**GUIDANCE NOTES FOR COMPLETING TEST FOR UGANDA SCHOLARSHIP APPLICATION FORM**

**THE APPLICATION PROCESS**

Application forms can be downloaded online on **www.testforuganda.com**. Application forms **MUST** be completed in detail. Completed application forms should be submitted to the Dean of students’ office at the university where the candidate has been admitted. Applicants at Makerere University should submit their applications to Room 305 School of Forestry, Environmental and Geographical Sciences, Makerere University. Please ensure that you sign the register when submitting your application form. Fully filled applications forms should be submitted on or before **WEDNESDAY JULY 31st 2019. All applicants who have been successful will be informed by e-mail and in writing through their institution of their award on or before Monday 26th August 2019**. The amount of each award holder will be communicated to the award holder by e-mail and/or telephone contacts provided. Award values will differ based on the applicant’s need and both full and partial scholarships will be awarded accordingly. Due to the large numbers of applications received every year, we are unable to write to each individual applicant and, if you do not receive any communication from TEST for Uganda by **Monday 26th August 2019**, then consider your application not successful. You can re-apply the next time applications are open.

**NB: TEST for Uganda Scholarships is not automatically renewed as students need to have made considerable progress in their academic work as well as their need status re-assessed. Each TEST for Uganda beneficiary once awarded a scholarship for the first time will need to fill out and submit a renewal form every academic year through the same process indicated. The most up to date academic transcript/testimonial also needs to be submitted along with the renewal form. Beneficiaries from which renewal forms are not received will not be renewed as it will be deemed that the student is no longer in need of the financial aid and his/her place will be offered to someone else.**

**ELIGIBILITY**

* Candidate must be Ugandan
* A candidate must have sufficient proof of lack of financial support
* Candidate must have a place at any of the following public universities in Uganda (**Busitema, Gulu, Kyambogo, Makerere and Mbarara**)
* TEST for Uganda will support candidates studying any of the following degree programmes:
  + **Medicine, Nursing, Dentistry, Pharmacy and Biomedical sciences**
  + **Agricultural Sciences and Engineering**
  + **Civil, Mechanical, Mining, Telecommunication, Petroleum and Electrical Engineering**
  + **Computer Science and/or Engineering**
  + **Biological sciences, Chemistry and Physics**
  + **Forestry, Natural Resources and Environmental Management**
  + **Social Sciences**
  + **Education (Arts and Sciences)**
  + **Statistics, Economics and Business Studies**
  + **Tourism and Hotel Management**
  + **Construction, Architecture, Surveying and Planning**

**THE BOND FORM**

Each applicant filling the TEST for Uganda Scholarship application form for the first time will need to commit to a five (5) year bond period after completion of their studies by signing and submitting the attached bond form. TEST for Uganda Scholarships are **not loans** and do not need to be paid back, it is however expected that students upon completion of their studies will remain in the country for at least five (5) years and work in any field of their choice and contribute to National Development. TEST for Uganda recognizes the current challenges in gaining employment in the country and is in itself not able to provide jobs for its beneficiaries, but to give beneficiaries a competitive urge; TEST for Uganda will put together an advisory board which will provide guidance and counselling to its alumni to give them a competitive urge on the job market. The TEST for Uganda Bond does not also prevent students from going outside the country for further studies, but they have to inform TEST for Uganda in writing and pledge to return to serve out any outstanding bond period after completion of their studies.

**THE APPLICATION FORM**

**SECTION A- BACKGROUND INFORMATION**

A. Complete every section of the Application Form in capital letters and neatly cross out any sections that are not applicable to you

B. Provide clear addresses, e-mail address and telephone numbers through which you can be easily reached as your award will be communicated to you by e-mail and telephone

C. For question 15. After listing all siblings you must support the claim by attaching photocopies of each sibling’s birth certificate and/or a letter from the Local Council leader affirming this fact. Sibling listed without accompanying birth certificates will not be considered during the processing of applications. In cases where birth certificates cannot be obtained, a signed affidavit has to be obtained testifying that this claim is true and indeed all persons listed under this section are true siblings of the applicant.

D. In answering question 17. If re-sit examination results are being included in the application, kindly list all years that an examination was taking starting with the earliest

**SECTION B - FINANCES**

E. Applicants who fail to declare their full financial standing will be disqualified. All applicants who hold other scholarships or grants should declare these fully in this section including any students loans that they have taken. Applicants who falsify this information will have their scholarship withdrawn, and TEST for Uganda will seek to recover all the monies advanced if it is later established that the information provided in this section was falsified.

F. Applicants with previous employment history need to provide documentation to support this claim; this could be in the form of a pay slip or appointment letter. Vacation jobs can also be included in this section.

G. All claims made by the applicant need to be substantiated by the appropriate documentation. Below is a list of basic supporting documentation that need to be included for every application **IF ANY OF THESE DOCUMENTS IS NOT INCLUDED, THE APPLICATION WILL NOT BE FURTHER PROCESSED.**

 **Photocopy of examination results- APPLICABLE TO ALL APPLICANTS**

 **Photocopy of admission letter if you have been newly admitted to a tertiary institution- APPLICABLE TO ALL APPLICANTS**

 **Evidence of income of parent/guardian-APPLICABLE TO ALL APPLICANTS**

 **Most up to date academic transcript- APPLICABLE TO ALL APPLICANTS**

 **Applicant’s most current pay slip if applicable.**

 **Documents/evidence to establish the relationship with siblings and/or dependants as the case may be.**

 **Attach sworn affidavits to support any claims made on this application form - APPLICABLE TO ALL APPLICANTS**

 **Any other supporting documents that you believe will assist in the processing of your application**

 **Death certificates for applicants with deceased parents or guardians**

H. Ensure that you sign your application form as application forms which are not dully signed will not be processed.

**SECTION C- TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN**

I. All sections of this part of the form needs to be filled out by both parents or guardians unless otherwise indicated

J. All claims made in this section have to be supported by documentation such as birth certificates of dependants as well as pay slips and any other documentation that will substantiate any claims made on this application form.

K. Parents employed in the informal sector whom cannot substantiate their claims by pay slips need to provide a sworn affidavit to substantiate their claims.

L. The form should be signed and/or thumb printed by both parents or guardians

M. Fill out the bond form attached at the end of the application and submit together with your application form.

**FOR ENQUIRIES AND FURTHER INFORMATION: send an e-mail to babweteera@caes.mak.ac.ug**. **Alternatively, you can contact the following offices at your respective institution:**

**Busitema University**

Dean of Students

P. O. Box 236, Tororo

Physical Location: Administration Block, Busitema Main Campus

**Gulu University**

Dean of Students

P.O. Box 166, Gulu

Physical Location: Dean of Students Department, Gulu Main Campus

**Kyambogo University**

Dean of Students

P.O. Box 1, Kyambogo

Physical Location: Faculty of Science Building, Located West End, Kyambogo Main Campus

**Makerere University**

Room 305, School of Forestry, Environmental and Geographical Sciences

P.O. Box 7062, Kampala

Physical Location: Room 305, School of Forestry, Environmental and Geographical Sciences

Building, Makerere Main Campus

**Mbarara University of Science and Technology**

Dean of Students

P.O. Box 1410 Mbarara

Physical Location: Administration Block, Mbarara Main Campus