

Instructions for Completing Scholarship Application Forms



Scholarship Application **Deadline: October 31st, 2017**

The Virgin Islands Scholarship Programme is intended to assist Virgin Islanders in their pursuit of studies in various areas, mainly but not limited to; the Medical Field, Tourism and Hospitality, Education, the Technical Field, Agriculture and Financial Services.

1. **READ** the entire application first, **BEFORE** attempting to complete it.
2. Please **COMPLETE THE ENTIRE** application form in **BLACK INK** (hand print or type)
3. When you have completed every question on the application form:
 - (a) Attach all copies of your certificates listed on the check list (Eg. Birth, CXC, GCE, Royal School of Music, High School Certificate, High School Transcripts & College Transcripts, etc.)
 - (b) Enclose one (1) passport size photograph.
 - (c) Enclose proof of Nationality/Citizenship of Parents.
 - (d) Enclose copy(ies) of Acceptance Letter(s).
 - (e) Mail or bring the entire package to the Ministry of Education & Culture.
4. Please request that a copy of your High School and/or College Transcript be sent to the:

SECRETARY, SCHOLARSHIP COMMITTEE
c/o Ministry of Education & Culture
Government of the Virgin Islands
Central Administration Complex
Road Town, TORTOLA VG1110
VIRGIN ISLANDS

5. Feel free to contact the Ministry of Education & Culture, if you have any questions or require any assistance with the Scholarship Application Form, by calling (284) 468-3701 Ext. 2151 or (284) 468-0632.

PLEASE NOTE:

1. **COMPLETION** of this application form **DOES NOT GUARANTEE** that you will be or have been awarded a Virgin Islands Scholarship.
2. **USE** current telephone numbers and addresses as they are the fastest and most convenient means of contacting you.
3. **UPON APPROVAL** of an application, you will be contacted by an officer within the Ministry of Education & Culture.

The Virgin Islands Scholarship Programme is open to ALL Virgin Islanders. To be eligible for a Virgin Islands Scholarship:

- (a) you **MUST** have a minimum of 5 CXC grades in General 1 or 2, or GCE passes of “C” or better or a combination of both; or if graduating from a school system that does not carry GCE or CXC, a minimum GPA of 3.00;
- (b) your course of study must meet the training needs of the Virgin Islands;
- (c) you **MUST** be a citizen of the Virgin Islands (a VIlander, a person deemed to belong to the VI or a Naturalized VIlander) as you will be required to return to the Virgin Islands upon completion of your training award/study programme to work in the public service or private sector; and
- (d) you **MUST** be residing in the Territory for a period of no less than five years prior to submission of application.

The Virgin Islands Scholarship Programme objectives are:

1. to increase the number of trained VIlanders who work and reside in the territory; and
2. to help VIlanders who would not have an opportunity to obtain training without help and who exhibit leadership potential.

The Programme provides limited financial support to successful applicants that include **TUITION AND FEES, ROOM AND BOARD, AND A BOOK ALLOWANCE, OR A PORTION THEREOF**. The Scholarship is by no means intended to be considered as a full scholarship that will fund an awardee’s entire college education but, rather, to **FACILITATE IT**. The Scholarship, may also pay for one (1) round trip airfare for students to travel abroad to pursue studies.

If awarded a scholarship, the length of the award will be determined by either the student’s academic programme of study, or the time necessary to complete the required performance. It should be noted that the student will be permitted to maintain a scholarship award **ONLY** if their academic performance is maintained at an acceptable grade point average (GPA). A GPA of 3.00 or above is mandatory for all award recipients. For continuing students (students attending College/University before an award was granted), the award will cover the remaining academic years, but will not be applied to prior years of study before the award was granted. A minimum of a **3.00 GPA** and **15 credits** are necessary for consideration.

CHECK LIST

Please make sure the following items listed below are filled out within the application and/or attached:

- + Proof of Citizenship
- + Proof of Parents National Status
- + Proof of Surety's National Status (If Surety is not Parents)
- + Family/Personal Contribution
- + Copy of High School Certificate
- + Copy of High School Transcript
- + Copy of College/University Acceptance Letter
- + Place of Study
- + CXC Results (Certificate Copy)
- + Official College Transcript (If Attending)
- + College Accreditation
- + Surety & Surety's Signature
- + Identification of Major
- + Institution's Tuition & Fees Breakdown
- + Passport Size Photo (1)
- + Biography (Detailing the benefits of your choice of study to the Territory)
- + Career Guidance/Discussion which is supported by a reference letter from a professional in the chosen field of study