

GUIDANCE NOTES FOR COMPLETING THE TEST FOR GHANA SCHOLARSHIP
APPLICATION FORM – 2018/19 ACADEMIC YEAR

THE APPLICATION PROCESS

Application forms can be downloaded online on www.testforghana.com or can be obtained from any students financial aid office at all participating Ghanaian public tertiary institutions (Universities and polytechnics). Application forms need to be completed IN FULL, being as detailed as possible. Completed application forms should be submitted to the student financial aid office of the student's institution or posted to TEST for Ghana through our postal address

TEST for Ghana,
C/o Bureau of Ghana Languages,
P. O. Box 1851, Accra.

All **renewals and applications from continuing students** should reach the office of TEST for Ghana not later than **Saturday 30TH June 2018.**

First year students who are still awaiting their admission letters can submit their application forms directly to TEST for Ghana before **Friday 31ST August 2018**, indicating clearly the institution applied to and that admission letters are yet to be received. Once admission letters are received these should be mailed directly by EMS or DHL to (**TEST for Ghana, C/o Bureau of Ghana Languages, P. O. Box 1851, Accra**) indicating the name of the applicant and institution for easy reference. **All applicants who have been successful will be informed by e-mail, so ensure that all email addresses are clearly written and functional. Payments will be made to awardees' institutions in their favour, after a confirmed acceptance of the award has been received.** This could be done either by email or by post. The amount each scholar will be awarded shall be communicated to him/her by e-mail. Award values will differ based on a person's need. As a result, both full and partial scholarships will be awarded accordingly.

Due to the large numbers of applications received every year, we are unable to write to each unsuccessful applicant and so if latest by the end of November 2018 you have not received communication from TEST for Ghana, then consider your application not successful in this instance. You can, however, re-apply the next time applications are called for.

NB: TEST for Ghana Scholarships are not automatically renewed. Students need to have made considerable progress in their academic work, and their need status is re-assessed annually. Each TEST for Ghana beneficiary, once awarded a scholarship for the first time, will need to fill out and submit a renewal form every academic year through the same process indicated. These renewal forms have to be accompanied by evidence that the student's financial situation has not changed. This can be done by submitting payslips of parents or legal guardians as evidence. The most up to date academic transcript also needs to be submitted along with the renewal form. Scholarships of beneficiaries who fail to renew will not be paid as they would be deemed as no longer in need of the financial support and their places would be offered to other equally deserving students.

THE BOND FORM

Each applicant filling the TEST for Ghana Scholarship application form for the first time will need to commit to a five (5) year bond period after the completion of their studies by signing and submitting the attached bond form. TEST for Ghana Scholarships are **not loans** and do not need to be paid back. It is, however, expected that students, upon completion of their studies, will remain in the country for at least five (5) years and work in any field of their choice in order to contribute to national development. TEST for Ghana recognizes the current challenges in obtaining employment in the country. Since TEST for Ghana is not able to provide jobs for its beneficiaries directly, we are currently putting together an Advisory Board, which will provide guidance and counseling to our alumni to give them a competitive urge on the job market. The TEST for Ghana Bond does **NOT** also prevent students from going outside the country for further studies, but they **MUST** inform TEST for Ghana in writing and pledge to return to serve out any outstanding bond period after completion of their studies. The bond period also includes the one-year national service, which is already compulsory for all tertiary students in Ghana.

THE APPLICATION FORM

SECTION A- BACKGROUND INFORMATION

A. Complete every section of the Application form in capital letters and neatly cross out any sections that are not applicable to you.

B. Provide clear addresses, e-mail address and telephone numbers through which you can be easily contacted, as your award will be communicated to you by e-mail and/or telephone.

C. For question 15. After listing all siblings you must support the claim by attaching photocopies of each sibling's birth certificate. Siblings listed without accompanying birth certificates will not be considered during the processing of applications. In cases where birth certificates cannot be obtained, a signed affidavit has to be obtained testifying that this claim is true and indeed all persons listed under this section are true siblings of the applicant.

D. In answering question 17 if re-sit examination results are being included in the application kindly list all years that an examination was taking starting with the earliest

SECTION B – FINANCES

E. Applicants who fail to declare their full financial standing will be disqualified. All applicants who hold other scholarships or grants should declare these fully in this section including any student loans that they have taken. Applicants who falsify this information will have their scholarship withdrawn if it is later established that the information provided in this section was false.

F. Applicants with previous employment history need to provide documentation to support this claim; this could be in the form of a pay slip or appointment letter. Vacation jobs can also be included in this section.

G. All claims made by the applicant need to be substantiated by the appropriate documentation. Below is a list of basic supporting documentation that need to be included for every application

IF ANY OF THESE DOCUMENTS IS NOT INCLUDED, THE APPLICATION WILL NOT BE PROCESSED.

- ✓ **Photocopy of examination results – APPLICABLE TO ALL APPLICANTS**
- ✓ **Photocopy of admission letter if you have been newly admitted to a tertiary institution – APPLICABLE TO ALL APPLICANTS**
- ✓ **Evidence of income of parent/guardian – APPLICABLE TO ALL APPLICANTS**
- ✓ **Most up to date academic transcript – APPLICABLE TO ALL APPLICANTS**
- **Applicant’s most current pay slip, if applicable**
- **Documents/evidence to establish the relationship with siblings and or dependants as the case may be**
- ✓ **Attach sworn affidavits to support any claims made on this application form – APPLICABLE TO ALL APPLICANTS.**
- ✓ **Any other supporting documents that you believe will assist in the processing of your application.**
- **Death certificates for applicants with deceased parents or guardians**

H. Ensure that you sign your application form as application forms which are not duly signed will not be processed.

SECTION C- TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN

I. All sections of this part of the form need to be filled out by both parents or guardians, unless otherwise indicated.

J. All claims made in this section have to be supported by documentation such as birth certificates of dependants as well as pay slips and any other documentation that will substantiate any claims made on this application form.

K. Parents employed in the informal sector who cannot substantiate their claims by pay slips need to provide a sworn affidavit to substantiate their claims.

L. The form should be signed and/thumb printed by both parents or guardians

M. Fill out the **BOND FORM** (page 11) attached at the end of the application form and **SUBMIT** it together with your application form.

FOR ENQUIRIES AND FURTHER INFORMATION: send an e-mail to:

test4ghana@gmail.com

Or

Call on 0503133975