



WORLD COUNCIL OF CHURCHES

Scholarships Programme

Instructions for completing Application Forms

Two copies of the form are to be completed.

Type or use BLOCK CAPITALS

PART A (to be completed by an official of the Requesting Body)

The Requesting Body, which should be a church, a church-related organization or institution, assumes a major responsibility, in consultation with the candidate, in determining a suitable training programme, including its purpose and length, so that the candidate will be better equipped for future service in the Requesting Body.

The proposed subject of study and qualification should be stated as clearly as possible, bearing in mind the importance of intercultural and ecumenical experience and of combining theory and practice; many valuable programmes do not lead to a definite qualification. Studies in a candidate's home country, basic studies (first degree), and doctoral studies fall outside the scope of the Programme.

The proposed study institution, or at least the proposed country of study, should be stated. If the institution has already been contacted, a copy of all correspondence should accompany each application form. For candidates from both developing and industrial countries, preference is given to studies in the Third World.

The proposed duration of study: It should be noted that WCC scholarships are awarded for a duration of 1-2 years and that longer courses require special justification and will only be supported in exceptional circumstances. Scholarships are granted for one year at a time, but extensions within the duration originally approved will be confirmed if progress warrants it and both the sending and receiving bodies recommend. Requests for unexpected extensions are unlikely to be accepted.

The nominated candidate's study: There should be a clear relationship between the training requested and the future service of the scholarship recipient.

The statement about the candidate's relation with the Requesting Body may be typed separately and attached to each copy of the application form. If so, it should bear the candidate's name and be signed and stamped by the official of the Requesting Body.

The candidate's future activity with the Requesting Body should indicate careful planning and commitment by all concerned.

Every Requesting Body is expected at least to guarantee that a candidate's dependants will be adequately provided for. In addition, a travel contribution is expected, covering the one-way fare if at all possible. (For candidates from industrial countries and Japan, Korea, Hong Kong, Taiwan and Singapore, round-trip travel must be paid by the Requesting Body and/or the candidate.) In no circumstances does WCC accept responsibility for any pre-departure expenses in the home country, but only from and to nearest international airports.

The declaration of the Requesting Body must be completed by an authorized official who, in the case of a church, should be a representative of the head office in the home country.

PART B (to be completed by the candidate)

To supplement the statement on education, attested photocopies of all certificates and academic records/transcripts obtained from secondary school onwards must accompany each copy of the application form. Without such document, an adequate assessment of a candidate cannot be taken.

If the language of the proposed course of study is not the candidate's mother tongue, the statement on the application form must be accompanied by a language certificate (e.g. TOEFL for USA, information via Embassy; English Language Testing Service for U.K., via British Council; 'Mittelstufe II' for Germany, via Goethe Institute; 'niveau de base' for France via the Alliance Française).

In addition to the candidate's personal health statement, a qualified physician should sign and stamp a certificate indicating the candidate's general state of health, any disabilities or weaknesses, and physical ability to carry on a demanding study programme. If a scholarship is ultimately awarded, the candidate will be required to submit satisfactory certificates after examination by a dentist and an optician to show that all necessary treatment has been completed. WCC is unable to reimburse expenditure for spectacles and dentures.

The candidate is responsible for naming those who will write references and for ensuring these are submitted to the WCC Scholarship Office. The three (3) referees, who should not be related to the candidate by blood or marriage, should have extensive knowledge of him/her:

- personal e.g. the pastor of his/her church
- professional e.g. an official of his/her present employer
- academic e.g. a former teacher

The candidate is responsible for providing for each copy of the application form:

- a curriculum vitae (**not repeating information already given in the form**) but containing in chronological order, a full outline of his/her life and the outstanding formative influences, written in the language of the proposed course and signed;
- a 1-page personal statement outlining the reasons for the application and describing the proposed study programme and its expected usefulness for future service, written in the language of the proposed course;
- attested photocopies of academic certificates and records/transcripts, translated into the language of the proposed course if English, French, German or Spanish; or into one of these languages.

Important ! (see Check-list of Appendices)