



CATHOLIC SCHOLARSHIP PROGRAMME FOR KENYA

Tangaza University College

P.O. Box 15055 – 00509 Lang'ata, **Nairobi**

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Email: catholicscholarship@tangaza.ac.ke



APPLICATION FORM

- **Please be advised that the eligibility requirements for the Scholarship Programme have changed in 2019; please refer to the Catholic Scholarship Programme Eligibility Requirements, 2019 which are attached as Annex A.**
- **Each applicant must write a Personal Statement, please follow the template attached as Annex B.**
- **Each applicant must have two (2) Letters of Recommendation, including one from your superior. Please follow the template attached as Annex C.**
- **Finally, this application should be submitted together with the list of documents on page 4.**

PERSONAL DETAILS

Surname:.....First and Middle names:

Other names

Date of birth: Place of birth:

Nationality: Identity card no/ Passport no.:

Permanent address: Mobile phone number(s):

E-mail: Gender:

Religious Lay

Name of Nominating Institution (the Congregation or organization that is nominating the student for a scholarship):.....

Local Congregation:..... Pontifical Institute.....

Name of Superior/Contact person:

Permanent address:

Mobile phone numbers: E-mail:

PREVIOUS APPLICATION

If you have previously applied for the Catholic Scholarship Programme, kindly provide additional information below.

Date of Previous Application	Sending Institution	Course of Study	Outcome of application

STUDY PROGRAMME YOU ARE APPLYING FOR

Name and Address of the Institution:.....

Course of Study:Level

Length of study/training:.....months/years from.....until.....

Date of Admission.....

BUDGET (THE SCHOLARSHIP COVERS TUITION AND ADMINISTRATIVE FEES

		Costs	Comments
Year 1	Tuition fee		
	Administration fees		
Year 2	Tuition fee		
	Administration fees		
Year 3	Tuition fee		
	Administration fees		
Year 4	Tuition fee		
	Administration fees		
Grand total			

EDUCATIONAL BACKGROUND

	Full name of institution and location	Duration of study (incl. dates)	Diplomas and certificates obtained (incl. grades/class of qualification attained)
Secondary/ technical			
Higher education			
Other studies			

WORK HISTORY

Full name of employer	Location and position held	Dates in employment	Key functions while in employment

LEADERSHIP, VOLUNTEERISM AND COMMUNITY SERVICE

Organization led or served	Dates of service	Position held	Key activities and/or role in leadership, volunteerism, community service

AWARDS AND RECOGNITION

Name of award	Dates of service	Grounds for the award or recognition

Have you applied for financial assistance from any other institution/organization to support your course of study?

YES NO

If yes, please state the institution/organization and nature of assistance applied for and the outcome.

.....
.....

NOMINATING INSTITUTION’S RESPONSIBILITY

I,..... (Name of Head of Nominating Institution), have checked and agree that the information provided in this application form is correct and hereby commit myself to assign (Name of the Applicant) to work in the leadership role described in the Religious Superior/Nominating Institution’s letter of Recommendation. I also agree to follow up with his/her progress in studies and commitment to the requirements of the Catholic Scholarship Programme.

Signature and stamp of Head of Nominating Institution

Date and place

ATTESTATION BY THE APPLICANT

I,..... (Applicant) hereby attest to the truth that all the information contained in this application is correct and true to the best of my knowledge.

Signature of Applicant

Date and place

CHECKLIST

1. Application form duly completed with a recent passport size photograph attached or glued in provided space.
2. Copy of your birth certificate, national identity card or passport clearly showing your surname and first name(s).
3. Curriculum vitae or resume including a description of responsibilities/functions you have had to date.
4. Certified copies of certificates, diplomas and academic degree certificates of courses attended.
5. Transcripts where applicable.
6. Two letters of recommendation and personal statement of applicant.
7. Any evidence of leadership positions held including any awards, recognitions, etc.
8. A copy of a letter of admission/proof of an application in process.
9. A copy of the fee structure from the desired institution of study.

ANNEX A

Eligibility Requirements - 2019

- Catholic Religious sisters, brothers and priests who can demonstrate leadership traits and potential may be nominated by their congregational or diocesan superior.
- Lay persons may be nominated by a Catholic institution (e.g., diocesan and caritas offices) if they meet the following requirements: (1) evidence of a full-time employment with the nominating institution for at least three consecutive years and (2) holds a leadership position in the nominated organization.
- Specific Course of Study:
 1. **Certificate:** Note that this course of study is limited to religious sisters and brothers only with a preference for local congregations. A congregation may submit a maximum of two applications for certificates annually.
 2. **Diploma:** Note that this course of study is limited to religious sisters and brothers only with a preference for local congregations. A congregation may submit a maximum of two applications for certificates annually.
 3. **Bachelor's Degree:** Open to religious sisters and brothers, Priests, and Lay persons.
 4. **Master's Degree and Post-Graduate Diploma:** Open to religious sisters and brothers, Priests, and Lay persons however the eligibility is possible only following a minimum of two years of work and/or service.

Fields of study will be limited to those that supports:

1. Education

Scholarships will be available to students enrolling in the Faculty of Education of qualifying institutions. Available courses may include: Education, Education Management and Development, Education Management and Planning, Education Science, Science in Education, Psychology and Counselling, and related courses.

2. Building just societies

Scholarships will be available to students enrolling in the Faculty of Law, Departments or Faculty of Philosophy, Religious Studies, Gender and Development, Community Development. Available courses may include Law, Social Work, Philosophy, Peace Studies and International Relations, Nursing and related courses.

3. Effective congregational/Church management and leadership

Scholarships will be available to students studying finance, administration, management and economics and enrolling in the Faculty of Business of qualifying institutions. Available courses may include Business Management, Human Resources Management, Finance and Corporate Management, Business Administration, accountancy and related courses.

- Scholarships are given to students studying in Kenya and have also been living and serving in Kenya for the two consecutive years prior to the study period for which the scholarship is sort. Qualifying institutions of higher education are listed below:
 1. Amani Counselling Centre
 2. Catholic University of Eastern Africa
 3. Chem Chemi ya Uzima institute
 4. Egerton University
 5. Hekima University College
 6. Jomo Kenyatta University of Science and Technology
 7. Kenyatta University
 8. Marist International Centre
 9. Maseno University
 10. Masinde Muliro University
 11. Moi University
 12. Multi-media University
 13. Strathmore University
 14. Tangaza University College
 15. United States International University.
 16. University of Nairobi
 17. KMTC across the country

Primary award/Selection Criteria:

- Academic achievement
- Experience and/or potential for leadership
- Participation in service related activities in the community, congregation, etc.
- Work history
- Achievements (academic, professional, congregational)
- Awards/recognition

Application dates:

Applications for the Catholic Scholarship Programme open on **1st March 2019**. The deadline for receiving applications is **15th May 2019**

Terms and Conditions:

1. The scholarship award is partial and will include only tuition fees and administrative costs and fees for the entire duration of the course of study.
2. The scholar will also receive an annual contribution to be used at his or her discretion to cover additional expenses such as books, research, and travel. The contribution is:
 - a. Certificate Kshs. 20,000.00
 - b. Diploma Kshs. 25,000.00
 - c. Bachelors Kshs. 30,000.00
 - d. Master's Kshs. 35,000.00
3. All expenses related to boarding, medical, and other expenses should be covered by the scholar. Applicants should demonstrate the ability to pay the balance of their study costs without the need to interrupt their studies.
4. Participation in designated Leadership Courses are mandatory and will be undertaken during long breaks, holidays or other designated items. The courses will include: Servant Leadership; Child Protection, Catholic Social Teaching and Professional Management Skills.
5. Each applicant must be attested to by at least two persons in leadership positions, inclusive or his/her superior. The scholar and sponsor must also demonstrate a willingness for the scholar to engage in a leadership role following his or her studies.
6. Lay applicants must be nominated by their employer.
7. Successful candidates are notified by e-mail of their selection or declination by 15th July 2019. **If you don't receive any notification by this date, please consider your application as unsuccessful**

Contact Information

For more information on the Catholic Scholarship Programme, please contact the Scholarship office at the addresses provided below:

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ANNEX B

Template for Personal Statement – Please limit to two (2) typed pages.

The purpose of the Personal Statement is to give the Scholarship Committee members an opportunity to learn more about you, your leadership skills and traits as well as your educational and professional goals and how the scholarship will help you achieve them.

Please keep in mind that the expectation is not that you write a detailed essay. Just think about the questions below and answer in a concise manner.

1. How have you been leader, a volunteer or engaged in community service?
2. Please describe your most important contributions as a leader.
3. Please describe your educational and professional goals and aspirations.
4. Please describe how this scholarship will help you attain your goals.
5. Why did you choose this academic institution and course of study?
6. Please describe any key achievements (academic, professional, congregational, etc.).
7. What are your greatest strength and weaknesses?
8. Is there anything else you want to add?

ANNEX C

Template for Sponsor's Letter of Recommendation. Please limit to one (1) typed page.

If you have been asked to write a letter of recommendation for an applicant who is applying for an academic and leadership scholarship from the Catholic Scholarship Programme, please include the following information:

1. How you know the applicant and your experience with the applicant

How you met the scholar, how you worked together and basic qualifications. Be sure to cite details that enable the scholarship selection committee gain a clear, holistic understanding of what type of person the applicant really is; for e.g., the applicant's character, proclivities, and general attitude when working with others.

2. The applicant's leadership traits and potential for leadership

Provide clear, detailed information regarding his or her past leadership roles, providing detail on the range of leadership skills including qualifications and successes.

3. The applicant's course of study

Please include your detailed information regarding the applicant's potential to succeed in the course of study chosen and the learning institution they plan to attend.

4. Show where and how the applicant can improve

Give examples.

5. If you are the applicant's superior

Please indicate how the applicant's course of study and enhanced leadership skills fit into the congregation's or diocese's human resources plan and/or future assignment. What makes this candidate most suited for the proposed role and how was she/her selected (what process/criterion were used)?

Dos and Don'ts

- Do gather information from the applicant
- Do allow sufficient time to prepare this letter of recommendation
- Don't make your letter longer than one page
- Don't use generic letters for recommendations