



# 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 electronically (online).

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>CONTACT NO.</b>			<b>EMAIL ADDRESS</b>			
<b>DATE VERIFIED</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 receipt and verification of the supporting documents as per the relevant Circular.*

**Instructions:**

1. Applicant (i.e. Public Sector Worker) must print this Verification Form and submit it 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
  - ✓ 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

**Applicant should follow up with their Human Resource Department for updates**