



## POSTGRADUATE FELLOWSHIP APPLICATION FORM GUIDELINES

West African Genetic Medicine Centre (WAGMC)  
College of Health Sciences



**This instruction manual is intended to provide further guidelines and clarifications on how to fill out and submit the WAGMC Fellowship Application Form. Please read carefully before proceeding to fill out the form.**

Please send your scholarship application via email to [scholarship@wagmc.org](mailto:scholarship@wagmc.org). You can only submit one email, including your application and all relevant documents in a zipped folder. The email header should include your UG student ID number, your full name and the full name of the scholarship you are applying for: **WAGMC PG Fellowship Application**. You will not be able to amend your application once we have received it. Incomplete application forms will be administratively withdrawn and not processed further. Applications received after the stipulated deadline will not be considered.

### Before Applying

You must gain admission into one of the genetics specialty programmes (as seen on the WAGMC advert) at the University of Ghana before you can apply for the fellowship.

You may contact the centre here at: [info@wagmc.org](mailto:info@wagmc.org) or speak to the WAGMC Team on +233 30295 9246 if you have any questions about the fellowship application and submission process.

### Eligibility Criteria

Please ensure that you have checked the eligibility criteria for the scholarship before you apply.

- You must be an African national
- You must hold an undergraduate or master's degree in a related field
- You should be interested in conducting research in one of the three research thematic areas of the Centre: a) Sickle Cell Disease, b) Diabetes and Kidney Disease and, c) Cancer.
- You must demonstrate academic excellence, financial need and development potential. The academic achievements and research background of the applicant will play a major role in the decision to award scholarships or fellowships.

### Application Checklist

Please ensure that you include **ALL** of the following supporting documents with your application, as these are mandatory. An application received without any of these documents will be rejected.

- Copy of your admission Letter
- Copy of your official transcript. Transcripts have to be translated into English (if in a different language)
- 2 Reference letters – academic or professional
- Resume/CV
- Personal statement
- Research Proposal (MPhil, PhD; not more than 4 pages)
- Scanned copies of Bachelors' Degree Certificate (MSc and MPhil applicants)
- Scanned copies of Masters' Degree Certificate (PhD applicants)

### Creating a zipped folder:

#### Windows

1. Right-click the file/folder, choose **Send to** and then **Compressed (zipped) folder**.
2. Locate your new .zip file in the same location as the original file or folder.

## Mac

1. Right-click the file or folder and choose Compress.
2. Locate your new .zip file in the same location as the original file or folder.

**N.B** – We will accept supporting documents that are delivered at the WAGMC Secretariat independently from an application, however we must receive these before the deadline and you must indicate in your email submitting your application which documents will be sent separately. Where supporting documents are being sent separately, please ensure that your full name and University of Ghana reference number are included so that we can match these easily to your application.

Please **DO NOT** include: ID cards, copies of passports, bank statements, original documents, photographs, any irrelevant certificates or awards – we do not consider these as part of your application and they will not be returned.

## Completing the Application Form

The following section provides information to help you fill out specific sections in the Application Form. Please read this step by step guide carefully, and ensure you fill out all the relevant sections as indicated.

### University of Ghana Student ID

This is an 8 digit number which is assigned to you upon gaining admission to UG. You can find this number in your admission letter. Your application cannot be processed without this.

### Personal Details

Please ensure you fill this information out fully, where applicable, and use a contact number (please include the country code) and email address that is active and that you have regular access to.

### Programme of Study

Please put the full name of your programme in this section and the academic year enrolled.

### Educational Background

You will need to include all your relevant academic qualifications in this section. Please indicate the country and university where you studied, and your award/ cumulative grade point? (Eg. 1<sup>st</sup> class; second class).

### Parent/Caregiver Details

You will need to demonstrate how you meet the criteria of financial need and why you would benefit from being awarded a fellowship. Please fill out this section as accurate as you can. Include details of any other sources of funding you expect to receive and should you receive partial fellowship, please explain how you intend to cover the remaining expenses.

**N.B** – Please note that the number of scholarship applications we receive far exceed the awards we are able to offer. This means our scholarship application process is highly competitive and the criteria cannot be changed. Do not assume that an application means an award. We advise that students research other sources of funding in the event that your application is not successful.

### Referees

Two reference letters supporting your scholarship application; these should be written by previous tutors, professors, academics or employer (where relevant to your chosen degree programme)

### Personal Statement

This a chance to talk about yourself, your experience – professional or academic- to date, any extra-curricular activities you are involved in that relate to your chosen programme, and why you are interested and want to pursue the programme. This should be no more than 500 words.

### Deadline

Please note that applications must be received **on or before the 30th August 2020**. We do not accept late applications under any circumstances. All physical submissions should be made before 5:00pm (GMT) at the WAGMC Secretariat.

For information on our scholarships, deadline dates and the application procedure, please see our website – [www.wagmc.org](http://www.wagmc.org).