

## A FORMAT FOR APPLICATION FROEIGN SCHOLARSHIP

1. Title of scholarship and Country:  
 .....  
 .....
2. Name of the applicant(Mr./Ms./Mrs.):  
 .....  
 .....
3. Age (as at the closing date for: .....  
 (Applications)
4. Date of Birth : .....
5. I.D. Number : .....
- Official Telephone No : .....
- Residence Telephone No : .....
- Mobile No : .....
6. Post (Designation) and service: .....
7. Place of work : .....
8. Date of first appointment : ..... whether confirmed or not? .....  
(Yes or No)  
 .....
9. Educational Qualifications :  
 .....  
 .....  
 .....
10. Professional Qualifications :  
 .....  
 .....  
 .....
11. Knowledge of English (Read/Write/Speak) :  
 .....  
 .....
12. Job Experience (Including previous jobs if any)

Job Title	Place of work	Duration of service			
		From D/M/Y	To D/M/Y	Year	Months

13. What can you present as achievements of your job:  
 .....  
 .....
14. What are the innovations you have introduced:  
 .....  
 .....
15. Have you been able to save money or reduce expenditure of the institution because of your initiative? If yes, give details:  
 .....  
 .....
16. Why do you apply for this Scholarship?  
 .....  
 .....
17. What benefits do you expect from this Scholarship for your career development?  
 .....  
 .....
18. How will study programme offered through the Scholarship benefit the Institution?  
 .....  
 .....
19. Any Previous Foreign Scholarship/Training received?

Field	Country	Duration		Type of Certificate
		Date of Commencement	Date of Completion	

20. Any other points to support your application:  
 .....  
 .....

.....  
 SIGNATURE DATE: .....

**REPORT OF SUPERIOR OFFICER (CONFIDENTIAL)**

01. Comments on the applicant's from 1 to 13: .....
02. How would you rate the applicant's performance: .....
03. What benefits do you expect to the organization, if the applicant follow this study Programme? .....
04. Any other comments? .....
05. Name of Reporting officer? .....

.....  
 SIGNATURE DATE: .....