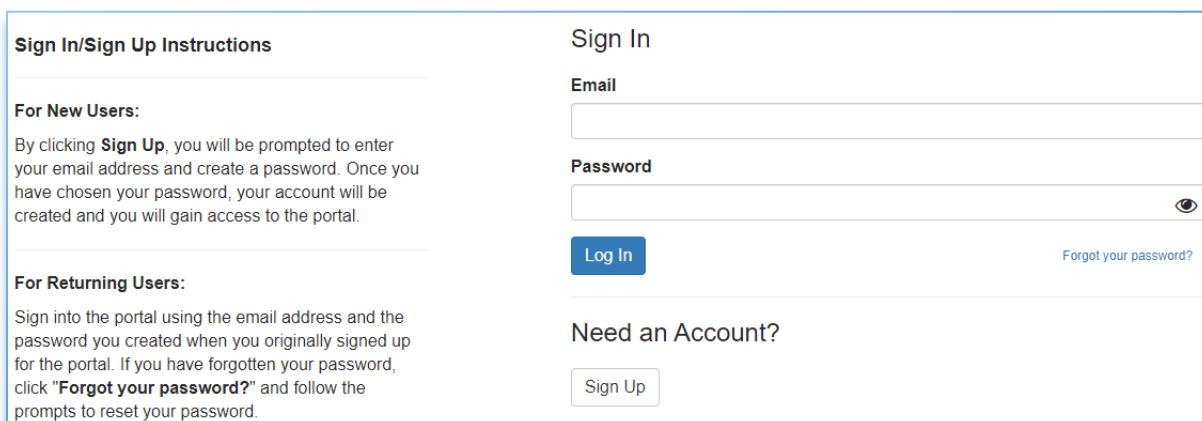


How to Complete the Application Process for LWF Scholarships

The LWF scholarship application process will be completed online through an application system called Zengine. To ensure that your experience with the new system is as smooth as possible, we have prepared the following instructions to guide you through each step of the application process. Please read these instructions carefully and use them as you navigate the system for the first time. You can always contact us if you have any questions.

Step 1: How to log in for an individual or group candidate/s

- To Log In on the LWF Scholarship portal, click on the link forwarded by your church and follow the Log In instructions on the left side of the page.
- If this is the first time you log in, please create a new account by clicking on Sign Up. If you already have an account, please enter the Email and Password, and click on Log In.



The screenshot shows the login page with two columns. The left column contains instructions for new and returning users. The right column has input fields for Email and Password, a Log In button, a Forgot your password? link, and a Sign Up button under the heading 'Need an Account?'.

Sign In/Sign Up Instructions

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password

Log In [Forgot your password?](#)

Need an Account?

- If you want to read instructions and questions in French, German, Portuguese or Spanish, please select the language by clicking at globe (right top of the page).



The screenshot shows the top right corner of the page with a language selection dropdown set to 'French' and a globe icon. Below it is a red arrow pointing to the right. The main form area has the heading 'S'identifier' and an 'E-mail' label above a text input field.

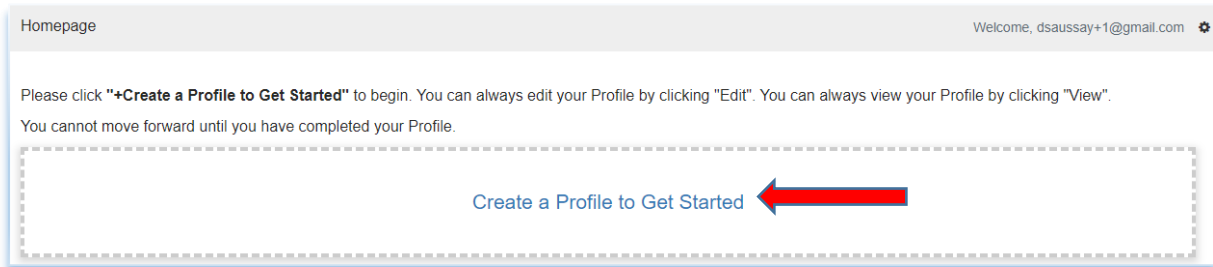
French 

S'identifier

E-mail

Step 2: Profile

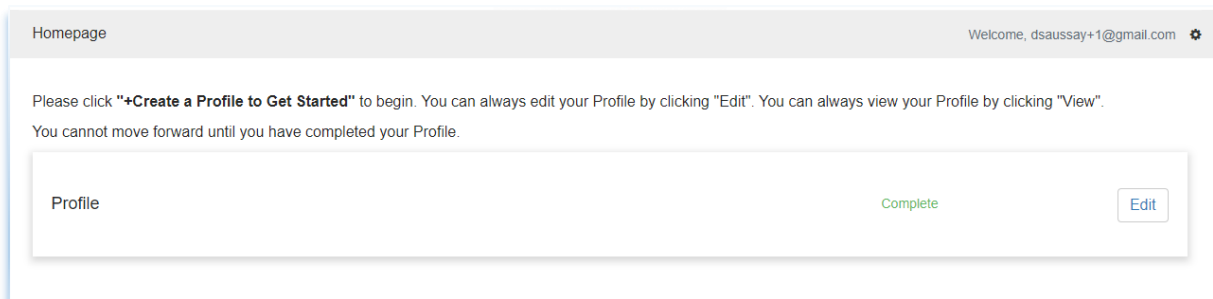
- After login, you can fill out the profile form in the language (English, French, or Spanish) as you wish.
- Please click **"Create a Profile to Get Started"** to begin. You can always edit your Profile by clicking "Edit". You can always view your Profile by clicking "View".
- You cannot move forward until you have completed your Profile.



- The following webpage appears. Fill in the form and click Create Profile.

A screenshot of a 'Profile' creation form. At the top left, it says 'Profile' with a dropdown arrow. At the top right, there are two buttons: 'Save Draft' and 'Create Profile'. A red arrow points to the 'Create Profile' button. Below the buttons, there are several input fields, each with an asterisk indicating it is required: 'First Name *', 'Last Name *', 'Email *', 'Address *', 'Country *' (with a dropdown arrow), and 'Name of Endorsing Church *' (with a dropdown arrow).

- All the fields are required to be filled out before going to the application form. The profile is editable at any time by clicking on Edit on the Homepage (see below).

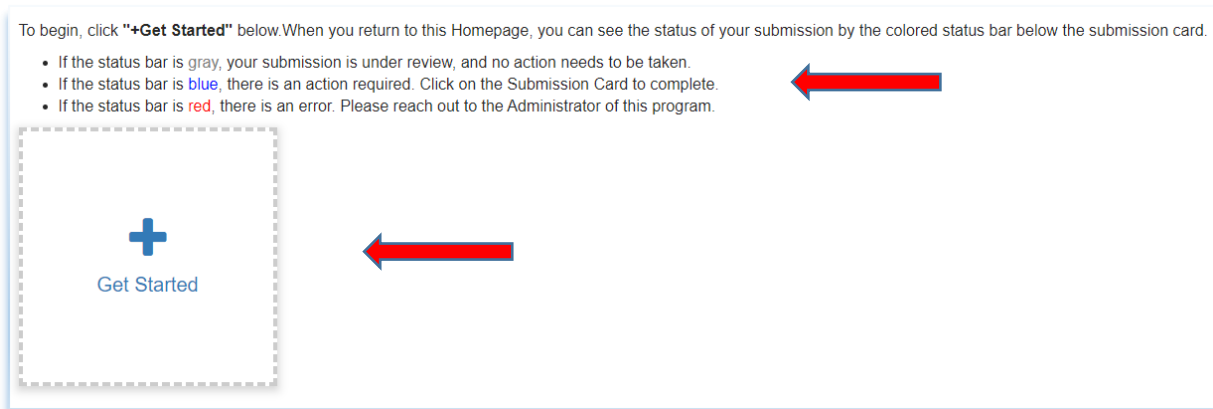


Step 3: Application

- After completing the Profile, the candidate/ applicant can fill out an application form in a preferred language from three alternative languages (English, French or Spanish)

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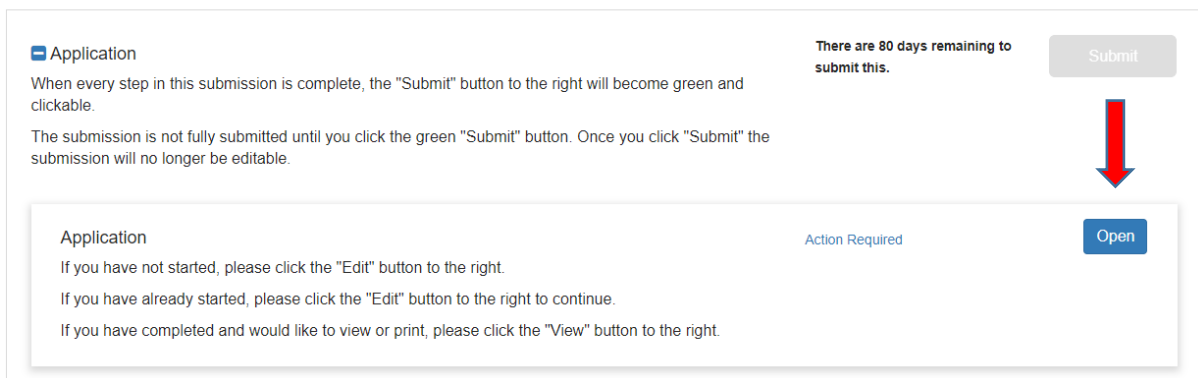
- To begin, click **"Get Started"** below at the Homepage.
- When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.
 - If the status bar is **gray**, your submission is under review, and no action needs to be taken.
 - If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
 - If the status bar is **red**, there is an error. Please reach out to the Administrator of this program (LWF Scholarship Program Desk).



- After clicking the status bar, you will see Homepage and your name. The instruction indicates as follows.
 - The newest steps will always be first. You can view your previous steps by clicking the "View" button.
 - When you have completed all steps, it will no longer state "Action Required" but "Complete". The "Submit" button will turn green, which indicates that you can now submit.
- At the application box, the instruction indicates as below.
 - If you have not started, please click the "Edit" button to the right.
 - If you have already started, please click the "Edit" button to the right to continue.
 - If you have completed and would like to view or print, please click the "View" button to the right.

The newest steps will always be first. You can view your previous steps by clicking the "View" button.

When you have completed all steps, it will no longer state "Action Required" but "Complete". The "Submit" button will turn green, which indicates that you can now submit.



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- For the application submission, it indicates that
 - When every step in this submission is complete, the "Submit" button to the right will become green and clickable.
 - The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.
 - The bold font text shows how many remaining days for application submission.

- At the application input, it shows following.
 - Please complete all required fields.
 - You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.
 - When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You should fill out information from the beginning as some questions are linked with other questions.
- After completing and submitting the form, you will receive a notification email.
- The following webpage appears. At this stage, you can still edit your project application. To edit your application, click the Edit button.
- When you have completed your application form, click the green Submit button. If the Submit button grey, it means that you have not marked complete. Go back to the format and click on Mark Complete.

Recommendation: We encourage you to read the entire application form before you start filling it in. There are many requirements for a complete application (document uploads), and

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so reading the entire application will help you complete the requirements in time for the deadline.

Prepare any necessary documents in advance: You will be required to upload additional documents and to download documents for someone to submit on your behalf. You will likely need to obtain documents like transcripts, confirmation letter from university, certificate etc. Plan in advance so these documents are complete and submitted to us before the deadline.

You can fill out the application below in English, French or Spanish.

General and Personal Information


- Select all relevant answers: region, country and church.
- “Who are you applying for? “
 - If you are applying as an individual, select “individual”.
 - If you are applying on behalf of a group, select “group”.

General Information

Region

Country *

Name of Endorsing Church *

Who are you applying for? * 

Individual Application for LWF Scholarship

- When you select ‘Individual’, you will see following questions related to your personal information. Please fill out the name of candidate by starting with first name and then last name.

Who are you applying for? *

Individual Application for LWF Scholarship

Please fill in all relevant information. Only complete applications will be accepted.

Name of Candidate *

Title

First name *

Capitalize the first letter of the word only

Last name *

Capitalize the first letter of the word only

- Apart from name, you will ask to fill out other personal questions (gender, marital status, etc.) you will also ask about your current position

- List your current job and position, particularly the ones relevant for the field of training you are proposing. If you have had a lot of work experience, you can upload your CV/ Resumé at the end of the application form.

Gender *

Male
 Female

Date of birth *

Place of birth *

Nationality *

Current profession * ←

Marital Status *

Single
 Married
 Divorced
 Widowed

- **Contact Details**

- Postal address: should be your address, where a letter can be sent to
- Phone number: indicate country code, area code and phone number

Contact Details

Postal Address *

Street, Street number

Postal Code, City *

Country *

Phone number *

Email *

- **Educational Background**

- Your highest academic level: Select the highest level you completed.
- Study Institution: Write down name, city and country.

Educational Background

Your highest academic level

Study Program

Study Institution

- Language Skills
 - List the languages you know and indicate your level of proficiency. In the first box, indicate your mother language.
- Engagement in Church and Motivation
 - This is an important part of your application! The first question points to your current engagement in church and society, the second to your future plan.

Information about Proposed Training/ Study

- Proposed Training/ Study Program
 - Field of Study/Training: Write down the exact name of your proposed study program. If you apply for a short-term scholarship, indicate the name of the proposed training course, workshop, exchange program or research project.
 - Place of Study/Training: If you have not been admitted to any study or training institution yet, indicate the name and place of your preferred institution. In case you are not admitted after scholarship approval, it is no problem to change the institution if the field of study or training remains the same or similar. If you have been admitted for a study or training program, upload a copy of the official admission or acceptance letter at the end of the form.

Proposed Training/ Study Program

Area of Study/Training *

Theology

Diakonia/Development

Level of Study/Training *

Bachelor

Master

Doctorate

Other (Text box to fill in.)

Field of Study/Training *

Name and Place of Study/ Training *

- Start and Expected End Dates of Studies: Indicate the first date of your studies and planned end date. You may find the information from the admission letter or from the University administration. If you are not yet admitted, please fill out expected dates.

- Duration of Support Needed: Specify how long you expect the LWF financial assistance. Write down the number of years, months and/ or weeks.

Start Date *


Expected End Date *

Duration of Support Needed *

E.g. 4 weeks, 6 months, 1 year, 1.5 years, 2 years, etc.

- Costs of Proposed Study/Training Program
 - It is very important to fully complete this part of your application! It is your responsibility to submit an accurate budget proposal. If you need assistance, ask your church for help. LWF may make adjustments in your budget after approval.
 - Please download the Individual Budget Sheet from the link, fill out necessary details and upload the completed sheet at the proposed budget sheet.
 - Please fill out the total of LWF financial support taken from the budget sheet.

Costs of Proposed Study/Training Program

[Individual Budget Sheet](#) 

[Group Budget Sheet](#)

Proposed budget sheet (please use the sheet provided by LWF - Links above.)

Budget sheets can be accessed by clicking the links above this question.


Total of LWF financial support (please take it from the proposed budget sheet) *

Indicate an amount in euros requested to LWF

- In the proposed budget sheet
 - If you apply for a regular scholarship, list all expected fees and costs each year. If you apply for a short-term scholarship for a training course, workshop, exchange program or research project, list all expected costs for the full duration of your training (no matter if the proposed training only lasts few weeks or full six months).
 - The tuition fee and other study-related fees such as examination, internet and library fee should be taken from the official fee structure of the study institution, which is to be attached to the application. If you apply for a short-term scholarship, indicate the full costs of the proposed program and attach supporting documents from the proposed institution or organization.
 - Other study-related costs: The LWF will pay a living allowance appropriate for the respective context. This includes cost of accommodation, food, local transportation and international travel (if you plan to study abroad) and personal needs. In case the scholarship holder lives on campus, the LWF covers the costs as listed in the official fee structure of the study or training institution. In case these living costs are not listed in the official fee structure, the church has to provide an annual cost breakdown for the candidate. This cost breakdown has to be officially confirmed by the church to ensure that the listed costs reflect the actual living costs in the respective country. List all expected study-related costs, not taking into account possible contributions from your church or yourself.

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- Indicate how much your church is able to towards covering the costs of the proposed study or training.
- Indicate how much you are able to contribute (possibly with the support of your parents or spouse) towards covering the costs of the proposed study or training.

Overview of Budget Breakdown	
<i>Only fill in the blue fields!</i>	
Country and church:	
Scholarship Recipient:	
Study program and degree:	
Scholarship duration:	
Total requested amount in EUR:	#DIV/0! 


- Financial Situation of the Candidate
 - If you apply for a scholarship to any other organization, you are required to inform LWF about the state of your application. No double-funding is permitted.
 - Will the church grant a yearly financial assistance for your studies/training? Please ask your church so that you can answer it and add it in the budget sheet (if it is 'yes').
- Declaration
 - Read the declaration carefully and certify it.


Upload necessary documents (to be completed by the candidate)


- The following documents should be uploaded:
 - Copy of passport, ID or birth certificate
 - Copy of the most recent certificate (e.g. secondary school certificate for Bachelor candidates, Bachelor certificate for Master candidates etc.)
 - Official fee structure by the proposed study institution
 - The budget breakdown with additional expected costs (confirmed by the church)
- The following uploaded document is mandatory if you have been admitted to your study or training institution:
 - Admission letter by the proposed study/training institution
- You may attach additional documents such as resumé, letters of recommendation, additional certificates, additional information about the proposed study or training program, etc.

Group Application for LWF Scholarship

- When you select 'Group', only one of the group members will fill out the application.

Who are you applying for? * 

Group 


Group Application for LWF Scholarship 

Please fill in all relevant information. Only complete applications will be accepted.

Group Information

Name of Group

Give the name according to level and field of studies: e.g. Master in Theology, Bachelor in Nursing, etc.


Number of group members * 

Number of male members *

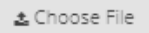
Number of female members *

- For personal information, please provide the details of all candidates by downloading the form through the link, fill out and upload it accordingly.

Personal information

[Personal Information of Group Candidates](#) 

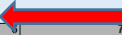
Personal Information of All Candidates *

 Choose File

Please download the sheet from the link above, fill out details and upload it here.

Proposed Training/ Study Program

- The form 'Personal Information of Candidates' to be filled out.

Personal Information of Candidates 										
No.	1	2	3	4	5	6	7	8	9	10
Name										
Gender										
Birthdate										
Marital Status										
Education										
Profession										

- For proposed training and study program, it should be filled out for the whole group.

Proposed Training/ Study Program

Area of Study/Training *

- Theology
- Diakonia/Development

Level of Study/Training *

- Bachelor
- Master
- Doctorate
- Other (Text box to fill in.)

Field of Study/Training *

Name and Place of Study/ Training *

- **Start and Expected End Dates of Studies:** Indicate the first date of the group studies and planned end date. You may find the information from the admission letter or from the University administration. If you are not yet admitted, please fill out expected dates.
- **Duration of Support Needed:** Specify how long your group expect the LWF financial assistance. Write down the number of years, months and/ or weeks.

Start Date *

Expected End Date *


Duration of Support Needed *

E.g. 4 weeks, 6 months, 1 year, 1.5 years, 2 years, etc.

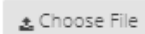
- **Costs of Proposed Study/Training Program**
 - It is very important to fully complete this part! Please submit an accurate budget proposal. If you need assistance, ask your church for help. LWF may make adjustments in your budget after approval.
 - Please download the Group Budget Sheet from the link, fill out necessary details and upload the completed sheet at the proposed budget sheet.
 - Please fill out the total of LWF financial support taken from the budget sheet.

Costs of Proposed Study/Training Program

Individual Budget Sheet

Group Budget Sheet 

Proposed budget sheet (please use the sheet provided by LWF - Links above.)




Budget sheets can be accessed by clicking the links above this question.

Total of LWF financial support (please take it from the proposed budget sheet) *

Indicate an amount in euros requested to LWF

- In the proposed budget sheet
 - If you apply for a regular scholarship, list all expected fees and costs each year. If you apply for a short-term scholarship for a training course, workshop, exchange program or research project, list all expected costs for the full duration of your training (no matter if the proposed training only lasts few weeks or full six months).
 - The tuition fee and other study-related fees such as examination, internet and library fee should be taken from the official fee structure of the study institution, which is to be attached to the application. If you apply for a short-term scholarship, indicate the full costs of the proposed program and attach supporting documents from the proposed institution or organization.
 - Other study-related costs: The LWF will pay a living allowance appropriate for the respective context. This includes cost of accommodation, food, local transportation and international travel (if you plan to study abroad) and personal needs. In case the scholarship holder lives on campus, the LWF covers the costs as listed in the official fee structure of the study or training institution. In case these living costs are not listed in the official fee structure, the church has to provide an annual cost breakdown for the candidate. This cost breakdown has to be officially confirmed by the church to ensure that the listed costs reflect the actual living costs in the respective country. List all expected study-related costs, not taking into account possible contributions from your church or yourself.
 - Indicate how much your church is able to towards covering the costs of the proposed study or training.
 - Indicate how much you are able to contribute (possibly with the support of your parents or spouse) towards covering the costs of the proposed study or training.

Overview of Budget Breakdown	
<i>Only fill in the blue fields!</i>	
Country and church:	
Scholarship Recipient:	
Study program and degree:	
Scholarship duration:	
Total requested amount in EUR:	#DIV/0! 

- Financial Situation of the Candidate
 - If you apply for a scholarship to any other organization, you are required to inform LWF about the state of your application. No double-funding is permitted.
 - Will the church grant a yearly financial assistance for your studies/training? Please ask your church so that you can answer it and add it in the budget sheet (if it is 'yes').

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- Declaration
 - Read the declaration carefully and certify it.

Upload necessary documents (to be completed by the candidate)

- The following documents should be uploaded:
 - Copy of passport, ID or birth certificate
 - Copy of the most recent certificate (e.g. secondary school certificate for Bachelor candidates, Bachelor certificate for Master candidates etc.)
 - Official fee structure by the proposed study institution
 - The budget breakdown with additional expected costs (confirmed by the church)
- The following uploaded document is mandatory if you have been admitted to your study or training institution:
 - Admission letter by the proposed study/training institution
- You may attach additional documents such as resumé, letters of recommendation, additional certificates, additional information about the proposed study or training program, etc.

Step 4: Church Review

After an application is submitted, a church representative will be informed about the submission. The representative, who is selected as a church reviewer, will review application/s of his/ her own churches and fill out church review form/s.

The church reviewer will receive a link through an email. After clicking the link, you will go to the page and see following instructions.

For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. If your email is not in our system or you do not receive a confirmation email, please contact your administrator.

Upon confirmation of your email, you will be taken to the Sign Up screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

Sign In/Sign Up Instructions

For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator.*

Upon confirmation of your email, you will be taken to the **Sign Up** screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.


For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

If you have any questions or concerns, please contact your administrator. Thank you!

Welcome!

To get this process started, new and returning users please enter your email address below.

Email 


[Continue](#) [Already have a confirmation code?](#)


After fill out the email address and password, you are able to log in.

Email



duangporn.saussay@lutheranworld.org

Password





[Log In](#)  [Having trouble logging in?](#)

Then you will see the list of review application. Click at the review button in blue to go to the review form.

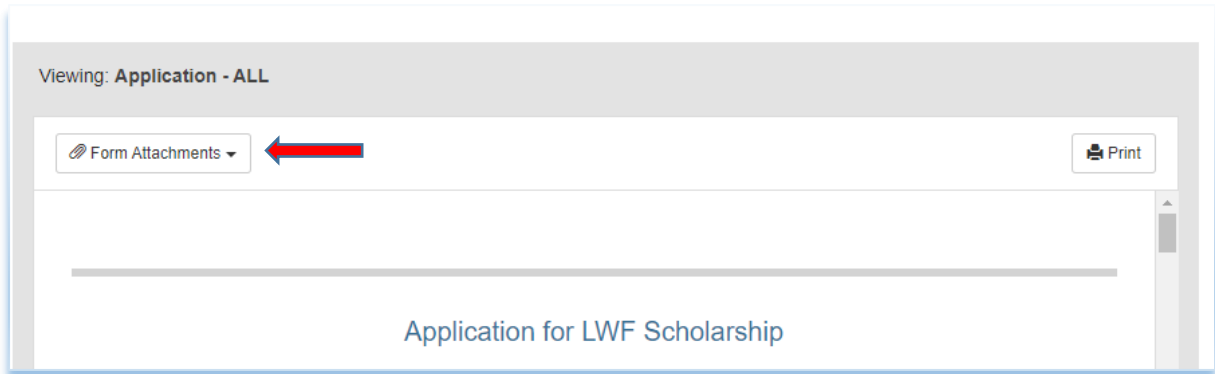
1 listing in total Show: All  

-	Review
---	------------------------

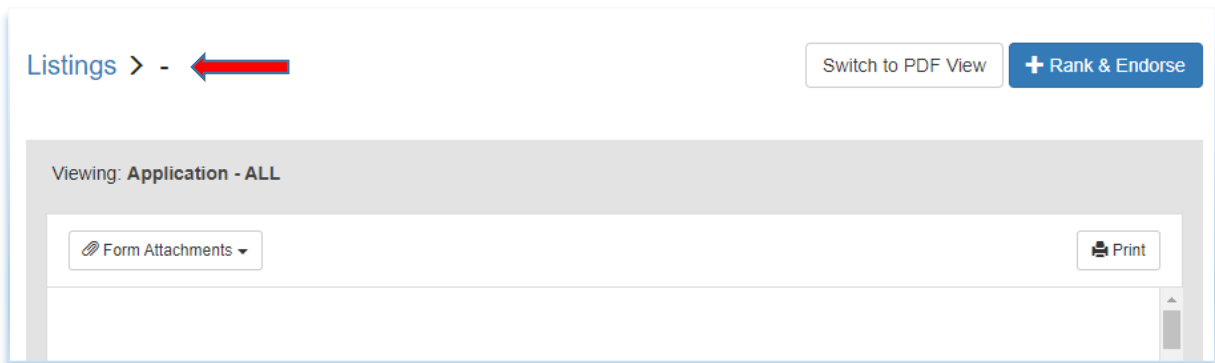
 1 - 1 of 1



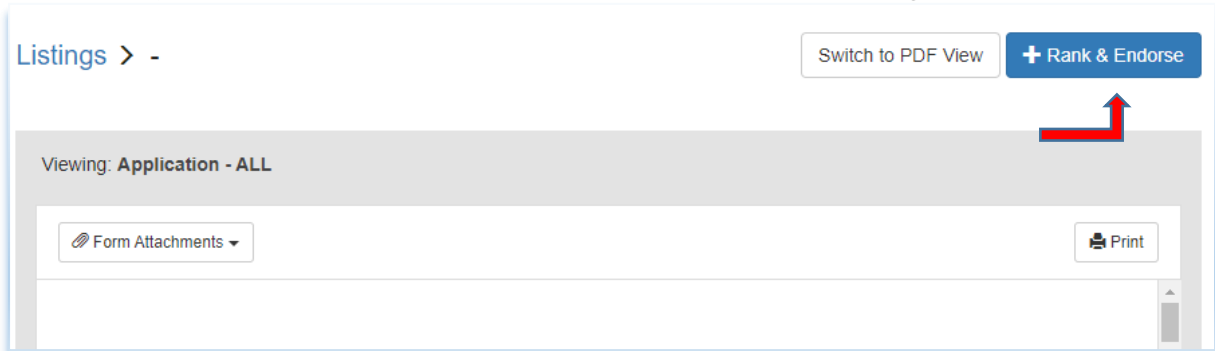
When reviewing, select the dropdown next to "**Viewing Form:**" to check for additional information. As well, check for attachments by clicking the "**Form Attachments**" drop down. You can click on any attachment and it will populate in the center of the screen.



After looking at the attachment/s, to get back to the application, click "**Listings**" in blue at the top left.



To complete your review, please click "**+Rank & Endorse**" in the upper right.



You can fill out all fields including giving priority of each application. In addition, you cannot give the same priority for two applications.

Rank & Endorse

Reviewer's Name

Reviewer's Position

Priority: prioritize the application/ candidate

- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- 7th

Please give explanation in the boxes according to questions.

How a given application responds to strategic priorities and human resource needs of the church in the area of theology and/or diakonia?

How the particular scholarship will benefit the church and the local communities?

What is a planned future role of candidate/s in church and/ or society after completion of study program? (Kindly explain beyond very general terms.)

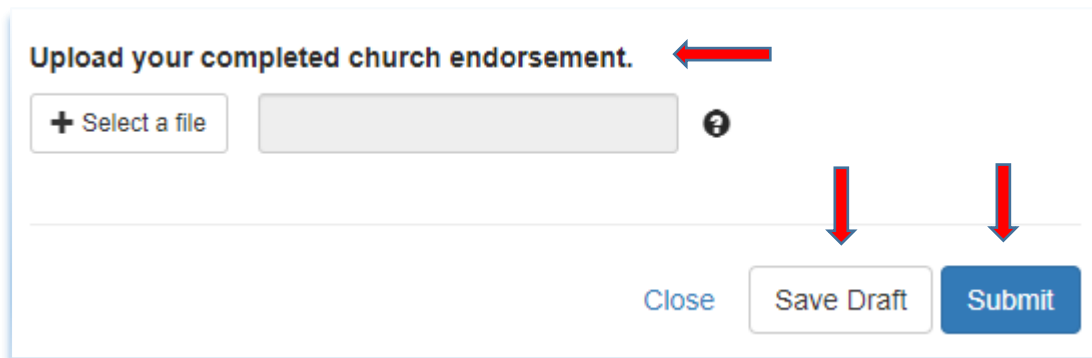
After answering the questions, please upload an endorsement letter signed by the church leader.

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You have the option to save your work and continue at a later time by clicking "**Save Draft**" at the bottom right of your review form. When you log back into the portal, those saved will have an orange "**In Progress**" button.

When the review is complete, please click "**Submit**" at the bottom right of your review form.

When you return to the Listings, the button will now be complete and "**Done**".



Upload your completed church endorsement. ←

+ Select a file ?

Close Save Draft Submit

After the church review is completed, internal/ LWF review will be done. The Scholarship Team may contact the church and/ or candidate/s for further information/ clarifications if necessary.

If you have any questions or need technical support, please contact us at scholarship@lutheranworld.org.