

June 2025

Guidance

LWF

# Scholarship Portal



THE  
LUTHERAN  
WORLD  
FEDERATION

A Communion  
of Churches

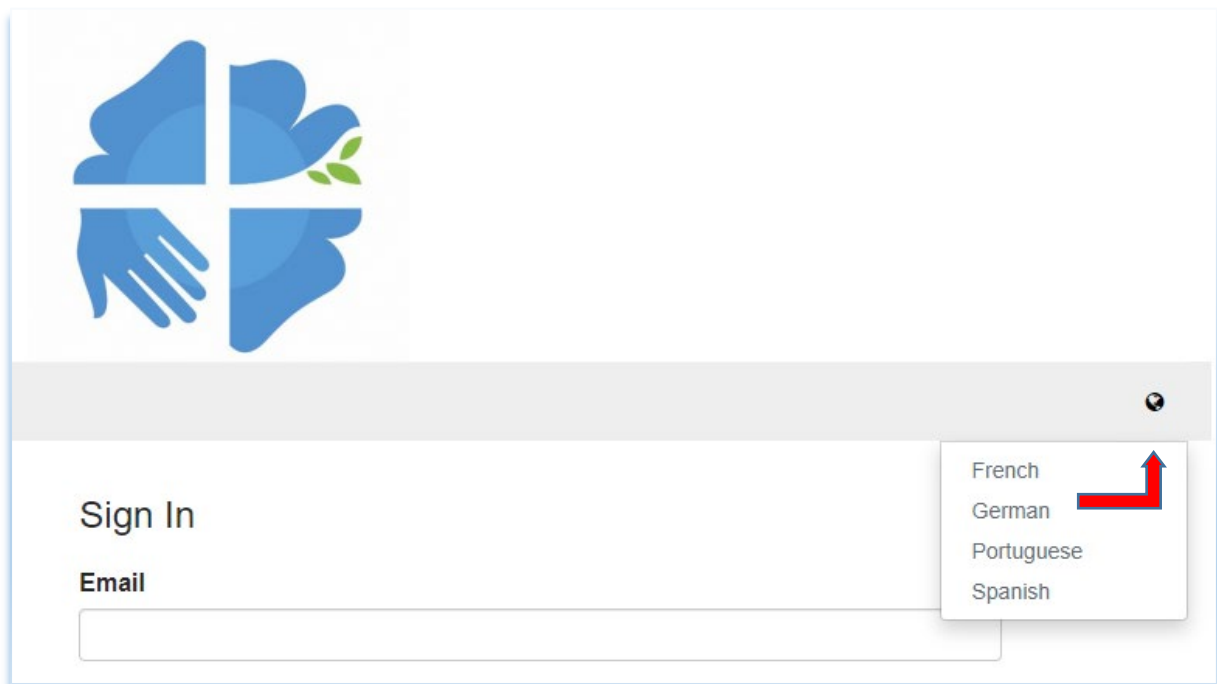
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The LWF scholarship application process will be completed online through an application system called Zengine. To ensure that your experience with the new system is as smooth as possible, we have prepared the following instructions to guide you through 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.

### How to log in

- 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 LWF Scholarship portal login interface. At the top left is the LWF logo, which consists of four blue hands holding a globe. Below the logo is a 'Sign In' section with an 'Email' input field. On the right side, there is a language selection dropdown menu with options for French, German, Portuguese, and Spanish. A red arrow points to the 'French' option.

- 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.

### Sign In/Sign Up Instructions

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**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.

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**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**

[Forgot your password?](#)

---

**Need an Account?**

## 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.

Homepage Welcome, dsaussay+1@gmail.com ⚙

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.

[Create a Profile to Get Started](#)

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

Profile ▾ Save Draft

**First Name \***

**Last Name \***

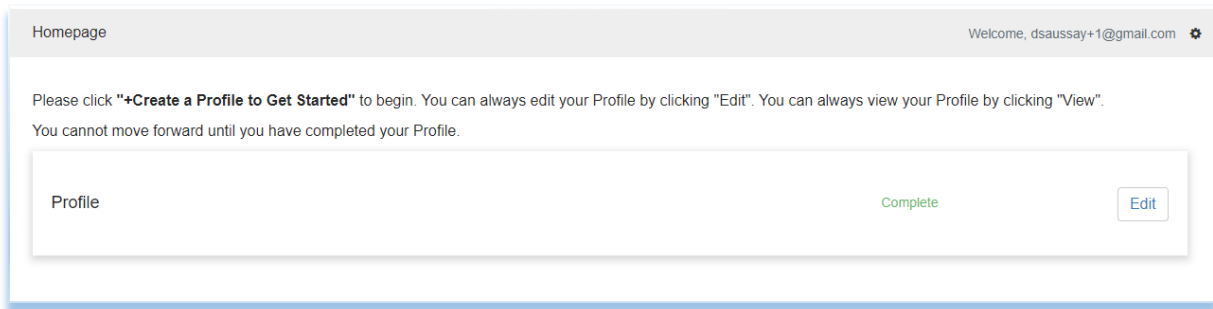
**Email \***

**Address \***

**Country \***

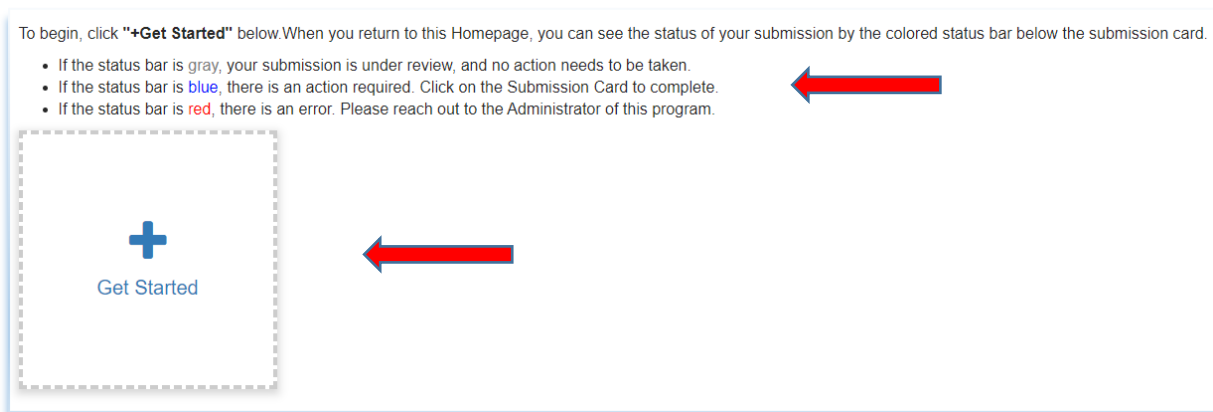
**Name of Endorsing Church \***

- 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).

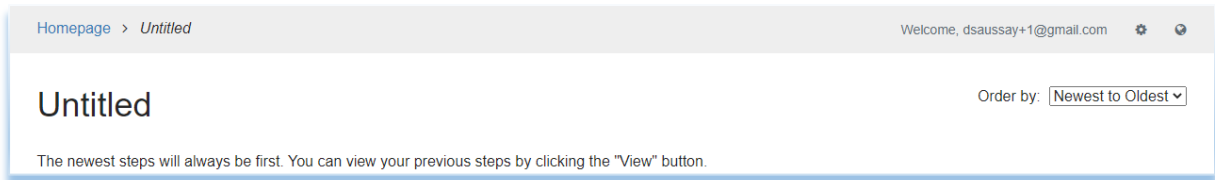


## Application

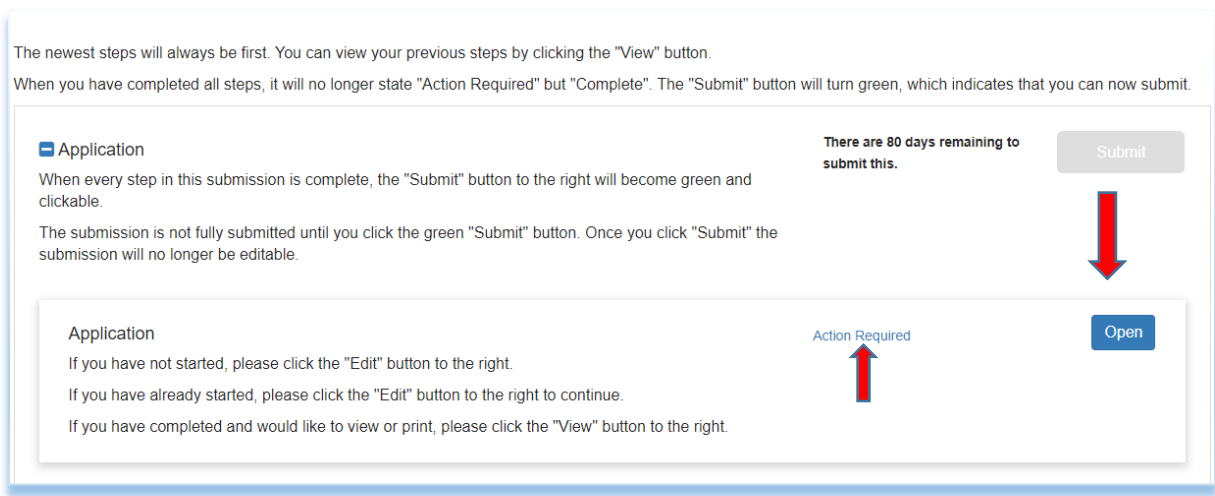
- After completing the Profile, the candidate/ applicant can fill out an application form in a preferred language from alternative languages (English, French, German, Portuguese, or Spanish)
- To begin, click **" +Get Started"** below at the Homepage.
- When you return to this Homepage, you can see the 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).



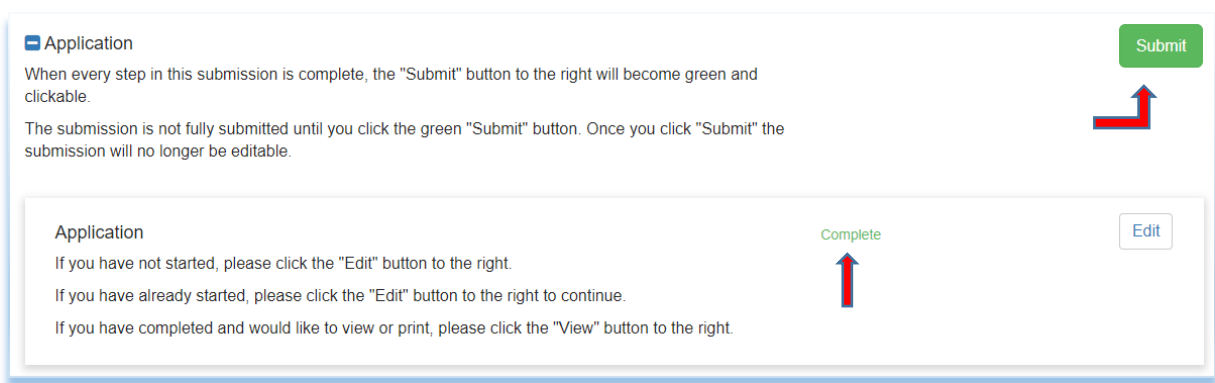
- After clicking the status bar, you will see Homepage and your name. The instruction indicates as follows.
  - The newest steps will always be first. You can view your previous steps by clicking the "View" button.



- At the application box, the instruction indicates as below.
  - If you have not started, please click the "Edit/ Open" button to the right.
  - If you have already started, please click the "Edit/ Open" button to the right to continue.
  - It indicates the step as 'Action Required'.



- 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.
  - 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 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 "Mark Complete" 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.
- If you have completed and would like to view or print, please click the "View" button to the right.

#### Application

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

This has been submitted

**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 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, German or Spanish.

## General Information

- Please read the LWF Scholarship Guidelines and Portal at <https://lutheranworld.org/get-involved/campaigns/scholarships> (at the bottom of the page, click at Documents & Links ; Contact and download the documents at the right side of the page).

- According to the LWF regulation, any person involved in any LWF activity should comply with the LWF Code of Conduct, so please read the document at <https://lutheranworld.org/resources/document-lutheran-world-federation-staff-code-conduct>.
- Select all relevant answers: region, country and church.

### Application for LWF Scholarship

Please fill in all relevant information. Only complete application will be accepted. Kindly download and read the LWF Scholarship Guidelines and Portal at <https://lutheranworld.org/get-involved/campaigns/scholarships> (at the bottom of the page, click at Documents & Links | Contact and select the documents at the right side) and Code of Conduct at <https://lutheranworld.org/resources/document-lutheran-world-federation-staff-code-conduct>. Please choose the document according to your preferred language.

**Region \***

**Country \***

**Name of Endorsing Church \***

## Personal Information

- Please fill out the full name by starting with given name and then family name. Kindly write down the official name as indicated in your passport or bank book.

### Personal information

**Full Name \***

Please write your given name first and follow by your family name.

**Title \***

For example, Ms., Mr., Rev., Dr., etc.

**Given name \***

**Family name \***

- 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

**Number of children**

- **Relationship with church leadership:** If you have any relative in the church leadership, please give the name and position.

**Do you have any relative/s in the church leadership? \***

Yes

No

**If yes, please give the name and position. Kindly tell how is s/he related to you?**

For example, Rev..... General Secretary, is my brother.

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

**Contact Details**

**Mailing Address \***

It's the address you provide to senders so they can deliver your mail.

**Postal Code, City \***

**Country \***

**Phone number \***

Please include country code, e.g. +33 77 555 0000

**Email \***

- **Educational Background**
  - **Your highest academic level:** Select the highest level you completed before applying the scholarship.
  - **Study Institution:** Write down the name, city and country.

### Educational Background

**Highest Level of Completed Education \***

e.g., Secondary Education, Diploma in Theology, Bachelor of Medicine

**Name of the Institution \***

(school/ college/ university/ seminary), where you completed your study program.

- **Language Skills**
  - List the languages you know and indicate your level of proficiency. In the first box, indicate your mother language.

### Language skills

**Mother tongue \***

**How many additional languages do you know?**

## Information about Proposed Study / Training Program

- **Proposed Study / Training Program**
  - **Study Area:** Select related area of studies – Theology education or Diakonia/ Development related subject.
  - **Select study degree,** you apply for this scholarship. If it is other, please indicate the academic level or credential – e.g., Associate degree or certificate, etc.
  - **Study program:** Please write down the official study program, you are admitted or will be admitted.
  - **Name and Place of Institution:** 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 Study/ Training Program

**Study Area \***

Theology

Diakonia/Development

**Study Degree \***

Bachelor's

Master's

PhD

Other

**Study Program \***

For example, Theology, Nursing, etc.

**Name and Place of Institution \***

Please write down the name and address of your study institution.

**If you plan to study abroad, please give reasons**

**Have you been admitted yet? \***

Yes

No

- **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 Scholarship:** Specify how long you expect the LWF financial assistance (starting from the following year, you apply). Write down the number of years, months and/ or weeks.

Start Date of Study/ Training \*

Expected End Date of Study/ Training \*

Duration of Scholarship \*

The scholarship will be counted from the next year after your application submission.

## Engagement in Church and Motivation

- **Engagement and Motivation**
  - This part is very important for the LWF screening process.
  - Please complete this section by giving explanation of your engagement and motivation convincingly.

**Engagement in Church and Motivation**

Please give us a short overview of your previous and/or current services in the church (volunteer, committees, etc.) \*

How the knowledge and skills gained through your proposed studies will benefit the church and/society? \*

Have you discussed with your church leadership on your future position/role after completion of your studies? \*

Yes

No

If yes, what is the planned future role agreed with your church?

Please consult with your church.

Please indicate at least one positive change in your church/ community that you are committed to contribute to after completion of your studies. \*

## 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.
- Please download the Budget Sheet from the link, fill out necessary details and upload the completed sheet at the field + Select a file (as shown below).
- Please fill out the total of LWF financial support in euros taken from the budget sheet.

## Costs of Proposed Study/Training Program

### Proposed Budget \*

Please download Proposed Budget Sheet at ([https://docs.google.com/spreadsheets/d/18M2F7LWyx7hvmz0e3qXAMvyNm9\\_ME71UZIngEdi\\_0/edit?usp=s](https://docs.google.com/spreadsheets/d/18M2F7LWyx7hvmz0e3qXAMvyNm9_ME71UZIngEdi_0/edit?usp=s)) and work with the uploaded sheet. After complete the form, kindly upload it here.

+ Select a file  ⓘ

### Total of LWF financial support \*

€

Please copy the amount in euros from the proposed budget sheet.

- In the proposed budget sheet
  - Kindly note that the financial support will not be provided retroactively for any academic years or semesters preceding the award of the scholarship.
  - 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.
  - The tuition fee and other study-related fees such as examination and library fee should be taken from the official fee structure of the study institution. If you apply for a short-term scholarship, indicate the full costs of the proposed program.
  - 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 institution. In case these living costs are not listed in the official fee structure, the cost breakdown should be prepared and officially confirmed by the church.
  - 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 Proposed Budget Breakdown	
<i>Only fill in the blue fields!</i>	
<b>Section I</b>	
Country and church:	
Name of candidate:	
Study degree and program:	
Scholarship duration:	
Grand total of proposed support in EUR:	#DIV/0!

*This part is extracted from the budget sheet, downloaded from the link in the portal.*

## 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').

**Financial Situation of the Candidate**

Own Income per Month

Spouse's Income per Month

Parent's Income per Month

Have you applied or do you intend to apply for financial assistance to any other organization or institution ?  
 Yes  
 No

If yes, please indicate the name of organization/institution

Will you be able to cover some of the costs of your study/training program yourself ?  
 Yes  
 No

If yes, please indicate your own contribution per year

Will the church grant a yearly financial assistance for your studies/training?  
 Yes  
 No

If yes, please indicate the church contribution per year

- Declaration
  - Read the declaration carefully and certify it.

**Declaration**

I declare that the information in this form and all attached documents are to the best of my knowledge true and correct. I agree that the Lutheran World Federation collects and holds the personal data provided in this form for project management and monitoring purposes for the next 10 years. I agree that my personal data will not be shared with other individuals or organization without my permission, except when applicable by law and required by the related agencies supporting this Scholarship Program. \*

Certify

**Upload necessary documents (to be completed by the candidate)**

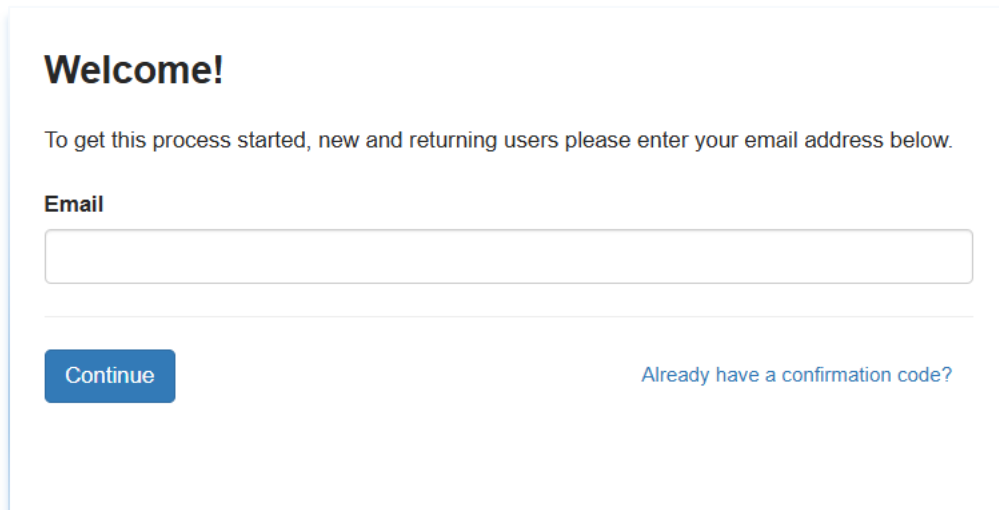
- The following documents should be uploaded:
  - Copy of passport, ID or birth certificate
  - Copy of the most recent certificate (e.g. secondary school certificate for Bachelor candidates, Bachelor certificate for Master candidates etc.)
  - Official fee structure by the proposed study institution
  - 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.
- Please do not upload the same document twice.

## Member 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 in church review form/s.

## Review Portal

The member church reviewer will receive a link through an email. This will take you to the **Welcome Page**.



**Welcome!**

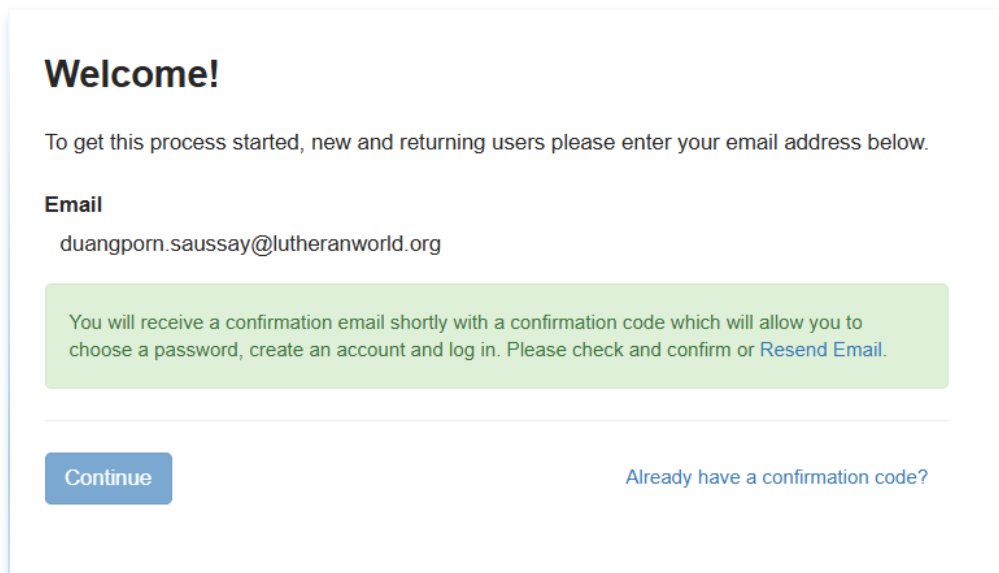
To get this process started, new and returning users please enter your email address below.

**Email**

---

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

Enter your **assigned email address** on the Welcome Page.



**Welcome!**

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

**Email**

duangporn.saussay@lutheranworld.org

You will receive a confirmation email shortly with a confirmation code which will allow you to choose a password, create an account and log in. Please check and confirm or [Resend Email](#).

---

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

**Getting an Error?** If the person accessing the portal is not yet a member, they will receive a notification to contact the administrator.

## Welcome!

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

Email

duangporn.saussay@lutheranworld.org

Your email is not in our system. Please contact your administrator for more information.

Continue

Already have a confirmation code?

Receive a prompt to check email for confirmation. Now, check your email box.

In the body of the email, select the link Confirm Your Email to Get Started.

### Hello! Let's Confirm Your Account...

You've been invited to join a Review Portal. Please use the link below to complete the confirmation process.

[Confirm Your Email To Get Started](#) ←

Selecting this link in the confirmation email will open a new web browser tab or window directing portal users to the Review Portal Sign Up page.

#### 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!

#### Sign Up

Choose a password below. Once your account is created you will be logged into the portal.

Email  
duangporn.saussay@lutheranworld.org

Password  
.....

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

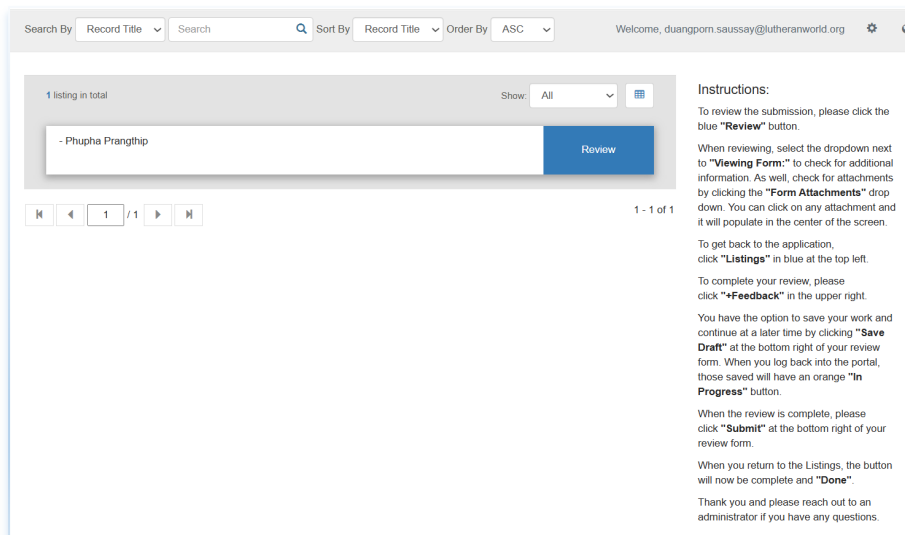
Confirm Password  
.....

- Passwords must match

Create Account

## Viewing Review Assignments

Once you have logged into a Review Portal, you will be taken to the Listings Page. From here, you can view, filter, search for, and access their assigned application packages for review, as shown by the image below.



- **Review Assignment Listing:** this section of the screen contains a list of application packages that have been assigned to the portal user for review. The white bar for each review assignment will display key identifying information, while the blue, green, or orange buttons to the right of each review assignment display the completion status of that assignment:
  - **Review (blue):** the review feedback has not yet been started for this application package.
  - **Continue (orange):** the review feedback has been started and saved but is not yet complete.
  - **Done (green):** the review feedback has been completed and submitted for this application package.
- **Review Assignment Filter:** Selecting the dropdown menu next to the text **Show** allows portal users to view all assigned application packages, or only those that match a particular completion status (Review, In Progress/Continue, or Done).
- **Instructions:** instructions on using different components and functions of the Review Portal can be seen on the right side of the screen.
- To access the materials for a specific application package that has been assigned, select the button labeled **Review**, **Continue** or **Done** to the right of the assignment listing.



- Note that review feedback can only be added or changed for those marked **Review** or **Continue**. Review feedback for assignments marked **Done** cannot be changed once submitted.

## Reviewing Submission Materials

The Review page for a particular assignment contains an Interactive View that allows portal users to navigate through different forms and attachments that belong to a specific application package

- **A** - the main part of the page, surrounded by a gray border, shows the information on the form currently being viewed (in this example image, the form is the “Applications” form). Each response provided by the applicant can be viewed.
- **B** - Select **Listings** in the upper left corner to return to the Listings Page.

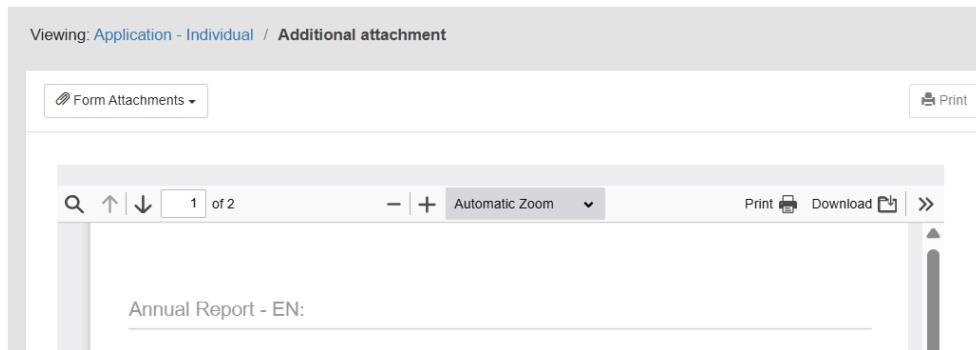
Reviewers can also view attachments on particular forms, print the current form being viewed, change the interactive view to a PDF view, and begin submitting review feedback.

## Viewing Attachments

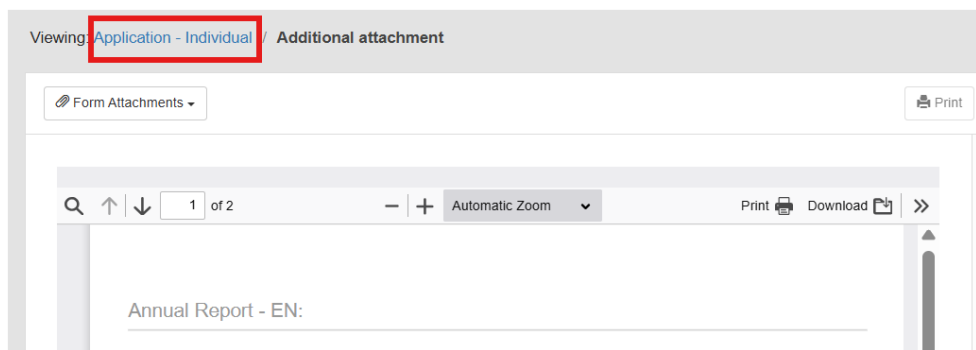
1. Locate the button labeled **Form Attachments** at the top of the form display area.

2. Select the **Form Attachments** button to open a dropdown menu to display a list of upload fields for which a file has been attached on this form. (In the example image below, only one upload field exists on this form, so only one option can be selected.)

3. Doing so will display the contents of the attachment in the main form display area.



4. To return to the form contents, select the name of the form (in blue) next to **Viewing** at the top of the form display area.

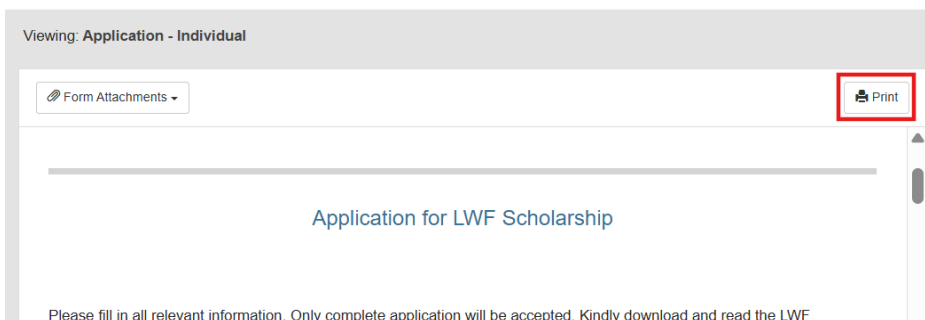


## Printing the Current Form

You can print the current form being displayed for review outside of a review portal. This will create a version of the current form in a new web browser window or tab, which can then be printed using the browser options.

To print a form currently being viewed in the form display area:

1. Locate the **Print** button in the upper right corner of the form display area.



2. Select the **Print** button. This will open a new browser window or tab with the questions and responses from the form currently displayed, appearing similarly to the way it appears in the form display area.
3. Use the web browser options to Print the page in the desired format.

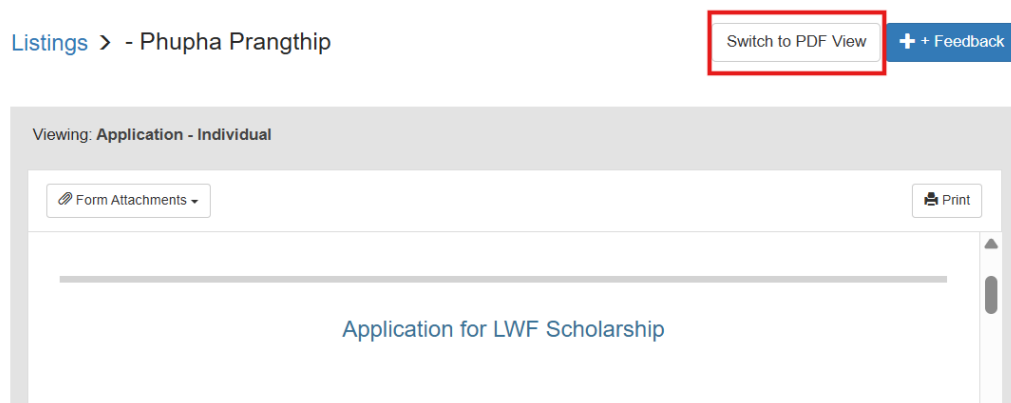
Note that only the currently displayed form can be printed. If multiple forms from an application package will be printed, then this process should be repeated for each form.

## PDF View

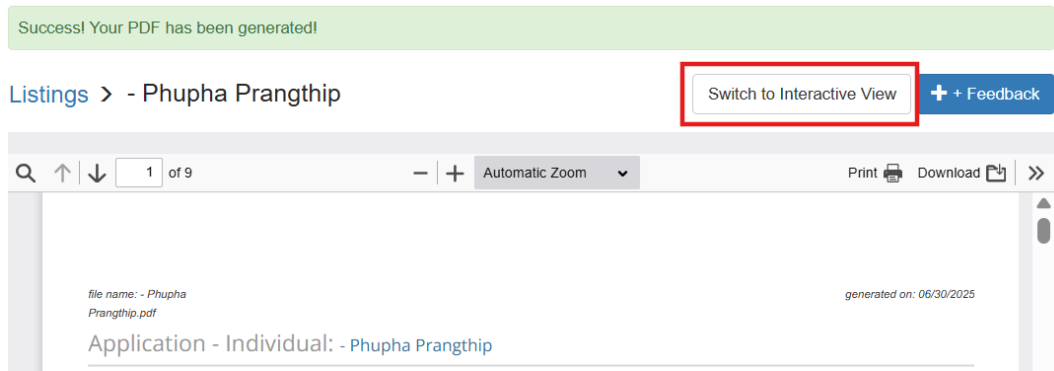
You can also switch between the Interactive View and a PDF View when viewing an application package. This option will generate a single PDF with all materials in the application package (including attached files) and display that PDF in the main form display area of the screen. Any forms that are part of the application package will appear in the order in which they are listed in the **Select Form** dropdown menu, and any attached files will display after the form to which they belong.

To view the application package in PDF View:

1. Locate and select the button labeled **Switch to PDF View** above the main form display area.



2. This will begin generating the application package as a single PDF file. This may take 10-20 seconds the first time this option is selected, though it may take longer for complicated application packages with a lot of material, or if the application package contains more or larger attachments.
3. When the PDF conversion process is complete, you will see a green message appear at the top of the screen, and the application package will appear as a single PDF in the main form display area with all forms and attachments in-line. In addition, the **Switch to PDF View** button will change to say **Switch to Interactive View**.

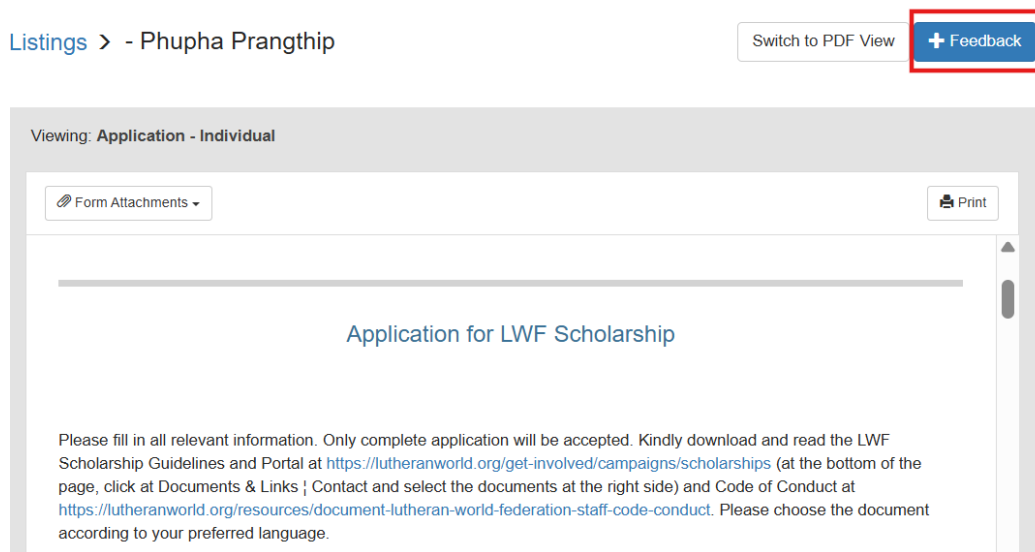


To return to the Interactive View, select the button **Switch to Interactive View**. Portal users can switch between Interactive and PDF View using this button at any point.

## Submitting Reviewer Feedback

To submit review feedback:

1. Locate and select the blue **+Feedback** button above the main form display area.



2. This changes the main form display area to a side-by-side view, showing the application package materials to the left and the review feedback questions to the right.
  - You can continue to independently navigate and view the application package materials without affecting their place in the Feedback submission on the right side).

Viewing: Application - Individual

Form Attachments Print

### Application for LWF Scholarship

Please fill in all relevant information. Only complete application will be accepted. Kindly download and read the LWF Scholarship Guidelines and Portal at <https://lutheranworld.org/get-involved/campaigns/scholarships> (at the bottom of the page, click at Documents & Links ; Contact and select the documents at the right side) and Code of Conduct at <https://lutheranworld.org/resources/document-lutheran-world-federation-staff-code-conduct>. Please choose the document

#### Feedback

Please fill out this form in English, German, French or Spanish as you wish. Veuillez remplir ce formulaire en anglais, français, allemand ou espagnol comme vous le souhaitez. Bitte füllen Sie dieses Formular nach Belieben in Englisch, Französisch, Deutsch oder Spanisch ausfüllen. Por favor, complete este formulario en inglés, francés, alemán o español como desee.

**Region**

**Country of Origin**

3. Enter responses to the questions on the **Feedback** panel as the application materials are evaluated.

#### Feedback

**Priority: prioritize the application/ candidate**

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

**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?**

4. After filling in all answers, please upload a church endorsement letter, signed by a church leader.

#### Feedback

**Additional Information (related to candidate/s and/ or church human resource strategy)**

**Upload your completed church endorsement.**

5. At the bottom of the **Feedback** pane, three buttons can be found: **Close**, **Save Draft**, and **Submit**.

- Select **Close** to close the feedback pane. The form display pane will expand to fill the screen as it looked before selecting the **+Feedback** button. Responses will still be saved unless a portal user returns to the Listings page. The feedback pane can be re-opened by selecting the **+Feedback** button again.
  - Select **Save Draft** to save responses for a partially completed feedback form. This is useful if a portal user is interrupted while completing a review and needs to return later. This will update the icon for this application package to **Continue** on the Listings page.
  - Select **Submit** to complete the feedback form and submit responses. Note that all required responses must be completed before a feedback form can be submitted. This will update the icon for this application package to **Done** on the Listings page.
6. Once the feedback for an application package review is submitted, the **Feedback** pane will display a “submitted” message in place of the review questions.

7. Select the **Listings** button in the upper left corner of the review page to return to the Listings page and select another application package to review.

Normally, once a review feedback form has been submitted, it will be possible to view submitted feedback for that application package, but not edit it. When all assigned application packages have been reviewed and submitted, you can log out of the review portal.

**If you have any questions or need technical support, please contact us at [scholarship@lutheranworld.org](mailto:scholarship@lutheranworld.org).**