# Enclosure to the application forSwedish Institute Scholarships for Global Professionals for master’s level studies in Sweden starting in the academic year 2023/2024

## PROOF OF WORK AND LEADERSHIP EXPERIENCE (Instructions)

### **How to fill out the form?**

The template consists of two parts: a *work experience form* and a *leadership experience form*. You can submit up to three *work experience forms* to verify up to three different work experiences; you can submit up to two *leadership experience forms* to verify up to two different leadership experiences.

To prove that you have a minimum of 3,000 hours of work experience you must request current or previous supervisor(s)/manager(s)/HR/head of the organisation to validate your experience in the *work experience form*. Please only include the most relevant experiences you have had within the field of your expertise/studies. The work experience information you provide should correspond to the work experience you have listed in your CV.

In the *leadership experience form*, we kindly request that you specify how many of the hours of work experience that have included leadership experience. For instance, if you worked a total of 3,000 hours at a company, 2,000 hours as an administrator and 1,000 hours as the head of your unit, then you should provide proof of both the 2,000 hours as an administrator and the 1,000 hours as head of unit in the *work experience form*. In the *leadership experience form* you should only include the 1,000 hours as head of unit (i.e. as a leader). The *leadership experience form* has no minimum requirement in regards to the number of hours.

Leadership experience involves the experience of leading other employees in a team or a department/unit, with a mandate to influence the development strategy for the organisation you work at, to allocate tasks and familiarity with decision-making processes.

### **Who can fill out the form?**

If you work in a family business, if you are the owner of a business, or if you do freelance work, we can accept a signature from a client or a staff who works at your company but who is not your family member. Clients should be companies/organisations (i.e. not private persons) and are only allowed to certify the hours that you have worked for them. The stamp should be the official stamp of the company/organisation.

If you do freelance work, you may also ask an employee at the professional association or agency where you are registered as a freelancer, or receive assignments from, to be your referee and to sign and stamp the form.

You can ask the same person to sign both the *work experience form* and *leadership experience form*, as well as write the letter of reference for you. If your referee has changed job and is unable to represent your former or current employer/your client’s company, we recommend that you find another referee who still works at the referring organisation and is able to certify your number of hours with the official stamp of the organisation.

Examples of who **cannot** sign the forms

* Co-workers
* Family members/relatives/partners/friends
* Individuals who demand compensation (money, goods, favours, services or other means) from you in order to give you a statement of reference

Please ask your referees to fill out the appropriate information by typing, then print the form and sign by hand and put the official stamp of the referred organisation at the end. It should then be scanned and converted into PDF format.

### **Requirements and submission**

The proof of work and leadership experience form must be completed in English and cannot exceed one page per form or five pages in total (excluding the instruction page). You must merge all the *work experience forms* and *leadership experience forms* into one PDF document**. Because of the way the form is built up the section where your referee should put their stamp might end up on its own page/a second page. This is not a problem.**

Any additional page(s) with information we haven’t asked for in the form will be disregarded. Any false, misleading or incomplete answer may result in the rejection of your application.

If your employer does not have any stamp, we recommend that you provide proof of your work experience from another organisation. If you are not able to get a traditional stamp for your reference letter you could explore the possibility to sign the document with a digital signature or stamp.  However, please note that a traditional stamp is preferred.

If it is the only work experience you have, we may accept an official stamp from a notary office. However, your referee still needs to fill in the template and sign it on behalf of the organisation. The notary needs to certify in English that the information in the form is true and correct, and that the referee is authorised to represent the referring organisation. The notary certificate should be merged with the form as one PDF document.

In order to be valid, each of the forms must be dated, signed by hand by the referee, and stamped with the official stamp of the referring organisation or a notary office. The stamp can be in any language as long as it is the official stamp of the referring organisation. Any other format of proof of work and leadership experience will be disregarded.

### **Authenticity**

SI will carry out random checks on the applications and applicants to scrutinise any false or misleading information, including fabricated documentation. Should any false information be found, the applicant will be automatically disqualified and barred from applying for any SI scholarship programmes in the future. Any false information discovered during the scholarship period will cause termination of the scholarship. The scholarship holder will then have to refund the full scholarship amount to SI.

### **Do you have any questions?**

Please read the instruction above thoroughly. SI cannot make any exceptions. If you have more questions, please make sure to read through the [information about SISGP](https://si.se/en/apply/scholarships/swedish-institute-scholarships-for-global-professionals/) as well as the [Frequently Asked Questions](https://si.se/en/apply/faq-scholarships-on-masters-level/).

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**PROOF OF WORK AND LEADERSHIP EXPERIENCE**

The forms must be completed in English. Any additional page(s) will be disregarded. The completed forms must be signed by hand by the referee, stamped with the official stamp of the referring organisation, and converted into PDF format.

**WORK EXPERIENCE FORM (maximum one page/form, maximum three forms)**

|  |  |
| --- | --- |
| FIRST NAME(S) of applicant (as written in the passport) |       |
| SURNAME(S) of applicant (as written in the passport) |       |
| DATE OF BIRTH of applicant (YYYY-MM-DD) |       |
| CITIZENSHIP of applicant |       |

|  |  |
| --- | --- |
| FULL NAME of the company/organisation where the applicant works/worked |       |
| TITLE/POSITION the applicant holds/held during employment |       |
| TIME PERIOD of employment (YYYYMMDD – YYYYMMDD/today) |       |
| TYPE OF WORK | Choose one item       |
| HOURS APPLICANT WORKED in total |       |
| WORK SPECIFIC TASKS of applicant (Max 250 characters incl. spaces) |       |
| FULL NAME of referee |       |
| TITLE/POSITION of referee at the referring company/org. |       |
| E-MAIL ADDRESS of referee (preferably work e-mail) |       |
| TELEPHONE NUMBER of referee (with country code) |       |
| **SIGNATURE of referee, date and place (city, country):**I hereby declare that the information I provide about the applicant is to the best of my knowledge, true, complete and correct. I certify the applicant’s work experience on behalf of the referring company/organisation. |  |
| **Official stamp of the company/organisation the applicant works/worked at, or official stamp of notary office** |  |

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**PROOF OF WORK AND LEADERSHIP EXPERIENCE**

The forms must be completed in English. Any additional page(s) will be disregarded. The completed forms must be signed by hand by the referee, stamped with the official stamp of the referring organisation, and converted into PDF format.

**LEADERSHIP EXPERIENCE FORM (maximum one page/form, maximum two forms)**

|  |  |
| --- | --- |
| FIRST NAME(S) of applicant (as written in the passport) |       |
| SURNAME(S) of applicant (as written in the passport) |       |
| DATE OF BIRTH of applicant (YYYY-MM-DD) |       |
| CITIZENSHIP of applicant |       |

|  |  |
| --- | --- |
| FULL NAME of the company/organisation where the applicant works/worked |       |
| TITLE/POSITION the applicant holds/held during leadership experience |       |
| TIME PERIOD of leadership experience (YYYYMMDD – YYYYMMDD/today) |       |
| TYPE OF WORK | Choose one item       |
| HOURS APPLICANT WORKED in total |       |
| MAIN LEADERSHIP RESPONSIBILITY | Choose one item  |
| LEADERSHIP SPECIFIC TASKS of applicant (Max 400 characters incl. spaces) |       |
| FULL NAME of referee |       |
| TITLE/POSITION of referee at the referring company/org. |       |
| E-MAIL ADDRESS of referee (preferably work e-mail) |       |
| TELEPHONE NUMBER of referee (with country code) |       |
| **SIGNATURE of referee, date and place (city, country):**I hereby declare that the information I provide about the applicant is to the best of my knowledge, true, complete and correct. I certify the applicant’s leadership experience on behalf of the referring company/organisation. |  |
| **Official stamp of the company/organisation the applicant works/worked at, or official stamp of notary office** |  |