



**TAKORADI
TECHNICAL
UNIVERSITY**

TTU-Sam Tobbin Scholarship Scheme

2024 Scholarship Program Guidelines

The purpose(s) of the TTU-Sam Tobbin Scholarship Fund is to help raise the level of educational attainment in the Western Region, and by biological extension Ghana. Specifically, it is intended to award scholarships to needy but brilliant students of the Takoradi Technical University based on merit.

Eligibility For Submitting Applications

1. A valid student application may be submitted by the applicant who:
 - a) is a Ghanaian preferably from the Western Region and by extension, other parts of Ghana.
 - b) is a student of Takoradi Technical University
 - c) is brilliant, but needy (i.e., must have a minimum of Second Class Upper).
 - d) has not previously benefited from the fund to pursue a specific program;
 - e) is **NOT** a beneficiary of a similar scholarship with an analogous (Governmental) institution. This excludes persons who may have sought support through other avenues to cater for the cost of accommodation and stipend.
2. In considering an application, it is of key importance whether the applicant has done any voluntary work for any community in the Western Region.
3. Applicants are not eligible for the scholarship if they do not meet the entry requirements for the applied programme.
4. An applicant shall be required to among others, present the following documents:
 - a. A motivational essay to demonstrate his/her academic ability to succeed in their chosen field of study;
 - b. A letter of recommendation from his/her Head of Department attesting that he/she has good character and is financially needy.

General Instructions

1. **DEADLINE** for scholarship applications is Thursday – **April 4, 2024, at 5:00 p.m.** (There shall be no exceptions).
2. Refer to the application process below for a list of the supporting documents needed (i.e., reference forms, evidence of GPA/WASSCE Aggregate, etc.) Incomplete applications will not be considered.
3. If any question does not apply to you in this application, please put N/A in the space.
4. Type and print legibly. Illegible applications will not be considered. You may also download a copy of the application online at bit.ly/3THAiBs
5. You will be notified by text message/mail regarding the status of your application.
6. If you have any questions about the application, please call the office of the Dean of Students' Affairs at: 033 209 7667

Application Process:

Applicant must submit the following items:

1. Completed application form (if handwritten, please print legibly)
2. Letter of application addressed to the TTU-Sam Tobbin Scholarship Application Evaluation Committee. The letter should contain a brief instruction of yourself and your academic plans. The letter should not exceed one (1) page.
3. A letter of recommendation from the Head of Department (in the case of a continuing student). In the case of freshmen and women, a recommendation from a person of high repute (i.e., teachers, administrators, counselors etc., or an individual with significant knowledge of the applicant's experience and involvement).
4. A photocopy of the Ghana Card (Front & Back)
5. 1 Passport Photo
6. Curriculum Vitae (CV)
7. An official (Stamped) and recent academic transcript with cumulative grade point average/WASSCE result slip (in the case of freshmen and women).
8. Personal (Motivational) Essay. The essay must not exceed three hundred words (i.e., one and half typed pages), double-spaced, font size 12 / Times New Roman font. The essay shall contain no grammatical errors.

Scholarship Application 2024

PLEASE TYPE/WRITE YOUR ANSWERS.							
1.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Last Name:</td> <td style="width: 50%; border: none;">First Name:</td> </tr> </table>	Last Name:	First Name:				
Last Name:	First Name:						
2.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Programme of Study:</td> <td style="width: 50%; border: none;">Faculty:</td> </tr> </table>	Programme of Study:	Faculty:				
Programme of Study:	Faculty:						
3.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Postal Address:</td> <td style="width: 50%; border: none;">Street:</td> </tr> <tr> <td style="width: 25%; border: none;">City:</td> <td style="width: 25%; border: none;">District:</td> <td style="width: 25%; border: none;">Region:</td> </tr> </table>	Postal Address:	Street:	City:	District:	Region:	
Postal Address:	Street:						
City:	District:	Region:					
4.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Telephone Number:</td> <td style="width: 50%; border: none;"></td> </tr> <tr> <td style="width: 50%; border: none;">Email Address:</td> <td style="width: 50%; border: none;"></td> </tr> </table>	Telephone Number:		Email Address:			
Telephone Number:							
Email Address:							
5.	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">Date of Birth:</td> <td style="width: 25%; border: none;">Month:</td> <td style="width: 25%; border: none;">Day:</td> <td style="width: 25%; border: none;">Year:</td> </tr> <tr> <td style="width: 30%; border: none;">Gender: Male</td> <td style="width: 70%; border: none;">Female</td> </tr> </table>	Date of Birth:	Month:	Day:	Year:	Gender: Male	Female
Date of Birth:	Month:	Day:	Year:				
Gender: Male	Female						
6.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Home Town:</td> <td style="width: 50%; border: none;">District:</td> </tr> <tr> <td style="width: 100%; border: none;">Region:</td> </tr> </table>	Home Town:	District:	Region:			
Home Town:	District:						
Region:							
7.	<p>Cumulative Grade Point Average (CGPA):</p> <p>WASSCE Aggregate:</p> <p><i>Attach proof of GPA. Your most recent academic transcript/WASSCE result slip (in the case of a freshman & woman) is required.</i></p>						
8.	<p>Are you the first person in your family to attend University?</p> <p>YES NO</p>						
9.	<p>Are you a beneficiary of a similar scholarship with another institution?</p> <p>YES NO</p>						

Declaration By Applicant

I hereby affirm that all the above-stated information provided by me is true and correct to the best of my knowledge.

I hereby understand that if chosen as a scholarship holder, according to TTU-Sam Tobbin Scholarship Fund policy, it is my responsibility to remit to the Fund, the appropriate information for my scholarship to be paid for the 2023/2024 Academic year.

I hereby understand I will not submit this application without all required attachments and supporting information. Incomplete applications or applications that do not meet eligibility criteria will not be considered for this scholarship.

Signature of applicant:

Date:

Statement Of Support By Corroborator

I hereby affirm that this application meets the criteria set forth by this TTU-Sam Tobbin Scholarship Fund and that I endorse this application.

Name of Corroborator:

Institution:

Position/Rank:

Contact information (email and phone):

Signature of Corroborator:

Date:

Checklist

Application

Essay

Curriculum Vitae

Corroborator's Signature

Academic Transcript/WASSCE Result Slip

Submit Complete Application Package To:

TTU-Sam Tobbin Scholarship Application Evaluation Committee

Office of the Dean of Students' Affairs

Takoradi Technical University

Reminder:

The deadline for this application to be received by the Fund's Office is:

Thursday – April 4, 2024, at 5:00 p.m. (There shall be no exceptions!)