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| **Note and checklist for Applicants:**  Applications must be typed, signed, and scanned together with all the supporting documents listed below, and submittedto [SIDSFellowships@dfa.ie](mailto:SIDSFellowships@dfa.ie) by **31 January 2020**.  If you are shortlisted for interview, you will be required to submit the **hard copy** of your application and supporting documents before the interview takes place.  ***Do not include the guidance notes with your application***  **Prior to completing this application form, please ensure you have read the accompanying application guidelines carefully. Incomplete applications will not be processed by the Embassy of Ireland.**  **Please answer questions accurately and honestly and do not exceed the suggested word limit in your answer to parts of questions B.4, C.1 and D. Points may be deducted from your application if you exceed the word allowance.**  **All relevant documents listed below must be included with your application, in the sequence shown.**  *A reminder that supporting documents must be* ***official or original documents****. It is recommended that you obtain a minimum of* ***three*** *official copies of all your documents as you will need to provide copies for your course applications, as well as retain a copy for yourself. Where original documents are not in English, you must provide certified true copies of official English translations.*    **Two recent passport sized photographs, both signed and attached as per instructions on the first pages of the application form.**  **A certified copy of the completion or graduation certificate for each higher education qualification you have completed (in English)** Photocopies of certified copies are not accepted.\*  **A certified copy of the academic transcripts for each higher education qualification and the grading schedule for each qualification you have completed (in English).** Photocopies of certified copies are not accepted. If multiple pages, each page must be certified with an official stamp and signature.  **Letters from two academic referees on official letterhead with original signatures. These references must be from academics who have taught you personally.** E-signatures are not accepted. Photocopies of signed letters are not accepted.  **A certified copy of the identity page of your passport\*\*\***  (Optional) **Your original IELTS score report, if available. Please note that this test must have been taken in September 2018 or later.\*\***  *\*Do not include copies of certificates from short courses or for non-degree level programmes.*  *\*\*If you are shortlisted following interviews and you do not have the English language certification required for your master’s programme in Ireland, you will be required to take the examination and pass it to the standard required.*  *\*\*If you are shortlisted following interviews you will be required to submit a certified copy of the identify page of your passport. Please note that if you are awarded a Fellowship, your passport must be valid for at least 6 months after the expected completion of your study in Ireland.*  **Your application will not be valid unless these documents are included and certified correctly.** |

**Ireland-SIDS Fellows Programme** - **Application Form 2020/21**

**ONLY TYPED AND HAND-SIGNED APPLICATIONS ARE ACCEPTABLE**

**Applications close 31 January 2020**

**This form is designed to be completed in Microsoft Word before being printed and signed.**

Applications must be typed, signed, and scanned together with all the supporting documents listed below, and submittedto [SIDSFellowships@dfa.ie](mailto:SIDSFellowships@dfa.ie) by **31 January 2020**.

If you are shortlisted for interview, you will be required to submit the **hard copy** of your application and supporting documents before the interview takes place.

Before completing this Application Form, please read the [Guidance Note](https://www.irishaidfellowships.ie/sites/default/files/are-you-eligible/ireland-africa_fellows_programme_2020-21_stage_1_guidance_note.pdf)

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| **Affix 1 recent passport sized photograph here** | **Affix 1 recent passport sized photograph here** |

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| 1. **Personal Information** | |  |
| **A1** | **Surname:** *as it appears your passport/ID* |  |
| **A2** | **First or given name** *as it appears your passport/ID* |  |
| **A3** | **Date of birth** (day/month/year) | **/    /** |
| **A4** | **Nationality** |  |
| **A5** | **Country of residence** |  |
| **A6** | **Gender** |  |
| **A7** | **Do you have a disability you wish to disclose?**  *Please provide brief details.* Please note that the Government of Ireland supports equality of opportunity and welcomes diversity. |  |
| **A8** | **Passport details: if available** *(see note on page 5)* | |
|  | **Country of issue** |  |
|  | **Date of expiry:** *Your passport must be valid for at least 6 months after the expected completion of your programme in Ireland* |  |
|  | **If you hold a passport for another country, or a diplomatic passport, please provide details** |  |
| **A9** | **Contact details:** | |
|  | **Address:** *If possible, please provide an address where registered post can be delivered to and signed for* |  |
|  | **Phone no. 1** |  |
|  | **Phone no. 2** |  |
|  | **Main email address:** *It is vital that we can communicate with you by email. You must provide an email address which you regularly check* |  |
| **A10** | **Have you ever been convicted of a criminal offence?** | Yes  No |
|  | *If yes, please provide full details of the offence for which you were convicted, including the nature of the offence and the sentence received* |  |
| **A11** | **Have you previously applied for a fellowship from Ireland?**  *If yes, please state year(s)* | Yes  No  Year(s): |
| **A12** | **Have you previously received a higher education fellowship or award funded by any government or international organisation?** | Yes  No |
|  | *If yes, please provide details* |  |
| **A13** | **Are you applying for any other fellowship to study at postgraduate level?** | Yes  No |
|  | *If yes, please provide details* |  |

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| 1. **Education**   *Please note you must provide certified copies of the academic transcripts and completion certificates associated with each higher education qualification you have attained. See guidance note page 3* |

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| **B1 Highest academic qualification:**  *Please provide details of your highest academic qualification. Note that this degree must have been awarded by a government recognised university/college* ***no later than 2008.*** | | | |
| **Qualification**  *(e.g. B.Sc. Mathematics)* | **University/College**  *Include location* | **Dates**  *from/to* | **Award/final overall grade.** *Please also provide final GPA score if available* |
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| **B2 Other academic qualifications and/or relevant professional or vocational training**  *Please provide details of other relevant academic, professional or vocational qualifications you have attained. You must provide certified copies of completion certificates associated with each* ***higher education qualification*** *(e.g. post-graduate diploma etc.) which you have attained. You do not need to provide certificate for other types of training. Do not include ‘on the job’ training or workshops here.* | | | |
| **Qualification**  *(e.g. Postgraduate Diploma in Accountancy)* | **University/College/Institution**  *Include location* | **Dates**  *from/to* | **Award/final overall grade.** *Please also provide final GPA score if available* |
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| **B3 Other relevant training**  *Please provide details on other training you have undertaken which you feel is specifically relevant to your application* | | |
| **Type of training** | **Institution/organisation providing training** | **Dates** *from/to* |
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| **B4 Your Masters programme choices in Ireland** *Please ensure you have carefully read the guidance instructions (page 4) before completing this section* | | | | |
|  | **Programme**  **Title &**  **course code (***See programme website)* | **University/**  **college** | **IELTS score required** | Please state how you feel this programme will enhance your capacity to work towards addressing climate change and its associated challenges in your country ***(Max 100 words per programme - points may be deducted if you exceed the word limit)*** |
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| 1. **Work Experience**   *Please respond to the questions below regarding your current employment. If you are currently unemployed, please state this and indicate your last place of employment or refer to internships or volunteering positions you have held, if any.*  ***When completing this section, please pay particular attention to your leadership roles and activities.***  *Please ensure you have carefully read the guidance instructions (page 4) before completing this section*  ***Please note that points may be deducted from your application if you exceed the word allowance*** |

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| **C1 Current Employment** | |
| **Your employing organisation**  (name and address) |  |
| **Type of organisation** *(please tick applicable box)*  Central government  Local government  Other public body  Multilateral organisation  Community/non-government organisation.  Faith-based organisation  Private organisation  Other\* | |
| If you ticked ‘other’, please explain |  |
| **Briefly (100 words or less) describe the work of your current employer.** *Please note that points may be deducted from your application if you exceed the word allowance* |  |
| **Start date with this organisation** *(day/month/year)* | /    / |
| **Current job title** |  |
| **In 100 words or less, please describe your current responsibilities within this organisation** *Please note that points may be deducted from your application if you exceed the word allowance* |  |
| If applicable, list in chronological order any previous positions you have held with **this** organisation, indicating your start and finish dates (month and year) |  |
| If successful in this application, will you be seeking leave from your employer to study in Ireland? | Yes  No |
| Does the Embassy of Ireland have permission to contact your employer for a written and verbal reference if necessary? | Yes  No |

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| **C2 Previous employment (if applicable).** *Please provide information on your previous employment. You may include information about internships and/or volunteering here, if relevant to your application (add rows if necessary)* | | | |
| **Name of organisation** | **Full address** | **Dates**  *Month/year from/to* | **Position held, key tasks and responsibilities** |
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| **D. Personal Statement** |
| Your personal statement provides you with an opportunity to share your personal qualities, your achievements, aspirations and goals with the Fellowship selection panel - aspects which cannot otherwise be communicated through the application process.  You should use the personal statement to reflect on each of the following areas:   * Your key achievements (within and beyond the workplace); * Your leadership qualities and aspirations; * How your proposed programmes of study in Ireland could help support development and capacity building around addressing climate change and its associated challenges in your country. * How your proposed programmes of study in Ireland could contribute to your future and towards building linkages with Ireland.   Your personal statement should address all four areas.  This statement should be 1,000 words in length (to a maximum of 1,200 words).  **Please note that points may be deducted from your application if you exceed the word allowance** |

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| Personal statement… |

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| **E. English Language Proficiency (OPTIONAL)**    *If you have already completed an IELTS test, provide full details below and note that the test is only valid if completed within 24 months of the proposed commencement of your studies in Ireland (i.e. must be dated September 2018 or later).* |

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| **E1** | **IELTS test results** *(if available, the test must have been completed within last 24 months - see note on page 6)* | |
|  | Date of test |  |
|  | **Overall score** |  |
|  | Listening score |  |
|  | Reading score |  |
|  | Writing score |  |
|  | Speaking score |  |

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| **F. Documents** |

**Mark each box below with an ‘X’ to indicate that the relevant document is attached.**

**Two recent passport sized photographs, attached as per instructions on the first pages of the application form.**

**A certified copy of the completion or graduation certificate for each higher education qualification you have completed (in English).** Photocopies of certified copies are not accepted.

**A certified copy of the academic transcripts for each higher education qualification and the grading schedule for each qualification you have completed (in English).** Photocopies of certified copies are not accepted. If multiple pages, each page must be certified with an official stamp and signature.

**Letters from two academic referees on official letterhead with original signatures. These references must be from academics who have taught you personally.** E-signatures are not accepted. Photocopies of signed letters are not accepted.

**A certified copy of the identity page of your passport**

(Optional) **Your original IELTS score report, if available. Please note that this test must have been taken no later than September 2018.**

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| **DECLARATION** |
| I am in good health and if accepted for an Irish Government Fellowship Award I will undertake the necessary medical examinations and provide the required medical certificates.  I give my permission for information and documents submitted as part of my application to be shared with:   1. the managing agency for the programme; 2. the Irish Embassy 3. the Irish Department of Foreign Affairs and Trade 4. appropriate staff of my nominated Higher Education Institutions, as required, regarding any course applications and place offers; 5. any other individuals, companies and/or organisations as necessary to make arrangements related to my participation in the Fellowship Programme.   When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 and 2018.  I understand the purpose for which Fellowships are awarded and the necessity to abide by the conditions specified.  I confirm that the information provided in this application is true and that my Personal Statement is entirely my own original work.I understand that plagiarism will result in my disqualification from the fellowship programme.  **Signature: Date:**     /       /       (Day/Month/Year) |

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| * Have you double-checked and proof read **all** your answers? * Are **all** your required documents ready to submit? (see guidance note and checklist at top of application) * Only the application form to be submitted (do not include the guidance notes) |