

A Guide to the Required Documents for Ministry of Education Scholarships & Awards



Ministry of Education

About

This guide was created to assist students with the documents that are required to apply for a scholarship or award with the Ministry of Education.

Application Requirements

Please carefully review scholarships and awards for eligibility and application requirements. To be considered, you must follow the application instructions and ensure that your application is complete and submitted by the deadline of April 15th, 2026. All applications must be submitted on www.bermudascholarships.com. Should you experience challenges with uploading documents, please refer to the HELP feature on the Bermuda Scholarships website. **Late or incomplete applications will not be considered.**

Application Checklist

Please see below for an example checklist of documents that are required for scholarships within the Ministry of Education. It is important to begin gathering your documents well in advance to make sure you have everything before the scholarship deadline.

Required Documents	
<input type="checkbox"/>	Transcripts
<input type="checkbox"/>	Personal reference letter (signed and dated no more than two years prior to 2026)
<input type="checkbox"/>	Academic reference letter (signed and dated no more than two years prior to 2026)
<input type="checkbox"/>	Official letter or certificate of extra-curricular or service activities in school and/or the community
<input type="checkbox"/>	Proof of Bermuda status
<input type="checkbox"/>	Proof of 5 years of Bermuda education
<input type="checkbox"/>	Completed essay questions
<input type="checkbox"/>	Acceptance letter
<input type="checkbox"/>	Completed financial need form
<input type="checkbox"/>	Statement of estimated costs for tuition and accommodation from college or university (for overseas education)
<input type="checkbox"/>	Resume

Transcripts

Official transcripts requests can be submitted to your school, where an administrator will be given access to upload to www.bermudascholarships.com on your behalf. If you are in possession of your transcripts from the prior school year, this can also be uploaded as an additional document until the official transcript becomes available.

Personal Reference Letter

This reference letter is opportunity to have someone provide perspective on your abilities, contributions, and other relevant information that aligns with why you are a suitable candidate for a scholarship. Make sure you ask someone who knows you really well and can provide a great perspective that will help you to stand out. Examples of this are leaders from various organizations or extra-curricular activities that you have been apart of such as sports team or church groups. The letter should be signed and dated for no more than 2 years prior than the year you are applying for. Ask early enough to give them time to write a strong letter of recommendation.

Academic Reference Letter

This reference letter must be written by someone who can provide details about your academic experience as a student that aligns with why you are a suitable candidate for a scholarship. Examples of this are teachers or school counsellors from your current academic institution. The letter should be on official letterhead from the school, with full name and contact details of the referee, and be signed and dated for no more than 2 years prior than the year you are applying for.

Proof of Bermuda Status

Requests for proof of Bermudian citizenship letters can be made by contacting the Department of Immigration. Letters are provided within 10 business days after submitting a written request to the Department of Immigration. Please be advised that the Department of Immigration also requires a small fee to be paid at the time that the request is submitted in order for the letter to be processed. For any further queries, please contact the Department of Immigration directly.

Proof of 5 Years Education in Bermuda

Requests for letters confirming that a student has attended 5 years schooling in Bermuda can be submitted in writing to Sckye Dickinson at the Department of Education (sgrantdickinson@moed.bm). Letters are provided within 10 business days after submitting a written request. For any further queries, please contact the Department of Education directly. Senior schools can also provide a letter confirming 5 years of education.

Essay Questions

Essay questions are required for all scholarships that are offered by the Ministry of Education. The questions will vary based on the individual scholarship that you are applying for. Please read the instructions and answers questions carefully. Essay questions should be typed and into a single document with each question written before the answer. Ensure that your name is at the top of the document and uploaded as a PDF document as a part of your application on Bermudascholarships.com. Please ensure that you answer the questions asked, rather than submitting a personal statement.

Acceptance Letter

Acceptance letters are required as proof of a student's intention to attend a desired college or university. If an acceptance letter is not yet available at application deadline, please write a statement that you have submitted an application to a university and are waiting for acceptance. Proof of acceptance and enrollment will be required before a successful student is distributed any funds.

Financial Need Form

If financial need is a requirement of the scholarship, students will need to complete the financial need form as a part of their application. This form is only available as a part of your profile on Bermudascholarships.com

Statement of Estimated Costs

The statement of estimated costs provides insight to the amount that is needed to cover tuition and accommodation for your schooling. If an invoice or statement from the school is not available, please provide a picture from the school's official website that outlines costs of tuition and accommodation for your specific area of study.

Resume

A resume should outline any work experience, internships, and academic achievements to date. Make sure to highlight any leadership roles, responsibilities, or skills. If you are currently enrolled in an academic institution it is also good to list your current course of study and anticipated graduation date.

In its discretion, the Scholarships and Awards Committee or a representative of the Ministry of Education may ask you for additional documents to help support your application. If you do not submit the required documents by the time requested, you will be disqualified from consideration.

Application Tips:

- **Begin your application as soon as possible.** Don't wait until the last minute in case you have problems getting all of the documents or experience technical difficulties.
- **Ask for help** so that someone else can help you review and proofread your application. They can ensure that you have all of the needed documents and read over your answers.
- **Reflect on the questions.** Think about your experiences, accomplishments and challenges, how you have grown, successes, and what you are good at. You should also think about what you are going to study and how getting this award will help you achieve your goals.
- **Carefully review your own application.** Ensure that you edit your answers so that they are clear and don't have any mistakes. Be sure to check that you have all of the documents needed for your application.

For questions, contact the Ministry of Education at scholarships@moed.bm or at 278-3300.