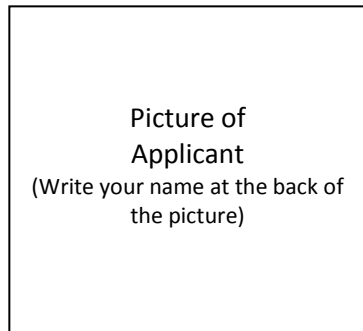


Name of Applicant Scholar: _____

SHEI*: _____

Program applied for: _____



Documents Submitted:

Document/s (All must be ORIGINAL unless indicated as photocopy)		Complied	Not Complied	Date Complied
For the CHED Scholarship Application	1.	Duly Accomplished Scholarship Application Form (A1)		
	2.	Recommendation Form (A2)		
	3.	Certification from School Head (A3)		
	4.	Rehiring Agreement Form (A4) (if not permanent in SHEI)		
	5.	SHEI Institutional Faculty Plan (A5)		
	6.	Transcript of Records (for every course taken: BA/BS, MA/MS, units earned) – Photocopy		
	7.	Supporting Documents and Certifications		
		<ul style="list-style-type: none"> List of courses offered by SHEI* 		
		<ul style="list-style-type: none"> Total College/University Enrollment (for 2 recent terms) 		
		<ul style="list-style-type: none"> Teaching Load (for 2 recent terms) – Photocopy 		
		<ul style="list-style-type: none"> Certification that grantee has no pending administrative charges 		
		<ul style="list-style-type: none"> Certification that grantee has no pending scholarship program being undertaken 		
		<ul style="list-style-type: none"> Certificate of Employment indicating the following: <ol style="list-style-type: none"> Official Designation Status of Employment (Full-Time/Part-Time) Tenure (Permanent, Probationary, Contractual or Temporary) Date hired. 		
8.	Medical Certificate			
	<ul style="list-style-type: none"> Doctor’s Certificate (to be administered by a Government physician) 			
	<ul style="list-style-type: none"> Urinalysis (within 1 month validity) 			
	<ul style="list-style-type: none"> Fecalysis (within 1 month validity) 			
	<ul style="list-style-type: none"> Complete Blood Count (within 1 month validity) 			
	<ul style="list-style-type: none"> X-ray result (within 6 months validity) 			
9.	NBI (within 1 year validity) or Police Clearance (within 1 month validity)			
10.	Birth Certificate (Issued by NSO)			
11.	Notice of Admission or equivalent – Photocopy			
12.	Approved Plan of Study			
13.	Program Description / Curriculum – Photocopy			
After CHED Approval	1.	Signed Scholarship Contract (5 copies)		
	2.	Co-maker Undertaking (5 Notarized copies)		
	3.	Photocopy of the Income Tax Return of Co-maker		
	4.	Photocopy of any valid ID/Passport of all the signatories in the contract		
	5.	Certification of Full-Time Study Leave signed by the Head of the Institution (for full-time scholars only)		

*SHEI – Sending Higher Education Institution