

C. Issuance of Certification for Enrollment

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON
1. Submission of Grades	1. Receipt of Grades	None	2 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff
	2. Evaluation of Grades		5 minutes	Regional Office Scholarship Staff
	3. Evaluation of Grades and submission of grades to the regional office		5 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff
	4. Preparation of Certification of Enrollment		5 minutes	Regional Office Scholarship Staff
	5. Signing of Certification of Enrollment		2 minutes	Regional Director Scholarship Coordinator
	6. Release of Enrollment Certificate		2 minutes	Regional Office Scholarship Staff
Note: Scholars must submit the Registration Form/Schedule 1 week after enrollment to the Regional Office/Provincial Science and Technology Center				