

Scholarship Application Tips

Step 1: Read about what the scholarship offers

- Read through the scholarship information available to find out what is on offer and when the application deadline is. Read about the scholarship to get some hints as to what the scholarship selection panel will be looking for.

Step 2: Find out if you are eligible to apply

- Read through the criteria section and find out whether or not you are eligible to apply.

Step 3: Complete the Application Form

- Write an application letter that details why you want the scholarship and why you are a good candidate.
- Use the information you have read about the scholarship and its criteria to show how it applies to you. If the information states that "the award has been set up for students who mentor others", you will need to demonstrate how this applies to you.
- Include a description of yourself, your progress to date in your current course, your educational background, work history, community interests, and future academic or employment plans.
- The application letter should be typed and no longer than one page in length.
- Complete the Budget Form (if applicable).
- Read any special conditions, complete the application form and if required, make sure you sign the declaration.

Step 4: Include all required documents

- If an application states references must be written, then you must supply written references, not just contact details of referees.
- You are usually required to submit one academic and one character reference. References should be dated, and preferably on official letterhead. References should be current and not older than 12 months.
- The academic reference should be from a current or previous lecturer.
- The character reference could be from a reputable person within the community e.g. past/current employer, your church leader, club president, landlord or similar. This reference should not be from a family member. Include a job title (where applicable), the date, and where possible, on letterhead stationery of the organisation they represent.
- The Academic Transcript should show your academic history and all grades. UCOL Academic Transcripts are available from Registry.

Step 5: Proofread then submit your entire application

- Make sure your application is easy to read so the selection panel can find the information they need quickly.
- Organise documentation in the order asked for.
- Complete the application form details as well as any required budget information accurately.
- Proofread your entire application and have someone look over it for you.
- Mark the 'tick-boxes' as you put together your application to ensure that you have included everything.
- Submit your application before or on the closing date.