cannot be obtained, a signed affidavit has to be obtained testifying that this claim is true and indeed all persons listed under this section are true siblings of the applicant.
- D. In answering question 17. if re-sit examination results are being included in the application kindly list all years that an examination was taking starting with the earliest

SECTION B -FINANCES

- E. Applicants who fail to declare their full financial standing will be disqualified. All applicants who hold other scholarships or grants should declare these fully in this section including any students loans that they have taken. Applicants who falsify this information will have their scholarship withdrawn if it is later established that the information provided in this section was falsified.
- F. Applicants with previous employment history need to provide documentation to support this claim; this could be in the form of a pay slip or appointment letter. Vacation jobs can also be included in this section.
- G. All claims made by the applicant need to be substantiated by the appropriate documentation below is a list of basic supporting documentation that need to be included for every application **IF ANY OF THESE DOCUMENTS IS NOT INCLUDED, THE APPLICATION WILL NOT BE FURTHER PROCESSED.**

- ✓ **Photocopy of examination results- APPLICABLE TO ALL APPLICANTS**
- ✓ **Photocopy of admission letter if you have been newly admitted to a tertiary institution- APPLICABLE TO ALL APPLICANTS**
- ✓ **Evidence of income of parent/guardian -APPLICABLE TO ALL APPLICANTS.**
- ✓ **Most up to date academic transcript- APPLICABLE TO ALL APPLICANTS**
- ✓ **Applicant's most current pay slip if applicable.**
- ✓ **Documents/evidence to establish the relationship with siblings and or dependants as the case may be.**
- ✓ **Attach sworn affidavits to support any claims made on this application form -APPLICABLE TO ALL APPLICANTS.**
- ✓ **Any other supporting documents that you believe will assist in the processing of your application.**
- ✓ **Death certificates for applicants with deceased parents or guardians**

- H. Ensure that you sign your application form as application forms which are not dully signed will not be processed.

SECTION C- TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN

- I. All sections of this part of the form needs to be filled out by both parents or guardians unless otherwise indicated
- J. All claims made in this section have to be supported by documentation such as birth certificates of dependants as well as pay slips and any other documentation that will substantiate any claims made on this application form.
- K. Parents employed in the informal sector whom cannot substantiate their claims by pay slips need to provide a sworn affidavit to substantiate their claims.
- L. The form should be signed and/thumb printed by both parents or guardians
- M. Fill out the bond form attached at the end of the application and submit together with your application form.

FOR ENQUIRIES AND FURTHER INFORMATION: Call 021 774907/02541095454 or send an e-mail to test4ghana@gmail.com

