



## UKAID Postgraduate Scholarship Scheme of the Ministry of Finance

### Application form

Please email the completed application form to:

[mpoki.mwakilasa@britishcouncil.or.tz](mailto:mpoki.mwakilasa@britishcouncil.or.tz)

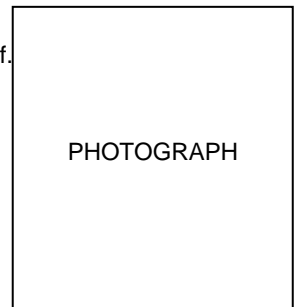
copy to

[malula.nkanyemka@britishcouncil.org](mailto:malula.nkanyemka@britishcouncil.org)

Please complete all parts of this form in black ink or typescript and attach a recent photograph of yourself.

Enclose two additional photographs, after printing your name on the back and signing each one.

A note at the end of this form explains who will see the information you supply to us, and why.



**Please scan your academic certificates, academic transcripts and 1 letter of reference from your employer. Without these documents your application will not be processed. If selected, you will be asked to bring the original to the interview.**

**This scheme is open to people of all genders and abilities.**

### Part A Personal details

Family name (as in your passport)			
Other name(s)			
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss
	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Place of birth	Date of birth		
Nationality			
Your address; where we should send letters		Name, address and contact details of next of kin or person in your home country who should be contacted in the event of an emergency ( <i>please state relationship</i> ).	
E-mail		E-mail	
Telephone number		Telephone number	
Mobile number		Mobile number	

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Please tick this box to confirm that you have told your emergency contact that you have given the British Council their details.

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Your work at the Ministry of Finance and Planning (MoFP), please provide details of your post, grade and main responsibilities.

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**Contact details of line manager**

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Name of your line manager

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Position

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Department

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Organisation

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Address

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Telephone number

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Fax

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E-mail

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If you are currently studying, what qualification do you expect to obtain, and when?

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## Part B Academic background

Please list all post secondary academic qualifications gained. Please attach photocopies of all relevant academic certificates and transcripts, with accompanying translations into English if they are in another language.

Qualification (including class or level)	Institution	Subject	Medium of Instruction	From	To

## Part C Professional background

Please list all positions held since completing your tertiary education.

Position	Organisation/institution	From	To

## Part D Proposed course of study in the UK

What qualification(s) would you like to obtain, and in which subject(s)? If there are alternatives to your first choice, please state order of preference.

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1

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2

At which institution(s) would you like to study? If there are alternatives to your first choice, please state order of preference. Refer to the above choices of study, indicate the university you want to study. The list of universities has been provided for guidance. The list is not exhaustive and you can apply to other UK universities too.

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1

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2

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Have you already been in contact with the institution(s) of your choice?  Yes  No

If 'yes', please attach photocopies of all relevant correspondence (e.g. acknowledgements of applications and offer letters).

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Have you ever visited the UK on holiday or for other purposes?  Yes  No

If 'yes', please indicate when and what the purpose of your visit was.

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Are you applying for any other scholarships or awards to study in the UK?  Yes  No

If 'yes', please give full details.

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How did you hear about the UKAID Scholarship?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> My employer     | <input type="checkbox"/> A colleague or friend | <input type="checkbox"/> Promotional literature |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Newspaper             | <input type="checkbox"/> Other – please specify |

## Part E Referees

Please attach a letter from referee (employer) in support of your application for a UKAID International Scholarship. Please provide details of the referee below. If you are unable to attach letter from your referee, please ask them to write to us as soon as possible.

### First referee

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Title and name

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Position

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Telephone number

Fax

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E-mail

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How long have you known this referee?

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What is his/her professional relationship to you?

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Please tick this box to confirm that you have informed your referee that you have given us their contact details.

## **Part F Statements of Intent**

In no more than 500 words explain your reasons for the course you wish to study? You will be given an opportunity to discuss this in detail at the interview stage if shortlisted.

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### **Your plans for the future**

In no more than 250 words explain how you intend to use this opportunity and education to make a positive impact in your country?

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### **Are you a potential leader or a change maker?**

In no more than 250 words describe a situation/experience where you demonstrated outstanding leadership. It does not necessarily have to be at your current workplace.



## Important information that you should read and understand before signing this application form

A potential applicant, the British Council will provide the following services in support of the UKAID International Scholarship Scheme:

1. **Advice on University/ course application** – general advice on entry requirements for study on postgraduate courses in the UK and the required levels of English Language competency.
2. **Visa application support** – British Council will provide visa support letters for all new scholars and monitor all applications to ensure correct visas are issued according to departure deadlines and study programmes start and end dates.
3. **Assistance in arranging scholar flights to the UK** – British Council will provide scholars with advice on travel itineraries and arrange flights on request for scholars visiting the UK. These arrangements will include the payment or reimbursement for a single air ticket. These payments or reimbursements will be made in accordance with the UK Treasury approved annual flight budget and on production of receipts.
4. **Scholar accommodation advice** – British Council will direct scholar accommodation queries to the relevant academic institution accommodation office and provide information on UK accommodation through the British Council 'Welcome to the UK' website.
5. **Pre-departure briefings and Farewell** – British Council will provide pre-departure briefings to scholars in preparation for their visit to the UK. These briefings will include important information on living and studying in the UK. All scholars will also be given a British Council 'Welcome to the UK' link which contains a useful information to benefit the scholar both in preparation and during their study visit to the UK.
6. **Arrange airport 'meet and greet' service for scholars** – British Council will organise an airport 'meet and greet' service for scholars on arrival in the UK. This service will be provided on request of the scholar and will include assisting the scholar in collecting their 'First Arrival Payment' advance from Western Union Money Transfer and providing scholars with travel information on how to get to their place of study. This service will be charged directly to the scholar and recovered by the British Council from the scholar's arrival allowance or first monthly stipend payment.
7. **Arrange payment of the 'First Arrival Payment' advance at the airport on arrival in the UK** – British Council will arrange for the First Arrival Payment advance to be available to each scholar on arrival in the UK. This payment comprises an advance of the scholar's arrival allowance and first monthly stipend payment and is issued to assist the scholar with any initial costs on arrival in the UK e.g. travel costs from the UK airport to the place of study or accommodation payments. The 'First Arrival Payment' advance will be recovered by the British Council from the scholar's initial arrival allowance and first monthly stipend payments.
8. **Payment or waiver of accommodation deposits** – British Council requests that university accommodation offices/ private accommodation to waive accommodation deposits whenever possible. If this is not possible, the British Council is able to pay deposits to secure accommodation on behalf of the scholars. Any deposit payments made by the British Council are recovered from the scholar's stipend plan during the academic year.
9. **Advance payment of accommodation costs** – Most accommodation payments are required on a monthly basis. However, in cases where an accommodation provider will not accept a monthly payment, the British Council will arrange for stipend advances to cover these costs. The recovery of these advances will then be deducted in instalments from the scholar's stipend ensuring they have adequate funds to cover monthly living costs.
10. **Payment or waiver of tuition fee deposits** – British Council requests that university admission offices waive tuition fee deposits whenever possible or pay deposits to secure placement where necessary.
11. **Payment of scholar fees and allowances** – British Council will arrange the payment of scholar allowances. The range of scholar allowances is subject to prior approval but may include: visa application and related costs; IELTS examination costs; arrival allowance; tuition fees; monthly stipend; thesis allowance; a lump sum travel allowance for return air travel from the UK to the home country; a lump sum excess baggage allowance.
12. **Welfare and disability support** – UK universities will be the first point of contact for scholars with any welfare issues. British Council will also work with the scholar and the host university to ensure adequate support is available for any scholars with disabilities.

## Data Protection

Thank you for providing us with information about yourself on this form. We will look after the information carefully and use it to consider your suitability for a Scholarship and to manage the application process. It will be made available to staff at the British Council and DFID. It may also be made available to members of any panel that interviews you. Your information may also be passed to UK higher education institutions to help secure a place on a course in the UK. After we know that you have a confirmed place on a course we will ask you again for permission to use the information in new ways that will become necessary as you proceed to take up your Scholarship. If you are unsuccessful the information will be held securely and destroyed in due course.

In signing this application form for a UKAID Scholarship you accept that you will be bound by these conditions.

You also accept that we will use the information you have given us in the ways we have described.

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Signature

Date

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FOR OFFICIAL USE ONLY

TO BE COMPLETED BY BRITISH COUNCIL ON BEHALF OF MoFP

Other documents attached to this form (please tick):

Copy of Passport

University offer letters

Photograph

Photocopies of academic certificates  
(and translations, if relevant)

Letter from a referee

Other (please specify)