

## Guiding during the application

**Now you reached the website, read it properly and start with this guideline.**

This guideline will help you to understand the process of application.

- Please let us know about how you get the information about our sponsorship program?
- Did somebody help you to find our website or did you do it for yourself?
- If your semester starts in January, your application for the scholarship should be done latest by November (6 weeks before is best).
- If your semester starts in September, your application for the scholarship should be done latest by July (6 weeks before is best).

**The E-Mail has to be sent until the date above (last week in November or July)**

- After we got your E-Mail we will send you a confirmation **latest 2 days**.
- If the attachments are complete we will look through it.
- if you are qualified for the sponsorship we will let you know **3 weeks before the beginning of the semester** and the amount to be paid.
- Qualified applicant has to send an E-Mail to **Waltraud.haid.fro.gambia@gmail.com** with **the bank details** as in **the application template** for the payment.
- We will make the payment and inform you.
- At the end of each semester sponsored candidates are required to send their exam results to this E-Mail address **Waltraud.haid.fro.gambia@gmail.com**.

Good luck on your studies.

Now go to the template **“Requests”** and answer all the questions and later attach that to the application documents.

Next you go to the **“application template”** and fill all the lines as requested directly in the template leaving out the bank details. This has to be done after we confirmed your application.

At the next page you will find a guide on how to fill the application template.

## Direction on how to fill the Application Template

- **Last name:** is your last name
- **First name:** is your given name
- **Male/female:** write behind what your gender is
- **Date of birth:** you will find in your birth certificate or at your ID card.
- **Age:** write your age in this time when you fill the template
- **Phone number:** please write your phone number you use for calling and WhatsApp.
- **E-Mail address:** If you have one write this beside here.
- **Name of teaching institution:** here write the name of the school you like to study, e.g. GTTI, MDI, ...
- **Which subject:** what you like to study? E.g. electrician, business management, building construction, ...
- **Graduation as:** Certificate, Diploma, ...
- **Length of study:** how many years the study will need?
- **Beginning of studies:** month and year when the study will start
- **End of studies:** the end of study time, month, year
- **Tuition Fee:** the amount you have to pay per term (semester, year)
- **Payment per semester/year:** please write, for what term the tuition fee has to be made, year or semester

### **This section has to be filled after you have gotten the scholarship confirmation**

- **Name of bank:** name of the bank from the school, teaching institution
- **Account number:** account number of school/institution
- **BBAN number:** it is the number we need to transfer money from our bank account to the school
- **Payment has to be done:** if you get this date from the school type it here.

### **Make sure you have all your documents together like:**

- Application template
- Sponsor Requests from candidate template
- Copy of birth certificate or ID card
- Copy of your WASSCE certificate
- Acceptance/Admission letter from the institution

### **Very important:**

Don't forget any attachment otherwise your application will not be processed.

If you have all documents together, send them via E-Mail to

[info@fronteris-gambia.com](mailto:info@fronteris-gambia.com)