



GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
**WOMEN'S MINISTRIES SCHOLARSHIP
 APPLICATION CHECKLIST**

>WM DIVISION DIRECTORS

Date Application was received: _____ **Year** _____

Last Name: _____ First Name: _____ Middle Name: _____

Citizenship: _____ Country Of Residence: _____

Union/Conference: _____ Birth Date: _____

School: _____ Marital Status: _____

Area Of Study: _____ Baptismal Date: _____

Year Study Begin: _____ Estimated Year To End Study: _____

CHECKLIST

	Done
DIVISION COMMITTEE MINUTES	
APPLICATION IN ENGLISH	
PHOTO	
SIGNED AGREEMENT	
FINANCIAL NEED INFORMATION	
3 RECOMMENDATIONS IN ENGLISH	
TRANSCRIPTS – Average GPA	

REMARKS:

Scholarship Committee Action Number: _____ Date: _____

Scholarship amount: _____





GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS

WOMEN'S MINISTRIES SCHOLARSHIP APPLICATION PROCEDURE

>WM DIVISION DIRECTORS

1. The **WM division, union and conference directors** advertise and promote Scholarships.
2. The **WM division director** is responsible for making the Scholarship Application available at every Adventist college and university in their division.
3. **The students** fill out the complete application <https://women.adventist.org/scholarship>
4. **The applicants** send the completed application to the conference WM director who knows the institutions in the conference territory.
5. **The conference director** checks that the application is complete and that all the items requested are included with the application (photo, 3 recommendations, financial need information, and transcripts). Then the application/s are sent to the union director.
6. **The union director** reviews the application/s and sends them to the division director.
7. **At the division level**, the WM department and a small committee take action on the applications and amounts to be submitted to the GCWM.
8. **The division director** makes sure all documents below are included when submitting applications to the GCWM department (associate director with copy to GCWM director and administrative assistant). Include:
 - the minutes
 - the approved names
 - the requested amount for each applicant
 - the complete applications (and attachments: including photo, financial need information, 3 recommendations, and transcripts – Average GPA)
9. **The GCWM** department notifies the WM division director of the Scholarship Committee's action. Communication to the approved applicants and submission of funds is processed thereafter.

NOTES:

- Recommended Applications (and attachments) are to be sent to GCWM by May 31 and/or October 31 to be considered for the year.
- GCWM Scholarship Committee will take action on the divisions' recommended applicants in July and January.
- Applications may be submitted twice a year. The total amount of scholarship funds sent to a division by GCWM Scholarship Committee for the year may be taken in full or split in two. The division's allotted funds for the year will be communicated by email to the WM division director.
- The WM division office decides on the number of scholarships and the distribution of allotted funds.
- Applicants must be enrolled in our Adventist schools or colleges/universities. If there are no Adventist college or university in their area, then other schools may be considered.
- Applications for scholarships are for study in the home division only.

