

3. APPLICATION PROCEDURES *(Please distribute to applicants)*

Each applicant **must submit one (1) original application form and two (2) photocopies of the original application form and attachments.**

Please note that we **MUST** receive complete applications containing all of the information mentioned below. **Applications that are incomplete and do not contain ALL documentation below will not be assessed.**

The original application form **must** be accompanied by:

- a. A signed application declaration on page 16;
- b. Certified copy of applicant's birth certificate (in English);
- c. Certified copy of official evidence of any name change for applicant (in English);
- d. Certified copy of the personal pages of applicant's passport;
- e. Certified copy of the academic transcript for all tertiary qualifications and the grading schedule for each qualification (in English);
- f. Certified copy of the completion or graduation certificate for each tertiary qualification that the applicant has completed (in English);
- g. The original international English proficiency test result, e.g. IELTS or TOEFL. Photocopies will not be accepted. Test results must be no more than 24 months old by the commencement of study;
- h. If the applicant is employed, a current job description confirming their position and outlining their responsibilities and duties;
- i. A current (dated) curriculum vitae - a brief history of the applicant's education, work experiences and skills;
- j. Three references (no more than 24 months old) on official letterhead, supporting the scholarship application to study in New Zealand, and relevant to their proposed study programme or research topic. References should be provided from the applicant's current employer and a former lecturer or academic supervisor (in an area of study relevant to the application), and where possible, a relevant government or community based organisation;
- k. A 500 word statement outlining their proposed research topic, including the research question and objectives, proposed methodology, timeline and justification for home-located research. The statement should also identify the significance and application of the proposed research topic to the development of their home country; and
- l. Certified copies of the marriage certificate and/or birth certificates of any dependant children, if the applicant is applying for an accompanied stipend.

■ Applications will be considered according to the following selection criteria:

- Academic merit of the candidate
- The quality of the research proposal
- The likely impact of the work on the development of the candidate's home country

A copy of the assessment schedule is attached for your information.

■ Candidates are encouraged to secure admission to their preferred New Zealand education institution in advance of scholarship application. Evidence of admission should be attached to the application form.

New Zealand Commonwealth Scholarships : 2010 Awards