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| Clubs and candidates are encouraged to use this worksheet to collect and prepare the information necessary to submit the Scholarship Application online in the Members’ Area of the SIE website  http://www.soroptimisteurope.org/  ***Please note that the worksheet is provided only as a preparation tool and that only applications properly submitted online will be considered. For ease of use, sections are numbered as in the on-line Application Form***  For more information, please see SIE Scholarship Funds Statutes |

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| **SIE Scholarship**  or  **Dr. Suzanne Noël Scholarship** |  |

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| **1. Structure** | |
| (Union or Single Club) | Name of Club /Single Club |

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| **2. Applicant’s Status** |
| Soroptimist Starting year \_\_\_\_\_\_  Non-Soroptimist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What is your connection to the club presenting you?  Soroptimist-relative (if not a Soroptimist)? |

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| **3. Personal Data** |
| Name in full (Family name, First name)  Marital Status  Date of birth  Children  Age of the candidate  Place of birth (Country)  Nationality  Permanent Address  Telephone/Mobile E-mail |

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| **4. Purpose of Scholarship requested** | | | | | | |
| **SIE Scholarship**  **1.** Supporting women in profession undertaking continuing education within their present chosen profession/vocation; regardless of educational level or discipline.  **2.** Supporting women in profession undertaking a pending career change; regardless of educational level or discipline.  **3.** Supporting women from developing countries with an existing SIE Club, towards professional and/or vocational training.  Dr. Suzanne Noël Scholarship (even years only)  Financial help to a female doctor willing to perfect her knowledge and experiences regarding plastic and reconstructive surgery.  NOTE: Preference might be given to applicants attending the last year of their studies or training courses. | | | | | | |
| **5. CURRICULUM VITAE (data must be entered in the online application)** | | | | | | |
| **Present occupation or employment**  Job Title  Starting Date  **Full-time**  **Part-time** | | | | | | |
| **Previous employments** (last or 3 most relevant) | | | | | | |
| Job title | Employer | | Full-time | | Part-time | Dates (mm/yy) start - finish |
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| **Educational, professional / technical or other qualifications** (degrees, diplomas, certificates, licenses, etc. where and when received) - no more than the 3 most relevant | | | | | | |
| Qualification | | Where received (Institute and Country) | | Date (mm/yy) - latest first | | |
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| **Other information** (e.g. prizes, grants, articles, exhibitions) | | | | | | |
| **Languages spoken, only if relevant concerning this application (indicate proficiency):** | | | | | | |

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| **6. Programme of study or training for which the scholarship is requested** |
| **Study Programme/training** |
| **Establishment/Institution where studies would/will be undertaken**  Name:  Address:  Website: |
| **Has the candidate been admitted:**  Yes (add document of acceptance)  No  If not, please arrange for document of acceptance to be submitted no later than **end of March 2017** |
| **Start of studies**  **End of studies**  (give proof of ongoing studies/training) |
| **Period to be covered by the SIE scholarship/grant** (maximum one year: 1st October 2017 - 30th September 2018) (attach a proof of registration to the on-going studies)  / to / (mm/yy - mm/yy) |
| Impact of study programme or training on you and how do you expect to use the newly gained experience and/or knowledge or the benefit of your career and the society? (short summary of 8-10 lines) |

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| **7. Budget of the Study Programme/Training** | |
| **Total costs of the studies/training, in Euros, for the period to be covered by the SIE scholarship** | |
| Registration fees | € |
| Tuition fees | € |
| Housing, living expenses | € |
| Books, software, paper | € |
| Health and Insurance | € |
| Other costs(detailed) | € |
| **Total costs**  **NOTE: Costs which are not accepted** Hardware (computer etc.) Travel costs between countries | € |
| **Amount requested (no more than 15 000 Euros)?** | € |
| **If you need more than the maximum amount of the Soroptimist scholarship/grant to carry out your programme, how will you cover these costs?** | |
| **Do you get other scholarships/grants?**  Period covered       -       (mm/yy - mm/yy)  Amount       Euros | |

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| **8. Necessary documents** |
| **Documents to be provided by the Applicant**   * Candidate’s engagement letter (see template below or provided in the SIE mailing) * Candidate’s motivation letter * Letter from the President who presents the Candidate * Letter of recommendation from a Soroptimist member (if the Candidate is not Soroptimist) * Recommendation by a professional person who knows the candidate * Document attesting that the candidate is admitted to the studies she asks the grant for. * Document attesting the ongoing studies. * The expected budget for the studies or project to be completed * (**Dr Suzanne Noël grants only**) Recommendation by a plastic surgeon member of the Association of Plastic and/or Reconstructive Surgery * One colour passport-sized photograph   **Candidate’s engagement letter:**  **I, the undersigned, hereby certify that all information given in this application is complete and accurate to the best of my knowledge. I have attached all required documents and have provided the necessary papers to the President of the sponsoring Soroptimist Club to be forwarded to the SIE Scholarship Committee.**  **Terms & Conditions of SIE and Dr Noël Scholarships**  If granted a scholarship by Soroptimist International of Europe, I will:  1. inform myself about Soroptimist International, its objectives and values,  2. maintain continuing contact with the sponsoring Soroptimist Club,  3. be ready to commence and proceed with my studies without undue delay, as stated on my program, and in any case within period from October 2017 to September 2018,  4. refund any amount received and not utilized, in case I become physically or otherwise unable to carry out my course of study or other related commitments,  5. submit a completion report (on template to be downloaded from SIE website) to the sponsoring Soroptimist Club at the end of the study period, but not later than 31 December 2018,  6. agree that the information provided in the application and that which will be provided upon completion of the Scholarship, may be used, eventually with pictures, by SIE for the promotion and visibility of the organization on social sites, in the media, in official statements and documents, press releases, articles or reports, and  7. provide SIE with updated information on my post-scholarship professional and career development, upon request by SIE.  **I have read and accepted the Terms and Conditions governing this scholarship/grant as shown above**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Candidate’s Signature** |
| ***All documents and certificates in languages other than English or French must be accompanied by a translation into English or French.*** |