



# MINISTRY OF FINANCE AND THE PUBLIC SERVICE

30 National Heroes Circle, Kingston 4, Jamaica

Phone: 876-922-8600-16 Fax: 876-932-5982 Website: [www.mof.gov.jm](http://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 via email to [mou.grants@gmail.com](mailto:mou.grants@gmail.com) along with the supporting documents.

*Please see additional instructions overleaf.*

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

***NB: The Scholarship/Tertiary Grant is in respect of tuition cost only and all payments will be made directly to the Institution upon completion of online application, receipt of verification and the supporting documents as per the relevant circular.***

**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](http://www.mof.gov.jm/scholarships))
3. Either the Applicant **OR** the HR Personnel may submit on behalf of the Applicant the supporting documents to the email below. The required supporting documents are:
  - ✓ 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](mailto:mou.grants@gmail.com) using the **Applicant's TRN and Name in the subject heading** – eg. 123-456-789 John Doe

**Only Approved applicants will be notified via email.**