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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:  [www.soroptimisteurope.org](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.  **Important note: Please fill in each and every rubric! Do NOT leave blank fields.** |

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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 as a Soroptimist \_\_\_\_\_\_\_\_\_  Non-Soroptimist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What is your connection to the club presenting you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **3. Personal Data** |
| Name in full: (Family name, First name)  Marital Status:  Date of birth:  Children (number):  Place of birth (Country):  Place of residence (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 professions and vocations in non-traditional fields for women (e.g. STEM)  and to candidates attending the last year of their studies or training courses. | | | | | | |
| **5. CURRICULUM VITAE** | | | | | | |
| **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 (+ Country):  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 2021 to the Chairperson of the SIE Scholarship Committee** |
| **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 2021 - 30th September 2022) (attach a proof of registration to the on-going studies)  / to / (mm/yy - mm/yy) |
| **Impact of study programme or training on you. How you expect to use the newly gained experience and/or knowledge to benefit 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 - (add document confirming the amount) | € |
| Tuition fees - (add document confirming the amount) | € |
| Housing, living expenses | € |
| Books, software, paper | € |
| Health and Insurance | € |
| Other costs (please detail) | € |
| **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**   1. Candidate’s engagement letter (template provided in the SIE/sponsoring club mailing) 2. Candidate’s motivation letter 3. Letter from the President who presents the Candidate 4. Letter of recommendation from a Soroptimist member (if the Candidate is not a Soroptimist) 5. Recommendation by a professional person who knows the Candidate 6. Document attesting that the Candidate is admitted to the studies she asks the grant for 7. Document attesting the ongoing studies 8. The expected budget for the studies or project to be completed 9. (**Dr Suzanne Noël grants only**) Recommendation by a plastic surgeon member of the Association of Plastic and/or Reconstructive Surgery 10. Passport-sized photo of the candidate |
| ***All documents and certificates in languages other than English or French must be accompanied by a translation into English or French.*** |