New Zealand
TERTIARY SCHOLARSHIPS

Application Form
2017 Selection
New Zealand Commonwealth Scholarship

NEW ZEALAND SCHOLARSHIPS

www.mfat.govt.nz/scholarships

New Zealand Scholarships

New Zealand Scholarships empower individuals with the knowledge, skills and qualifications to contribute to economic, social and political development within selected developing countries. They are funded by the New Zealand Aid Programme and managed through the New Zealand Ministry of Foreign Affairs and Trade.

Scholarship recipients are required to return to their home country on completion of their scholarship to work for two years or more. This is so you can apply your new skills and knowledge and contribute to the development of your home country.

Section A — Eligibility Checklist

This checklist will help you decide whether you are eligible to apply for a New Zealand Scholarship. Please read and answer the questions carefully, and refer to the additional information provided.

You **must** complete this checklist as part of your application, and your application will not be accepted if this checklist is incomplete.

To be eligible for a New Zealand Commonwealth Scholarship you need to be able to say 'Yes' to every question below. You may select 'Not Applicable' on selected questions only when the specific criteria presented apply.

Please answer all questions truthfully and completely. If you are not eligible, please do not complete the rest of the application form. Should we determine that you are ineligible during the selection process your application will be declined.

		Yes	No	Not Applicable
A1	I will be at least 18 years old at the time I start the scholarship	☐	☐	
A2	The country I am living in is eligible for a New Zealand Commonwealth Scholarships ⓘ *Please refer to pages 26-30 for list of eligible countries.*	☐	☐	
A3	I am a citizen of the country I am living in ⓘ *Please refer to Table D on pages 25- 26 for a definition of 'citizen'.*	☐	☐	
A4	On 31 December 2017, this country will have been my main country of residence for the last two years or more ⓘ *Tick 'Not Applicable' if you are:* • *a member of the diplomatic corps; OR* • *a dependent of a member of the diplomatic corps.* *Please refer to Table D on pages 25-26 for a definition of 'diplomatic corps'.*	☐	☐	☐
A5	I confirm that I am not currently serving in the military	☐	☐	

A6	I want to study in New Zealand	☐	☐	
A7	I want to study at the Masters or PhD level	☐	☐	
A8	I expect to meet Immigration requirements for a student visa to New Zealand (i.e. medical checks, etc.) ⓘ *Please refer to Table A on page 23 for the Immigration New Zealand website.* *Please note that applicants are not required to undertake these checks at the time of application.*	☐	☐	
A9	I expect to meet the academic entry requirement (including English language ability) to get into my preferred programme of study ⓘ *Please refer to Table B on page 23 for general minimum standards, links to institution websites and information on English language requirements.*	☐	☐	
A10	I confirm I have **not** been previously terminated from a New Zealand Government Scholarship because of poor academic performance or personal conduct	☐	☐	
A11	I can demonstrate that the study I want to do will enable me to contribute to the sustainable development of my home country	☐	☐	
A12	I am committed to return to my country for a minimum of two years at the end of my scholarship to contribute to my country's development	☐	☐	
A13	I confirm that I am not also a citizen or permanent resident of any of the following countries: • New Zealand • Japan • USA • Australia • Qatar • United Kingdom • Canada • Saudi Arabia • European Union countries • Israel • South Korea • United Arab Emirates	☐	☐	
A14	I have at least one year full time (two-year's part time) work experience relevant to my career and/or preferred qualification.	☐	☐	☐

Section B Declaration

B1 Full name

Where you provide personal information the Ministry of Foreign Affairs & Trade (MFAT) only uses that information for the purpose(s) for which it was gathered, and provides it to any third parties that are specified in this privacy declaration or as otherwise communicated to you at the point of collection.

Personal information you provide will be stored securely and in some instances it will be stored using secure cloud computing technology outside New Zealand. At all times all personal information will be stored in accordance with the principles of the New Zealand Privacy Act 1993.

I confirm and declare that:

1. I am not aware of any medical, personal or other circumstances (e.g. illness, family or financial matters), which might prevent me from completing my study within the scholarship term;

2. I agree to the use, retention and sharing of information contained in this application, and information relating to my scholarship, studies and alumnus status once my studies are complete, in accordance with the New Zealand Privacy Act 1993, between the New Zealand Ministry of Foreign Affairs and Trade (MFAT) and:
   (a) all relevant authorities, including the New Zealand Ministry of Education, the New Zealand Qualifications Authority and New Zealand educational providers, to enable:
      (i) placement in an educational institution;
      (ii) collection of academic progress reports and results; and
      (iii) on-going administration, alumni management and monitoring of the scholarship.
   (b) Immigration New Zealand (regarding my immigration status);
   (c) New Zealand Inland Revenue and Ministry of Social Development (for study link and taxation purposes); and
   (d) Third parties authorised by MFAT (including, where applicable, partner governments) to assess my application for a scholarship.

3. I understand that the law of New Zealand will apply to any agreement between me and the New Zealand Government.

4. Information provided about and by me in the eligibility and application form is true, complete and correct to the best of my knowledge.

5. I acknowledge that supplying false or misleading information is a serious offence under the New Zealand Crimes Act 1961 and will result in MFAT withdrawing a scholarship, if offered.

B2 Signature

Date

- Make sure you read the Application Guidance section of our website before completing your application.
- Please complete this form in English, writing clearly using black or blue pen.
- It is important to complete all sections of the application form correctly, and include required documents. **Incomplete applications will not be accepted.**
- Information on the New Zealand Scholarships including eligible countries, the application process, deadlines, priority sectors, and the list of participating New Zealand education institutions is available on the scholarships pages of the New Zealand Ministry of Foreign Affairs and Trade website: www.mfat.govt.nz/en/scholarships.
- Use the word counts provided as a guide for how much detail to provide when answering questions. Answers must be within word limits.
- In addition to the application form you need to provide copies of your academic transcripts. PhD applicants are also encouraged to include a Letter of Support from your proposed supervisor. Please note this will be required should be shortlisted. We do not at this time require a formal offer of place from a New Zealand institution.
- Please securely attach required documents to the back of the form. No additional attachments will be accepted.
- **Please submit your completed application form to your nominated agency listed for your country (see Table E on pages 26-30).** Any applications not received via an official nominating agency will be declined.
- Applications open on **15 February 2017**. All applications must be sent to nominating agencies by **30 March 2017.** Late applications will not be accepted.

Section D Personal Details

D1 First/Given Name/s

D2 Family Name/Surname

D3 Preferred Name *(optional)*

D4 Gender

☐ Male ☐ Female ☐ Other

D5 Date of birth *(dd/mm/yyyy)*

D6 Please provide a contact address

ⓘ *This physical address is used for our reference. Please note that we will communicate with you via email, or phone where necessary.*

Street Address

PO Box Number

Suburb/Village

Town/City

District/Province

Country

Post Code

D7 Primary Telephone Number

Country | Area | Number

☐ Work ☐ Home ☐ Mobile

Secondary Telephone Number

Country | Area | Number

☐ Work ☐ Home ☐ Mobile

D8 Email Address

ⓘ Please supply an accurate email address – this email should be one that you check regularly. The scholarship application process can take several months and we need to communicate with you regularly during this time.

Section E Proposed Programme of Study

ⓘ Please confirm up to two options for your preferred Masters or PhD programme of study. You must do your own research about what could be the best programme and institution for you and your country's development needs. Please note that each study option must directly align to the priority sectors set out for each country in Table C on pages 24-25.

See Where you can study and What you can study on our website for assistance.

The final choice of where you will be placed is at MFAT's full discretion. Please sure you would happy to accept either study option.

For Masters students, study will start in Semester 1.

For PhD students, study will be expected to start in the first four months of the year.

Option One

E1 Level of Study (e.g. Masters, PhD)

E2 Qualification

E4 Preferred institution where training is to be completed

Please insert institution code from the list in Table B on page 23.

E5 Priority Sector aligned to proposed study

ⓘ *Please identify one Priority Sector from Table C on pages 24-25. Priority sectors are areas that can improve the development of your country and that New Zealand has expertise.*

Option Two

E6 Level of Study (e.g. Bachelor, Master)

E7 Qualification

E9 Preferred institution where training is to be completed

Please insert institution code from the list in Table B on page 23.

E10 Priority Sector aligned to proposed study

Please identify one Priority Sector from Table C on pages 24-25. Priority sectors are areas that can improve the development of your country and that New Zealand has expertise.

ⓘ ***Questions E11 to E13 are compulsory for Masters by thesis and PhD students ONLY. This should be your own original work, otherwise reference where it has come from.***

PhD candidates are encouraged to start finding and securing a supervisor for this proposed PhD. If you are shortlisted, you will be required to supply a Letter of Support from your proposed supervisor. (If you already have a Letter of Support, you can attach it now.) Please refer to Table D on pages 25-26 for further information on a 'Letter of Support'.

E11 Title of proposed research

E12 Outline of proposed research topic and objectives (max. 250 words)

E13 Summary of proposed research approach (max. 250 words)

Section F Study History

F1 Please indicate the levels of study you have successfully completed or any study currently in progress. Please leave blank if not applicable.

	In Progress	Completed
Secondary School	☐	☐
University Foundation Year	☐	☐
Tertiary Training / Technical Certificate	☐	☐
Undergraduate Diploma	☐	☐
Bachelor's Degree	☐	☐
Postgraduate Certificate	☐	☐
Postgraduate Diploma	☐	☐
Master's Degree	☐	☐
Doctorate (PhD)	☐	☐
Other	☐	☐

F2 Provide a maximum of four academic study/training related awards, prizes or publications you have achieved in the course of your studies (not specific to any particular qualification you hold).

Please provide, below, details of each qualification you have either successfully completed or are currently studying, with your <u>highest qualification first</u>.

ⓘ *Should For each qualification listed please attach a copy of your academic transcript, including the Grading Scale.*

ⓘ *Note: We will accept unverified copies of your transcript at this stage. You will be required to provide verified copies of academic transcripts and completion certificates later in the selection process if you are shortlisted.*

Please refer to Table D on pages 25-26 for a definition of 'verified'.

F3 **QUALIFICATION ONE**

Name of qualification

Major subjects (if applicable)

Name of institution

Location of institution

Start date (Month / Year) | End date (if completed) (Month / Year) | or Expected end date (Month / Year)

Have you attached an academic transcript? ☐ Yes
☐ No (your application may not be accepted)

Was this study funded through a scholarship? ☐ Yes (if yes, provide details below)
☐ No

Scholarship name

Scholarship provider

F4 **QUALIFICATION TWO** ☐ Not Applicable (no other relevant qualifications)

Name of qualification

Major subjects (if applicable)

Name of institution

Location of institution

Start date (Month / Year) | End date (if completed) (Month / Year) | or Expected end date (Month / Year)

Have you attached an academic transcript? ☐ Yes
☐ No (your application may not be accepted)

Was this study funded through a scholarship? ☐ Yes (if yes, provide details below)
☐ No

Scholarship name

Scholarship provider

F5 **QUALIFICATION THREE** ☐ Not Applicable (no other relevant qualifications)

Name of qualification

Major subjects (if applicable)

Name of institution

Location of institution

Start date | End date (if completed) | or Expected end date

(Month / Year) | (Month / Year) | (Month / Year)

Have you attached an academic transcript? ☐ Yes
☐ No (your application may not be accepted)

Was this study funded through a scholarship? ☐ Yes (if yes, provide details below)
☐ No

Scholarship name and provider

Section G Work History

Please provide your work history with your <u>current/most recent employment/position first</u>

ⓘ *You are required to have at least one year full-time (or two years part-time) work experience relevant to your career and/or chosen programme of study.*

If you have worked in more than three different positions, provide your current and two most relevant positions to your proposed study.

G1 POSITION ONE (current/most recent position)

Position title

☐ Full time paid ☐ Part time paid ☐ Volunteer

Organisation name

Start date (Month/Year) End date (Month/Year) or ☐ Current employment

Briefly describe the work of this organisation

Briefly describe your duties/responsibilities

Which Priority Sector is this employment most aligned to?

ⓘ *Please identify one Priority Sector from Table C on pages 24-25. Priority sectors are areas that can improve the development of your country and that New Zealand has expertise.*

If this is your current employment, will you be returning to this role?

☐ Yes (go to G2)

☐ No If no, why won't you be returning to this job?

G2 **POSITION TWO** ☐ Not Applicable (no other relevant positions held)

Position title

☐ Full time paid ☐ Part time paid ☐ Volunteer

Organisation name

Start date (Month/Year) End date (Month/Year) or ☐ Current employment

Briefly describe the work carried out by the organisation

Briefly describe your duties/responsibilities

Which Priority Sector is this employment most aligned to?

ⓘ *Please identify one Priority Sector from Table C on pages 24-25. Priority sectors are areas that can improve the development of your country and that New Zealand has expertise.*

G3 **POSITION THREE** ☐ Not Applicable (no other relevant positions held)

Position title

☐ Full time paid ☐ Part time paid ☐ Volunteer

Organisation name

Start date (Month/Year) End date (Month/Year) or ☐ Current employment

Briefly describe the work carried out by the organisation

Briefly describe your duties/responsibilities

G5 If you are successful in receiving a scholarship, and do not intend to return to your current or most recent position after completing your qualification, what job do you intend to pursue on your return to your home country?

Job title

Name of prospective organisation/ area of work

Section H Development Relevance Questions

When you write your answers please:

- *Keep your answers concise and within the word limit (we won't read beyond the word limit).*

- *Be truthful with your examples, as they may be checked through your referees later on.*
- *Make sure this is your own original work, or reference where it has come from.*

H1 What skills and knowledge do **you** hope to gain from your proposed programme of study?
(max. 250 words)

H2 Why are the skills and knowledge **you** have described in H1 important to your

country's development? (max. 250 words)
Where possible you should refer to data and research that supports your argument.

H3 How will **you** use your new knowledge and skills to contribute to the development of your home country? (max.250 words)

Section I **Competency Questions**

The following questions will ask you to provide examples that demonstrate particular skills and abilities (competencies) that are important to your future success as a New Zealand Scholar. Please note that you are not required to provide names of individuals or organisations.

It is important that you respond to these questions by:

1) Describing the **situation** – provide only a brief summary of the setting, the problem, and the people involved.
2) Stating what **action** you took – this is the most important part, explain what you did to address the situation, what your role was, and why you did the things you did.
3) Describing the **outcome** – did you achieve what was needed? If not, what lessons did you learn?

When you write your answers please:

- Be careful to choose an example that will let you clearly demonstrate how you display the skills and abilities we are looking for.
- Be very clear about what you specifically did.
- Keep your answers concise and within the word limit. We will not read beyond the word limit.
- Be truthful with your examples, as they may be checked through your referees later on.

An example of a typical question and answer:

Describe a situation when you had to identify a problem and generate a solution.

Describe the situation (100 words)

As part of my Diploma in Marketing, I worked on an assignment with three other students. In our first team meeting we had decided to split the assignment into four components, where each one of us had their own section to complete, and we would meet again in a week's time to complete the assignment.

When we met up for this final meeting, we realised that one of the team misunderstood the instructions and accidentally doubled up on another team member's part of the assignment, leaving us with an incomplete component in our assignment.

What action did you take? (150 words)

In order for us to complete the assignment at the end of our meeting as planned, I suggested we divide up the meeting into two groups. Before we decided on the group members, I asked if anyone needed to leave at the planned end time.

Team member 1 needed to leave at a particular time, so I added him to the first group. Team members 1 and 2 worked on finalising the already completed parts. I worked together with team member 3 and focused on completing the incomplete part. I asked team member 3 to do the research on the required information while I worked this into the structure and communicated with team members 1 and 2 to ensure consistency throughout the whole assignment.

Towards the end, team member 1 had to leave, but the rest of us worked together to finalise the assignment.

What was the outcome? (100 words)

Even though we needed more time to complete the assignment and we had 1 team member leave early, the planned approach to the problem and team work meant that we were able to make a lot of progress in a short space of time.

We were able to complete all components, and add a general introduction and conclusion within the one meeting too.

The final outcome included an "A" for our assignment.

I1 **Relationship Management**

Describe a situation when it was important for **you** to work with someone you didn't know. Describe how **you** built a good working relationship in a school or work setting.

Describe the situation and why it was important (max. 100 words)

What action did **you** take? (max. 150 words)

What was the outcome of the action? (max. 100 words)

I2

Self Drive

Describe a situation when **you** had to work very hard to achieve what was required.

Describe the situation (max. 100 words)

What action did **you** take? (max. 150 words)

What was the outcome of the action? (max. 100 words)

Section J — Studying Overseas

J1

Why did **you** decide to apply to study in New Zealand? (max. 250 words)

J2

If you are successful in being awarded a scholarship, what challenges do you think that you will face living and studying in a different country, and how do you intend to overcome these? Include both study and personal challenges. (max. 250 words)

Section K — English Language

ⓘ *English language ability is important for your success as a New Zealand Scholar. If you are shortlisted for a scholarship, you will be asked to sit the appropriate test. If you already have test scores you can enter them below. You will not be disadvantaged if you do not have any test scores at this stage.*

Candidates who are selected for a scholarship will need to provide evidence of International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) scores which are no more than two years old, and meet the minimum requirement for entry into their preferred programme of study.

As a general rule, for those wishing to complete a postgraduate qualification, an overall IELTS score of 6.5 and no band less than 6.0 is the minimum required.
A TOEFL score of 90 on the internet based test is typically required for postgraduate study.

K1 Which of the following English language tests have you completed in the last 24 months?

☐ IELTS ☐ Written TOEFL ☐ Online TOEFL ☐ None

*If you answered 'None' go to **Section L**, otherwise go to **K2.***

K2 Date of test / /

K3 Test report form number

OR

Date results available / /

K4 Please provide your scores, if available, for either IELTS or internet-based TOEFL

Overall score		Speaking		Online TOEFL	
Writing		Reading		Written TOEFL	
Listening					

Section L — Where Did You Hear About the NZ Scholarships Programme?

L1 Where did you first hear about this scholarship? Please tick as many as apply to you.

- ☐ MFAT website – NZ Scholarships pages
- ☐ NZ Scholarships Facebook page
- ☐ NZ Embassy/High Commission hosted event
- ☐ Paper information provided by the NZ Embassy/High Commission
- ☐ A New Zealand university
- ☐ A school or university in your country
- ☐ Newspaper
- ☐ Other
- ☐ Employer (private sector)
- ☐ Employer (public/government sector)
- ☐ Business association
- ☐ Education agency
- ☐ Friends or family
- ☐ A former NZ scholar
- ☐ Online advertising

For Office Use Only:

Country Code:

Date Received:

APN Number:

NOTE: the following pages are for your information only and are not required as part of your application.

Table A — Immigration Website

You will need to meet the immigration requirements to gain international student entry to the country in which you will undertake your scholarship study. Please check the following website for further information: www.immigration.govt.nz .

Table B — Academic and English Language Requirements

Each qualification in New Zealand has different entry requirements. One of those requirements considers your previous qualifications against the qualification you are applying for. There are additional entry requirements for some qualifications offered at some New Zealand institutions. These entry requirements are separate and additional to the English language entry requirements.

As a general rule, for those wishing to complete a Postgraduate qualification an overall IELTS score of 6.5 and no band less than 6.0 is the minimum required.

However, each institution set their English language requirements, and these may be different depending on the qualification that you are interested in. We strongly recommend you contact your preferred education institution to find out what the English language requirement for your chosen programme of study is.

Please check the websites below for more information:

Name & Contact Details	Institution Code
Auckland University of Technology - www.aut.ac.nz (scholarships@aut.ac.nz)	NZ01
University of Canterbury - www.canterbury.ac.nz (international@canterbury.ac.nz)	NZ02
Lincoln University - www.lincoln.ac.nz (scholarships@lincoln.ac.nz)	NZ03
Manukau Institute of Technology - www.manukau.ac.nz (international@manukau.ac.nz)	NZ04
Massey University - www.massey.ac.nz (international@massey.ac.nz)	NZ05
University of Otago - www.otago.ac.nz (international.admissions@otago.ac.nz)	NZ06
Unitec Institute of Technology - www.unitec.ac.nz (international@unitec.ac.nz)	NZ07
University of Auckland - www.auckland.ac.nz (int-questions@auckland.ac.nz)	NZ08
Victoria University of Wellington - www.victoria.ac.nz (VUW-NZAID@vuw.ac.nz)	NZ09
University of Waikato - www.waikato.ac.nz (int.centre@waikato.ac.nz)	NZ10

Table C | Priority Sectors

Priority sectors have been identified by the MFAT as key areas for social and economic development of our partner countries. The New Zealand Scholarship programme supports these sectors by providing education opportunities in these fields that are also of known expertise in New Zealand.

All Commonwealth Scholarship applicants' study **must** directly align to the relevant sectors set out for each country/region below:

Country/Region	Priority Sectors
Africa: Botswana, Cameroon, Ghana, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Nigeria, Rwanda, Sierra Leone, South Africa, Swaziland, Tanzania, Uganda, Zambia.	• Agricultural Development • Renewable Energy
Caribbean: Belize, Dominica, Grenada, Guyana, Jamaica, St Lucia, St Vincent and the Grenadines.	• Agricultural Development • Renewable Energy • Disaster Risk Management
Asia: Bangladesh, India, Malaysia, Pakistan, Sri Lanka	• Agricultural Development • Renewable Energy • Disaster Risk Management • Public and Private Sector Management
Pacific: Cook Islands, Fiji, Kiribati, Nauru, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.	• Agriculture Development • Renewable Energy • Disaster Risk Management • Public and Private Sector Management • Education • Health • Infrastructure and resource management • Fisheries **Please note:** the above priority sectors vary across the Pacific. Please refer to the relevant scholarship country page on our website for further details.

Priority Sector study options:

Agriculture development

- Agri-business management: agricultural economics, agricultural systems and management, rural development, logistics, supply chain and distribution management, value chain development, agriculture marketing, international agribusiness
- Agriculture production: animal science, veterinary nursing, plant science, horticultural science, soil science
- Agriculture trade and technology: Phytosanitary, bio-security, biotechnology, agricultural trade
- Post-harvest: food production, food sciences/technology, post-harvest processing, food storage and packaging, food safety

Renewable energy

- Geothermal, solar, hydro-electric and wind energy, energy engineering, renewable energy distribution systems, energy sector management/reform, including energy economics and financials

Disaster risk management

- Disaster preparedness and response, emergency management

- Disaster risk reduction: hazard and vulnerability assessment, risk management, natural resource management, environmental management, geology, geotechnical engineering, water resource management
- Climate change adaptation, land use planning & development

Public sector management

- Economic policy: public financial management reform, government budgeting, tax reform, public sector auditing, statistics, demography,
- Education: policy, sector management and reform
- Public sector leadership: public administration, public policy and management, public sector governance, human resource capacity development, information management.
- International trade and business: trade facilitation, trade policy

Private sector development

- Business/private sector management and leadership, small and medium sized enterprises (SMEs) development, marketing, accountancy, business finance, commerce
- Entrepreneurship

Education

- Secondary teaching for math and science subjects
- Rural basic education, early childhood, primary and secondary education, disability education
- Education administration, education management and leadership, education planning and curriculum development, assessment and evaluation, education planning, education research, special education, teacher training and upskilling

Health

- Nursing, dental technology, lab technicians, x-ray technicians, HIV/AIDS
- Public health/public health policy, health promotion, health administration, rural health services.

Infrastructure and resource management

- Infrastructure development, transport/roading, energy systems
- Civil and environmental engineering, electrical and electronic engineering, geo-technical engineering, engineering technology
- Sanitation, waste management, environmental health, water and waste engineering, water technology, resource recovery, recycling
- Trades training - electrical, plumbing, mechanical, construction
- Environmental science, environmental studies, resource management, marine conservation, fisheries, aquaculture, land rehabilitation, urban planning, climate change
- Computer systems engineering, programming, computer science, computer studies, software development, software engineering, financial management information systems

Fisheries

- Fisheries, aquaculture
- Post-harvest processing, food storage and packaging, food safety, bio-security, supply chains and distribution

Table D — Glossary and Explanations

Citizen

A person who is a member of a country and who has rights because of being born there or because of being given rights.

Diplomatic corps

A group of foreign diplomats living in a country to which they are accredited.

Letter of Support (PhD students only)

A letter from your proposed Supervisor stating they have been in contact with you regarding your proposed research. If you are shortlisted, you would be required to receive a formal offer of place from the institution, which would be subject to academic and language requirements.

Permanent resident
A permanent resident is a resident of a particular country, who usually holds a permanent resident visa. Holding a permanent resident visa can provide the same rights as citizens of that same country.

Verified
A verified copy is a copy of a document that is stamped and signed as a true copy of the original. The exact requirements for a verified document may vary depending on the institutions. As a general rule a document can be verified by the institution that originally issued it, a solicitor, a notary public, or a Justice of the Peace.

Table E	Eligible Countries and Nominating Agencies Postal Addresses
Africa	**Eligible countries:** **Botswana, Cameroon, Ghana, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, Swaziland, Tanzania, Uganda, Zambia.**
Botswana	Assistant Director Department of Tertiary Education Financing Ministry of Education and Skills Development Private Bag 0079 Gaborone Botswana Tel: +267 3972602
Cameroon	Cameroon Commonwealth Scholarship Agency Ministry of Higher Education Department of Students' Assistance and University Welfare PO Box 1457 Yaoundé Cameroon Tel: +237 23 10 01
Ghana	Scholarships Secretariat PO Box M75 Accra Ghana Tel: +233 030 266 2681 Email: scholsec.gov.gh@gmail.com
Kenya	State Department for University Education Ministry of Education PO Box 9583-00200 Nairobi Kenya Email: archerarina@yahoo.com
Lesotho	Director National Manpower Development Secretariat PO Box 517 Maseru 100 Lesotho Tel: +266 22 323 842
Malawi	Senior Deputy Director of HR Management Department of Human Resource Management and Development PO Box 30227 Lilongwe Malawi Tel: +265 1 789 522 Email: mthetol@yahoo.co.uk
Mauritius	Assistant Permanent Secretary Ministry of Education and Human Resources, Tertiary Education and Scientific Research

	1st Floor, MITD House Pont Fer Phoenix 73544 Mauritius Tel: +230 601 5311 / 5200 Email: scholarships@govmu.org
Mozambique	Tech. Ped. Instructor Instituto de Bolsas de Estudo Ministério da Educação e Cultura Avenida 24 de Julho, No 167 PO Box 34 Maputo Mozambique Tel: +258 (21) 490677
Namibia	Namibia Students Financial Assistance Fund PO Box 23053 Windhoek Namibia Tel: +264 61 420636 Email: clint.simasiku@nsfaf.na
Nigeria	Director Federal Scholarship Board Plot 245 Samuel Ademulegun Street Opposite Arewa Suite Central Business District Abuja Nigeria Tel: +234 805 910 8898 / +234 818 886 2281 Email: fsbfsb2011@gmail.com / fsbfsb2011@yahoo.com
Rwanda	Rwanda Education Board PO Box 3817 Kigali Rwanda
Seychelles	Chief Executive Officer National Human Resources Development Council 2nd floor, Le Chantier Mall PO Box 407 Seychelles Tel: +248 383016 Email: ceo2@nhrdc.sc
South Africa	Universities South Africa PO Box 27392 Sunnyside Pretoria 0132 South Africa Tel: +27 12 481 2938 Email: sso@usaf.ac.za
Swaziland	Ministry of Public Service and Information PO Box 170 Mbabane Swaziland Tel: +268 404 8745/3521 musimumly@gmail.com
Tanzania	Permanent Secretary Ministry of Education and Vocational Training PO Box 9121 Dar es Salaam Tanzania Tel: +255 22 2120403/2135390 Email: psmoevt@moe.go.tz
Uganda	Director H/TVET Ministry of Education and Sports

	Embassy House PO Box 7063 Kampala, Uganda Email: besig@hotmail.com
Zambia	Bursaries Committee Ministry of Higher Education PO Box 50093 Lusaka Zambia Tel: +260 211250726 Email: mtnjobvu@yahoo.com
Caribbean	**Eligible Countries:** **Belize, Dominica, Grenada, Guyana, Jamaica, St Lucia, St Vincent and the Grenadines.**
Belize	Chief Executive Officer Ministry of Public Service, Energy and Public Utilities Ground Floor, Sir Edney Cain Building City of Belmopan Belize Tel: +501 822 2204/05 Email: sec@mps.gov.bz
Dominica	Permanent Secretary Ministry of Education and Human Resource Development Government Headquarters Kennedy Avenue Roseau Dominica Tel: +1 767 266 3256 Email: seducation@dominica.gov.dm
Grenada	Permanent Secretary Ministry of Education and Human Resource Development Education Complex Botanical Gardens Tanteen St George's Grenada Tel: +1 473 440 2737 Email: scholarshipdesk@gmail.com
Guyana	Permanent Secretary Public Service Ministry 164 Waterloo Street C/Burg Guyana Tel: +592 226 8732 Email: annbenfield@yahoo.com
Jamaica	Director, Scholarships and Training Assistance Unit 1st Floor, Block G Ministry of Finance and the Public Service 30 National Heroes Circle Kingston Jamaica Tel: +1 876 922 8600 12 Email: scholarships@mof.gov.jm
St Lucia	Permanent Secretary Ministry of Education, Human Resource Development and Labour 4th Floor, Francis Compton Building The Waterfront Castries St Lucia Tel: +1 758 468 5207

	Email: pssecretaryed@education.gov.lc
St Vincent and The Grenadines	Chief Personnel Officer Service Commissions Department 2nd Floor, Ministerial Building Kingstown St Vincent and The Grenadines Tel: +1 784 456 1690 Email: servicecommissions@gov.vc
Asia	**Eligible Countries:** **Bangladesh, India, Malaysia, Pakistan, Sri Lanka**
Bangladesh	Deputy Secretary (Scholarship) Ministry of Education Building No 6, 17th and 18th Floor Bangladesh Secretariat Dhaka, Bangladesh Tel: +880 2 9545032 Email: ds_stp@moedu.gov.bd
India	Deputy Educational Adviser Ministry of Human Resource Development Department of Higher Education External Scholarships Division West Block-1, 2nd Floor, Wing-6 R K Puram New Delhi 110066 India Tel: +91 11 2338 4501
Malaysia	Director Public Service Department Human Capital Development Division Level 4-6, Block C1, Complex C Federal Government Administrative Centre 62510 WP Putrajaya Malaysia Tel: +60 3 8885 3058/3588
Pakistan	Deputy Educational Adviser Ministry of Inter Provincial Coordination Room No 8, 11th Floor Shaheed-e-Millat Secretariat Islamabad Pakistan Tel: +92 5192 06338 Email: fazlerahmanipc@gmail.com
Sri Lanka	Ministry of Higher Education Higher Education Division No 18, Ward Place Colombo Sri Lanka Tel: +94 11 268 8621 Email: addsec-dev@mohe.gov.lk
Pacific	**Eligible Countries:** **Cook Islands, Fiji, Kiribati, Nauru, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.**
Cook Islands	HRM/ Scholarships Adviser Ministry of Education PO BOX 97 Rarotonga Cook Islands
Fiji	Tertiary Scholarships and Loans Board 26 McGregor Road Private Mail Bag, Government Building Suva

	Fiji Email: overseas@tslb.com.fj
Kiribati	Secretary Public Service Office PO Box 68 Bairiki Tarawa Kiribati Tel: +686 21128
Nauru	Scholarships Officer Education Department Republic of Nauru Tel: +674 557 3143/3044
Niue	The Manager National Training and Development Unit Department of Administrative Services PO Box 67 Alofi Niue
Papua New Guinea	Secretary Department of Personnel Management PO Box 519 Waigani, 131, NCD Papua New Guinea Tel: +675 327 6379/6422/6447
Samoa	Scholarship, Training and Bilateral Division Ministry of Foreign Affairs and Trade PO Box L1859 Apia Samoa Tel: +685 21171 Email: sharon@mfat.gov.ws
Solomon Islands	Permanent Secretary Ministry of Education and Human Resource Development PO Box G28 Honiara Solomon Islands Tel: +677 24229 Email: selum@solomon.com.sb
Tonga	Scholarships Unit Ministry of Education and Training PO Box 61 Nuku'alofa Tonga Tel: +676 22287 Email: sptelefoni@gmail.com
Tuvalu	Secretary, Personnel and Training Department Government of Tuvalu Office of the Prime Minister Private Mail Bag, Vaiaku Funafuti Tel: +688 20110, ext 3002 Email: training@tuvalu.tv
Vanuatu	Senior Scholarships Officer Training and Scholarships Coordination Unit (TSCU) Ministry of Education Private Mailbag 9059 Port Vila Vanuatu Tel: +678 23708