Scholarship Application Guidelines

**Please email your completed Application Form together with all required additional documents to to the Short Courses team at Sciences.ShortCourses@westminster.ac.uk**

Before Applying

You must hold an offer on the Nutrition in Emergencies Short Course at the University of Westminster before you can apply for a scholarship.

Eligibility Criteria

* You must be an international student from a developing country
* You need to be employed in a relevant sector in a country prone to disaster

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

Reference letter – academic or professional

Completing the Application Form

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

### **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.

**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

Please email your complete application to:

The **Short Courses team** at Sciences.ShortCourses@westminster.ac.uk

**The deadline for applications for the Nutrition in Emergencies Scholarship is on 15th May 2020.**

**We are unable to accept late applications under any circumstances.**

**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

**JUNE 2020 NUTRITION IN EMERGENCIES FULL FEE SCHOLARSHIP APPLICATION FORM**

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| **Intended start date:**  | June 2020 | **Method of Study:**  | Short course |
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| Please note that this application form is for the Nutrition in Emergencies Full Fee Scholarship only.**You are only eligible to apply for this scholarship if you are classified as an Overseas student** *(see Admissions offer letter)***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 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:**

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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, 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
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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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| **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. |

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| **Date:** |       |
| **Print name:** |       |
| **Signature:** |       |

Please note that applications must be received **by 15th May 2020**. We do not accept late applications under any circumstances.

Completed forms must be emailed to: Sciences.ShortCourses@westminster.ac.uk

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