



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

30 National Heroes Circle, Kingston 4, Jamaica
Phone: 876-922-8600-16 Fax: 932-5982 Website: www.mof.gov.jm

EDUCATION GRANTS FOR PUBLIC SECTOR WORKERS / CHILDREN OF PUBLIC SECTOR WORKERS

VERIFICATION FORM FOR ONLINE APPLICATIONS

This document is to be completed by the Human Resource Department (HRD) for Applications completed online.

Links to Online Application Forms:

Scholarships for Public Officers: <https://forms.gle/wZekSnjLC7P7SQSy5>

Education Grant for Children of Public Sector Workers: <https://forms.gle/Nc56dA8Y1wWK2anQ9>

Please see instructions on overleaf.

Applicant's Date of Employment						
DD		MM		YY		
Employment Status (Temporary/Permanent/Contract)						
Document Checklist						
Job Letter	Acceptance Letter	Progress Report	Tuition Cost/Balance	Birth Certificate	TRN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documents Verified By:						
Director, HR / Head of Department/HR Officer						
Name & Position						
Signature						
Contact #			Email			
Date Verified						
DD		MM		YY		

NB: The Scholarship is in respect of tuition fees only and all payments will be made directly to the Institution upon receipt and verification of the supporting documents as per Circular No.

Notes:

1. Applications **completed** by Public Sector Workers via the **Online Application Form** must print this document and submit to the relevant HR Personnel for signature **before consideration** by the Tertiary Grant Committee.
2. Once this document is signed, the HR Team may either; submit on behalf of the Applicant along with relevant documents, or, the applicant may submit their documents along with this form to the email below. The required documents are:
 - ✓ Job Letter
 - ✓ Acceptance Letter/Academic Report
 - ✓ Copy of TRN
 - ✓ Tuition Cost/Balance
 - ✓ Birth Certificate (for Children of Public Sector Workers)

Files that will be submitted electronically for applicants must be saved with the format below:

First four digits of TRN and Initials

E.g. Johnny Black, TRN: 123-456-789

File name: 1234_JB_All (all documents saved as a single file)

If however the files are being submitted as separate documents we recommend the following format:

E.g. Johnny Black, TRN: 123-456-789

File name: 1234_JB_BirthCertificate or 1234_JB_Tuition Cost etc.

Email to submit documents: pswg@mof.gov.jm

Subject: **Scholarship Application_Johnny Black**

or **Scholarship Application_Johnny Black (Child)** {For Children of Public Sector Workers}

Kindly follow up with your Human Resource Management Team for Updates.

All enquires will be redirected accordingly.