Postgraduate Scholarship Application Guidelines

Before Applying

**OFFER OF A PLACE ON A COURSE**

You must hold a conditional or unconditional offer on a course at the University of Westminster before you can apply for a scholarship.

You may wish to browse courses here: <https://www.westminster.ac.uk/course-search> and then speak to the Course Enquiries Team (course-enquiries@westminster.ac.uk) about courses that interest you and they will be able to assist you with the application and admissions process.

You can apply for a postgraduate course via [UCAS](https://www.ucas.com/)

**N.B**- If you apply for more than one course and wish to be considered for a scholarship for all of your courses, you will need to submit separate scholarship application forms for each course.

**ACADEMIC CRITERIA AND ELIGIBILITY**

Please ensure that you have checked the eligibility criteria for the scholarships you are interested in before you apply.

You will need to hold a minimum of a UK 2.1 or equivalent in order to apply for a part tuition fee award.

We do not accept the following qualifications:

* Postgraduate applications: 2.2 (Second Lower Class), Third or equivalent
* Equivalent level qualifications; if you are a graduate applying for another undergraduate degree or a Masters graduate applying for a postgraduate degree you are treated as an ELQ student. The only exception to this is where your Masters degree is not considered equivalent to a British Masters degree. You can view our postgraduate overseas equivalency chart here: <https://www.westminster.ac.uk/sites/default/public-files/general-documents/Overseas-Academic-Qualifications-Equivalency-Chart-Scholarships.pdf> but please check this with the Scholarships Office if you are unsure.
* If you have already obtained a degree in a developed country at your own expense, you will not be eligible to apply for one of our full scholarships (covering flights, accommodation, tuition fees and living expenses). You may, however, apply for one of our tuition fee award scholarships, providing that you meet the eligibility criteria.

Please note that you are only able to apply for **ONE** type of scholarship, so please do not submit any other applications forms for any other level of funding. **Submission of multiple applications (for example, one for a part fee award and one for a half fee award) will result in an automatic rejection**, because your financial need is unclear. Please only apply for the scholarship that best suits your financial circumstances.

Please note that if your course falls into one or more of the below categories then you are **NOT** eligible to apply for a scholarship:

* Postgraduate Diploma (e.g. Graduate Diploma in Law)
* Professional Practice Courses (e.g. RIBA pt III)
* Conversion Courses
* Integrated foundation year or masters
* PhD

If you are unsure whether you meet the eligibility criteria, please contact the Scholarships Office (scholarships@westminster.ac.uk).

Application Checklist

Please ensure that you include **ALL** of the following supporting documents with your application, as these are mandatory. **An application received without any of these documents will be rejected as incomplete.**

Course offer email from the Admissions Office

Copy of your official transcript translated into English\*

Reference letter – academic or professional

You are also welcome to include one additional document, which is optional. This can be a second reference, or a CV for example.

**N.B** – We will accept supporting documents that arrive at the Scholarships Office independently from an application, however we must receive these before the deadline in order for them to be considered part of your application. Where supporting documents are being sent separately, please ensure that your full name and university of Westminster reference number, if possible, is included so that we can match these easily to your application.

Please **DO NOT** include: ID cards, copies of passports, bank statements, original documents, photographs, any irrelevant certificates or awards – we do not consider these as part of your application and cannot guarantee their return.

\*If you have not yet completed your studies, please just send copies of your transcripts to date.

Application Advice

* Your application must be typed, not handwritten.
* Please complete **all** sections of the application form. Incomplete applications will be automatically rejected.
* Make sure you provide all required supporting documentation the (the list of required documentation is outlined on the guidelines, [before you apply page](https://www.westminster.ac.uk/study/fees-and-funding/scholarships/before-you-apply) and on the application form itself). Incomplete applications will be automatically rejected.
* Do not submit more than the requested documentation. Please do not send original documents, as we cannot return these.
* You can only apply for one University of Westminster scholarship.
* Spend time on your application. You are in competition with some of the strongest students in the world so spend as much time as necessary creating a polished, professional and persuasive application.
* Do not exceed the word limit given for any section of the application. We ask you to answer questions concisely for a reason.
* Check your application for spelling and grammar errors.
* Make a complete copy of the application before you send it.

Completing the Application Form

Please read this step by step guide carefully, and ensure you fill out all the relevant sections as indicated.

**University of Westminster Reference Number**

This is an 8 digit number which can be found on any correspondence from the admissions office, for instance course offer emails. Your application cannot be processed without this. It usually has the letter ‘w’ in front of this, but you do not need to include this.

**Course Applied for**

Please put the full name of your course here, not the course code.

**Intended Start date**

This will usually be either September or January, and is automatically filled in. Please ensure that your course start date matches up with the application form you are using. If your course starts in January, please do not use the September application form.

**Method of study**

This will either be full or part-time. We have separate application forms for those interested in part-time study, so please ensure you are using the correct form.

**For tuition fee purposes, are you classified as a Home or Overseas student?**

Home students are those from the United Kingdom and the European Union. You are an overseas student if you are not from the UK or EU. Please check your admissions letter if you are unsure whether you have been classed as a home or overseas student.

**Personal Details**

Please ensure you fill this information out fully, where applicable, and use a contact number and email address that is active and that you have regular access to.

**Academic qualifications**

You will need to include all your relevant academic qualifications in this section. Please make it clear in which country your study took place, what level of study you undertook (e.g. A level, undergraduate degree, masters degree) and your overall grade average.

**English Language Qualifications**

You only need to fill this section out if your course offer is conditional on English language qualifications. If you have not yet taken the IELTS test, please just put write down the date you intend to take the test.

**Professional Experience**

You can write about any work experience, paid or voluntary, that you feel you would like to include. This is not mandatory, however.

**Other Personal, Professional, and/or Academic Achievements**

This is a chance for you to list any achievements you feel are relevant to your application. This section is optional.

**Personal Statement**

This a chance to talk about yourself, your experience – professional or academic- to date, any extra-curricular activities you are involved in that relate to your chosen course, and why you are interested and want to pursue the course. This should be no more than 500 words.

**Career Aspirations/ Development Plan**

In this section you will need to talk about what you hope to achieve following your course at the University of Westminster. What are your ambitions, career aspirations, and how do you expect to achieve them?.

A solid career and development plan will be clear, focused and precise. It will offer robust reasoning as to why the course is necessary to achieve your career ambitions and will explore the wider implications and benefits. It should be explanatory, not descriptive, and present realistic and achievable goals which may be linked to previous work experience.

This section should also touch upon how you intend to use the knowledge and experience gained through your course to aid the development of your home country. Again, this should be no more than 500 words.

**Financial Need**

You will need to demonstrate how you meet the criteria of financial need. It is a short statement, usually about two or three paragraphs, that explains why you would benefit from being awarded a scholarship.

For example, you might mention if you are the first in your family to go to university. Are you from a disadvantaged family? Are you from an ethnic group that is under-represented at the school? Tell the committee if you are working, or have taken out a loan to help pay any expenses- this lets us know you are not ignoring other sources of help. This is also the place to talk about any changes that have occurred in your life that impact your ability to pay for your education. For instance, there may have been changes in your family’s income, unanticipated expenses or a shortfall in your finances. In this area, you can also provide information to show that you handle funds responsibly.

If you are applying for a half or part tuition fee award, you will also need to explain how you intend to cover the remaining funds and/or living maintenance.

**Reference Letter**

Your reference should be either an academic or employment based and should include contact details. Where possible, the contact details should be professional (i.e not a personal email address e.g. johnsmith@gmail.com) and should be written on headed paper. A stamp, seal or signature is also helpful.

The referee does not have to explicitly state what scholarship you are applying for, as the awarding panel will already be aware of this. Typically it is recommended that the referees to talk about how academically excellent the student is. Usually, a referee will include details on how long they have known the applicant, how well the applicant is doing overall on a specific course or in a job role, the interest in the subject matter, financial need and why the applicant deserves to be awarded a scholarship. Of course, there is no specific way to do this, and each reference is tailored in its own way, so it really is up to the referee in what and how they write.

**N.B** – Please note that the number of scholarship applications we receive far exceed the awards we have to offer. This means our scholarship application process is highly competitive and that the criteria is firm. Do not assume that an application means an award. We advise that students research other sources of funding in the event that your application is not successful.

Submitting Your Application Form

Once you have filled in all the sections, please sign and date your application.

Unfortunately we are unable to accept applications via email or fax at this time. Please post your application to:

Scholarships Office

University of Westminster
Cavendish House
101 New Cavendish Street
London W1W 6XH
United Kingdom

We advise you used a tracked courier, where possible. Alternatively, if you are local to the area, you are more than welcome to come and bring your application to us in person. Our drop in hours are 10am-4pm, Monday to Friday.

Please ensure you submit your completed application form to us **before the deadline**. Sadly we cannot accept any late applications, or supporting documents that arrive after the deadline.

Once your application arrives we will mark this on our system and you will receive a confirmation email from us.

If you have any other questions, please feel free to get in touch.

T - +44 020 7911 5000 66977

E- scholarships@westminster.ac.uk

**PLEASE DO NOT INCLUDE THESE PAGES WITH YOUR APPLICATION, THEY ARE FOR YOUR REFERENCE ONLY.**

For OFFICE USE ONLY:

Rec:

SITS: Y / R / A / D

**JANUARY 2019 POSTGRADUATE SCHOLARSHIP APPLICATION FORM**

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| **University of Westminster Reference Number**:  |

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| *This is an eight-digit number, which can be found on your admissions offer letter/email. Please note that you are only eligible to apply for a scholarship once you have applied for a place on a course through the University’s admissions process, and been offered either a conditional or unconditional place. See westminster.ac.uk for information.*  |
| **Course applied for:** |       |
| **Intended start date:**  | January 2019 | **Method of Study:**  | Full Time |
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| Please note that this application form is for a Part Fee Award of £3000 only.**For tuition fee purposes are you classified as a Home (UK/EU) or Overseas student?** *(see Admissions offer letter)*[ ]  Home [ ]  Overseas**PERSONAL DETAILS:** |
| **First name:** |       | **Family name:** |       |
| **Date Of Birth:**        | **Nationality:** |       |
| **Permanent address:** | **Correspondence address:** |
|       |       |
| **Postal/Zip code:** |       | **Postal/Zip code:** |       |
| **Contact telephone No:** |       | **Email:** |       |
| **If you are an international student living in the UK please outline the purpose of your stay and provide dates:** |
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| **ACADEMIC QUALIFICATIONS:***Please provide details of your most recent academic qualifications.*  |
| **Name of University / Institution and country of location** | **Start date of course** | **Finish date of course** | **Title of Qualification obtained**(i.e. BA International Relations) | **Results** (please enter your final academic grade or your predicted final grade if course not yet complete)  |
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| **ENGLISH LANGUAGE QUALIFICATIONS:**

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| *Where relevant, please provide details of your English language test results in the boxes below. You only need to provide details of your English Language qualifications if you are an international or European student holding a* ***course offer that is conditional******on language qualifications****. If you have not yet taken the test, please just enter the date you intend to take the test in the boxes.* |
| **Type of test (i.e. IELTS)** | **Date taken/Date due** | **Score (if available)** |
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| **PROFESSIONAL EXPERIENCE:** |
| *Please provide details of your most recent employment history and any previous work experience.* |
| **Job title, Employer Name and Address** | **Dates of Employment** | **Brief description of roles/responsibilities** |
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| **OTHER PERSONAL, PROFESSIONAL AND / OR ACADEMIC ACHIEVEMENTS** |
| *Please use the space below to provide details of any other prizes, awards, qualifications or achievements which you would like to share.* |
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| **PERSONAL STATEMENT**  |
| *Please use this space to explain how your academic background and professional experiences to date relate to your chosen course and what you expect to gain from studying this course at the University of Westminster (****500 words maximum****).* |
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| **CAREER ASPIRATIONS / DEVELOPMENT PLAN** |
| *Please use the space below to tell us about your future plans. If you are applying for one of our* ***fee award scholarships****, tell us about your career aspirations and how you plan to contribute to your chosen field in future.* ***(500 words maximum).*** |
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| **FINANCIAL NEED** |
| *Please explain your level of financial need, including details of any other sources of funding you expect to receive and any special circumstances affecting your need for financial assistance. Please also explain how you intend to cover the remaining expenses (e.g. remaining fees, living expenses). For more information, please visit our* [*website*](https://www.westminster.ac.uk/international/visas-and-advice/visas/tier-4-visa/maintenance-and-fees-and-the-28-day-rule) *(****300 words maximum****).*  |
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| **Please ensure that the following supporting documents are attached to the application form before submission:** |
| **REQUIRED:** |
| * a copy of the letter/email from the University of Westminster confirming your conditional or unconditional offer of a place on your chosen course
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| * a copy of your transcript from your most recent/current academic study; all documentation must be provided in English
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| * a reference letter for your scholarship application; this should be written by a previous tutor, professor, academic or employer (where relevant to your chosen degree course)
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| **OPTIONAL:** |
| * in addition to the above you can include **ONE** additional piece of documentation to support your application if you wish (such as a curriculum vitae or a second reference).
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| **UNDERTAKING BY APPLICANTS:**  |
| By submitting this application, you attest to the accuracy of the information you have given. Any information contained within this application, later found to be incorrect or untrue may result in the withdrawal of any scholarship or scholarship offer.You consent to the University of Westminster having access to and using your personal data for the purposes of processing your scholarship application in accordance with University of Westminster policy. All decisions regarding the awarding of scholarships are made by the University’s Scholarships Assessment and Awarding Group, which comprises of academic and non-academic staff from across the University and appropriate external partners. We will later anonymize your personal data in order to use it for analytical purposes.If your application is unsuccessful, you wish to withdraw your application or you later choose not to attend the University of Westminster, we will keep your information for a one year period in line with our [retention policy](https://www.westminster.ac.uk/about-us/our-university/corporate-information/information-compliance-and-records-management/records-management) before it is destroyed.If your application is successful, we will keep your information for a period of 6 years in line with our [retention policy](https://www.westminster.ac.uk/about-us/our-university/corporate-information/information-compliance-and-records-management/records-management), before it is destroyed.You have the right to withdraw your scholarship application at any time during the application and awarding process. Please [contact us](https://www.westminster.ac.uk/study/fees-and-funding/scholarships/contact) directly if you would like to withdraw your application.If any of your personal data (e.g. email or home addresses etc.) is incorrect at the time of applying, or you wish to update the personal data on your application, please [contact us.](https://www.westminster.ac.uk/study/fees-and-funding/scholarships/contact)Please read through the [student data privacy statement](https://www.westminster.ac.uk/about-us/our-university/corporate-information/information-compliance-and-records-management/data-protection/student-data-privacy-statement) for more information. |
| **Date:** |       |
| **Print name:** |       |
| **Signature:** |       |

**The deadline for January 2019 scholarships is the 12th October 2018.**

Please note that applications must be received in our office before 5pm on this deadline date. We do not accept late applications under any circumstances, even if postmarked before the deadline date.

Please also note that we **DO NOT ACCEPT APPLICATIONS BY EMAIL OR FAX.** Completed forms must be returned to the following address **BY POST OR IN PERSON**:

**Scholarships Office**

**University of Westminster**

**Cavendish House**

**101 New Cavendish Street**

**London**

**W1W 6XH**

**Opening Hours 10am – 4pm**

For information on all of our scholarships, deadline dates and the application procedure, please see our website – [www.westminster.ac.uk/scholarships](http://www.westminster.ac.uk/scholarships).