

## How to Complete the Application Process for LWF Scholarships

The LWF scholarship application process will be completed online through an application system called Zengine. To ensure that your experience with the new system is as smooth as possible, we have prepared the following instructions to guide you through each step of the application process. Please read these instructions carefully and use them as you navigate the system for the first time. You can always contact us if you have any questions.

### General Information

- The application process consists of 3 steps:
  1. Church Endorsement  
Church Endorsement is to be filled in by the head office of the church.
  2. Profile of candidate  
Profile is to be filled in by the candidate
  3. Application of candidate (with attachments)  
Application is to be filled in by the candidate
- Each church may submit up to 5 applications.
- Applications need be completed no later than 1 October. Otherwise, it is not possible to submit any application as the system will be automatically closed.
- Only complete applications including all relevant information and attachments will be considered.
- Church Endorsement and Application forms are provided and may be completed in English, German, French or Spanish. Please be aware that the applications from the same church must be in the same language.
- At the login page for Profile, the instructions are available only in English. If you want to read them in your preferred language, please add 'Google Translate' to your web browser in order to select the language. You can upload the following extension(s) to your default browser to be access to Google Translate.
  - Firefox:** <https://addons.mozilla.org/en-US/firefox/addon/google-translator-for-firefox/>
  - Google Chrome:** <https://chrome.google.com/webstore/detail/google-translate/aapbdbdomjkkjkaonfhkkikfgjllcleb>
  - Microsoft Edge:** <https://www.microsoft.com/en-us/p/translator-for-microsoft-edge/9nblggh4n4n3?activetab=pivot%3Aoverviewtab>
  - Safari:** <https://apps.apple.com/us/story/id1377753262?id=com.sidetree.Translate-S64NDGV2C5>
- Churches should cross-check the candidates' applications and assist them in completing the forms.

## Step 1: Church Endorsement

Church Endorsement is filled out first by the head office of the endorsing church.

The requesting church must demonstrate convincingly how a given application would meet a specific and crucial personnel need in its overall ministry and society. In case of a diakonia/development scholarship, the future position must have clear development relevance.

- Access the "Zengine" login page using the link provided in the annual information letter. The link is also available in LWF scholarship webpage. This link will take you to Zengine workspace.
- Create a username and password to access the portal.
- You will be redirected to the 'Church Endorsement' form in order to fill out the information of each candidate pre-selected by the church.
- Please be aware that the Church Endorsement and application forms from the same church must be completed in the same language.
- One church endorsement form must be completed for each candidate/ application.
- Please notice that the group is considered as a single application so only one church endorsement is needed for the group.
- The endorsement letter signed by the church leader must be attached at the end of the form.
- All 'required' field must be filled out; otherwise, you cannot save the data and submit the form.
- If your church does not (yet) have a human resources development committee or board, tick "NO".
- If more than one application is submitted, indicate priority for each candidate (1 means highest, 5 means lowest priority).
- For a group application, the church can propose maximum up to 10 candidates. Due to the system limitation, only the first candidate can be listed in the required field '*Name of Candidate (1)*'. For candidates no. 2 to 10, the names should be listed in the text box indicating '*Please list name(s) of additional candidate(s): from candidate 2 up to candidate 10 (max.)*'.
- We strongly encourage churches to provide some financial assistance to the endorsed candidates. Even a small amount per month demonstrates ownership and commitment of the church. If you fill out the amount, please note that it will be deducted from the total of LWF financial support each year.
- You will receive a notification email with a new link to application form after the church endorsement form is completed and submitted.
- Please forward the link sent via our email to your endorsed scholarship candidate in order to submit an application.

## Step 2: Profile

- Each candidate has to create a profile before filling out an application.
- Use the link received from your church to enter the workspace (The link will be directly e-mailed to each church after the church has completed the endorsement form.)
- When you enter the workspace, you have to create a username and password for login.
- After login, you can fill out the profile form in the language (English, French, German and Spanish) as you wish.
- Please click "**+Create a Profile to Get Started**" to begin. You can always edit your Profile by clicking "Edit". You can always view your Profile by clicking "View".
- You cannot move forward until you have completed your Profile.
- The church can assist the candidate in completing the profile.

### Step 3: Application

We encourage you to read the entire application form before you start filling it in. There are many requirements for a complete application (document uploads), and so reading the entire application will help you complete the requirements in time for the deadline.

Prepare any necessary documents in advance: You will be required to upload additional documents and to download documents for someone to submit on your behalf. You will likely need to obtain documents like transcripts, confirmation letter from university, certificate etc. Plan in advance so these documents are complete and submitted to us before the deadline.

- After completing the Profile, the candidate/ applicant can fill out an application form in a preferred language from 4 alternative languages.
- In this phase it is also possible for the church to assist the candidate in completing the application.
- To begin, click **"Get Started"** below at the Homepage. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.
  - If the status bar is gray, your submission is under review, and no action needs to be taken.
  - If the status bar is blue, there is an action required. Click on the Submission Card to complete.
  - If the status bar is red, there is an error. Please reach out to the Administrator of this program (LWF Scholarship Program Desk).
- After clicking the status bar, you will see Homepage and your name. The instruction indicates as follows.
  - The newest steps will always be first. You can view your previous steps by clicking the "View" button.
  - When you have completed all steps, it will no longer state "Action Required" but "Complete". The "Submit" button will turn green, which indicates that you can now submit.
- At the application box, the instruction indicates as below.
  - If you have not started, please click the "Edit" button to the right.
  - If you have already started, please click the "Edit" button to the right to continue.
  - If you have completed and would like to view or print, please click the "View" button to the right.
- For the application submission, it indicates that
  - When every step in this submission is complete, the "Submit" button to the right will become green and clickable.
  - The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.
- At the application input, it shows following.
  - Please complete all required fields.
  - You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.
  - When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.
- You should fill out information from the beginning as some questions are linked with other questions.
- After completing and submitting the form, you will receive a notification email.

## Part 1: Summary of Basic Information

- “Who are you applying for? “
  - If you are applying as an individual select “individual”.
  - If you are applying on behalf of a group select “group”. Please notice that only one of the group members will fill out the application.
  - Due to the system limitation, only up to 6 candidates can be listed in each box. For candidates no. 7 to 10, the names should be listed in the text box indicating ‘Please list name(s) and other information of remaining applicant(s)’.
- Name of Endorsing Church: Select your church in the list.
- Field of Study/Training: Write down the exact name of the proposed study program.
- Area of Training Need: Indicate whether the proposed training area is theology or diakonia/development. In case of diakonia/development, the study or training program has to have a clear development relevance. Fields of study may include health, human rights, education, development, environmental management, sustainability, gender, etc.
- Level of Study/Training: Other levels may include diplomas, certificates, etc.
- Start and Expected End Dates of Studies: Indicate the first date of your studies and planned end date. You may find the information from the admission letter or from the University administration.
- Duration of Support Needed: Specify how long you expect the LWF financial assistance. Write down the number of years, months and/ or weeks.
- Name of Church, Church Leader and Contact Details: Fill out all the details as these fields are required

## Part 2: Information about the Candidate and Proposed Study/Training (to be completed by the candidate)

- Personal Information
  - Number of children: If you have children, indicate their number and years of birth.
  - Family Policy: You may request additional support for each of your children below the age of 12 during your scholarship period by ticking the “YES” box.
- Educational Background
  - Secondary School Education: Start with the most recent school. Attach copies of all listed diplomas or qualifications!
  - Higher Education: If you have a higher education background, list all university or college degrees, starting with the most recent. Attach copies of all listed certificates!
- Professional Experience
  - List your current job and position, particularly the ones relevant for the field of training you are proposing. If you have had a lot of work experience, you can upload your CV/ Resumé at the end of the application form.
- Language Skills
  - List the languages you know and indicate your level of proficiency. In the first box, indicate your mother language.
- Engagement in Church and Motivation
  - This is an important part of your application! The first question points to your current engagement in church and society, the second to your future plans.
- Information About Proposed Study/Training
  - Field of Study/Training: Write down the exact name of your proposed study program. If you apply for a short-term scholarship, indicate the name of the proposed training course, workshop, exchange program or research project.
  - Place of Study/Training: If you have not been admitted to any study or training institution yet, indicate the name and place of your preferred institution. In case you are not admitted after scholarship approval, it is no problem to change the institution if the field of study or training remains the same or similar.

- If you have been admitted for a study or training program, upload a copy of the official admission or acceptance letter at the end of the form.
- Costs of Proposed Study/Training Program
  - It is very important to fully complete this part of your application! It is your responsibility to submit an accurate budget proposal. If you need assistance, ask your church for help. LWF may make adjustments in your budget after approval.
  - If you apply for a regular scholarship, list all expected costs per year. If you apply for a short-term scholarship for a training course, workshop, exchange program or research project, list all expected costs for the full duration of your training (no matter if the proposed training only lasts few weeks or full six months).
  - The first two amounts which are to be filled in (tuition fee and other study-related fees such as examination, internet and library fees) should be taken from the official fee structure of the study institution which is to be attached to the application. If you apply for a short-term scholarship, indicate the full costs of the proposed program and attach supporting documents from the proposed institution or organization.
  - Other study-related costs: The LWF will pay a living allowance appropriate for the respective context. This includes cost of accommodation, food, local transportation and international travel (if you plan to study abroad) and personal needs. In case the scholarship holder lives on campus, the LWF covers the costs as listed in the official fee structure of the study or training institution. In case these living costs are not listed in the official fee structure, the church has to provide an annual cost breakdown for the candidate. This cost breakdown has to be officially confirmed by the church to ensure that the listed costs reflect the actual living costs in the respective country. List all expected study-related costs, not taking into account possible contributions from your church or yourself.
  - Indicate if and how much you are able to contribute (possibly with the support of your parents or spouse) towards covering the costs of the proposed study or training.
- Financial Situation of the Candidate
  - If you apply for a scholarship to any other organization, you are required to inform LWF about the state of your application. No double-funding is permitted.
- Declaration
  - Read the declaration carefully and certify it.

### **Part 5: Upload necessary documents (to be completed by the candidate)**

- Only applications including required uploaded documents are being considered!
- The following uploaded documents are mandatory for all candidates:
  - Copy of passport, ID or birth certificate
  - Copy of the most recent certificate (e.g. secondary school certificate for Bachelor candidates, Bachelor certificate for Master candidates etc.)
  - Official fee structure by the proposed study institution
  - The budget breakdown with additional expected costs (confirmed by the church)
- The following uploaded document is mandatory if you have been admitted to your study or training institution:
  - Admission letter by the proposed study/training institution
- You may attach additional documents such as resumé, letters of recommendation, additional certificates, additional information about the proposed study or training program, etc.