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.

**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.

## **CRITERIA**

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

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.

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

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.

**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.

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.

### **Scholarship Type**

Please note that you are only permitted to select **ONE** type of scholarship. You will need to choose between the full scholarship, the half fee or part fee award. Please choose the scholarship that best fits your financial circumstances and ensure that you meet the academic requirement for the scholarship before selecting an option.

**N.B**- You will be automatically considered for all scholarships you are eligible for within the type that you have selected. So if you choose the full scholarship, your application will be considered for all the full scholarship awards.

### **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? Make sure your plans are feasible and realistic.

If you are applying for a full scholarship, you will need to include a detailed plan of 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.

**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.

**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

**SEPTEMBER 2018 UNDERGRADUATE SCHOLARSHIP APPLICATION FORM**

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| **University of Westminster Reference Number**: | | | | | | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | | | | | | | | |
| *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:** | | September 2018 | | | | | | **Method of Study:** (Full Time / Part Time) | | | |  | | |
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| Please note that this application form is for the half fee scholarship 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:** | | | | | | |
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| **Postal/Zip code:** | | |  | | | **Postal/Zip code:** | | | |  | | |
| **Contact telephone No:** | | |  | | | **Email:** | | |  | | | |
| **If you are an international student currently 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:**   |  |  |  | | --- | --- | --- | | *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, your career aspirations and how you plan to contribute to your chosen field in future. You may also provide a detailed outline of your development plan and how you intend to use the knowledge and experience gained through the course to contribute towards the development of your home country* ***(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 explain how you intend to cover the remaining expenses. Even with a fee award scholarship, students must prove they can cover their living maintenance in the UK to obtain a Tier 4 Visa to study (i.e. 28-day rule). 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 |
| * a copy of your transcript from your most recent/current academic study; all documentation must be provided in English |
| * 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) |
| **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. | |
| **Date:** |  |
| **Print name:** |  |
| **Signature:** |  |

**Please check the website** [**www.westminster.ac.uk/scholarship**](http://www.westminster.ac.uk/scholarship) **for the deadline date for the particular scholarship you are applying for.**

Please note that applications must be received in our office **before 5pm on the 31st MAY 2018**. 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**:

**Scholarships Office**

**University of Westminster**

**Cavendish House**

**101 New Cavendish Street**

**London**

**W1W 6XH**

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).