



SIG 2022 Online Scholarship Application- Quick Guide

Registration

In order to access the system, you have to be registered. During registration you will be required to provide the following information:

1. A valid email address
2. A passport-sized recent photo of yourself

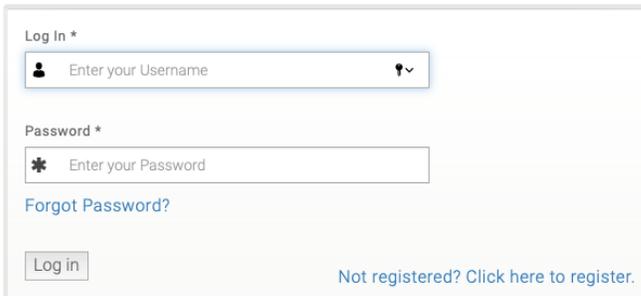


LOGIN TO SITESA

To Login, click on the button that is displayed on the banner of the website.

1. You will be taken to the login page.

Log in



Log In *

Enter your Username

Enter your Password

[Forgot Password?](#)

Log in

[Not registered? Click here to register.](#)

1. If you have an existing account, you may now log in normally with your username and password.
2. If you are not yet registered click on the link at the bottom right corner of the login window to register.
3. Once you clicked the registration link, you will be presented with the registration form.

Create new account

Email address *

Username *

Password *

Confirm password *

Provide a password for the new account in both fields.

ID Photo *

Upload a recent passport-sized ID of yourself.

One file only.

2 MB limit.

Allowed types: png gif jpg jpeg.

Family name *

4. Once you have entered all the necessary information, Click the 'Create New Account' button.
5. You will immediately be logged in to the system and will be able to start applying for a scholarship.

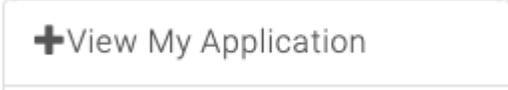
Start your Scholarship Application

Once you are logged in you will see a number of information menu on the right side of the website.

One of the useful menu is the **My Accounts** menu.

 View My Application
 My Account Details
 Edit My Account Details
 Logout

Here you will have a link to start your application or edit the details you have provided during registration.



Click the button to start the application process.



To start your application click on the button.

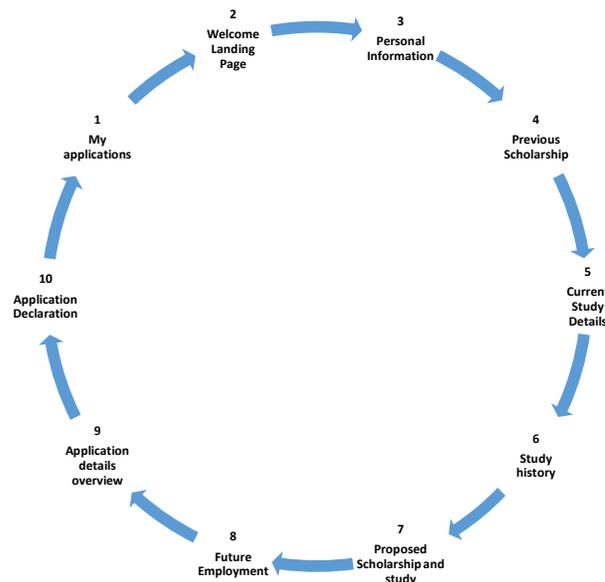


If you have an incomplete application you can click on the button to continue your application.

Completing your scholarship application

The Online Scholarship Application comprises of five (5) scholarship category, Pre-Service, Pre-Service Constituency, In-Service Public Sector, In-Service Private Sector and In-Service Teacher. Each scholarship category comprised of different sections to make in manageable and less cluttered. For instance, we can categorize the procedure or steps of the online scholarship application as Pre-service and In-service. Note that all your personal details were already entered during registration.

The structure model for Pre-Service (Form 3, Form 5, Form 6, Form 7 school-based and Form 7 upgrade) and pre-service constituency application are the summary procedures for Pre-service which shown below.



And the detailed processes the applicant for pre-service and constituency are considered step by step as follows.

Step 1: When you successfully login into your account, you will see the side menu on your right side that has the button. Click the **+View My Application** button to proceed to the 'My Applications' table.

My Applications

Reference	Action	Application Status	Details
323/2021		Unsuccessful	Your scholarship application is unsuccessful at this time.

[Click here to Apply](#)

Step 2. In the 'My Applications' page click the [Click here to Apply](#) button to start the application process. The process will firstly route to the 'Welcome' page as display below. Then you can select the category that best describe you and click 'Continue' button to proceed to next step. But If you don't want to proceed with your application, then click the 'cancel' button to exit your online application.

Welcome

Welcome to the Solomon Islands Government Online Scholarship Application Portal

Please select the category that best describes you.

Please select the category that best describes you.

- I'm a Year 9 (Form 3) student with more than 3 years of work experience.
- I'm a Year 11 (Form 5) student.
- I'm a Year 12 (Form 6) student.
- I'm a Year 13 (Form 7) School-based student.
- I'm a Year 13 (Form 7) Upgrade student.
- I'm a Self-Sponsored undergraduate student.
- I'm currently working in the Public Service.
- I'm current working in the Teaching Service.
- I'm currently working in the Private Sector.

[Cancel](#)

[Continue](#)

Step 3: You have to select which type of scholarship category you want to apply for scholarship. Once you have selected one of the scholarship type category, click the 'continue' button to automatically save your choice and will also proceed to the next step.

Select your Scholarship Type

Scholarship Type Category

Please select the scholarship type category that you are applying for. *

Please select the scholarship type category that you are applying for.*

- Pre-Service Scholarship
- Constituency Scholarship

[<< Back](#)

[Continue](#)

Step 4: The personal Information form will display and you are required to provide your personal details. Note some fields in the form are mandatory meaning that you require to fill the field without leaving the field empty. The mandatory fields are the ones with the asterisk (*) sign. Then the 'Save and Continue' to process to the next step.

Personal Information

Please complete the below details:

10% Complete

Personal Status and Emergency contact

Upload your birth certificate or passport bio page *

file (1).pdf [Remove](#)

Allowed extensions: pdf tiff doc docx

If you are married, please upload a support letter from your spouse.

[Browse](#)

Allowed extensions: pdf tiff doc docx

Mailing Address

The scholarship application process may take several months. Please provide an address where you can be contacted.

Address *

Health

Successful applicants will be required to provide their medical reports to the National Scholarships Division (NSD).

Are you currently in good health and be able to commence your studies in the next academic year?

Police Clearance Check

Successful applicants will be required to provide their medical reports to the National Scholarships Division (NSD).

Have you ever been charged with a criminal offence?

Disability

A disability will not exclude you from being considered for a scholarship application.

Do you have a disability?

If yes, will you require any additional support from the education institution in order to successfully complete your studies?

Connection to SIG Scholarship decision maker

A connection to a decision maker will not exclude your application from consideration by others. It will exclude the decision maker connected to you from considering your application or identifying you for a scholarship.

Are you connected to anyone in the SIG Scholarship decision making process e.g. selector or Member of Parliament?

If yes, what is their relationship to you?

Emergency contact details

Please enter the details of a person that can be contacted in case of an emergency. This is often a relative or friend.

Family Name *

Given Name *

Relationship to you *

Home Phone no.

Mobile no. *

Work Number

Email

[-- Back](#) [Save and Continue](#)

Step 5: The 'Previous Scholarship' form will display and require to fill the field in the form below. Then click the 'Save and Continue' button to continue to the next step.

Previous scholarships

Previous Scholarship Information

20% Complete

To be completed by all applicants ...

Have you previously been awarded a scholarship?

If yes, who was the sponsor?

If yes, did you complete your study programme?

If no, why did you not complete your study programme?

If yes, what was your year of completion?

If yes, what was your qualification?

[Previous](#) [Save and Continue](#)

Step 6: You are required to detail your current study and attached certified copies of your official academic transcripts. Then click the 'Save and Continue' to proceed to study history.

Current Study Details

Please complete the below details:



Current Study

Please provide details of your current study program. You must attach certified copies of official academic transcripts and certificates.

Institution *

Current Study Program

Year Started *

No. of Units Completed

What is your GPA/Score?

Please upload your transcripts here.

test_profile.pdf

Allowed extensions: pdf tiff doc docx

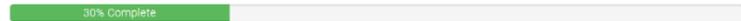
Please upload your certificate here.

Allowed extensions: pdf tiff doc docx

Step 7: You are required to detail your study history from highest to lowest qualification you attained. Enter each record one at the time and click the 'save entry' button to populate your records in the table below. Click the 'Continue' button to proceed to the **proposed scholarship and study form**.

Study History

Please complete the below details:



Study History

Please detail your study history with the most recent qualification first. You must attach certified copies of official academic transcripts and certificates.

Enter each record one at a time and select the blue button to Add. Your records will be populated in the table below.

Institution *

Qualification *

Year Started *

Year Finished

Completed?

Please upload your transcripts here.

Allowed extensions: pdf tiff doc docx

Please upload your certificate here.

Allowed extensions: pdf tiff doc docx

List of records

Institution	Qualification	Year Started	Year Finished	Completed?	Transcripts attached?	Certificate attached?	Delete	Edit
SINU	Certificate	2017-10-12	2021-08-12	Yes	No	No	Delete	Edit

Step 8: Please consider your choices carefully, there are three options given for pre-service and pre-service constituency applicant categories. Pre-service and pre-service constituency self-sponsored categories are exceptional because there is only one option when you select self-sponsored as your scholarship category from the beginning. Once you've done click the 'Save and Continue' button to proceed to the future employment.

Proposed Scholarship and Study

Proposed Scholarship and Study

60% Complete

You may choose up to three courses from the [Scholarship Education and Training Plan](#). Please consider your choices carefully as you will not be able to change your choice of course or institution once a scholarship is awarded. Note your chosen courses in order of preference.

Select your first preference

Bachelors Degree, Teaching - Secondary (Chemistry & Biology), Solomon Islands National Ur

Select your second preference

- Select second preference -

Select your third preference

- Select third preference -

Yes, I have a valid offer for this program

If yes, please upload a copy of your Admission letter.

Refurbishment - Labour Invoice.pdf [Remove](#)

Allowed extensions: pdf tiff doc docx

[Previous](#)

[Save and Continue](#)

Proposed Scholarship and Study

Proposed Scholarship and Study

60% Complete

You may choose up to three courses from the [Scholarship Education and Training Plan](#). Please consider your choices carefully as you will not be able to change your choice of course or institution once a scholarship is awarded. Note your chosen courses in order of preference.

Select your first preference

Bachelors Degree, Teaching - Secondary (Chemistry & Biology), Solomon Islands National Ur

Yes, I have a valid offer for this program

If yes, please upload a copy of your Admission letter.

Refurbishment - Labour Invoice.pdf [Remove](#)

Allowed extensions: pdf tiff doc docx

[Previous](#)

[Save and Continue](#)

Note: The self-sponsored category for pre-service and constituency have same steps taken as pre-service and pre-service constituency. But when it comes to proposed scholarship and study the self-sponsored has one choice which is automatically selected from current study which is based on the current training plan. Refer to the diagram on the next column.

Step 9: You're required to clearly write detailed statement how the skills and knowledge you wish to propose your study will help the social and economic development of the country. Once you have done that click the 'Save and Continue' button to view your application details.

Future Employment



Future Employment

To be completed by all applicants

80% Complete

Please write a clear and detailed statement to demonstrate how the skills and knowledge you wish to attain from your proposed programme of study will contribute to your current or future employment, and to the social and economic development of the Solomon Islands.

*

Please write a clear and detailed statement to demonstrate how the skills and knowledge you wish to attain from your proposed program of study will contribute to your current or future employment, and to the social and economic development of the Solomon Islands.]

Previous

Save and Continue

Step 10: The summary of your online application. Click 'Save and Continue' to proceed to the Application Declaration.

Application details overview

Below is a summary of your application.

Please review and proceed to Declaration

Application Information

Application Year	2022
Application Number	6156/2022
Scholarship Category	In-Service Public Sector
Applicant Category	Not Applicable

Personal Information

...

Family Name
 Other Names
 Gender
 Date of Birth Status
 Marital Status
 Mailing Address CEMA, Point Cruz, Honiara
 Town or City
 Province of Origin Province
 Constituency
 Country of Citizenship
 Email Address
 Mobile

Personal Status

Birth Certificate or Passport bio page uploaded?	Yes (Click to view)
Are you currently in good health?	Yes
Medical Certificate uploaded?	No
Have you ever been convicted of a criminal offense?	No
Police Clearance uploaded?	No
Do you have any disability?	No
If so would you require additional support?	
Are you connected to anyone in the SIG Scholarship decision making process	No
If yes, what is their relationship to you?	

Step 11: This is the final step and you have to read and understand the agreement before you can check the declaration. Once you've done then click the 'Finish and Submit Application' button to return to your My Application Page

Application Declaration

Please complete the below details:

100% Complete

Applicant Declaration

Understanding

I understand and confirm that:

- I have read and complied with the SIG Scholarships Policy and Procedures Handbook
- the contents of my application are true and correct
- the National Training Committee has the right to withdraw the offer of a scholarship based on incorrect or incomplete information
- decisions of the selection panel are final and confidential, and that no correspondence regarding the outcomes of the selection process will be entered into.

Agreement

If successful in gaining a SIG Scholarship, I agree that I will:

- undergo a police check before my Award is confirmed
- undergo a medical check before my Award is confirmed
- act in a manner that will not bring my country, my institution or myself into disrepute
- use the funds for the purpose granted

Declaration

I declare, in submitting this application form, that the information contained in it and provided in connection with it is true and correct.

I acknowledge that giving false or misleading information is an act of fraud and that I may be prosecuted.

Previous

Finish and Submit Application

The structure model for In-Service (Public – Service, Private-Sector and Teacher) are shown below. This will help the applicants for In-service to consider each step while applying online. There are thirteen steps for in-service and each step represent the specific type of form that is needed to complete the online application scholarship form.



And the detailed processes of each form as indicated on the above model step by step as follows:

Step 1: When you successfully login into your account you will see the list of side menu that has **+View My Application** button. Click the 'View My Application' to view your application status.

My Applications

Reference	Action	Application Status	Details
323/2021		Unsuccessful	Your scholarship application is unsuccessful at this time.

[Click here to Apply](#)

Step 2. To begin with your application click the [Click here to Apply](#) button in the 'My Applications' table to start the application process. The 'Welcome' page will display once you click the button and you can select the category that best describes you. Click the 'Continue' button to process to the next step.

Welcome

Welcome to the Solomon Islands Government Online Scholarship Application Portal

Please select the category that best describes you.

Please select the category that best describes you.

- I'm a Year 9 (Form 3) student with more than 3 years of work experience.
- I'm a Year 11 (Form 5) student.
- I'm a Year 12 (Form 6) student.
- I'm a Year 13 (Form 7) School-based student.
- I'm a Year 13 (Form 7) Upgrade student.
- I'm a Self-Sponsored undergraduate student.
- I'm currently working in the Public Service.
- I'm current working in the Teaching Service.
- I'm currently working in the Private Sector.

[Cancel](#)

[Continue](#)

Step 3: In this step you're required to provide your personal details. Some fields in this form are mandatory meaning that you must provide the information without leaving the field empty. The mandatory fields are the ones with the asterisk (*) sign. After you've done then click the 'Save and Continue' button to process to the next step.

Personal Information

Please complete the below details:

0% Complete

Personal Status and Emergency contact

Upload your birth certificate or passport bio page *

file (1).pdf [Remove](#)

Allowed extensions: pdf tiff doc docx

If you are married, please upload a support letter from your spouse.

[Browse...](#)

Allowed extensions: pdf tiff doc docx

Mailing Address

The scholarship application process may take several months. Please provide an address where you can be contacted.

Address *

Health

Successful applicants will be required to provide their medical reports to the National Scholarships Division (NSD).

Are you currently in good health and be able to commence your studies in the next academic year?

Police Clearance Check

Successful applicants will be required to provide their medical reports to the National Scholarships Division (NSD).

Have you ever been charged with a criminal offence?

Disability

A disability will not exclude you from being considered for a scholarship application.

Do you have a disability?

If yes, will you require any additional support from the education institution in order to successfully complete your studies?

Connection to SIG Scholarship decision maker

A connection to a decision maker will not exclude your application from consideration by others. It will exclude the decision maker connected to you from considering your application or identifying you for a scholarship.

Are you connected to anyone in the SIG Scholarship decision making process e.g. selector or Member of Parliament?

If yes, what is their relationship to you?

Emergency contact details

Please enter the details of a person that can be contacted in case of an emergency. This is often a relative or friend.

Family Name *

Given Name *

Relationship to you *

Home Phone no.

Mobile no. *

Work Number

Email

[<< Back](#)

[Save and Continue](#)

Step 4: You are required to provide your previous scholarship information if you were previously awarded. Click the ‘Save and Continue’ button to continue to the next step.

Previous scholarships

Previous Scholarship Information

20% Complete

To be completed by all applicants ...

Have you previously been awarded a scholarship?

No

If yes, who was the sponsor?

N/A

If yes, did you complete your study programme?

No

If no, why did you not complete your study programme?

If yes, what was your year of completion?

mm/dd/yyyy

If yes, what was your qualification?

Previous Save and Continue

Step 5: You are required to provide your information about your study history, detail the most recent qualification and attached certified copies of official academic transcripts and certificates. Once you’ve done click the ‘Save entry’ button to save your records and click the ‘Continue’ button to proceed to the next step.

Study History

Please complete the below details:

30% Complete

Study History

Please detail your study history with the most recent qualification first. You must attach certified copies of official academic transcripts and certificates.

Enter each record one at a time and select the blue button to Add. Your records will be populated in the table below.

Institution *

Example: SINU

Qualification *

Year Started *

mm/dd/yyyy

Year Finished

mm/dd/yyyy

Completed?

Yes

Please upload your transcripts here.

Browse...

Allowed extensions: pdf tiff doc docx

Please upload your certificate here.

Browse...

Allowed extensions: pdf tiff doc docx

List of records

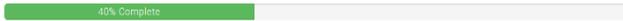
Institution	Qualification	Year Started	Year Finished	Completed?	Transcripts attached?	Certificate attached?	Delete	Edit
SINU	Certificate	2017-10-12	2021-08-12	Yes	No	No	Delete	Edit

Previous Save entry Continue

Step 6: You are required to provide the details of your currently working. Complete your current work record and attach relevant documents as required. And once you're done click the 'Save and Continue' button to proceed to the next step.

Current Work Information

Please complete the below details:



Current Work Record

In-Service applicants must complete this section...
You will have the chance to enter your Work History in the next section

Please provide the details of where you are currently working.

Organisation *

Job Title *

Start Year *

Number of years you have worked

Please upload your CV or other documents.

2021 BEA Nomination Form .pdf

Allowed extensions: pdf tiff doc docx

Please upload your Employer's reference

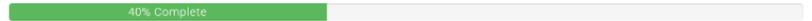
SIG Online Scholarship Application Guide.pdf

Allowed extensions: pdf tiff doc docx

Step 7: You are required to fill in your work history details of your work experience. Attached your supporting documents that are relevant with your work history. And click the 'Save entry' button to save your records. Your record will be populated in the table. Then Click the 'Continue' button once you complete your work history records to proceed to the next step.

Work History

Please complete the below details:



Work History

In-Service applicants must complete this section...

Enter each record one at a time and select the blue button to Add

Your records will be populated in the table below.

Please include details of your work experience, starting with your current employment.

Organisation *

Job Title *

Start Date *

End Date

Please upload your CV or other documents.

Allowed extensions: pdf tiff doc docx

Please upload your Employer's reference

Allowed extensions: pdf tiff doc docx

List of records

Organisation	Job Title	Start Date	End Date	CV?	Reference?	Delete	Edit
ddff	fggh	2021-06-10		No	No	Delete	Edit

Step: 8 In this process you have to fill in your employer’s endorsement information and also upload the signed endorsement letter. Once you have done click the ‘Save and Continue’ button to proceed to the next step.

Scholarship Endorsement

50% Complete

In-Service Scholarship applicants must include your employer’s endorsement of your scholarship application. The following questions must be completed and signed by your current employer. This section should then be scanned and uploaded below.

Constituency Scholarship applicants must include your MP’s endorsement of your scholarship application. Your nominee must complete the [Constituency Scholarship Nomination Form](#). The completed and signed form should then be uploaded below.

Name of organisation *	<input type="text" value="Kolei Catering Service"/>
Name of Endorser *	<input type="text" value="fggh"/>
Title/Position of endorser *	<input type="text" value="jui"/>
Address	<input type="text" value="Tasahe Heights"/>
Email	<input type="text" value="silasnerolyn@gmail.com.sb"/>
Telephone	<input type="text" value="28386"/>

Please upload your signed endorsement letter.

[Refurbishment - Labour Invoice.pdf](#)

Allowed extensions: pdf tiff doc docx

Step 9: You are required to choose courses that relevant of your choice which based on the training plan. If you have offer letter then check the box, that said ‘yes, I have a valid offer for this program’ and upload your admission letter. Once you’ve done click ‘Save and continue’ to proceed to the next step.

Proposed Scholarship and Study

60% Complete

You may choose up to three courses from the [Scholarship Education and Training Plan](#). Please consider your choices carefully as you will not be able to change your choice of course or institution once a scholarship is awarded. Note your chosen courses in order of preference.

Select your first preference	<input type="text" value="Bachelors Degree, Nursing (Primary Health Care), Solomon Islands National University, Solor"/>
Select your second preference	<input type="text" value="- Select second preference -"/>
Select your third preference	<input type="text" value="- Select third preference -"/>

Yes, I have a valid offer for this program

If yes, please upload a copy of your Admission letter.

[Refurbishment - Labour Invoice.pdf](#)

Allowed extensions: pdf tiff doc docx

Step 10: This step is applicable only for those who wish to undertake a research program in a recognised institution. Fill in the required field and once you've done then click the 'Save and Continue' button. **You can skip this process if not applicable for your choices.**

Proposed Research Topic

Proposed Research

70% Complete

Only to be completed by applicants who wish to undertake a research degree

Research title *

Research objectives *

Significance and possible application of your proposed research to the development of the Solomon Islands

Does your proposed research include fieldwork?

If yes, please provide a description of the fieldwork to be undertaken in the Solomon Islands.

What is the duration of your fieldwork?

Name of your proposed supervisor

Where in the Solomon Islands will you undertake the fieldwork?

Previous

Save and Continue

Skip>>

Step 11: You're required to clearly write a detailed statement on how the skills and knowledge you wish to propose for your study will help the social and economic development of the country. Once you have done that click the 'Save and Continue' button to view your application details.

Future Employment



Future Employment

To be completed by all applicants

80% Complete

Please write a clear and detailed statement to demonstrate how the skills and knowledge you wish to attain from your proposed programme of study will contribute to your current or future employment, and to the social and economic development of the Solomon Islands.

*

Please write a clear and detailed statement to demonstrate how the skills and knowledge you wish to attain from your proposed program of study will contribute to your current or future employment, and to the social and economic development of the Solomon Islands.

Previous

Save and Continue

Step 12: View the summary of your online application information. Once you've contented and done with your information then click 'proceed to declaration' for Application Declaration. But if you want to make edit on the information you see then click the 'previous' button to route to the page you want to make any changes.

Application details overview

Below is a summary of your application.

Please review and proceed to Declaration

Application Information

Application Year	2022
Application Number	6156/2022
Scholarship Category	In-Service Public Sector
Applicant Category	Not Applicable

Personal Information

...	
Family Name	
Other Names	
Gender	
Date of Birth Status	
Marital Status	
Mailing Address	CEMA, Point Cruz, Honiara
Town or City	
Province of Origin	Province
Constituency	
Country of Citizenship	
Email Address	
Mobile	

Personal Status

Birth Certificate or Passport bio page uploaded?	Yes (Click to view)
Are you currently in good health?	Yes
Medical Certificate uploaded?	No
Have you ever been convicted of a criminal offense?	No
Police Clearance uploaded?	No
Do you have any disability?	No
If so would you require additional support?	
Are you connected to anyone in the SIG Scholarship decision making process	No
If yes, what is their relationship to you?	

Step 13: Application declaration, you have to read and understand the agreement before you can check the declaration box. Once you've done then click the 'Finish and Submit Application' button to return to 'My Application' Table.

Application Declaration

Please complete the below details:

100% Complete

Applicant Declaration

Understanding

I understand and confirm that:

- I have read and complied with the SIG Scholarships Policy and Procedures Handbook
- the contents of my application are true and correct
- the National Training Committee has the right to withdraw the offer of a scholarship based on incorrect or incomplete information
- decisions of the selection panel are final and confidential, and that no correspondence regarding the outcomes of the selection process will be entered into.

Agreement

If successful in gaining a SIG Scholarship, I agree that I will:

- undergo a police check before my Award is confirmed
- undergo a medical check before my Award is confirmed
- act in a manner that will not bring my country, my institution or myself into disrepute
- use the funds for the purpose granted

Declaration

I declare, in submitting this application form, that the information contained in it and provided in connection with it is true and correct.

I acknowledge that giving false or misleading information is an act of fraud and that I may be prosecuted.

Previous

Finish and Submit Application

Navigating through the application process

As you complete each form, you will be able to navigate to the next section using the **Next** and **Previous** buttons.

Saving your application

Each section of the application is saved once you have completed it and moved to the next section. You can also go back to the previous sections to edit your information.

Editing your application

Your application remains open until you have submitted it. You may login and continue to fill your

application by Clicking on the  button located on the **My Account** menu.

Submitting your application.

1. The final submission for the scholarship application happens when you complete the Declaration Form and have checked the integrity and accuracy of the information you have provided.
2. Once you have submitted the application, you can only access the **Summary Page**.
3. **Only applications that were completed and submitted before the due date will be considered.**

Further Queries

For further queries, send your emails to applications@sitesa.gov.sb.