



## CATHOLIC SCHOLARSHIP PROGRAMME FOR KENYA

Tangaza University College

P.O. Box 15055 – 00509 Lang’ata, **Nairobi**

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*Photograph*

### APPLICATION FORM

- **Please be advised that the eligibility requirements for the Scholarship Programme have changed in 2018; please refer to the Catholic Scholarship Programme Eligibility Requirements, 2018 which are attached as Annex A.**
- **Each applicant must write a Personal Statement, please follow the template attached as Annex B.**
- **Each applicant must have two (2) Letters of Recommendation, including one from your superior. Please follow the template attached as Annex C.**
- **Finally, this application should be submitted together with the list of documents on page 3.**

#### PERSONAL DETAILS

Surname:..... Other names:.....  
 Date of birth: ..... Place of birth: .....  
 Nationality: ..... Identity card no/ Passport no.: .....  
 Permanent address: ..... Telephone number:.....  
 E-mail: .....  
 Gender: ..... Religious..... Lay.....

Name of Sending Institution: .....  
 Superior/Contact person: .....  
 Permanent address: ..... Telephone number: .....  
 E-mail: .....

#### PREVIOUS APPLICATION

If you have previously applied for the Catholic Scholarship Programme, kindly provide additional information below.

Date of Previous Application	Sending Institution	Course of Study	Outcome of application

**STUDY PROGRAMME YOU ARE APPLYING FOR**

Name and Address of the Institution:.....

Course of Study: ..... Level .....

Length of study/ training:.....months/years from.....until.....

Date of Admission.....

**BUDGET (THE SCHOLARSHIP COVERS TUITION AND ADMINISTRATIVE FEES)**

		<b>Costs</b>	<b>Comments</b>
Year 1	Tuition fee		
	Administration fees		
Year 2	Tuition fee		
	Administration fees		
Year 3	Tuition fee		
	Administration fees		
Year 4	Tuition fee		
	Administration fees		
<b>Grand total</b>			

**EDUCATIONAL BACKGROUND**

	<b>Full name of institution and location</b>	<b>Duration of study (incl. dates)</b>	<b>Diplomas and certificates obtained (incl. grades attained)</b>
Secondary/ technical			
Higher education			
Other studies			

**WORK HISTORY**

<b>Full name of employer</b>	<b>Location</b>	<b>Dates in employment</b>	<b>Key functions while in employment</b>

**LEADERSHIP, VOLUNTEERISM AND COMMUNITY SERVICE**

Organization led or served	Dates of service	Key activities and/or role in leadership, volunteerism, community service

Do you receive any assistance from another institution/organization?

YES  NO

If yes, state the institution/organization and nature of assistance received .....

.....

**SENDING INSTITUTION’S RESPONSIBILITY**

I,..... (Name of Religious Superior/Sending Authority), have checked and agree that the information provided in this application form is correct and hereby commit myself to assign ..... (Name of the applicant) to work in the leadership role described in the Religious Superior’s/Sending Authority Letter of Recommendation. I also agree to follow up with his/her progress in studies and commitment to the requirements of the Catholic Scholarship Programme.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date and place

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date and place

**CHECKLIST**

1. Application form duly completed with a passport size photograph attached or glued in provided space.
2. Copy of your national identity card or passport clearly showing your surname and first name(s).
3. Curriculum vitae including a description of responsibilities/functions you have had to date.
4. Certified copies of certificates, diplomas and academic degree certificates of courses attended.
5. Transcripts where applicable.
6. A copy of a letter of admission/proof of an application in process.
7. A copy of the fee structure from the desired institution of study.

**ANNEX A**  
**Eligibility Requirements - 2018**

- Catholic Religious sisters, brothers and priests who can demonstrate leadership traits and potential may be nominated by their congregational or diocesan superior.
- Lay persons may be nominated by a Church-based organization if they meet the following requirements: (1) evidence of a full-time employment with the nominating church-based organization for at least three consecutive years and (2) holds a leadership position in the nominated organization.
- Specific Course of Study:
  1. **Bachelor's Degree**
  2. **Master's Degree and Post-graduate Diploma.** Note that eligibility for a Master's degree or Post-graduate diploma is possible only following a minimum of two years of work and/or service.
  3. **Diploma.** Note that this course of study is limited to women religious with a preference for local congregations. A congregation may submit a maximum of two applications for diplomas annually.
  4. **Certificate.** Note that this course of study is limited to women religious with a preference for local congregations. A congregation may submit a maximum of two applications for certificates annually.

**Fields of study will be limited to those that supports:**

**1. Education**

Scholarships will be available to students enrolling in the Faculty of Education of qualifying institutions. Available courses may include Post Graduate Degree in Education, Master of Higher Education Management and Development, Master of Education Management and Planning, Education Science, Bachelor of Science in Education, Bachelor of Arts in Education, Bachelor of Education, Diploma in Secondary Education, Diploma in Education Diploma in Teacher Education, Diploma in Psychology and Counselling.

**2. Building just societies**

Scholarships will be available to students enrolling in the Faculty of Law, Departments or Faculty of Philosophy, Religious Studies, Gender and Development, Community Development. Available courses may Masters in Law, Bachelors in Law, Masters in Social Work, Bachelor of Arts in Social Work, Master in Philosophy, Bachelors in Peace Studies and International Relations, Master in Peace Studies.

**3. Effective congregational/Church management and leadership**

Scholarships will be available to students studying finance, administration, management and economics and enrolling in the Faculty of Business of qualifying institutions. Available courses may include Masters in Business Management, Masters in Human Resources Management, Masters in Finance and Corporate Management, Bachelors Business Administration, Diploma Business Administration, Diploma in accountancy.

- Only students who are starting a course of study are eligible; a student in an on-going course of study is not allowed to apply for a scholarship.
- The total number of scholarships awarded annually depends on the availability of funds.
- There will be no age restriction; however, the scholar should show that he or she will be able to provide service and leadership for a period of time in a manner comparable to the investment made.
- An applicant who is not accepted on his or her first application is not barred from submitting an application in a subsequent year. However, if an applicant is not successful after three submissions, he or she will no longer be eligible.
- A scholar is not eligible to receive a tuition scholarship if he or she is a recipient of another scholarship for the same course of study.
- Scholarships are given to scholars studying in their country of domicile. Qualifying institutions of higher education are listed below:
  1. Amani Counselling Centre
  2. Catholic University of Eastern Africa
  3. Chem Chemi ya Uzima institute
  4. Egerton University
  5. Hekima University College
  6. Jomo Kenyatta University of Science and Technology
  7. Kenyatta University
  8. Marist International Centre
  9. Maseno University
  10. Masinde Muliro University
  11. Moi University
  12. Multi-media University
  13. Strathmore University
  14. Tangaza University College
  15. United States International University.
  16. University of Nairobi

**Primary award/Selection Criteria:**

- Academic achievement
- Experience and/or potential for leadership
- Participation in service related activities in the community, congregation, etc.
- Work history
- Achievements (academic, professional, congregational)
- Awards/recognition

**Application dates:**

Applications for the Catholic Scholarship Programme open on 10<sup>th</sup> May 2018. The deadline for receiving applications is 20<sup>th</sup> June 2018

## **Terms and Conditions:**

1. The scholarship award is partial and will include only tuition fees and administrative costs and fees for the entire duration of the course of study.
2. The scholar will also receive a contribution to be used at his or her discretion to cover additional expenses such as books, research, and travel. The contribution is:
  - a. Certificate           Kshs. 20,000.00
  - b. Diploma             Kshs. 25,000.00
  - c. Bachelors            Kshs. 30,000.00
  - d. Master's             Kshs. 35,000.00
3. All expenses related to boarding, medical, and other expenses should be covered by the scholar. Applicants should demonstrate the ability to pay the balance of their study costs without the need to interrupt their studies.
4. Participation in designated Leadership Courses are mandatory and will be undertaken during long breaks, holidays or other designated items. The courses will include: Servant Leadership; Child Protection, Catholic Social Teaching and Professional Management Skills.
5. Each applicant must be attested to by at least two persons in leadership positions, inclusive or his/her superior. The scholar and sponsor must also demonstrate a willingness for the scholar to engage in a leadership role following his or her studies.
6. Lay applicants must be sponsored by their employer and enter into a bonding agreement for a minimum of two years with the same following his or her graduation.
7. Successful candidates are notified by e-mail of their selection or declination by 16<sup>th</sup> July 2018.

## **Contact Information**

For more information on the Catholic Scholarship Programme, please contact the Scholarship office at the addresses provided below:

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## ANNEX B

### **Template for Personal Statement – Please limit to one (1) typed page.**

The purpose of the Personal Statement is to give the Scholarship Committee members an opportunity to learn more about you, your leadership skills and traits as well as your educational and professional goals and how the scholarship will help you achieve them.

Please keep in mind that the expectation is not that you write a detailed essay. Just think about the questions below and answer in a concise manner.

1. How have you been leader, a volunteer or engaged in community service? Please describe your most important contributions as a leader and/or volunteer.
2. Please describe your educational and professional goals, including why you chose this academic institution.
3. Please describe any key achievements (academic, professional, congregational, etc.).
4. Your greatest strength and weaknesses.
5. Is there anything else you want to add?

## ANNEX C

### **Template for Sponsor's Letter of Recommendation. Please limit to one (1) typed page.**

If you have been asked to write a letter of recommendation for an applicant who is applying for an academic and leadership scholarship from the Catholic Scholarship Programme, please include the following information:

#### **1. How you know the applicant and your experience with the applicant**

*How you met the scholar, how you worked together and basic qualifications. Be sure to cite details that enable the scholarship selection committee gain a clear, holistic understanding of what type of person the applicant really is; for e.g., the applicant's character, proclivities, and general attitude when working with others.*

#### **2. The applicant's leadership traits and potential for leadership**

*Provide clear, detailed information regarding his or her past leadership roles, providing detail on the range of leadership skills including qualifications and successes.*

**3. The applicant's goals and aspirations**

*Please include your detailed information regarding the applicant's potential to succeed in the course of study chosen and the learning institution they plan to attend.*

**4. Show where and how the applicant can improve**

*Give examples.*

**5. If you are the applicant's superior**

*Please indicate how the applicant's course of study and enhanced leadership skills fit into the congregation's or diocese's human resources plan and/or future assignment. What makes this candidate most suited for the proposed role and how was she/her selected (what process/criterion were used)?*

**Dos and Don'ts**

- Do gather information from the applicant
- Do allow sufficient time to prepare this letter of recommendation
- Don't make your letter longer than one page
- Don't use generic letters for recommendations