

PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

DOCUMENTS TO BE SUBMITTED

Six copies of the application form and six copies of the Plan of Study must be submitted. You need supply only one certified copy of your birth certificate or other certificate recording a change of name or nationality. Please send six copies of all other accompanying documentation, including passport photographs.

PLEASE DO NOT SEND ANY VALUABLE OR IRREPLACEABLE DOCUMENTS WITH YOUR APPLICATION; A CERTIFIED PHOTOCOPY OF YOUR BIRTH CERTIFICATE IS ACCEPTABLE

A “**certified copy**” is a photocopy of the original document certified as being a true copy by a competent authority (that is, signed by a lawyer, medical doctor, justice of the peace, university administrator, etc.). Photocopies of “certified copies” **will not** be accepted.

EDUCATIONAL RECORD (Question 9)

You must send copies of official transcripts and, where relevant, degree certificates for each degree or diploma course recorded under “Higher Education” (including any not yet completed). If your university or college authorities are sending documents to us directly, please ask them to state clearly your name and the scholarship for which you are applying. Candidates are required to include an **original or certified copy** of their transcript with their application forms. Photocopies are not acceptable.

A transcript is the official record of the subjects covered, courses attended and the grades awarded in your degree. Copies of transcripts are usually available from the university registry, although sometimes a charge is made.

If your university or college does not issue transcripts please ask your supervisor or tutor or director of studies, or head of department to send an authenticated list of the subjects covered, courses attended and, where relevant, the grades awarded.

CLOSING DATE

The closing date changes each year; in 2010 the closing date is 1 March.

One original and 5 copies of the application form and outline Plan of Study, as well as all supporting documents must reach the Commission by this date. **If part of the application form or the Plan of Study is missing, the application will be deemed incomplete and not accepted.** Candidates’ chances of interview and nomination may be seriously diminished if they do not ensure that all necessary supporting documents are received on time.

REFERENCES (QUESTION 16)

Please use three copies of the “Supporting Statement”; the first part of each form should be completed by you, and then one copy of each form handed to each of your three referees. The referee should return, signed, the form, which you can include in your application or they may send to us directly. Please ensure that we receive the original signed copy.

You should make sure that your academic referees realise they are required to comment on your suitability for postgraduate study; a character reference will not suffice. It is therefore advisable to ensure your referees are aware of your recent work rather than simply requesting a reference from your Head of Department who may not necessarily have knowledge of your work. Your third reference may be an employer or a person you have worked with professionally.

You may, if you wish, send further information relevant to your application after the closing date. Such information may include a further reference from tutors in courses commenced in 2009 and the results of applications to or correspondence with universities in Trinidad and Tobago. This information will be added to your application only if you are selected for an interview.

PLEASE NOTE: It is your responsibility to ensure that references have been sent to the Commission; the Commission cannot pursue outstanding documentation on your behalf.

Candidates should note that the reference form does not have the closing date printed on it and should ensure that referees are aware of the closing date.

THE APPLICATION FORM

Question 1

Please underline your surname and give other names in full

Question 6

If possible, give addresses for the entire period from the date on which you submit your application until the date when the award for which you are applying would commence.

Question 7

PLEASE NOTE THAT ONLY APPLICATIONS FROM UK CITIZENS WILL BE CONSIDERED.

Whether you were born overseas or in the UK, please name any other countries in which you have lived as a permanent resident and the dates on which such permanent residence changed. If you are now a permanent resident of the UK but originally had citizenship of another country it is helpful to include with your application proof of your right to reside in the UK.

Question 8

If you are successful, this name and address may be needed after you have taken up the award; do not therefore give the name of a spouse who would be accompanying you.

Question 9

Please give details of subjects taken at advanced/higher level and give grades. Details of GCSE study and A Level certificates are not required. In recording your higher education, you should include your present course, naming the main subjects.

PLEASE REMEMBER TO INCLUDE TRANSCRIPTS WITH YOUR APPLICATION, BUT DO NOT SEND US ORIGINAL DEGREE CERTIFICATES; WE CANNOT RETURN THEM

Question 17

PLEASE NOTE THAT THE COMMONWEALTH SCHOLARSHIP COMMISSION IS NOT IN A POSITION TO ADVISE ON INDIVIDUAL COURSES OR ENTRANCE REQUIREMENTS OF INDIVIDUAL UNIVERSITIES. For preliminary information about courses, we recommend you consult individual institution's websites, and individual university handbooks and calendars, which may be available in university careers centres or libraries and are available for consultation at the ACU Reference Library. Please telephone the Librarian before coming to the ACU to check availability and opening hours (tel: 020 7380 6729).

Question 18

IT IS STRONGLY RECOMMENDED THAT YOU CONSULT YOUR TUTOR BEFORE FILLING IN THIS SECTION OF THE FORM.

Your application forms must include your outline Plan of Study. It is essential that you include in your plan the reasons why you feel it is necessary for you to study overseas.

Questions 19 & 20

Although you do not need to secure a university place before applying for a scholarship, you should start making enquiries about the courses available and the facilities offered. You need not, however, make an actual and formal application to the university of your choice. The scholarship agency in the awarding country will apply for university places for successful candidates on the course most suitable. The choice of course and institutions will be strongly

influenced by any preferences you state, but the final decision rests with the awarding agency. If you receive/have an offer of a university place directly and would prefer any Commonwealth Scholarship which may be offered to be available for that place, you must say so on this application form or let us know as soon as possible. You may tell any university in the awarding country that you have applied for a Commonwealth Scholarship, but that no decision on the award is likely until Summer 2010 at the very earliest, and that the choice of the institution at which the award would be tenable is ultimately in the hands of the awarding authorities in Trinidad and Tobago. You should keep us informed of any such approaches and their results.

PLEASE NOTE: The application form states that candidates, once accepted for a scholarship, should take no steps to secure a place. This means that you should not attempt to secure a place after the awarding country has actually offered you a scholarship. It does not mean that you may not approach universities at all, and indeed, it is recommended that you do try to find out as much information about courses and institutions as possible BEFORE YOU SUBMIT AN APPLICATION FOR AN AWARD.

Question 22

You should summarize your plan of study on the Supporting Statement forms for the benefit of your referees and send one to each of your three named referees, each of whom should complete the form and then return the original plus FIVE copies to you, or directly to us, as soon as possible.

IN THE PAST, THE LATE ARRIVAL OF REFERENCES HAS JEOPARDISED MANY CANDIDATES CHANCES OF SELECTION. IT IS IMPORTANT TO CHECK THAT YOU REFEREES HAVE SUBMITTED REFERENCES IN GOOD TIME. LATE REFERENCES CANNOT BE INCLUDED IN THE FIRST STAGE OF THE COMPETITION.

Question 23

You should include information on your non-academic interests and activities. Here, as elsewhere on the form, remember that the Selection Committee will only know as much as you tell them.

Declaration

PLEASE SIGN THE DECLARATION ON THE FINAL PAGE OF THE FORM. ALL CANDIDATES ARE EXPECTED TO RETURN TO THE UNITED KINGDOM AT THE END OF THE SCHOLARSHIP.

December 2009