

GENERAL GUIDELINES FOR SCHOLARSHIP APPLICANTS

Most university scholarships require students to apply online and enter their achievements under given categories. **It is the responsibility of the student to provide proof of these achievements.** The school will then endorse them on your application.



Proof can come from various sources, for example:

- Certificates awarded
- Emails or notes from people in positions of authority within an organisation
- Medals or badges received
- Programmes showing participation in theatre productions, community art exhibitions, musical recitals

The following guidelines show what will be approved:

Sporting Achievements:

- Must be regional, national or international

Arts Competitions:

- You must have represented the school at an outside competition, or be highly placed in a school competition

Visual and Performing Arts:

- Participation can be community based or within the school (lead roles, high placing, gold medal etc)

School leadership:

- *House Captain* – you can only tick this if you are one of the two house captains within a house. (Sports/Academic/Cultural/Service captains cannot tick this box)
- *Sports Captain* – this is for captains of sports teams. You must be able to provide proof of your captaincy
- *Prefect* – School Prefects only can tick this box. House Prefect can be added in the “Other” category.
- *Leader of a School Committee or Charity Group* – only the leaders of the Intercultural Committee can tick this.

Academic Mentoring:

- This must be voluntary/unpaid
- Ask the person you are tutoring (or their parents) to provide written proof of what subject/level you have tutored and for how long OR
- Ask your house leader to confirm the details above if it is house tutoring
- It needs to be an ongoing commitment. Often someone puts their name down to be a tutor but this may only last a week or two, (or the tutee may not actually ever turn up!)

You will be called up for an interview and asked to produce sufficient proof of your stated achievements. Once you have submitted your application online you must bring the certificates or other proof to school every day until you have had this interview.

Once the process is completed you should receive an email from the university confirming that your application has been approved by the school.

Some applications may require a personal statement written by you:

Do your homework – read the regulations and details. Consider the focus of the scholarship(s) you are applying for then tailor your application(s) to fit and to emphasise your strengths in the context of the scholarship. Sell yourself but no waffle – make every word count.

For tertiary scholarships research the course you are applying for and write about – why it interests you, where it might lead you and how/what it will enable you to contribute. For private or corporate scholarships research the person or organisation, emphasise what you can contribute rather than what they can do for you!