

# Pontifical John Paul II Institute

## ***Procedure for Requesting an scholarship***

In order to verify the request of scholarship, we need the following documents:

1. A **formal request**, presented by the Ordinary Bishop of the Diocese of the candidate (authenticated by the Apostolic Nuncio, if the candidate is a lay person). If the candidate is a religious, the request must be presented by his/her Superior. In both cases, the request must be addressed to the President of the Pontifical John Paul II Institute, Monsignor LIVIO MELINA (Piazza San Giovanni in Laterano, 4 - 00120 CITTÀ DEL VATICANO).

Each request must **specify**:

- First name and Surname of the candidate
- Brief presentation of the candidate:
- Studies to be done (Doctorate/Licentiate/Master)
- Number of years for which scholarships is requested
- Task assigned in Diocese to the student once the studies finished

2. Together with the request, the following **documents** must be attached:

- 1) *Curriculum Vitae* of the candidate.
- 2) Photocopies of the *documents attesting the studies realized until now* (High School diploma, University diplomas...).
- 3) Photocopy of the *passport*.

Documentations must be sent by fax (+39-06-69886103) and afterwards by ordinary post.

The request, with all the attached documents, must be arrived by January 31<sup>st</sup> of the year for which the scholarship is requested.

The incomplete requests or requests arrived after the deadline will no longer be considered.

A special Commission will examine the requests and the study grant will be made known to the candidate by the President of the Institute by April of the same year, through a letter addressed to the ecclesiastical authority who had presented the candidate.