



MINISTRY OF
EDUCATION, YOUTH, SPORTS
AGRICULTURE & LANDS
CAYMAN ISLANDS GOVERNMENT

Government Administration Building Box 108
133 Elgin Avenue Grand Cayman KY1-9000
CAYMAN ISLANDS
t. (345) 244 2417 f. (345) 949 9343
www.education.gov.ky

ONLINE LOCAL APPLICATION GUIDELINES

Creating an account

1. Log in to the website at <https://local-kygov.fluidreview.com/>
(Also found on Scholarship Website at www.education.gov.ky/scholarships)
2. **Sign up** for an account by completing the registration information:
Note: This information pertains to the applicant only!
 - a. First Name
 - b. Last Name
 - c. Email (that you have immediate access to)
 - d. Password/Confirm Password. Your password must contain at least:
 - i. 8 characters (including letters, numbers, and special characters)
 - ii. One uppercase letter
 - iii. One lowercase letter
 - iv. One number
 - v. One special character (!@#%&* etc.)
3. You will be sent an email to the address you entered on sign up to confirm that it is a valid email address and that it belongs to you.

Note: If a user account with the same email address already exists, you will need to sign in with the same password. If you have forgotten your password and are unable to login you can reset your password through email.

Questionnaire - Eligibility

1. Complete the questionnaire by selecting “**START**” the relevant check boxes.
2. Read each question carefully as this will be used to filter the applications according to level of scholarship and current level of education/schooling.
3. If you select the wrong type of scholarship you can be deemed ineligible or be placed in the wrong subgroup of applicants which will delay the review and processing of your application.
4. Once your questionnaire is complete, you will be provided with the available scholarship. If you fail to see any scholarships listed, please click on **View Scholarships** and select the correct scholarship.
5. You shall now proceed to complete the online application by completing each of five stages and uploading the documents necessary for that stage.

In cases where your document has multiple pages, scan all the pages together as one document and upload the document.

Failure to provide the necessary documents or uploading of blank documents or “to be uploaded later” documents make your application incomplete and will remove it from being processed.



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The application process has 5 stages as itemized below. You will receive an email after each stage you complete. Please check your email frequently.

To move from one stage to another, you have to complete the uploads and details for each stage and click on the link at the top which is as shown:

This application is eligible for the next stage. [Click here](#) to move this application.

Stage 1: Demographic Information

1. Applicant details – fill out a form
2. Recent Photo – upload file : recent full face, clear photo; can be a selfie
3. Birth Certificate – upload file
4. Proof of Right to be Caymanian – upload file; Caymanian status, acknowledgement letter or copy of Caymanian parent birth certificate
5. Cover Letter – upload file; must be addressed to the Scholarship Secretariat and must be signed and dated.
6. Overseas Scholarship Application – upload document (forms found on www.education.gov.ky/scholarships). There are several forms so please use the application form that pertains to the scholarship for which you are applying. The application form contains multiple pages. Please complete and scan all of them together and upload at this task.

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Stage 2: Personal Statement – fill out a form

It is important to answer the questions accurately and provide all the relevant information as this is used in the review process to ensure that the degree major match your interest. If you have any learning or emotional issues you must declare it. It will not limit your ability to receive a scholarship if approved but it will better help the Scholarship Secretariat to assist you with advice and support.

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Stage 3: Academic Details

1. Academic History Details – fill in a form with details of
 - a. Secondary and Post-secondary schools attended. If you do not have a GPA select “No GPA” on the last column of the table.
 - b. Examination results achieved should be listed on the required tables. Also include examinations to be completed before the award of the scholarship in Fall 2019.
 - c. SAT scores, if applicable.
 - d. ACT scores, if applicable.
 - e. International Baccalaureate (IB) results, if applicable.
 - f. Tertiary Institutions attended and degree information.
 - g. Extracurricular activities/community service/awards received.



2. High School transcripts – upload a file; necessary for applicants applying for local grant, associates, bachelors and post-secondary scholarships – A levels, BTEC, IB, CAPE, AP. Not required for post-graduate applicants.
3. Post-secondary transcripts – upload a file; necessary for applicants applying for local grant, associates, bachelors. Not required for post-graduate applicants.
4. Tertiary Transcripts – upload a file; necessary for applicants currently in undergraduate studies or postgraduate studies or students applying for bachelors or masters.
5. Copies of external examination results, certificates and degrees (CXC, GCSE, IGCSE, AS, IB, AP) – upload a file; necessary for ALL applicants. Includes evidence of passes achieved as well as any degrees conferred for completed studies.

NOTE: In cases where your document has multiple pages, scan all the pages together as one document and upload the document.

A transcript is different from your certificates. Certificates are awarded from a body such as an examination body or institution. A transcript shows the progress of the programme that lead to the award of the certificate. You need to upload both sets of information. Always ensure that your name is clearly visible, the dates are clearly visible and the awarding body is clearly visible. You should be familiar with the academic criteria for your scholarship so ensure that the documents you are uploading show that you have met the required academic criteria. Failure to do so will delay the review and processing of your application.

Failure to provide the necessary documents or uploading of blank documents or “to be uploaded later” documents make your application incomplete and will remove it from being processed.

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Stage 4: Institution and Programme Details

1. Institution and programme details – fill out a form; applicants have to complete the programme details and the institution details. You are allowed up to two options. Please complete ALL the information for each institution.
2. Letter of acceptance – upload a file; can upload correspondence to show an application was submitted or evidence of a conditional offer if no firm acceptance is available at time of submitting the application.

NOTE: In cases where your document has multiple pages, scan all the pages together as one document and upload the document.

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Stage 5: Financial Details and Means Testing

1. Financial Information – fill out online form; complete the details for each parent/guardian.
 - a. Applicants can use the spreadsheet found on the portal to complete the **Income and Expenditure Information** table.
2. Job letter - upload a file; the job letter must be dated within 6 months of application, signed and be on letter head of the organisation with address clearly visible. The letter must be addressed to the Scholarship Secretariat and must contain a dollar value for the salary. The remuneration can be expressed weekly/monthly or annually as appropriate.
3. Means Purpose & Supporting Information Form – upload a file; (form found on www.education.gov.ky/scholarships) is to be signed and dated by the parent/guardian providing the job letter.

You have now completed the application process. Please select **SUBMIT** to submit your application. You will receive an email confirmation of your submission.

The SUBMIT button will be inactive until you have completed all the sections and uploaded all the mandatory documents all the relevant details.

Failure to SUBMIT or provide the necessary documents or uploading of blank documents or “to be uploaded later” documents will make your application incomplete and will remove it from being processed.