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).

Please see additional instructions overleaf.

APPLICANT'S NAME		LAST NAME		ETPST NAME		DDI 5 INITIAL	
	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	
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DOCUMENTS	UMENTS						
VERIFIED BY:							
DIRECTOR, HR / HEAD OF	SIGNATURE						
DEPARTMENT/HR OFFICER							
		CONTACT NO.		EMAIL ADDRESS			
DATE VERIFIED							
DATE VENETALD		DD		мм		YY	

NB: The Scholarship/Tertiary Grant is in respect of tuition cost <u>only</u> and all payments will be made directly to the Institution upon receipt and verification of the supporting documents as per the relevant circulars.

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 <u>OR</u> the HR Personnel may submit on behalf of the applicant the supporting documents to the email below. The required supporting documents are:
 - ✓ Completed Verification Form
 - ✓ Copy of TRN
 - ✓ Copy of parent's TRN and Child's TRN (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 (must be from the tertiary institution)
- 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

Approved applicants will be contacted via email.