



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

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 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
	☐	☐	☐	☐	☐	☐
DOCUMENTS VERIFIED BY: DIRECTOR, HR / HEAD OF DEPARTMENT/HR OFFICER						
	NAME					
	SIGNATURE					
DATE VERIFIED	CONTACT NO.		EMAIL ADDRESS			
	DD		MM		YY	

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)
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 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.