



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

30 National Heroes Circle, Kingston 4, Jamaica
Phone: 876-922-8600-16 Website: www.mof.gov.jm

VERIFICATION FORM FOR APPLICATIONS

SCHOLARSHIPS FOR PUBLIC OFFICERS / TERTIARY GRANT FOR CHILDREN OF PUBLIC SECTOR WORKERS

This document is to be completed by the Applicant's Human Resource Department (HRD) and submitted electronically (online) with the supporting documents.

Please note: This is not the application form.

Please see additional instructions overleaf.

APPLICANT'S NAME						
	LAST NAME	FIRST NAME	MIDDLE INITIAL			
APPLICANT'S TRN						
APPLICANT'S PLACE OF EMPLOYMENT						
APPLICANT'S DATE OF EMPLOYMENT						
	DD	MM	YY			
EMPLOYMENT STATUS (TEMPORARY/PERMANENT/CONTRACT)						
DOCUMENT CHECKLIST	TRN	BIRTH/ADOPTION CERTIFICATE	JOB LETTER	ACCEPTANCE LETTER	PROGRESS REPORT	TUITION COST/BALANCE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTS VERIFIED BY: DIRECTOR, HR / HEAD OF DEPARTMENT/HR OFFICER						
	NAME					
	SIGNATURE					
CONTACT NO.			EMAIL ADDRESS			
DATE VERIFIED						
	DD	MM	YY			

NB: The Scholarship/Tertiary Grant is in respect of tuition cost only. Payments on behalf of successful applicants will be made directly to the respective Institutions.

Instructions:

1. Applicant (i.e. Public Sector Worker) must print this Verification form and submit it and supporting documents to their relevant HR Personnel for completion and signature.
2. Applicant ***must*** complete the Online Application Form (accessible via a link on www.mof.gov.jm/scholarships).
3. The Applicant **OR** the HR Personnel **must** submit the following supporting documents to the email below:
 - ✓ Verification form
 - ✓ Copy of TRN (both TRNs for Children of Public Sector Workers)
 - ✓ Copy of Birth/Adoption Certificate (for Children of Public Sector Workers)
 - ✓ Job letter
 - ✓ Acceptance letter (for new students)
 - ✓ Progress report/Transcript (for returning students)
 - ✓ Tuition cost/Balance
4. **Scan and email supporting documents to mou.grants@gmail.com using the Applicant's TRN and Name in the subject heading, example: *123-456-789 John Doe***

Only Approved applicants will be notified via email.