

Scholarship Application Guidelines

Please send your scholarship application via email to scholarships@westminster.ac.uk. You can only submit one email, including your application and all relevant documents. The email header needs to include your Westminster ID number (8 digits) and the full name of the scholarship you are applying for. You will not be able to amend your application once we have received it.

Before Applying

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.

Eligibility Criteria

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

- UK equivalent of a minimum Upper Second Class Honours undergraduate degree
- You must demonstrate academic merit and financial need
- If you are a Masters graduate applying for a postgraduate degree you are treated as an Equivalent Level Qualification (ELQ) student and are not eligible to apply. 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>

Please note that you are only able to apply for **ONE** scholarship, so please do not submit any other application forms for any other level of funding or for multiple course offers. **Submission of multiple applications 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.

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 | <input type="checkbox"/> |
| Copy of your official transcript translated into English | <input type="checkbox"/> |
| Reference letter – academic or professional | <input type="checkbox"/> |

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 and you need to make it clear in your application which documents will be sent separately. Where supporting documents are being sent separately, please ensure that your full name and University of Westminster reference number are included so that we can match these easily to your application.

Please **DO NOT** include: ID cards, bank statements, copies of passports, original documents, photographs, any irrelevant certificates or awards – these will not be considered as part of your application and we can not return them.

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 be Full-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 for fee purposes.

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. You may also 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.

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.

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 the criteria cannot be changed. 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.

Please send your scholarship application via email to scholarships@westminster.ac.uk. You can only submit one email, including your application and all relevant documents. The email header needs to include your Westminster ID number (8 digits) and the full name of the scholarship you are applying for. You will not be able to amend your application once we have received it.

Please ensure you submit your completed application form to us **before the deadline**. 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.

Deadline for Home Part Fee Applications is 5pm 23rd November 2020

**JANUARY 2021 POSTGRADUATE PART FEE SCHOLARSHIP
APPLICATION FORM**

For OFFICE USE ONLY:

Rec:

SITS: Y / R / A / D

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 2021	Method of Study:	Full Time

Please note that this application form is for a Part Fee Award of £3000 only.

To be eligible you must be classified as a Home (UK/EU) student for tuition fee purposes (see Admissions offer letter)

PERSONAL DETAILS:

First name:		Family name:	
Nationality:			
Permanent 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:			

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)

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)

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

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).

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).*

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](#) (300 words maximum).

Please ensure that the following supporting documents are attached to your application email 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).

DECLARATION:

You can find the GDPR (General Data Protection Regulations Declaration) statement for the Scholarships Office on our website here: <https://www.westminster.ac.uk/study/fees-and-funding/scholarships/gdpr-statements>

I confirm that I have read the GDPR statement and consent to my personal data being held and utilised as detailed in this statement. I also confirm that the information provided and documentary evidence supplied is complete and accurate to the best of my knowledge. 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:	

DEADLINE:

Please note that applications must be received **before 5pm on 23rd NOVEMBER 2020.** We do not accept late applications under any circumstances.

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