

Online application for DAFI Scholarship

User guide

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1. Introduction

The UNHCR-DAFI scholarship online application is an online form to facilitate the scholarship applications of students applying to the DAFI. It has been designed by the Data Analysis Group (DAG) at UNHCR Jordan in order to streamline the management of applications and enable their timely processing.

2. Navigation

2.1. Sign up

Sign up to the application system by selecting the “Sign up” option on the log-in page.

UNHCR-DAFI Scholarship Online Application Management System

Username:

Password:

Remember me

[Sign Up](#) [Forgot password?](#)

This will take you to a new page where you will enter your email address and choose a password. Then select “Register” to create your user profile.

Register

Email *

Password *

Re-enter password *

[Back to login page](#)

2.2. Sign in and home page

Start by signing in to the application page by entering your credentials.

UNHCR-DAFI Scholarship Online Application Management System

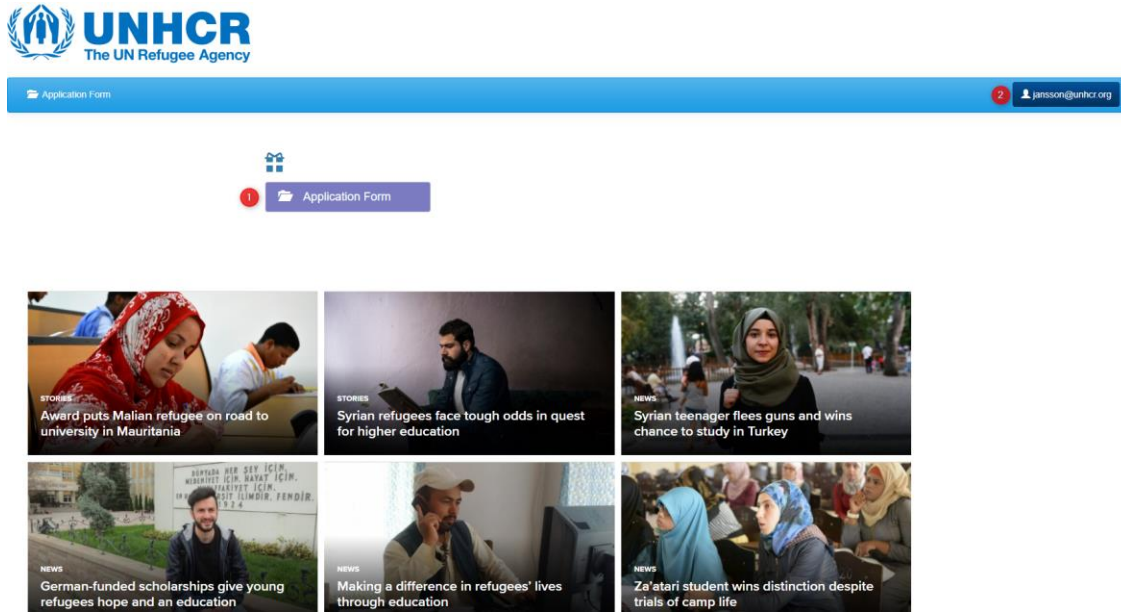
Username:

Password:

Remember me

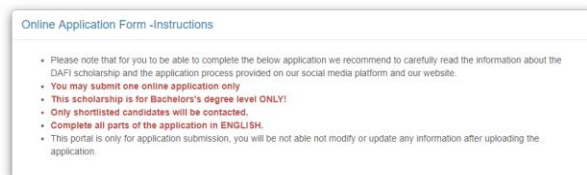
[Sign Up](#) [Forgot password?](#)

After signing in, you will come to the home page. From here, you can navigate to the Application form (1), as well as managing your user profile by for example changing passwords (2).



2.3. Fill the application form

Once you enter into the application form, make sure to read the instructions carefully in order to fill it out correctly.



Now you will start filling the form. Make sure to complete all 13 sections.

2.3.1 Section 1: Family members

The first section relates to family members who are currently DAFI students.

Do you have any of your siblings or family members currently a DAFI Student ?

Please Name the Siblings or the family member

Relationship

2.3.2. Section 2: Motivational statement

In the second section, kindly enter your motivational statement for the application.

Motivation statement

Motivation Statement

2.3.3. Section 3: Biodata

For the next section, fill out your biodata.

Bio Data

Name in English *

Surname

Father Name *

الاسم *

اسم الاب *

اسم العائلة

Nationality *

Nationality if other

Sex *

Date of Birth *

Country of Birth

Marital Status *

Number of Children

Number of Sibling

Date of arriving in Jordan *

Mobile Number

Other Mobile phone number

Email ID

2.3.4. Section 4: Other key information

In section 4 you fill out other key information, such as your UNHCR asylum seeker certificate number and address.

Other Key Information

UNHCR Asylum Seeker Certificate Number: *

Asylum Seeker Certificate Individual ID *

MOI Card Number

Current Residential Address *

Current Location

Other Location

2.3.5. Section 5: Specific needs

Section 5 relates to specific needs that you or your family have.

Specific Needs

Disability/Special Needs: According to the United Nations Convention of the Rights of People with Disabilities, Article 1 Disability is defined as: "Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others."

Myself have a specific need

Family Specific need *

Other

2.3.6. Section 6: Academic information

In section 6 you are asked to fill out your academic information.

Academic Information

Are you a fresh Tawjih graduates

Year of graduation from High school

Are you a current university student

Country where high school degree was obtained

High school GPA in percentage * * High school GPA in percentage % المعدل بالفيئة المئوية

2.3.7. Section 7: Your study plans for DAFI scholarship

Section 7 is only for 4-year majors, and here you are asked to fill out your plans for the DAFI scholarship.

Your study plans for DAFI scholarship (4 years major only)

Desired subject of study Option 1

Desired subject of study Option 2

Desired subject of study Option 3

Desired university option 1 *

Desired university option 2

Desired university option 3

2.3.8. Section 8: Language proficiency

In section 8 you enter your language proficiency. Please note that there are two tabs, enter one language for each tab.

Languages proficiency

Language 1 Language 2

Language 1

Language 1 Writing *

Language 1 Reading *

Language 1 Speaking *

2.3.9. Section 9: Additional questions

In section 9 you will enter any additional information about other scholarships you may have received.

Additional Questions

Have you applied for or received another scholarship

Name of scholarship

Status of scholarship

Any other information on scholarship

2.3.10. Section 10: Professional background

Section 10 relates to you and your family's professional background.

Professional Background

Are you currently working

Any other family member working

Number of working family members

Voluntary Work experience

2.3.11. Section 11: Documentation to be uploaded

In section 11 you are asked to upload supporting documents, such as a recent photo, your asylum seeker certificate and your high-school diploma.

Documentation [Upload your scan documents]

Upload your recent photo

Upload your High school document

Upload MOI Card (for Syrian only)

Upload your Asylum Seeker certificate

If you are missing any of the documents required, please indicate which ones in the appropriate field.

All required documents are complete

If No please indicate what your missing documents are

2.3.12. Section 12: Information certifications

In section 12 you need to declare that the information you have entered is complete, accurate and that you agree to share additional information if selected for an interview.

Information certification

With my signature, I hereby declare the following

I certify that my statements in response to the foregoing questions are true, complete and Accurate to the best of my knowledge and belief and I understand that false information given in this application will affect my chances of selection and continued sponsorship. If selected, I will make myself available for an interview and provide any additional information required.

Signature Clear

2.3.13. Section 13: Declaration of consent

In section 13 you are asked to make a declaration of consent. Please tick the box, write your name and select the date on which you are submitting the application.

Declaration of Consent

- I take note that UNHCR will share personal data contained in this application form with a DAFI Selection Committee. The Selection Committee will use the data for the preparation and conducting of Interviews and the selection of candidates for the DAFI scholarship, endorsing decisions on repetition or termination of scholarships and general monitoring purposes.
- The members of the DAFI Selection Committee are representatives from a variety of institutions and organisations which may include UNHCR, the German Embassy, the relevant academic institution, the competent Ministry of Higher Education/ other government office, NGOs (national, international) active in the education and/or youth programmes and livelihoods sectors, private or public sector representative, other NGOs/UN agencies, other organizations involved in higher education. All members of a DAFI Selection Committee engage in respecting the confidentiality of the personal data contained in this application form.
- I understand that, apart from the above, UNHCR will keep all my personal data confidential.
- I can request access to / correction and deletion of my personal data or object to its further processing. I understand that in the event of objection to further processing of data during the selection process, it may impact my ability to proceed in the DAFI scholarship selection process. In such case please contact UNHCR 064008000 or announced focal point numbers.
- I understand that in the event that I am selected for a DAFI scholarship, a request to delete my personal data may not be granted by UNHCR for monitoring and accountability purposes.
- I confirm that I am not receiving funding or a scholarship from any other organization or donor to pursue my tertiary education (including vocational, online, and university).
- I hereby authorize (UNHCR and tertiary education partner) to compare the basic information identified with an asterisk (*) with other scholarship providers and higher education institutions present in Jordan, on the understanding that it is strictly limited to what is necessary for detecting duplications in the receipt of a scholarship
- I understand that this application does not guarantee a selection for the scholarship and that false information will affect my chances of selection

I HAVE READ ALL OF THE INFORMATION ABOVE AND I UNDERSTAND AND CONSENT TO ITS CONTENT.

Write Your Name

Date * 25 July 2019

2.3.14. Section 14: Submit

Once all of the above has been filled, click on the “Submit” button in order to send your application.