



---

## **GUIDELINES**

### **APPLICANTS SHOULD NOTE:**

- Online applications will not be accepted or printed out. Please ensure that you deliver your application via courier services, post, or hand-delivery.
- This Bursary Application Form does not require membership fees.
- Failure to provide honest and accurate information will result in your application being disqualified.
- It is compulsory to complete all relevant sections of the application form. If required, provide additional attachments.
- If the required information is not provided, the application will not be assessed. Where information is not applicable to you, state that it is not applicable by writing 'N/A' in the appropriate place on the form.
- Ensure that all required supporting documents are included and submitted with the application.
- A detailed research proposal for postgraduate students of no more than three (3) pages must be included.
- In addition to the application form and supporting documents, the NACN may require further information from the applicant.
- The application form must reach the NACN by the closing date. Late applications will not be considered or accepted.
- The NACN will inform the applicant of the outcome of the Council's decision via written communication. If the application is successful, the applicant will be required to complete a funding contract and return it to the NACN.
- Provide a certified copy of your Namibian ID. All copies related to your identity (birth certificate, ID, passport, etc.) should not be older than three (3) months by the closing date.
- Incomplete application forms will not be considered.
- For administrative purposes, do staple or bind the application form.
- All documents should be submitted in A4 size paper format. This application form has seven pages.
- Only certified copies of documents will be accepted. Note that no personal documents submitted will be returned, regardless of whether your application is successful or not.
- The Council's decision is final (although appeals from unsuccessful candidates may be considered).

## CHECKLIST

Below is a checklist of compulsory documents to be attached:

### INDIVIDUAL STUDY BURSARY

- \_\_\_: Certified copy of Namibian ID
- \_\_\_: Curriculum Vitae of the Applicant (CV) for post graduate applicants
- \_\_\_: Two (2) recent Letters of Reference (not older than 18 months)
- \_\_\_: Course content/Outline for post graduate applicants
- \_\_\_: Latest school leaving results
- \_\_\_: Fees Structure of proposed programme of study
- \_\_\_: Proof of banking details of individual
- \_\_\_: Letter of acceptance/ acknowledgement of application from the study institution
- \_\_\_: One (1) Passport photo in colour
- \_\_\_: Concept note of research proposal for postgraduate students
- \_\_\_: Motivation letter from applicant for funding
- \_\_\_: Letter from a relevant ministry or traditional local authority confirming vulnerability status

# SECTION 1

<b>PERSONAL INFORMATION OF APPLICANT</b>
--

Title: \_\_\_\_\_

Full Name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

I.D.No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Tel.: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Region: \_\_\_\_\_

\_\_\_\_\_

Place & Region of Birth: \_\_\_\_\_

\_\_\_\_\_

Region currently residing in: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Home language: \_\_\_\_\_

Are you a person living with a disability?

Yes  No

**If 'yes', please explain and attach proof:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 2

<b>STUDY DETAILS</b>
----------------------

1. Name of Institution : \_\_\_\_\_

2. Country of institution : \_\_\_\_\_

3. Name of the course : \_\_\_\_\_

4. Course offered in Namibia : 

Yes	
-----	--

No	
----	--

**If no: please refer to point 9 in this section**

5. Have you already applied to register for the course? Yes: \_\_\_\_\_ No: \_\_\_\_\_

6. Have you been accepted for the course? Yes: \_\_\_\_\_ Not Yet: \_\_\_\_\_  
(If '***Not Yet***', state the reason why):

\_\_\_\_\_

\_\_\_\_\_

7. Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_ Duration: \_\_\_\_\_  
(Year) (Year) (Years)

8. References: (***please attach***) School principal : \_\_\_\_\_  
Guidance Teacher : \_\_\_\_\_  
Other : \_\_\_\_\_

9. If you are applying to study outside Namibia, give your reason here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Any Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION 3

### FINANCIAL DETAILS OF THE STUDIES

Please attach a <b>detailed quotation where applicable</b>	
Item	Amount (N\$)
<b>Proof of study costs for funding</b>	
Registration Fees	
Tuition Fees	
Accommodation (only for students residing outside place of study )	
Books and Study Material	
Travel Costs	
Meals	
<b>Total estimated study cost</b>	<b>(1)</b>

#### Financial Summary:

List other sources of funding confirmed	Amount (N\$)
1.	
2.	
3.	
4.	
5.	
<b>Total funding of other sources of funding(2)</b>	
<b>TOTAL ESTIMATED STUDY COST</b>	<b>(1)</b>
<b>Minus TOTAL INCOME OF OTHER SOURCES OF FUNDING(2)</b>	
<b>THE FUNDING REQUIRED FROM THE NACN</b>	

#### List previous NACN funding received

Year	Amount	Purpose of previous funding

---

## SECTION 4

<b>DECLARATION</b>
--------------------

I declare that all the information provided in this application is true and accurate to the best of my knowledge. I understand that any inaccuracy of such information is a serious offence that will lead to the disqualification of this application.

Full name/s of Applicant: \_\_\_\_\_

Signed on this day: \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

Applicant Signature: \_\_\_\_\_