



CATHOLIC SCHOLARSHIP PROGRAMME- KENYA
Tangaza University College
P.O. Box 15055 – 00509 Lang’ata, Nairobi
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E: catholicscholarship@tangaza.ac.ke

Photograph

Application form to be filled by the prospective applicant

- **Please refer to the Catholic Scholarship Programme Eligibility Requirements, 2021 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 Letters of Recommendation, including one from your superior/leader of nominating organization. Follow the template attached as Annex C;**
- **Finally, this application should be submitted together with the list of documents in the checklist below:**

CHECKLIST

1. Application form duly filled and signed by mandatory recommending leader; with a recent passport size photograph attached/glued in the space provided at the top-right;.
2. Copy of the applicant’s birth certificate and national identity card or passport;
3. Curriculum vitae;
4. Copies of certificates, diplomas and academic degree certificates and transcripts where applicable;
5. Two letters of recommendation (one of them **MUST** be from the highest authority in your organization/Congregation);
6. Personal statement stating your motivation of study;
7. The applicant’s personal application letter (one printed page)
8. Evidence of leadership including, awards and recognitions if any;
9. A copy of an admission letter from the intended institution of study /provisional admission letter;
10. A copy of the fee structure from the desired institution of study.

PERSONAL DETAILS

Surname:.....First names:

Middle name:..... Gender:

Date of birth: Place of birth:

Nationality: Identity card no/ Passport no.:

Applicant’s phone contact (WhatsApp functionality recommended):

Other phone contacts:

Applicant’s personal e-mail contact

Affiliation: (Priest / Religious Sister / Religious Brother / Lay)

Name of Nominating Organization (Congregation / Diocese / Catholic institution):
.....

Status: (Religious Congregations only) Local / Pontifical

Name of the Superior/Contact person:

Permanent address:

Phone contact:..... E-mail:

PREVIOUS APPLICATION

If you have previously applied for the Catholic Scholarship Programme, kindly request for a special form. Use email: catholicsscholarship@tangaza.ac.ke

STUDY PROGRAMME

Name and Address of the intended learning institution:.....
.....

Phone contact: E-mail:

Course of Study:Level

Length of study:..... years from..... to..... Date of Admission.....

THE BUDGET (the scholarship covers tuition and university/college administrative fees only)

		Costs	Comments
Year 1	Tuition fee		
	Administration fees		
	Total Year 1		
Year 2	Tuition fee		
	Administration fees		
	Total Year 2		
Year 3	Tuition fee		
	Administration fees		
	Total Year 3		
Year 4	Tuition fee		
	Administration fees		
	Total Year 4		
Grand total for the whole course			

EDUCATIONAL BACKGROUND

	Full name of institution and location	Duration of study (incl. dates)	Certificate, Diplomas and Degrees obtained (incl. grades attained)
Secondary school			
Higher education (College/University)			
Other studies			

WORK HISTORY (the most recent three organizations / institutions)

Full name of employer	Location	Dates in employment	Key functions while in employment

LEADERSHIP, VOLUNTEERISM AND COMMUNITY SERVICE

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

RECOGNITION AWARDS (if any)

Name of award	Dates of service	Grounds for the award or recognition

Have you applied for financial assistance from any other institution/organization to support your course of study?

YES NO

If yes, please state the institution/organization and nature of assistance applied for and the outcome.

.....
.....

NOMINATING INSTITUTION’S RESPONSIBILITY

I,.....(Name of the mandatory recommending leader) 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/Nominating Institution’s 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 and official stamp seal

Date and place

ATTESTATION BY THE APPLICANT

I..... (Applicant) hereby attest to the truth that all the information contained in this application form is correct and true to the best of my knowledge.

Signature of Applicant

Date and place

ANNEX A

Eligibility Requirements – 2021

- Catholic Religious sisters, brothers and priests who can demonstrate leadership traits and potential may be nominated by their congregational / diocesan superior.
- Lay persons may be nominated by a Catholic institution (where they work) if they meet the following requirements: (1) evidence of a full-time employment with the nominating institution for at least three consecutive years and (2) holds a leadership position in the nominated organization.
- Specific Course of Study:
 1. Certificate: Note that this course of study is limited to religious sisters and brothers only with a preference for local congregations;
 2. Diploma: Note that this course of study is limited to religious sisters and brothers only with a preference for local congregations;
 3. Bachelor's Degree: Open to Priests, religious sisters, religious brothers and lay;
 4. Master's Degree and Post-Graduate Diploma: Open to Priests, religious sisters, religious brothers and lay. However applicants who benefited from this scholarship for their bachelors must have worked for a minimum of at least two years.

Note: Nominating organization may submit a maximum of two applications ONLY 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: Education, Education Management and Development, Education Management and Planning, Education Science, Science in Education, Psychology and Counselling, and related courses.

2. Building just societies

Scholarships will be available to students enrolling in the Faculty of Law, Departments/Faculty of Philosophy, Religious Studies, Gender and Development, Community Development, Justice and peace. Available courses may include Law, Social Work, Philosophy, Peace Studies and International Relations, and related courses

3. Effective congregational/Church management and leadership

Scholarships will be available to students enrolling in the Faculty of Business of qualifying institutions. Available courses may include economics, Business Management, Human Resources Management, Finance, Corporate Management, Business Administration, accountancy and related courses.

4. Health

Scholarships will be available to students studying Bachelor of Nursing, Medical Lab Technician courses, Physiotherapy and Occupational therapy courses. Please note that lower qualifications in Nursing are not supported by the scholarship programme.

- Scholarships are given to students studying in Kenya and have also been living and serving in Kenya for the two consecutive years prior to the study period for which the scholarship is sort.
- 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 student should show that he or she will be able to provide services and leadership 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 student is not eligible to receive a tuition scholarship if he or she is a recipient of another tuition scholarship for the same course of study.

Qualifying institutions

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. KCA University
8. Kenyatta University
9. Marist International Centre
10. Maseno University
11. Masinde Muliro University
12. Moi University
13. Multi-media University
14. Strathmore University
15. Tangaza University College
16. United States International University.
17. University of Nairobi
18. KMTC across the country

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) and recognition awards (if any)

Application dates:

Applications for the Catholic Scholarship Programme opens on **1st March 2021**. The deadline for receiving application forms is **15th May 2021**

Terms and Conditions:

1. The scholarship award is partial and will include only tuition fees and the administrative costs of the institution of learning for the entire duration of the course of study.
2. The scholar will also receive an annual contribution to be used to cover additional expenses such as books, research, stationary 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, etc. to 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 is mandatory and will be undertaken at designated period. The courses include: Servant Leadership; Child Protection, Catholic Social Teaching and Executive Management Skills.
5. Each applicant must be attested to by at least two persons in leadership positions, inclusive of his/her superior. The scholar and nominating organization leader must also demonstrate a willingness for the scholar to engage in a leadership role following his or her studies.
6. Lay applicants must be nominated 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 or WhatsApp messages of their selection or declination by **31st July 2021**. **If you don't receive any notification by this date, please consider your application unsuccessful.**

Contact Information

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

The Executive Secretary

Catholic Scholarship Programme for Kenya

Tangaza University College

P.O. Box 15055 – 00509 Lang'ata, Nairobi

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ANNEX B

Template for Personal Statement – Please limit to two (2) typed pages.

The purpose of the Personal Statement is to give the Scholarship Committee 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?
2. Please describe your most important contributions as a leader.
3. Please describe your educational and professional goals and aspirations.
4. Please describe how this scholarship will help you attain your goals.
5. Why did you choose this academic institution and course of study?
6. Please describe any key achievements (academic, professional, congregational, etc.).
7. What are your greatest strength and weaknesses?
8. 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 course of study

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