



***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 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](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:
  - ✓ 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](mailto: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.**