

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ
শিক্ষা মন্ত্রণালয়
www.moedu.gov.bd
সরকারি বিশ্ববিদ্যালয়-২

নং-৩৭.০০.০০০০.০৮০.২৫.০০৮.১৫-৯৩

তারিখঃ ১৬ ফাল্গুন ১৪২৩
২৮ ফেব্রুয়ারি ২০১৭

বিজ্ঞপ্তি

বিষয় : The Government of Brunei Darussalam Scholarship to Foreign Students
Tenable in Brunei Darussalam 2017/ 2018 Academic Session.

The Government of Brunei Darussalam এর (Undergraduate, Diploma, postgraduate) বৃত্তির জন্য বাংলাদেশি নাগরিকদের নিকট হতে দরখাস্ত আহ্বান করা যাচ্ছে।

১.১ বৃত্তির ডকুমেন্টস, আবেদন ফরম এতদসঙ্গে সংযুক্ত (পৃষ্ঠা: ১-২১) এ সকল নির্দেশনাবলী
www.mofat.gov.bn ওয়েবসাইটে পাওয়া যাবে।

২.০ উল্লেখযোগ্য শর্তাবলী:

২.১ Application must be, between the ages of 18-25 for undergraduate and diploma programmes and must not exceed the age of 35 for postgraduate programmes on the 31st July 2017.

২.২ Applicants are required to also submit a security clearance statement from their National Security Agency (ies)/ Police Station (ie a statement/ report certifying that applicants are clear from any civil and criminal charges).

২.৩ তিন সেট আবেদন দাখিল করতে হবে।

২.৪ সংযুক্ত সকল ডকুমেন্টস ইংরেজীতে হতে হবে।

৩.০ শিক্ষা মন্ত্রণালয়ে আবেদনপত্র দাখিলের নিয়মাবলী:

৩.১ আবেদনপত্র সমূহ (তিন সেট) এবং সংশ্লিষ্ট সকল ডকুমেন্টস একটি খামে ভরে দাখিল করতে হবে। অসম্পূর্ণ আবেদন গ্রহণযোগ্য হবে না।

৩.২ এতদসঙ্গে সংযুক্ত প্রাথমিক তথ্য বিবরণী ফরম (পৃষ্ঠা: ২২) সংযুক্ত কাগজপত্র সংশ্লিষ্ট ডকুমেন্টস সহ একটি খামে ভরে দাখিল করতে হবে।

৩.৩ Each required documents must be numbered and lebeled on the top right corner.

৩.৪ উপরোক্ত ৩.১ এবং ৩.২ এর খাম দুটো একত্রে অন্য একটি খামের ভিতরে ঢুকিয়ে খামের উপরে প্রেরক, প্রাপক, এবং Program-এর নাম উল্লেখ করতে হবে। প্রাপক: উপসচিব (বৃত্তি), সরকারি বিশ্ববিদ্যালয়-২, মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ, শিক্ষা মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

৪.০ প্রার্থী মনোনয়নের ক্ষেত্রে Language proficiency (English/ Malay/ Arabic) কে প্রাধান্য দেয়া হবে।

৫.০ আবেদনপত্র সচিবালয়ের ২নং গেইট সংলগ্ন অভ্যর্থনা কক্ষের ৯নং কাউন্টারে সকাল ১০-১১টা এবং বিকাল ৩.৩০-৪.৩০টার মধ্যে জমা প্রদান করতে হবে। আবেদনপত্র দাখিলের শেষ তারিখ ০৭ মার্চ ২০১৭।

২৮/২/১৭
(শাহনাজ সামাদ)
উপ সচিব

ই-মেইল: ds_stp@moedu.gov.bd

বিজ্ঞপ্তিসহ উক্ত বৃত্তি সংক্রান্ত সকল কাগজপত্রাদি শিক্ষা মন্ত্রণালয়ের ওয়েবসাইটে প্রচারসহ কলেজ এবং বিশ্ববিদ্যালয় সমূহের গ্রুপ মেইলে প্রদানের অনুরোধ জানানো হলো:

সিনিয়র সিস্টেম এনালিস্ট

আই.সি.টি.সেল

মাধ্যমিক ও উচ্চ শিক্ষা বিভাগ

শিক্ষা মন্ত্রণালয়, ঢাকা

৩৪৫ ২০৮-
২- ২০/২/১৭



Ref: SJTBB/014/2017

The High Commission of Brunei Darussalam presents its compliments to the Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh and has the honour to inform that His Majesty's Government of Brunei Darussalam is offering scholarship for the students of ASEAN, OIC and Commonwealth Member Countries to study in Brunei Darussalam for 2017/2018 academic session.

The High Commission has further the honour to enclose the copy of informations and request the Ministry's kind assistance to forward these to the relevant Ministry. For more information, the Brunei Darussalam Government Scholarship can be obtained at www.mofat.gov.bn and further inquires can be e-mailed to : scholarship@mfa.gov.bn.

In this connection, the High Commission of Brunei Darussalam would kindly request the esteemed Ministry to select and submit five (5) only duly completed applications with proper endorsement by the relevant authorities either Ministry of Foreign Affairs or Ministry of Education, Government of the People's Republic of Bangladesh. The selected application forms are to be sent by email to applyBDGS2017@mfa.gov.bn or through online <https://apply.ubd.edu.bn/orbeon/uis-welcome/> not later than **13th March 2017**. Any application after the due date will not be considered.

The High Commission of Brunei Darussalam avails itself of this opportunity to renew to the Ministry of Foreign Affairs, Government of the People's Republic of Bangladesh the assurances of its highest consideration.

DS (MFA-2)
20/2/17

৩৪৫

২৫/২/১৭

The Director General
South East Asia Wing
Ministry of Foreign Affairs
Government of the People's Republic of Bangladesh
Dhaka – 1000, Bangladesh.
Attn : Assistant Secretary

শিক্ষা মন্ত্রণালয় মহাপরিচালক ও উচ্চ শিক্ষা বিভাগ শিক্ষণ মন্ত্রণালয়	
তারিখঃ	
<input type="checkbox"/> অতিরিক্ত সচিব (প্রশাসন)	<input type="checkbox"/> অতিরিক্ত সচিব (উন্নয়ন)
<input type="checkbox"/> অতিরিক্ত সচিব (বিশ্ববিদ্যালয়)	<input type="checkbox"/> অতিরিক্ত সচিব (প্রশাসনিক প্রশাসন)
<input type="checkbox"/> অতিরিক্ত সচিব (কলেজ)	<input type="checkbox"/> অতিরিক্ত সচিব (প্রশাসনিক প্রশাসন)
মুদ্রা প্রধান সচিব	



16th February 2017

Copy to :
The Secretary
Ministry of Education
Government of the People's Republic of Bangladesh
Dhaka – 1000, Bangladesh.
Attn : Joint Secretary

শিক্ষা মন্ত্রণালয় অতিরিক্ত সচিব (বিশ্ব)	
তারিখঃ	৩৫০
তারিখঃ	২০/২/১৭
বুধ্য-সচিব (বিশ্ব)	স্বাক্ষর-১৭
উপ-সচিব/বিশ্ববিদ্যালয় সচিব	স্বাক্ষর-১৮
বুধ্য-সচিব (বিশ্ব)	স্বাক্ষর-১৯
উপ-সচিব/বিশ্ববিদ্যালয় সচিব	
স্বাক্ষরিত কর্মকর্তা	
অতিরিক্ত সচিব (বিশ্ববিদ্যালয়)	

সূচী-২

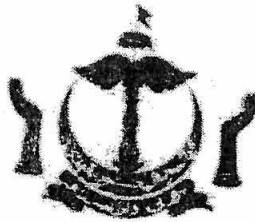
- Universiti Islam Sultan Sharif Ali (UNISSA),
- Universiti Teknologi Brunei (UTB) and
- Politeknik Brunei (PB).

The academic year commences July/ August 2017.

1 ELIGIBILITY

- 1.1 Applications are open to citizens of, but not limited to, ASEAN, Commonwealth and OIC member countries;
- 1.2 Applicants should be nominated by their Government;
- 1.3 Applicants must be certified to be medically fit to undertake the scholarship and to study in Brunei Darussalam, by a qualified medical practitioner who is registered with any Government Authority (ies) prior to arrival in Brunei Darussalam. Any and all costs incurred in obtaining this certification are to be borne by the applicant.
- 1.4 Applicants must be, between the ages of 18-25 for undergraduate and diploma programmes and must not exceed the age of 35 for postgraduate programmes on the 31st July 2017;
- 1.5 The award is NOT eligible to Brunei Darussalam Permanent Residents.

7201 - 2



ANNOUNCEMENT

THE GOVERNMENT OF BRUNEI DARUSSALAM SCHOLARSHIP TO FOREIGN STUDENTS TENABLE IN BRUNEI DARUSSLAM 2017/ 2018 ACADEMIC SESSION

The Ministry of Foreign Affairs and Trade is pleased to invite applications for the Government of Brunei Darussalam Scholarship under the above Scholarship Award Scheme for the 2017/ 2018 Academic Session.

Tenable in Brunei Darussalam, the scholarship award provides applicants with the opportunity to study at any one of the following institutions of higher education:

- Universiti Brunei Darussalam (UBD)

2 PROGRAMMES OFFERRED AND ENTRY QUALIFICATIONS

Please refer to the accompanying information in Appendix A.

Further information on Programmes may also be available from the following websites:

- i) www.ubd.edu.bn
- ii) www.unissa.edu.bn
- iii) www.utb.edu.bn
- iv) www.pb.edu.bn

3 TERMS AND CONDITIONS OF THE SCHOLARSHIP AWARD

The full listing of the Terms and Conditions of the Scholarship Award will be provided to the applicant once the application is successful and a Scholarship Award is offered. A declaration will be required to be signed confirming understanding and agreement to these terms and conditions before accepting the scholarship.

The general terms and conditions are as follows:

3.1 The Government of Brunei Darussalam will bear the following expenses:

- i) Tuition fees.
- ii) An economy class air-ticket to Brunei Darussalam from the applicant's country of origin and vice versa upon completion of the programme.
- iii) A monthly personal allowance of BND500.00;
- iv) A monthly food allowance of BND150.00;
- v) An annual book allowance of BND600.00;
- vi) Baggage allowance for shipment of your personal effects to your country of origin upon completion of the programme, at a maximum amount of:
 - BND250.00 to a country within the ASEAN region; or
 - BND500.00 to a country outside the ASEAN region.
- vii) Accommodation at the residential college of the University/ Polytechnic.

3.2 Applicants may be required to appear for an interview at such place(s) as may be determined by the institutions offering the programmes, and to sit a written examination to assess the scholar's proficiency in the English Language / Malay Language / Arabic Language (where applicable).

3.3 This scholarship may not be held concurrently with any other scholarship, fellowship, grant or loan without the prior approval of the Ministry of Foreign Affairs and Trade. This scholarship will be terminated immediately should the scholarship recipient be found to concurrently hold another scholarship.

3.4 A scholarship recipient is not encouraged to bring any family members for the duration of the scholarship. Accommodation will not be provided to any accompanying spouse, child or children.

-202-

3.5 A scholarship recipient may not undertake any paid employment or serve on the staff of any country's representative mission in Brunei Darussalam during the duration of the Scholarship award.

3.6 A scholarship recipient is required to:

- i) Conform to all the rules and regulations underlying this scholarship award scheme;
- ii) Abide by the rules and regulations of the host University/ Polytechnic;
- iii) Respect the customs, culture and official religion of Brunei Darussalam;
- iv) Obey all the laws and regulations of Brunei Darussalam;
- v) Refrain from engaging in political activities;
- vi) Insure oneself with a comprehensive insurance cover, including for health and travel for the whole duration of stay in Brunei Darussalam. Insurance coverage is to be borne by the scholarship recipient.

3.7 Upon completion of the programme, the scholarship recipient is required to return to their country of origin with immediate effect.

4 APPLICATION PROCEDURE AND CLOSING DATES

4.1 Application forms can be downloaded from the following link:

<http://www.mofat.gov.bn/Pages/BDScholarship.aspx>

4.2 Application forms must be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Scholarships of the applicant's country.

4.3 Applicants are required to also submit a security clearance statement from their National Security Agency (ies)/ Police Station (ie a statement/ report certifying that applicants are clear from any civil and criminal charges).

4.4 Completed application forms are to be emailed to the following address:

applyBDGS2017@mfa.gov.bn

Applicants applying to Univeristi Brunei Darussalam must also complete an online application through <https://apply.ubd.edu.bn/orbeon/uis-welcome/>

4.5 Incomplete application forms will not be considered.


4.6 The closing date for the reception of completed application forms, together with certified copies of relevant certificates and documents is, **not later than 1600 hrs (Brunei time) on 13 March 2017**.

4.7 The Government of Brunei Darussalam reserves the right to reject any applications. The decision on the selection of candidates is final. Any disputes or enquiries pertaining to the decision made will not be entertained.

4.8 For further enquiries please contact:

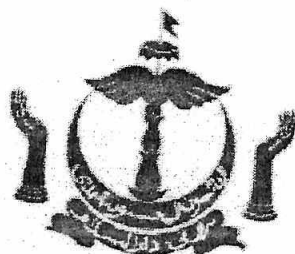
Technical Assistance Unit
Division of Scholarship, Training and Technical Assistance
Department of Administration
Ministry of Foreign Affairs and Trade
Bandar Seri Begawan BD2710
Brunei Darussalam

Tel: +673 2261177 ext. 387/ 386/ 380/ 383
Fax: + 673 2230903
E-mail: scholarship@mfa.gov.bn


[HJ OSMAN BIN HJ MOHD YUSSOF]
Deputy Permanent Secretary
for Permanent Secretary
Ministry of Foreign Affairs and Trade
Brunei Darussalam

Reference: PENT/BT: SCH/A/BDGS/1
Date: 11 February 2017

Cc: Permanent Secretary, Ministry of Education
Registrar and Secretary, Universiti Brunei Darussalam (UBD)
Registrar, Universiti Islam Sultan Sharif Ali (UNISSA)
Registrar and Secretary, Universiti Teknologi Brunei (UTB)
Registrar, Politeknik Brunei (PB)



Please attach
Passport Size
Photo Here

BRUNEI DARUSSALAM GOVERNMENT SCHOLARSHIPS FOR FOREIGN STUDENTS TENABLE IN BRUNEI DARUSSALAM

SESSION

2016/2017

APPLICATION FORM

	CODE	PROGRAMME NAME
FIRST CHOICE	<input type="text"/>	<input type="text"/>
SECOND CHOICE	<input type="text"/>	<input type="text"/>

INSTRUCTIONS TO APPLICANTS

- Each applicant must complete 3 (three) copies of this form to be typed or written legibly in blue or black ink.
- The following documents should be submitted with the form:
 - Three recent passport size photographs.
 - Three certified copies of academic qualification.
 - Three copies of Applicant's Statement of Purpose (Item 6).
 - Three certified copies of Birth Certificate and passport.
 - Three copies of Security Vetting.
 - Certified English Translations of supporting documents (i.e. certificates, testimonials, transcripts) must be submitted for documents that are not in English.

1. PERSONAL DETAILS (Please use BLOCK Letters)

Name (Please underline surname):

Identification No:

Citizenship:

Date of Birth (dd/mm/yyyy):

Country of Birth:

Religion:

Ethnicity:

**Marital Status: Single / Married / Divorced /
Widowed[#]**

Gender: Male / Female[#]

Postal Address:

Telephone No: _____ - _____ - _____

(country code) (area code) (tel no.)

Fax No: _____ - _____ - _____
(country code) (area code) (tel no.)

Mobile No: _____ - _____ - _____

(country code) (area code) (tel no.)

E-mail address (if any):

(Candidates are strongly advised to provide either a fax no. or an email address to facilitate correspondence)

Name of Parent/ Guardian/ Next of Kin[#]: _____

Relationship: _____

Occupation / Designation: _____

Address:

Contact Number/ Email Address:

2. ACADEMIC EXPERIENCE *(Details of Schools Attended and Academic Qualifications)*

A. Please state all schools attended from age of 15

Name of School/ Institute	From	To	Qualifications Obtained

B. General Certificate of Education (Ordinary Level or Equivalent)
(Please state subjects that you have passed only)

Year	Subjects	Grade	Medium	Examination Body

C. General Certificate of Education (Advanced Level or Equivalent)
(Please state subjects that you have passed only)

Year	Subjects	Grade	Medium	Examination Body

D. Other Qualifications (Certificate/ National Certificate/ National Diploma/ Higher National Diploma/ First Degree)

Qualifications	Name of Institute & Country	Duration	Date Passed	Classification/ Grade	Medium of Instruction

E. Intended Qualification

Name of Programme/ Course	Subjects	Date of Results Expected

3. LANGUAGE PROFICIENCY

Language	Written			Reading			Spoken		
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	1	2	3	1	2	3
Others, Please State:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	1	2	3	1	2	3	1	2	3
ii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	1	2	3	1	2	3

1: Good

2: Average

3: Poor

4. ACADEMIC DISTINCTIONS OR PRIZES RECEIVED

5. PROPOSED FUTURE CAREER

पृष्ठा - २२

6. APPLICANT STATEMENT OF PURPOSE

In an essay of up to 200 words, describe your plan of study and/ or research you propose to pursue and relate this to your future career plan. (You may include additional relevant material for which there was insufficient space on this form).

Please tick if additional material enclosed

☐

19

ient to her

the
its

201

গ

গ

গ

গ

গ

গ

গ

গ

10. REFERENCES (Originals of reference letters are required to be sent by the applicable referee)

Please give details of two (2) people who can act as referees to support your application. You should contact them yourself and enclose the references (**Form C1**) with the application form to the Scholarship Section, Ministry of Education. Please include their telephone, fax and e-mail addresses so that we can follow up references if necessary. **Applications cannot be considered unless references are received.** Please pass a copy of the Statement by Referee to each referee for him or her to fill in.

Name of Reference	Job Title & Organisation	Telephone & Fax	E-mail

SECTION 11 – 14 TO BE COMPLETED BY CANDIDATES WHO INTENDED TO APPLY FOR HIGHER DEGREE PROGRAMMES ONLY

11. ACADEMIC AWARDS/ SCHOLARSHIP ACHIEVED IF ANY

Academic Awards/ Scholarship	Institution Name	Date Awarded

12. PLEASE LIST DOWN COMPLETED RESEARCH AND PUBLICATIONS IF ANY

Name of Research/ Publications	Date Completed

13. HAVE YOU PREVIOUSLY APPLIED FOR ADMISSION AS A POSTGRADUATE STUDENT OVERSEAS OR LOCALLY?

☐

Y – Yes

N – No

If yes, Please State:

- i. Year applied:
- ii. Name of Programme:
- iii. Were you accepted?
- iv. Name of Institution:

14. RESEARCH PROPOSAL

- i. Proposed field of study:

.....
.....
.....

- ii. Topic for Research:

.....
.....
.....

15. DECLARATION

I hereby certify that all the statements made on this application and in the attached documents are true and correct. I have read all the terms and conditions laid down by the Brunei Government Scholarship for Foreign Students (ASEAN, OIC, Commonwealth and others) for which I now apply and I agree to abide by all the conditions of the award. I shall return to my home country as soon as I complete my scheduled programme and will not extend my stay without valid reasons.

Date:

Signature:

BRUNEI DARUSSALAM GOVERNMENT SCHOLARSHIP FOR FOREIGN STUDENTS 'REFERENCE LETTER'

Assessment on the applicant's academic ability.

1. Applicant's Name:
- Country:
- Courses Applied:
2. In what capacity do you know the applicant?
(E.g. Teacher, Supervisor, Principal etc).....
3. How long have you known the applicant?
4. Please evaluate the applicant's performance by putting an X in the appropriate spaces below. Extra boxes are available for you to add, if you wish, up to three other qualities which you may find relevant to the assessment of the candidate (E.g. All-round ability, ingenuity, accountability, manual dexterity etc.)

Assessment on:	Excellent	Very Good	Good	Average	Below Average
Academic Record					
English Proficiency					
Creative Thinking					
Research Ability					
Industry/ Application					
Judgement					
Independent					
Honesty					
Motivation					
Self Discipline					

5. Is the applicant's proficiency in English Language (oral and written) adequate to meet the standard required? Please comment.

.....
.....
.....
.....
.....

6. Please give your overall assessment on the applicant's academic ability.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Referee's Name:

Designation:

Address:

Date:

Signature:

THANK YOU FOR YOUR ASSISTANCE. YOU MAY ENCLOSE THE COMPLETED REFERENCE LETTER IN A SEALED ENVELOPE AND ATTACH TO THIS APPLICATION FORM OR YOU MAY SEND THE COMPLETED FORM TO: Technical Assistance Division, Ministry of Foreign Affairs and Trade, Jalan Subok, Bandar Seri Begawan, BD2710, Brunei Darussalam. Fax No: (673) 2230903. E-mail: scholarship@mfa.gov.bn

29-01-2011

BRUNEI DARUSSALAM GOVERNMENT SCHOLARSHIP FOR FOREIGN STUDENTS 'REFERENCE LETTER'

Assessment on the applicant's academic ability.

7. Applicant's Name:

Country:

Courses Applied:

8. In what capacity do you know the applicant?

(E.g. Teacher, Supervisor, Principal etc).....

9. How long have you known the applicant?

10. Please evaluate the applicant's performance by putting an X in the appropriate spaces below. Extra boxes are available for you to add, if you wish, up to three other qualities which you may find relevant to the assessment of the candidate (E.g. All-round ability, ingenuity, accountability, manual dexterity etc.)

Assessment on:	Excellent	Very Good	Good	Average	Below Average
Academic Record					
English Proficiency					
Creative Thinking					
Research Ability					
Industry/ Application					
Judgement					
Independent					
Honesty					
Motivation					
Self Discipline					

2021-25

11. Is the applicant's proficiency in English Language (oral and written) adequate to meet the standard required? Please comment.

.....
.....
.....
.....
.....

12. Please give your overall assessment on the applicant's academic ability.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Referee's Name:

Designation:

Address:

Date:

Signature:

THANK YOU FOR YOUR ASSISTANCE. YOU MAY ENCLOSE THE COMPLETED REFERENCE LETTER IN A SEALED ENVELOPE AND ATTACH TO THIS APPLICATION FORM OR YOU MAY SEND THE COMPLETED FORM TO: Technical Assistance Division, Ministry of Foreign Affairs and Trade, Jalan Subok, Bandar Seri Begawan, BD2710, Brunei Darussalam. Fax No: (673) 2230903. E-mail: scholarship@mfa.gov.bn

TO BE COMPLETED BY THE NOMINATING GOVERNMENT

(The following endorsement must be completed on the top copy of the application by the Nominating Agency)

This candidate is nominated for consideration for an award and the following details are confirmed:

Initials of verifying officer

1. The underlining of the candidate's name in question 1 correctly identifies his or her formal family name.
2. Evidence verified concerning date and place of birth and nationality.
3. References enclosed from the two (2) persons named in questions 1, 7 and 9.
4. Candidate's medical certificate attached (if required at this stage)
5. Copies of the university or college transcript attached to each application form.
6. The candidate has sufficient language proficiency to enable him/her to profit from his/her proposed course of study if given in:
 - (a) English
 - (b) _____
7. The candidate is / is not in Government employment (delete appropriately).

8. OFFICIAL DECLARATION (to be completed by the nominating government)

The _____
(Name of Department/ Ministry)

nominates _____ on behalf of

(Country) _____ for the Brunei Darussalam Government Scholarships Award.

(Name)

(Signature and Ministry's stamp)

(Designation)

(Address of Department / Ministry)

(Ctry Code) - (Area Code) - (Office Telephone No.) (Ctry Code) - (Area Code) - (Office Fax No.)

PLEASE NOTE:

This application form must be duly **completed and endorsed** by the Ministry of Foreign Affairs or the relevant agency responsible for the Brunei Darussalam Government Scholarships in **your** country. Please attach relevant supporting documents, which are to be submitted with the form. **INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED.**