



# **KSF INTERNATIONAL APPLICATION PROCESS**

## **STEP # 1**

- a. Completion of “**School Application**” form by school with authorization to conduct school visit;
- b. Submission of “**School Application**” form to KSF International.

## **STEP # 2**

- a. Review of school application form by KSF International;
- b. Transmission of **Memorandum of Understanding** by KSF to the school;
- c. Visit of the school by KSF International representative;
- d. Signing of **Memorandum of Understanding** between KSF International and school at the time of the visit.

## **STEP # 3**

- a. Selection of three (3) students by the school;
- b. Completion of “**Student Scholarship Application**” forms by student applicants;
- c. Opening of school dollar bank account by the school;
- d. Submission of “**Student Scholarship Application**” forms and dollar bank account by the school to KSF International.

## **STEP # 4**

- a. Review of “**Student Scholarship Application**” forms by KSF International;
- b. Decision by KSF International (approve/deny scholarship applications);
- c. If scholarship applications are approved, wire transfer of scholarship funds to the school’s dollar bank account;

## **STEP # 5**

- a. **Each start of school term or year** (*whichever is applicable*)- submission of bank deposit proof confirming funds receipt into school’s dollar account and receipts / invoice for each student showing fees credited to student’s accounts;
- b. **End of each school term** - submission of students report cards by school;
- c. **End of each year** – student prepares & submits a “**Student’s Letter of Appreciation**” and attaches recent photo and the school sends all letters with photograph of students to KSF.

## **STEP # 6 (periodically)**

- a. School submits “**Scholarship Amendment form**” for any changes (addition or discontinuation of students)