



An opportunity to empower the churches....

World Council of Churches

APPLICATION FORM - INDIVIDUAL



THIS APPLICATION FORM IS FOR INDIVIDUAL SCHOLARSHIPS

The WCC Scholarships Programme works to support the educational ministry of the churches and the whole ecumenical movement through the provision of theological and non-theological scholarships.

The aims of the Scholarships Programme are:

- To empower individuals and groups through education and training
- To build purposeful commitment to the worldwide ecumenical movement through study abroad in an intercultural context
- To enhance the work of the churches and communities on a local level

The strength of the programme lies in its ecumenical and global outreach, responding to a wide regional diversity in its member churches and church-related organisations.

There are two types of WCC Scholarships:

- Individual Scholarships: women and men, lay and ordained, normally under the age of forty-five whose further education and training is required for future service in their church or church-related organisation
- Groups: members of a group, who fulfil the same criteria as those applying individually for a scholarship, and who are multipliers in a context where the acquired knowledge and skills can be transmitted

Please note that applicants who are offered a scholarship will be asked to agree to certain conditions (Terms of Award) before accepting the scholarship. For example, scholarship recipients are required to return to their home country upon completion of their studies to work for a minimum period of two years for their Requesting Bodies.

Finally, it's important to recognise that the scholarship is not a personal award, but rather is for the benefit of their church's human resource development needs.

GENERAL CRITERIA

- Only applications from WCC member churches and church-related organisations are accepted. Individuals cannot apply for support for their personal programmes of study
- The proposed study or training will strengthen the human resource capacity of the requesting church or church-related organisation
- Scholarships are granted for theological and non-theological courses of up to two years (e.g. up to the level of a Masters degree) and are not usually for undergraduate or doctoral studies. Exceptions are sometimes made, for example, in cases where women require assistance for first degrees
- Family scholarships are not available. No support can be provided for any children accompanying a parent
- Scholarships are not awarded for study in an applicant's home country. Applicants are encouraged to find a study institution outside of their home country, but within the same region e.g. Africa, Asia
- Applications for scholarships for courses of study which have already begun are not usually accepted
- Applicants should normally be under the age of forty-five when applying and have completed secondary education, basic training and several years work experience in the proposed field of study or training

CHECKLIST

It is important that you correctly fill out all relevant parts in the application form and include all relevant documents listed below.

Applications with incomplete documentation will not be considered for a scholarship.

The person submitting the WCC Scholarships application forms (e.g. National Correspondents) should check carefully that all parts have been answered and that the following are enclosed.

Please send TWO application forms and appendices (one original and one photocopy) to Geneva. The application form must include:

- A recent passport size photo (1 attached to each form)
- A current (dated) curriculum vitae - a brief history of your education, job skills and experiences
- 3 reference statements (personal, professional, academic) on official letterhead, supporting your application to study. These must be relevant to the scholarship you are applying for and your proposed programme of study.
- Language certificate demonstrating proficiency in the language of the proposed study (page 6)
- Education certificates and academic records/transcripts (page 5)
- Health certificate
- All correspondence to/from proposed study institution(s) - if any (page 5)
- Budget form (signed and stamped by the proposed study institution)
- 3 signed declarations (Requesting Body, the Applicant and the National Correspondent - page 11)

Please remember that preliminary approval and even admission to an institution does not imply that an award will finally be made.

APPLICATION SUBMISSION DATES

The WCC Scholarships Working Group meets once a year in September. In order for applications to be checked and any additional information obtained, applications must reach Geneva by *30 June*.

14. Proposed qualification:

Tick one box that represents the level at which you want to study.

Undergraduate

- Certificate
- Diploma
- Bachelors degree

Postgraduate

- Certificate
- Diploma
- Masters degree

Other (please state): _____

15. Proposed study institution :

Please include a full address, including the country.

16. Have you already contacted the institution?

- Yes
- No

If yes, enclose copies of correspondence.

17. Proposed duration of study (months, years):

Beginning (month and year):

18. Study history

Please provide the following information for all completed secondary, vocational, undergraduate or post-graduate qualifications. List the most recent qualification first.

You must attach copies of the academic certification for each qualification you have completed.

Name of education institution	<u>Years attended</u>		Qualification
	From	To	Major subject

19. Work history

Please provide the following information for all present and former employment. List the most recent employment first.

Name of employer	<u>Dates of employment</u>		Job title
	From	To	

20. Study language proficiency

You are required to meet the language proficiency criteria for admission to the institution you are applying to.

Please include copies of language certification in this application.

	Language	Level obtained <i>(fair, good, excellent)</i>
Mother tongue		
Other languages		
Language of proposed studies <i>Please indicate if you have completed language certificate courses</i>		

21. If you have dependants, how will they be provided for in your absence? *Please note that the scholarships programme does not provide family scholarships. Any award that is made, is to be used exclusively for the proposed study programme.*

22. Have you received a scholarship from the WCC before?

Yes No

If yes, for what studies and in what year(s)? If your name has changed since you were on the scholarship, write the name you were known as at the time.

23. Are you applying to any other organisation for assistance?

Yes No

If yes, give details:

24. Do you have any illness or disability that might affect your ability to participate in the proposed programme of study? (For example, significant visual impairment, motor disability or significant hearing loss). A Yes answer will not preclude you from consideration for a scholarship.

Yes No

25. If your answer to question 24 is Yes, please provide brief details of the illness or disability and any special requirements or support you may require to complete your programme of study. Please attach a copy of your doctor's assessment of your needs.

26. If the course/institution offered to you is different to the one you applied for, will you still consider a scholarship?

Yes No

27. RELEVANCE OF STUDY

ALL APPLICANTS MUST ANSWER THE FOLLOWING THREE QUESTIONS

Please be as specific as possible as your answers to these questions will be a major consideration of your eligibility for a WCC Scholarship (continue on a separate sheet if needed).

Describe specifically what skills and knowledge you want to gain from your study.

Describe specifically how your proposed study will contribute to your current or future job with the Requesting Body.

For theological studies:

Describe specifically how your proposed study and/or research will enable you to contribute to the worldwide ecumenical movement and ecumenism at a local and national level.

For development studies:

Describe specifically how your proposed study and/or research will enable you to contribute to the social and economic development of the church and wider community.

PART B: TO BE COMPLETED BY THE REQUESTING BODY (WRITE IN CAPITAL LETTERS)

1. Name of Requesting Body:

2. Contact details of the Requesting Body:

Address:

Telephone number(s):

Fax number:

Email address:

Please ensure that the email address provided is for an account which you check regularly

APPLICANT'S RELATIONSHIP WITH THE REQUESTING BODY

The following questions are to gain more information about the applicant's relationship with your organisation. Please be as specific as possible as your answers to these questions will be a major consideration of the applicant's eligibility for a WCC Scholarship (continue on a separate sheet if needed).

3. Is the applicant working for the Requesting Body, and if so, in what capacity? (e.g. voluntary, paid employment) Please also indicate length of service.

4. If in paid employment with the Requesting Body, please give the applicant's job title and describe the main functions of the applicant's job.

Job title:

Main functions:

5. What are the applicant's special strengths?

6. Describe the study or training needs of the Requesting Body.

7. What is the link between the proposed study and the current activities and/or programmes of the Requesting Body?

8. How does the proposed study strengthen the ecumenical work of the Requesting Body?

9. After the study would the applicant have a new position in your organisation?

Yes No

If you answered Yes, name the new position and describe the main responsibilities.

10. Will the work of the applicant continue while he/she is away on study? And if so, who will undertake the responsibility?

11. If the applicant has dependants, do you guarantee to take responsibility for them during his/her absence?

Yes No

If not, how will they be provided for?

PART C: DECLARATIONS TO BE COMPLETED BY THE APPLICANT, REQUESTING BODY AND NATIONAL CORRESPONDENT

Declaration of Applicant:

To be completed and signed by the APPLICANT for a WCC Scholarship

I certify that the information given in this application is complete and accurate to the best of my knowledge.

If granted a WCC Scholarship, I agree to return immediately afterwards to my home country and to place my services at the disposal of the Requesting Body.

I accept that the WCC cannot assume responsibility for any of my dependants during my scholarship.

Printed name (as in your passport): _____

Signature of Candidate: _____

Date: _____

Declaration of Requesting Body:

To be completed and signed by the REQUESTING BODY

We confirm that the study programme is directly related to the needs of our organisation, being part of our human resource development plan.

We confirm that the applicant will continue to work with us after their return from the proposed study.

Name of Requesting Body representative: _____

Position: _____

Signature: _____

Date: _____

Declaration of the Ecumenical Scholarships Committee:

To be completed and signed by the NATIONAL CORRESPONDENT

The ecumenical scholarships committee has examined the application and attached documentation and is satisfied that they are complete, authentic and relate to the applicant.

It is agreed that the proposed study is necessary for the further development of the Requesting Body and therefore we endorse the application for the subject, level and length of study.

Name of National Correspondent: _____

Signature: _____

Date: _____

Completed application forms for a WCC scholarship should be sent to:

Scholarships Programme
World Council of Churches
PO Box 2100
1211 Geneva 2
Switzerland

Further information about the WCC Scholarships Programme can be accessed via the programme
Web site at:

<http://wcc-coe.org/wcc/what/education/scholarships-e.html>