



**APPLICATION INSTRUCTION  
AND  
SCHOLARSHIP APPLICATION FORM**

To help us expediting your application process, please follow the instruction carefully and fill out the form to the best of your ability. Write or print legibly. The form can be downloaded from our website [www.ceefoundation.org](http://www.ceefoundation.org), Publications, and then Forms. If applicable, do not leave any entry blank or leave the checkbox unchecked. Doing so will lead the Selecting Committee to assume a worse case scenario that may hurt your chance of receiving the scholarship award. **The application form is included at the bottom of this instruction.**

**How and Where to Submit the Application Package.** Please scan your completed application form and all required documents, make sure they are clearly legible, save them as one single Adobe PDF file, and email this file as an attachment to: [Selecting@ceefoundation.org](mailto:Selecting@ceefoundation.org) and to: [SelectingCambodia@ceefoundation.org](mailto:SelectingCambodia@ceefoundation.org)

**Part I. APPLICATION FORM**

1. Write or print your full name in Khmer (same as shown on your identification card).
2. Write or print you full name in English (same as shown in your identification card).
3. Check an appropriate checkbox that applies to you.
4. Write or print your date of birth in a format as specified in the form (Day/Month/Year).
5. Write or print your place of birth. This may be different from the place where you or your parents live currently. To be accurate, use your birth certificate.
6. Enter your phone number if you have one. Alternate phone is your work phone, a pager, or your friend/relative's phone that we can call to contact you or leave message for you.
7. Enter your e-mail address if you have one. If none of the above, briefly describe how we can contact you.
8. Write or print the address in a format as specified in the form. This is the address where you are currently or will be living while attending university. It is where all correspondence, if any, will be sent to, or it is where we can contact you. Check appropriate box below it.
9. Write or print your parent's address in a format as specified in the form. You still need to check appropriate box below it. This is a hometown or village address where you lived while attending high school. It is the address where your parents, brothers and sisters under their care live. If your parents own the house, please check Own checkbox along with the type of house, ie, wooden or brick. If your parents rent the house, please indicate the rent amount in Riel or US dollar.



10. Write or print your father's full name. Check Deceased checkbox, if he is not alive (passed away). Check an appropriate checkbox that applies to your father's health condition, his marital status, and his profession. If he is a businessman, describe the type of business. For example, if he sells groceries at the market, enter Grocery. If he has no job, check Unemployed checkbox.
11. Write or print your mother's full name. Check Deceased checkbox, if she is not alive (passed away). Check an appropriate checkbox that applies to your mother's health condition, her marital status, and her profession. If she is a businesswoman, please enter the type of business. For example, if she owns a laundry mart, enter Laundry mart. If she has no job, check Housewife checkbox.
12. Enter father's and mother's income separately in Riel or US dollar. **You must answer this question.**
13. Enter the total number of brothers and sisters, 18 years old or under, your parent(s) currently support, and the number of children currently attending university this year. Do not include yourself.
14. Check an appropriate box about your living arrangement. This is related to question 8 above about the address where you live while attending university. Indicate that you live with your parent for free, stay at the temple or a dormitory for free, or rent a place to live. The renting place could be your parent's, friend's or relative's house. Enter the rent amount per month. If you are still in high school, check Unknown box.
15. Indicate if someone besides you or your parent(s) help pay your tuition. Also specify the amount.
16. Indicate whether you have received or will receive financial assistance from other sources besides the CEE Foundation. This includes free tuition, free money, or scholarship.
17. Indicate whether you have any relative(s) living abroad, and what country.
18. Indicate whether you are currently working either full or part time. If you work, the CEE Foundation considers it favorably regardless of how much you earn. We encourage you to work to gain experience. It indicates that you have a career objective, that you are trying to support yourself and not only expect assistance from other. Those are favorable consideration that the Selecting Committee will look at. Regardless of whether or not you work, indicate how much your total monthly expenses are, excluding school tuition and fees.
19. Indicate the means of transportation to school everyday. If you walk to school, enter how many kilometers each way. Daily paid transportation includes bus or other paid transportation method such as paid motorcycle ride.
20. Enter the name of your last high school and where it is located. Specify the date you graduated or will graduate from high school. Provide the high school's latest official transcript/records of your GPA or grade or other applicable scores. **Without this proof, your application will be rejected.**
21. Enter the name of the university and where it is located. Indicate the year you are in, when do or will you start attending, date you expect to graduate, the degree and major you are pursuing. Provide the university's latest official transcript/records of your GPA or grade or other applicable scores. **Without this proof, your application will be rejected.**
22. If you attend other school/university while attending the university in question 21, specify the school name and the major or study subject.



23. Indicate whether you receive any award from school or Ministry of Education, Youth and Sport or from other organization. The award should be related to education, i.e., winning spelling competition, high academic achievement in any subject, certificate of completion of any vocational training, etc. **Provide proof of such award.**

24. Indicate whether you participate in any extra curricula, such as playing in a school's sports team (any kind), or member of school's athletic team, volunteer to serve the elderly, to look after children of other family than your own, to assist patients at the local hospital, etc. **The CEE Foundation encourages you to volunteering your time for others. We will give you a high consideration for this humanitarian act. Provide proof of your activity.**

#### 25. Declaration Clause

It is very crucial that the applicant fully understand and comply with all requirements and terms and conditions of CEE Foundation's financial assistance, including its mission, goals, value, and philosophy. You should read our website at [www.ceefoundation.org](http://www.ceefoundation.org). **Also, you must check the box to acknowledge that all information you provide in this application is true and correct, and to indicate that you give us your consent to use your information as appropriate. The CEE Foundation reserves the right to reject your application if you do not agree with the statement or leave this box unchecked.**

#### 26. Signature & Date

You must sign and date the application. If you do not sign it, we will not process your application.

### Part II. REQUIRED DOCUMENTS

You must submit the following documents along with your completed application form for us to consider your eligibility. **Failure to submit them will result in a delay of processing or a denial of your scholarship award.**

1. Photo, 40mm x 60mm, or similar size, color or black and white.
2. School transcript. If you already graduated or you will graduate from high school in a year that you apply for the scholarship, provide us with a transcript from the school where you graduated or will graduate from. **If already attended a university, provide both high school and university transcripts.** The transcript should contain relevant information such as subject matter of a course you were taking and the grade received.
3. Copy of your High School diploma if you already graduated. If you will graduate in the near future within the year you apply for scholarship, you may give the latest year's transcript available from your high school. Soon after your graduation, you should submit it to us. **Note that we only accept application from student who already graduated from high school, or will graduate within the year you apply for scholarship, or student who already attended university.**
4. Three letters of recommendation. The letter should be from your former teachers, preferably from a different school where you have attended or from any individual not related to you and who knows your qualifications. The letter should contain the following information:
  - Name of the person who writes the letter;
  - His or her profession;
  - His or her relationship to you, i.e., teacher, friend;
  - How does he/she know you? For how long?
  - How does he/she know your financial situation?



- Why does he/she think you qualify for the scholarship?
  - Date and his/her signature on the letter
5. A 2000-word essay in **Khmer or English**. This must be written by you and you alone. It can be **hand-written or a printed copy and must be clearly legible**. If hand-written, no more than three pages. Provide your full name on the essay and sign and date. The following are general guidelines:
- State your intention to pursue higher education, your goal and your career objectives;
  - State your major or an area of study if you already know, or describe your reasoning about your major or area of study you consider pursuing;
  - Why do you think the major or the area of study you pursue or will pursue will benefit you, your family, and the country;
  - State your values, your belief, your social and moral responsibilities to serve your family, your fellow Cambodians and your country;
  - Do not describe your personal, familial or financial situation or your needs for financial assistance.
- Note: The essay should be short, concise and meaningful. It should reflect your personal vision and goal, your career objective, your moral and ethical standard, and your social responsibility toward your community and the country. Writing longer letter than the number of pages recommended, or lack of substances mentioned above may hurt your chance for scholarship award.
6. Copy of your Identification Card. The school ID card is acceptable.
7. Proof/Letter of Admission. For high school student, the applicant must be admitted or pre-admitted to a university during the year he/she applies for scholarship. **A proof of admission or pre-admission from the university must be provided.**
8. Other documents that may prove your social, economic or academic status may be submitted with the application. They may include, but not limited to, copy of home ownership, rental lease, hospital bill, proof of your financial situation, your monthly income and expenses or any unusual circumstances or hardship.





SCHOLARSHIP APPLICATION FORM

You must answer all questions, provide all required documents, and sign and date the application.

Check applicable box: [ ] New application [ ] Renewal application School Year: \_\_\_\_\_

1. Full Name in Khmer: \_\_\_\_\_

2. Full Name in English: \_\_\_\_\_
(Family Name, Given Name in capital letter)

3. Gender: [ ] Female [ ] Male

4. Date of Birth (Day/Month/Year): \_\_\_\_\_

5. Place of Birth: \_\_\_\_\_
(Khum/Srok/Khet or City)

6. Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

7. E-Mail: \_\_\_\_\_ or specify how we can contact you: \_\_\_\_\_

8. Present Address (where you currently or will stay while attending university):

(House number, Street name or number, Group number, or Name of your Village, Khum, Srok, Khet )

- [ ] Phnom Penh city/Suburb [ ] Provincial capital/Large city (Ti ruom khet)
[ ] District capital (Srok) [ ] Village/Rural commune (Phoum, Khum)

8.1 Do you currently live with your parent(s)? [ ] Yes [ ] No

9. Parents' Address or Address when you attended high school (if same as above, write "Same as above"):

(House number, Street name or number, Group number, or Name of your Village, Khum, Srok, Khet )

- [ ] Phnom Penh city/Suburb [ ] Provincial capital/Large city (Ti ruom khet)
[ ] District capital (Srok) [ ] Village/Rural commune (Phoum, Khum)



9.1 Parents' Homeownership: [ ] Own Type: [ ] Brick home [ ] Wooden home [ ] Hatched home
[ ] Rent / Monthly rent (in Riel or US dollar): \_\_\_\_\_

9.2 Parents share house with other family: [ ] Yes [ ] No

10. Father's full Name: \_\_\_\_\_

10.1 [ ] Age over 60 [ ] Age under 60 [ ] Deceased/Dead (if checked, go to question 11)

10.2 Father's Health: [ ] Healthy/Good health [ ] Seriously Sick or Disable

10.3 Father's Marital Status: [ ] Married [ ] Divorced/Widower

10.4 Father's Profession: [ ] Businessman (describe): \_\_\_\_\_

[ ] Government Worker (job title/describe): \_\_\_\_\_

[ ] Other (non governmental/private sector/self-employed) (describe): \_\_\_\_\_

[ ] Retired [ ] Unemployed [ ] Farmer/Peasant/Laborer

11. Mother's full Name: \_\_\_\_\_

11.1 [ ] Age over 60 [ ] Age under 60 [ ] Deceased/Dead (if checked, go to question 12)

11.2 Mother's Health: [ ] Healthy/Good health [ ] Seriously Sick or Disable

11.3 Mother's Marital Status: [ ] Married [ ] Divorced/Widow

11.4 Mother's Profession: [ ] Businesswoman (describe): \_\_\_\_\_

[ ] Government Worker (job title/describe): \_\_\_\_\_

[ ] Other (non governmental/private sector/self-employed) (describe): \_\_\_\_\_

[ ] Retired [ ] Unemployed /Housewife [ ] Farmer/Peasant/Laborer

12. Parents' monthly income from all sources (in Riel or US dollar) (You must answer this question!)

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

13. Number of siblings, 18 years old or under, your parent(s) currently support (exclude yourself): \_\_\_\_\_

13.1 Number of siblings currently attending university (exclude yourself): \_\_\_\_\_

14. Your living arrangement while attending university (refer to question 8, present address).

[ ] Unknown, I am still in High School but will apply for admission to a university soon.

[ ] Live free with parents or relative or friend.

[ ] Rent/Help share a place from parents/relative/friend (in Riel or US dollar): \_\_\_\_\_ per month

[ ] Stay free at Temple or Dormitory.





15. Do you or will you pay school tuition and fees?

Yes, specify the amount (in Riel or US dollar per semester or per year): \_\_\_\_\_

Explain **how you are able** to pay tuition and fees and support yourself (if more space is needed, continue on page 5, after the signature line):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No, please explain and specify the amount: \_\_\_\_\_

16. Do you receive or will you receive any financial assistance from any sources other than the CEE Foundation's scholarship (check all that apply)?

Yes, I receive **free tuition** (not cash) from the university (amount in Riel or US dollar): \_\_\_\_\_

Yes, I receive **free scholarship** from \_\_\_\_\_

in the amount of (in Riel or US dollar): \_\_\_\_\_ per  Month  Semester  Year

Yes, I receive **money** from \_\_\_\_\_

in the amount of (in Riel or US dollar): \_\_\_\_\_ per  Month  Semester  Year

Yes, I receive **free tuition and free scholarship** from \_\_\_\_\_

in the total amount of (in Riel or US dollar): \_\_\_\_\_ per  Month  Semester  Year

Yes, I receive **free tuition, free scholarship, and money** from \_\_\_\_\_

in the total amount of (in Riel or US dollar): \_\_\_\_\_ per  Month  Semester  Year

No, I do not receive any scholarship/free tuition or any financial assistance at all.

17. Do you have any immediate relative living abroad?  No  Yes

If yes, who?  Parent(s)  Sibling  Uncle/Aunt/Grand Parent(s)

17.1 If yes, what country: \_\_\_\_\_

18. Are you working, even part time?  No  Yes/Monthly income (in Riel or US dollar): \_\_\_\_\_

18.1 Your total monthly expenses, excluding tuition and fees (in Riel or US dollar): \_\_\_\_\_



19. While attending university, how do you go to school?
[ ] Walk, how far \_\_\_\_\_ [ ] Ride a bicycle [ ] Ride a motorcycle
[ ] Use daily paid transportation [ ] Drive a car [ ] Share a ride with friend(s)

20. Name of your last High School: \_\_\_\_\_

Location (Khum/Srok/Khet or City): \_\_\_\_\_

- [ ] Phnom Penh city/Suburb [ ] Provincial capital/Large city (Ti ruom khet)
[ ] District capital (Srok) [ ] Village/Rural commune (Phoum, Khum)

20.1 Date you graduated or will graduate from High School (Month/Year): \_\_\_\_\_

20.2 Latest High School Transcript (you must provide a copy of transcript/Baccalaureate Certificate):
GPA (e.g., 2/2.5/3.0): \_\_\_\_\_ Grade (e.g. A+/A/B+/B/C+/C): \_\_\_\_\_ Other score, if applicable: \_\_\_\_\_

21. Name of the University / Institution you are currently attending or plan to attend:
\_\_\_\_\_

Campus Location (Khet or City): \_\_\_\_\_

21.1 Your schooling status for School Year (same academic year as shown on top of page 1): \_\_\_\_\_
[ ] First year student [ ] Second year student [ ] Third year student
[ ] Fourth year student [ ] Other/Still in high school (explain): \_\_\_\_\_

Date you first attended or will attend this university (Month/Year): \_\_\_\_\_

Date you expect to graduate from this university (Month/Year): \_\_\_\_\_

21.2 Degree you are currently pursuing or plan to pursue?
[ ] Bachelor [ ] Master [ ] Other: \_\_\_\_\_

Major you are currently studying or plan to study (area of specialization): \_\_\_\_\_

21.3 Latest University Transcript (you must provide a copy of transcript):
21.3.1 [ ] My school uses GPA grading system. You must enter GPA (e.g. 2/2.5/3.5): \_\_\_\_\_
21.3.2 [ ] My school uses a letter grade system. You must enter letter Grade (e.g. A+/A/B+/B/C+/C): \_\_\_\_\_
21.3.3 [ ] My school uses 100/100 scoring system .You must enter your score (100 maximum): \_\_\_\_\_
21.3.4 [ ] My school uses 20/20 scoring system .You must enter your score (20 maximum): \_\_\_\_\_

22. Do you attend any other school/university (in addition to question 21 above)? [ ] No
[ ] Yes: School Name: \_\_\_\_\_ Major: \_\_\_\_\_
School Name: \_\_\_\_\_ Major: \_\_\_\_\_

23. Do you receive any special award or felicitation from your school, or from the Ministry of Education, Youth and Sport, or other organization? [ ] Yes (attach a photocopy of the award) [ ] No





24. Have you participated in any extra curricula, community services, etc.? (you **must** provide proof of participation, certificate of appreciation, etc.).

[ ] Member of school's sports and athletic roster.

[ ] Volunteer for community service at \_\_\_\_\_

[ ] Other, please specify \_\_\_\_\_

[ ] No, I focus on my study only.

25. I have read and fully understood the criteria, requirements and terms and conditions of the CEE Foundation for financial assistance, including its mission, goals, value, and philosophy. These are described on the CEE Foundation's website at: **www.ceefoundation.org**. I declare, to the best of my knowledge, that the above information is true and correct. I understand that the CEE Foundation may terminate my scholarship award if information herein are found to be materially false and I will be subject to paying back the money already received. Furthermore, I give my consent to CEE Foundation to use all or part of the information containing in this application to post on its website, to communicate with donors, to use in any advertising materials, or whenever the Foundation sees appropriate.

[ ] Yes, I agree and will comply (leaving this checkbox unchecked will result in denial of scholarship)

26. Signature of Applicant: \_\_\_\_\_ Date (Day/Month/Year): \_\_\_\_\_

Write explanation in Khmer or English in this space (indicate question number, if applicable):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Required documents (new application):

Attached with this Application Form are (Check all applicable boxes):

- [ ] One photo 40mm x 60mm [ ] Latest School transcript
[ ] Copy of high school diploma [ ] Three letters of recommendations
[ ] A 2,000-word essay [ ] Copy of Identification Card
[ ] Proof/Letter of Admission from School [ ] Other documents, specify: \_\_\_\_\_

Required documents (renewal application):

Attached with this Application Form are (Check all applicable boxes):

- [ ] One photo 40mm x 60mm [ ] Latest School transcript [ ] Other, specify: \_\_\_\_\_

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