



**Te Tāhuhu o
te Mātauranga**
Ministry of Education



**PACIFIC
EDUCATION
FOUNDATION**
Scholarship

Pacific Education Foundation Scholarships

Application Guide and FAQs

This guidance will help you fill in the application form. If you have any questions, please feel free to email us at TeachNZ.Admin@education.govt.nz or by calling 0800 165 225.

Pacific Education Foundation scholarships aim to encourage Pacific students into tertiary education. The scholarships can be used for any area of study at either graduate or postgraduate level.

Eligibility

To be eligible to apply for these scholarships you must be:

- a New Zealand citizen or permanent resident
- of indigenous Pacific cultural heritage (see below list of places)
- currently enrolled full-time in an undergraduate degree programme at a registered tertiary education organisation
- involved in your local community, and where possible, your Pacific community (see guidelines).

Indigenous Pacific cultural heritage

An eligible Pacific person must have indigenous Pacific cultural heritage from the following list of places:

- American Samoa
- Cook Islands
- Federated States of Micronesia
- Fiji
- French Polynesia
- Hawai'i
- Kiribati
- Nauru
- Niue
- Papua New Guinea
- Pitcairn Island
- Rabi
- Rotuma
- Samoa
- Solomon Islands
- Tokelau
- Tonga
- Tuvalu
- Vanuatu
- Wallis and Futuna

How applications are assessed

When we receive applications, we will check them to ensure they meet all eligibility criteria. The selection panel will then assess your application on the following:

- Your ability to communicate effectively and your motivations to pursue tertiary education
- Your current qualifications
- Your need(s) (financial or otherwise)
- Your academic success and personal achievement

Note: academic success is not necessarily only getting high grades or completing your qualification, but may also include, for example, being first in family to attend a tertiary institution, receiving entrance into various courses or programmes, attending a tertiary institution away from home, and/or commitment to your Pacific culture(s) within the academic context. Please tell us your perspective on academic success.

- Your experiences leading and working with people, and where possible, our Pacific communities.

Note: we acknowledge that some applicants may not have opportunities to be involved in their respective Pacific community/communities. Please include all activities that you have been/are involved in in your community (Pacific and/or wider community).

Completing the application form

We encourage you to read through the form and application guide and see what information and attachments you need to provide before filling in the application.

Please note, the form should be completed all at once, as your progress may not be saved and you could lose what you have written. If you want to work on your answers over time, store them in a separate document and paste them into the form when you are ready to complete it.

Copies of any official documentation must be certified.

A certified copy is one signed by a Justice of the Peace. To locate a Justice of the Peace, please use the [Royal Federation of NZ Justices' Associations](#) website.

Filling in the application form

Section 1 - Personal Details

Provide your **full name**, **email address**, **phone number** so we can contact you. Don't use your school email if you are at school now, as it will not work when you leave school.

You will be asked to confirm your **ethnicity**. You can choose more than one. When confirming your **genealogical ties** to your indigenous Pacific cultural heritage, please tell us who in your family was born in the Pacific, and where they were born.

We also ask your **date of birth**, the **region** where you usually live and **gender**. These may be used for statistical purposes.

Supporting evidence: You also need to upload **proof of your identity** – this can be a certified copy of the photo page of: your passport, your NZ citizenship documentation, or birth certificate. If you are a permanent resident, you will also need a copy of the permanent residency visa page in your passport as well.

Section 2 – Scholarship Details and Study Plan

This section asks which scholarship you are applying for, and what and where you plan to study.

You may apply for either an **undergraduate** or a **postgraduate** scholarship. Postgraduate programmes are those at a higher level, rather than completing a second undergraduate degree. Your institution should be able to advise you on whether your course is an undergraduate or postgraduate programme.

We also want to know how far along you are in your studies (what **year of study** you are in) and if you are **currently receiving or have previously received any other scholarships or Fees Free funding**. Priority may be given to applicants who are not being supported or have not received support via scholarships or Fees Free funding in the past.

Section 3 – Qualifications and Academic History

The selection panel would like to know about the qualifications you already hold because proof of your success in study is highly desirable.

- Include details of the highest qualifications you have achieved or partially completed, either academic or work-related. These must be supported by a **full academic transcript or record of achievement**. You may also detail any other degree certificates and awards you may have achieved.
- You may also include any other comments about your academic performance, i.e. details of extenuating circumstances around specific grades.

Supporting evidence is required for your qualifications achieved or partially completed: please upload evidence of **your highest qualification** – this **must include a full academic transcript**

or record of achievement. Your documented proof must include every year of study. You may also provide a copy of a certificate, diploma, or degree.

Section 4 – Curriculum Vitae (CV)

To give the selection panel a greater understanding of your qualification and work history, please supply a brief CV (no more than two single-sided A4 pages).

The selection panel is looking for any qualifications you may have, your work history whether its employment or voluntary work, community involvement, and life experiences you bring with you to your studies.

Section 5 – Personal Statement

This section asks you to write about why the scholarship is important to you. This part of the application is a chance for you to tell the Pacific Education Foundation Board about yourself in your own words.

Questions (350-words per question)

- **Motivation:** Tell us what kind of person you are, your characteristics, experiences, and skills that will add value to your studies. *You can use examples from your CV to demonstrate life and work experiences.*
- **Career goals:** Tell us about any future career goals you may have.
- **Aspiration:** Tell us about any future aspirations you may have. *For the above questions on motivation, career goals and aspiration, make sure to describe significant links between your own experience that demonstrate determination and resilience that will lead to your future tertiary success, and meeting of your goals and aspirations.*
- **Community engagement:** Tell us about your commitment to Pacific peoples and communities. *This statement must have a reference letter to support what you say. The selection panel may contact them.*

Reference letter - provide a reference letter to support your response to this question. This can be from a community leader, employer, church minister, tutor and so on. Please note this cannot be from a member of your family.

The selection panel may contact this person (referee). Please provide contact details for them in the form.

- **Community change:** What is a change that you would like to see in your community? How will you support or contribute with the skills you have developed through your study?
- **Scholarship need:** Tell us how you will use this scholarship, and how it might lessen any hardship (financial or otherwise) you are currently experiencing. *The selection panel is interested in knowing how this scholarship will support your studies and meet the various costs that come from studying.*
This may include (but is not limited to), accommodation, childcare, travel costs, placement costs, and/or health and wellbeing costs. For any details(s) identified, please tell us how this explicitly relates to supporting you on your academic journey. This information may be used for reporting and statistical purposes.

Section 6 – Applicant Declaration and Privacy Statement

Please read each of the declaration statements and the privacy statement, which outline how we will use the information you provide in your application. You will be asked to accept these by ticking a confirmation box. If you do not accept, we will be unable to assess the application form, and you will not be able to submit an application.

We also ask where you heard about the scholarships so we can make sure our communications work as well as possible to support people to apply for the Pacific Education Foundation scholarships next year.

Completed Application

The application form must be fully completed online with all necessary documents attached. Incomplete or illegible applications will not be considered. We strongly recommend you ask someone else to check your completed application before you send it to us.

Once you complete the application form and submit it, we will send you an email to acknowledge we have received your application. Applications that are not supported by the correct documents will be considered incomplete and will not be assessed for a scholarship.



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