



Government of the Republic of Trinidad and Tobago

**MINISTRY OF EDUCATION**

**Scholarships and Advanced Training Division**  
 Level 10, Tower A, Education Towers, 5 St. Vincent Street, Port of Spain  
 Trinidad and Tobago, West Indies

**Tel: (868) 622-2181** Ext. 1946, 1942, 1925, 1927, 1921, 1944, 1947 Web: [www.scholarships.gov.tt](http://www.scholarships.gov.tt)

**SCHOLAR REPORTING FORM**

**1. BASIC INFORMATION**

Name of scholar:	First Name	Last Name
Address:		
Phone Numbers:	Home: (868)	Mobile: (868)
Email Address:		
Emergency Contact:	Name: (868)	Mobile: (868)
National ID #		
Programme of Study:		
Academic Institution:		
Programme Level: <i>(Please tick the appropriate box)</i>	<input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Other	
Scholarship Awarded:		
Total Value Expended (Estimated cost) on Scholarship \$:	Obligatory service in time and years:	
Public Officer:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ministry/Agency:

**2. REPORTING DETAILS**

Documents Submitted	Yes	No	Date of Submission	Original Seen (Initials)
a) Curriculum Vitae/Resume				
b) Copy of Electronic Birth Certificate, (if not already submitted)				
c) Completed copy of the pre-screening form				
d) Copy of Passport bio-data page				
e) Two (2) Letters of Recommendation				
f) Copy of Unofficial Academic Transcript <u>or</u> Academic Report <u>and</u> Certificate <b>OR</b> Letter from the Academic Institution stating completion, if the academic certificate is not yet available (Please note that the Academic Certificate must be submitted as soon as it becomes available.				
g) Other relevant document/s where applicable to medical scholars				

Date presented in person: \_\_\_\_\_ Date reporting completed: \_\_\_\_\_  
 Status of scholar upon presenting:  Good Standing       In Breach       Other  
 SATIS updated:  date of reporting       status       staff       obligatory service

**PS. Please note that all Scholars in Breach must be referred directly to the Breach Unit for further action.**

Scholar's Signature: \_\_\_\_\_

Scholar Support Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**Please ensure that all outstanding documents are submitted as soon as they become available for reporting to be completed but in any event no later than one (1) week of its receipt.**