

## PhD Fellowships for Women Scientists from Science and Technology Lagging Countries

### REQUIRED DOCUMENTATION FOR SANDWICH STUDY SCHEME CANDIDATES

#### CHECK LIST

##### 1) PhD research proposal outline

- Candidates must submit a PhD research proposal outline, which should be a summarized description of the PhD research proposal.
- Candidates must ensure that their proposal is well structured and clear. The project proposal is given particular attention at selection.

##### 2) Degree certificates and transcripts

- Candidates must submit copies of
  - a. all university degree certificates and
  - b. all university-issued transcripts, indicating all courses and grades.

##### 3) Curriculum Vitae

- Candidates must submit their complete CV (including a list of publications, if available).

##### 4) Preliminary acceptance letter

- Candidates must submit a preliminary acceptance letter from at least one host institute.
- The letter must be signed by the head of department or by the postgraduate studies coordinator.
- The study starting date on the preliminary acceptance letter must be the year following the application (e.g. if you apply for a fellowship in 2017 the acceptance letter should indicate the starting date as 2018).
- Please use the OWSD sample available online.

##### 5) Letter of commitment

- Candidates must submit a letter of commitment from the prospective host supervisor confirming that the host institute has the resources (e.g. bench fees, laboratory equipment) required to undertake the project. The letter should also describe why the host institute is appropriate for the subject of study and confirm the supervisor's interest in working with the candidate.

##### 6) Reference letters

- Candidates must submit two reference letters from senior scientists familiar with their work.
- Please note that the home PhD supervisor cannot be one of the two referees.

##### 7) Passport

- Candidates must submit a scanned copy of the passport page which contains personal details (photo, document number etc.).

##### 8) Registration and No objection certificate

- Candidates must submit the Registration and No objection certificate prepared by the home institute confirming that the candidate is a PhD registered student and that there is no objection to her studying at the chosen host institute abroad.

- Please use the OWSD sample available online.

**9) Supporting statement from home supervisor**

- Candidates must submit a supporting statement, prepared and signed by the home supervisor on letter-headed paper. The supervisor should:
  - a. state that he/she is willing to support the candidate undertaking part of her studies at the host institute abroad; and
  - b. describe how the research visit abroad will impact/benefit the candidate's research project.

**The online application system will only accept applications complete in all parts, including the required documents. All documents must be uploaded through the online application system. Do not email any document to OWSD unless requested. The OWSD Secretariat reserves the right to judge an application ineligible if the answers and/or documentation do not correspond to the specific question asked (e.g. blank documents, false certificates, outdated reference letters).**