2023 ONLINE SCHOLARSHIP APPLICATION USER GUIDE

SOLOMON ISLANDS TERTIARY EDUCATION AND SKILLS AUTHORITY

This online scholarship user guide provides step-by-step instructions on how to apply on the SIG online scholarship platform. This guide will help you through starting from registering a new account to the rest of the application process. The Online Scholarship Application comprises two main categories Pre-Service and In-Service. And each of the categories comprise different sections to make it manageable and less cluttered. Below are clusters that are classified into two different sections for pre-service and in-service.

The section one: Pre-Service

1. Select the category that best describe you

2. Select scholarship type

3. Personal Status and Emergency contact

4. Previous Scholarships

5. Current Study

6. Academic (Study) History

7. Proposed Scholarship details

8. Future Employment

9. Declaration

10. Summary

The section two: In-Service

1. Select the category that best describe you

1. Personal Status and Emergency contact

2. Previous Scholarships

3. Academic (Study) History

4. Current Work

5. Work History

6. Employer Endorsement

7. Research – Applicable only for Masters Thesis and PhD applicants

8. Future Employment

9. Declaration

<u>REGISTRATION</u>

*In order to access the system you have to be **registered**. During registration, you **must** require to provide the following information:*

1. A valid email address

2. And a passport-sized recent photo of yourself

To begin with your online application form, please enter this SITESA web address https://www.sitesa.gov.sb/ in your browser. Then click the
***login** yellow button* LOGIN *on the top of the header page in order to route to the log in page.*

   1. The login page will be shown as below.

   *2. Once you already registered and have an existing account, you may log in normally with your **username** and **password**.*

3. However, once you are not registered then click on the link '**Not registered? Click here to registered'** at the bottom right corner of the login page to register new account.

4. Once you click the link, you will redirect to the '**create new account'** page as shown below.

5. Once you have completed the form details then click the **'Create New Account'** button to create your new account.

6. Then if you successfully create your account, you can immediately log in to the system using your assigned **username and password.**

7. Else, if you forgot your password then go to **'Forgot Password?'** step **#6** at the bottom left of the login page then click the link to redirect to the **'reset your password'** page as shown below.

8. Ensure to enter your **valid** username or email address that you used to register your **SITESA** account. Once you have entered your valid username or email address you will immediately receive a reset link for your password in your **spam** box in your email. So check the link and click to redirect you to reset password form. Once you're successful, then go to step **#6** to login using your **current username** and **new password.**

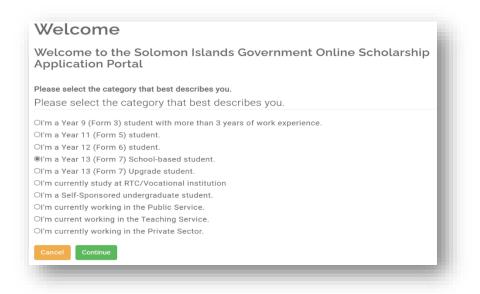# START YOUR SCHOLARSHIP ONLINE APPLICATION

*Once you are successfully log in into your account you will find a list of **My account menu** below or at the right side of the website page.*
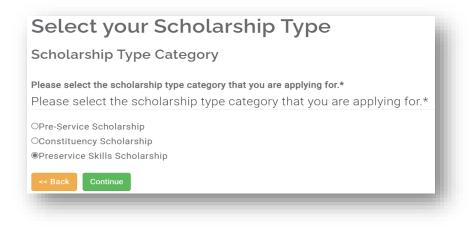

1. *Click the **'View My Application'** menu button to start your application process.*

2. *Once you have done step **#1,** you will redirect to the **'My Application'** table. Inside **'My Application Table'** you will see a message **'Welcome to 2023 Online Scholarship Application'** and the **'Click here'** orange button. Click the **orange button** to redirect you to the Welcome application page, which is on step **#4.***

3. *However, the system will automatically save your work once you click the **continue** button or have an incomplete form. There's a **'Continue my Application'** button you can find in your account portal to continue your application. Click **the** button to redirect to your application.*

4. *Well, once you complete step **#2** then you will reach this step, which is to be completed by **all applicants**. This requires you to select the type of application category that best describes your choice. You have to check one from the radio lists as indicated below. Once you have done, then click the **'Continue'** button to proceed to the next step **#6** for **in-service** and step **#5** for **preservice**.*

Welcome

Welcome to the Solomon Islands Government Online Scholarship Application Portal

Please select the category that best describes you.

Please select the category that best describes you.

- ○ I'm a Year 9 (Form 3) student with more than 3 years of work experience.
- ○ I'm a Year 11 (Form 5) student.
- ○ I'm a Year 12 (Form 6) student.
- ⦿ I'm a Year 13 (Form 7) School-based student.
- ○ I'm a Year 13 (Form 7) Upgrade student.
- ○ I'm currently study at RTC/Vocational institution
- ○ I'm a Self-Sponsored undergraduate student.
- ○ I'm currently working in the Public Service.
- ○ I'm current working in the Teaching Service.
- ○ I'm currently working in the Private Sector.

[Cancel] [Continue]

5. *This step is to be completed only for **pre-service categories (Form 3, Form 5, Form 6, Form 7, and self-sponsored)** and **not for those who are applying as in-services**. This requires you to choose from the scholarship type categories that are listed below. Select the list of your choice below and once you have done then click the **'continue'** button to proceed to the next step.*

Select your Scholarship Type

Scholarship Type Category

Please select the scholarship type category that you are applying for.*

Please select the scholarship type category that you are applying for.*

- ○ Pre-Service Scholarship
- ○ Constituency Scholarship
- ⦿ Preservice Skills Scholarship

[<< Back] [Continue]

6. *This step is to be completed by* **all applicants (both pre-services and in-services).** *You have to provide your personal details of your status and emergency contact as provided below. Click the* **'Save and continue'** *button once you have completed to proceed to the next step.*

Personal Information

Please complete the below details:

`10% Complete`

Personal Status and Emergency contact

Upload your birth certificate or passport bio page *
file (1).pdf `Remove`
Allowed extensions: pdf tiff doc docx

If you are married, please upload a support letter from your spouse.

| | `Browse...` |

Allowed extensions: pdf tiff doc docx

Mailing Address

The scholarship application process may take several months. Please provide an address where you can be contacted.

Address *

CEMA, Point Cruz, Honiara

Health

Successful applicants will be required to provide their medical reports to the National Scholarships Division (NSD).

Are you currently in good health and be able to commence your studies in the next academic year?

Yes

Police Clearance Check

Successful applicants will be required to provide their medical reports to the National Scholarships Division (NSD).

Have you ever been charged with a criminal offence?

No

Disability

A disability will not exclude you from being considered for a scholarship application.

Do you have a disability?

No

If yes, will you require any additional support from the education institution in order to successfully complete your studies?

--Select--

Connection to SIG Scholarship decision maker

A connection to a decision maker will not exclude your application from consideration by others.
It will exclude the decision maker connected to you from considering your application or identifying you for a scholarship.

Are you connected to anyone in the SIG Scholarship decision making process e.g. selector or Member of Parliament?

No

If yes, what is their relationship to you?

Emergency contact details

Please enter the details of a person that can be contacted in case of an emergency.
This if often a relative or friend.

Family Name *	Mary
Given Name *	Jones
Relationship to you *	Sister
Home Phone no.	
Mobile no. *	788883
Work Number	
Email	

`<< Back` `Save and Continue`

7. This step is to be completed by **all applicants** who previously been awarded a scholarship. Once you have done then Click the **'Save and continue'** button to proceed to the next step.

Previous scholarships

Previous Scholarship Information

`20% Complete`

To be completed by all applicants ...

Have you previously been awarded a scholarship?

| No | ⌄ |

If yes, who was the sponsor?

| N/A | ⌄ |

If yes, did you complete your study programme?

| No | ⌄ |

If no, why did you not complete your study programme?

If yes, what was your year of completion?

| mm/dd/yyyy |

If yes, what was your qualification?

`Previous` `Save and Continue`

Note: If you are applying as an in-service category, you will directly route to **study history form** which on step **#9**. However if you are applying as pre-service then you will route to step **#8** which on **current study details form on** the next page.

8. *This step to be completed for those who are applying as **pre-service (pre-service, constituency, and skills)**. You are required to provide your current details of your study and have to upload some certified copies of your official academic transcripts, certificates and references. Once you have done then click the **'Save and Continue'** button to proceed to the next step.*

Current Study Details

Please complete the below details:

`30% Complete`

Current Study

Please provide details of your current study program. You must attach certified copies of official academic transcripts and certificates.

Institution *

> Betikama

Current Study Program

> Form 3

Year Started *

> 12/09/2021

No. of Units Completed

> 8

What is your GPA/Score?

> 4.50

Please upload your transcripts here.

test_profile.pdf [Remove]

Allowed extensions: pdf tiff doc docx

Please upload your certificate here.

[   ] [Browse...]

Allowed extensions: pdf tiff doc docx

[Previous] [Save and Continue]

9. *In this step, you are required to detail your education history from highest to lowest history of your study that you attained from other institutions. Ensure to enter each record one at the time and click the **'save entry'** button to save your records in the table below. Click the **'Continue'** button to proceed to the **proposed scholarship***

and study form in step *#14* for pre-service, while in-service will proceed to *'Current Work Information' in step #11*.

10. This step is to be completed for **in-service** only. Therefore, **must** provide the details of your currently working and attach relevant documents as required. Then click the **'Save and Continue'** button to proceed to the next step *#11*.

Current Work Information

Please complete the below details:

40% Complete

Current Work Record

In-Service applicants must complete this section...
You will have the chance to enter your Work History in the next section

.
Please provide the details of where you are currently working.

Organisation*	Diocese of Isabel, Anglican Church of Melanesian
Job Title*	District Priest
Start Year*	12/10/2019
TPF No (Only for Public Sector)	23
NPF No (Only for Private Sector)	45
Number of years you have worked	8

Please upload your CV or other documents.
IS_National_2023_3.pdf Remove
Allowed extensions: pdf tiff doc docx

Please upload your Employer's reference
IS_National_2023_3.pdf Remove
Allowed extensions: pdf tiff doc docx

Previous   Save and Continue

11. *This step is also to be completed for **in-service** only. You are required to detail your work history from previous employed to current work. Ensure to attach relevant supporting documents from your previous and current work as well. Once you have done, click the **'Save entry'** button to save your records. Then Click the **'Continue'** button to proceed to the next step.*

Work History

Please complete the below details:

40% Complete

Work History

In-Service applicants must complete this section...
Enter each record one at a time and select the blue button to Add

.
Your records will be populated in the table below.
Please include details of your work experience, starting with your current employment.

Organisation *

Job Title *

Start Date *
mm/dd/yyyy

End Date
mm/dd/yyyy

Please upload your CV or other documents.
[   ] Browse...
Allowed extensions: pdf tiff doc docx

Please upload your Employer's reference
[   ] Browse...
Allowed extensions: pdf tiff doc docx

List of records

Organisation	Job Title	Start Date	End Date	CV?	Reference?	Delete	Edit
ddff	fggh	2021-06-10		No	No	Delete	Edit

Previous   Save entry   Continue

12. *This process is only applicable for **in-service**. This requires to complete the form details below and also upload the endorsement form that is nominated by your endorser. Once you have done then click the **'Save and Continue'** button to proceed to the next step.*

13. *This step is to be completed by **in-service,** especially those who wish to undertake a research program (Master thesis and PhD) in a recognised institution. Therefore, you will need to complete questions that would reflect your research thesis as shown below. And once you have done then click the **'Save and Continue'** button to proceed on the next step. **However, those who find this part irrelevant to your study** then you **can skip this step.***

Proposed Research Topic

Proposed Research

70% Complete

Only to be completed by applicants who wish to undertake a research degree

Research title *

Research objectives *

Significance and possible application of your proposed research to the development of the Solomon Islands

Does your proposed research include fieldwork?

--Select--

If yes, please provide a description of the fieldwork to be undertaken in the Solomon Islands.

What is the duration of your fieldwork?

Name of your proposed supervisor

Where in the Solomon Islands will you undertake the fieldwork?

Previous   Save and Continue   Skip>>

14. *In this step, you are required to determine your choice of preference. Please consider your choices carefully; there are* **three choices for pre-services** *and* **one choice for in-services.** *In each of the preferences, you will find a list of programs that you wish to undertake are displayed in the dropdown. And once you have selected your course(s) then click the* **'Save and Continue'** *button to proceed to the* **future employment.**

Proposed Scholarship and Study

Proposed Scholarship and Study

60% Complete

You may choose up to three courses from the Scholarship Education and Training Plan. Please consider your choices carefully as you will not be able to change your choice of course or institution once a scholarship is awarded. Note your chosen courses in order of preference.

Select your first preference   Bachelors Degree, Teaching - Secondary (Chemistry & Biology), Solomon Islands National Ur ⌄

Select your second preference   - Select second preference - ⌄

Select your third preference   - Select third preference - ⌄

☐ Yes, I have a valid offer for this program

If yes, please upload a copy of your Admission letter.

Refurbishment - Labour Invoice.pdf Remove

Allowed extensions: pdf tiff doc docx

Previous   Save and Continue

15.   In this step, you are required to clearly write the detailed statements on how the skills and knowledge you wish to propose for your study will help the social and economic development of the country. This step is mandatory for **all applicants** who wish to undertake a SIG scholarship. Once you have completed this section then click the **'Save and Continue'** button to proceed to the view your application details form.

Future Employment

Future Employment

To be completed by all applicants

`80% Complete`

Please write a clear and detailed statement to demonstrate how the skills and knowledge you wish to attain from your proposed programme of
study will contribute to your current or future employment, and to the social and economic development of the Solomon Islands.

*

Please write a clear and detailed statement to demonstrate how the skills and knowledge you wish to attain from your proposed program of study will contribute to your current or future employment, and to the social and economic development of the Solomon Islands.

[Previous]   [Save and Continue]

16. *This step basically to review the summary of your online application. Once you're satisfied with your application details, Click the* **'Save and Continue'** *button to proceed to the* **Application Declaration form**

Application details overview

Below is a summary of your application.

> **Please review and proceed to Declaration**

Application Information

Application Year	2022
Application Number	6156/2022
Scholarship Category	In-Service Public Sector
Applicant Category	Not Applicable

Personal Information

...

Family Name	
Other Names	
Gender	
Date of Birth Status	
Marital Status	
Mailing Address	CEMA, Point Cruz, Honiara
Town or City	
Province of Origin	Province
Constituency	
Country of Citizenship	
Email Address	
Mobile	

Personal Status

Birth Certificate or Passport bio page uploaded?	Yes (Click to view)
Are you currently in good health?	Yes
Medical Certificate uploaded?	No
Have you ever been convicted of a criminal offense?	No
Police Clearance uploaded?	No
Do you have any disability?	No
If so would you require additional support?	
Are you connected to anyone in the SIG Scholarship decision making process	No
If yes, what is their relationship to you?	

17. *This is the final step of your application where both **in-service and pre-service** have to sign an agreement of declaration between the sponsor and the applicant. Therefore, you **must** read and understand the agreement before signing of the declaration. Once you've done then click the **'Finish and Submit Application'** button to complete all the processes of your application and also will redirect you to the **'My Application'** page.*

Application Declaration

Please complete the below details:

100% Complete

Applicant Declaration

Understanding
I understand and confirm that:
• I have read and complied with the SIG Scholarships Policy and Procedures Handbook
• the contents of my application are true and correct
• the National Training Committee has the right to withdraw the offer of a scholarship based on incorrect or incomplete information
• decisions of the selection panel are final and confidential, and that no correspondence regarding the outcomes of the selection process will be entered into.

Agreement

If successful in gaining a SIG Scholarship, I agree that I will:
• undergo a police check before my Award is confirmed
• undergo a medical check before my Award is confirmed
• act in a manner that will not bring my country, my institution or myself into disrepute
• use the funds for the purpose granted

Declaration

☑ I declare, in submitting this application form, that the information contained in it and provided in connection with it is true and correct.

I acknowledge that giving false or misleading information is an act of fraud and that I may be prosecuted.

[Previous] [Finish and Submit Application]

Important Instructions to note

> ## Navigating through the application process

1. As you complete each form, you will be able to navigate to the next section using the **Save and continue** and **Previous** buttons.

2. There some form fields you will find an asterisk (*) signs in them. This means they are mandatory fields you will not leave them blank as it is. They may affect your application when you try to **save and continue.**

> ## Saving your application

Each section of the application is saved once before can move to the next section. You can also go back to the previous sections once you want to edit your information.

> ## Editing your application

Your application remains open until you have submitted it. You may login and continue to fill your application by Clicking on the

Continue my Application button located on the **My Account** menu.

> ## Submitting your application.

1. The final submission for the scholarship application happens when you complete the Declaration Form and have checked the integrity and accuracy of the information you have provided.

2. Once you have submitted the application, you can only access the **Summary Page.**

3. **Only applications that were completed and submitted before the due date will be considered.**

Further Queries

For further queries, send your emails to applications@sitesa.gov.sb.

Contact us, Phone: 26334