

Undergraduate Scholarships

Applications for entry in 2018/19



NOTES FOR APPLICANTS

Only applications from undergraduate applicants who have been offered a place at the University of Oxford for entry in 2018/19 (starting an undergraduate course in October 2018) will be considered.

A: IMPORTANT INFORMATION BEFORE YOU BEGIN AN APPLICATION

You must read the information in this document and the scholarship details on the Undergraduate Admissions website - www.ox.ac.uk/scholarships to check your eligibility before completing your scholarship application form online. The link to the online form is available in the 'Related websites' section on the scholarship web pages listed in point 1 below.

1. This form can **only** be completed by:

Undergraduate applicants who have been offered a place at the University of Oxford for entry in 2018/19 and who are eligible to apply for the following scholarships:

- The D. H. Chen Foundation Scholarship - www.ox.ac.uk/scholarships/d-h-chen
- Oxford Centre for Islamic Studies Scholarship - www.ox.ac.uk/scholarships/ocis
- Palgrave Brown Scholarship - www.ox.ac.uk/scholarships/palgrave-brown
- Palgrave Brown UK Scholarship - www.ox.ac.uk/scholarships/palgrave-brown-uk
- Reach Oxford Scholarship - www.ox.ac.uk/scholarships/reach-oxford

Applicants applying for a second undergraduate degree who have been offered a place at the University of Oxford for entry in 2018/19 and who are applying for the following scholarship:

- [Hill Foundation Scholarship](#)

2. Only **one** scholarship form should be submitted per applicant, even if you use this form to apply for more than one scholarship.
3. The value and eligibility criteria of these scholarships vary and details are set out on the scholarship profiles that you can find by following the relevant links in point 1.
4. A breakdown of the expenses and an explanation of tuition fees and college fees are provided on the University of Oxford's website at www.ox.ac.uk/students/fees-funding.
5. We use email to inform applicants of the outcome of their application, so please ensure that the email address you supply is valid. Please let us know if you change your email address (by emailing student.funding@admin.ox.ac.uk).
6. Only those applicants who have an offer to study an undergraduate course at the University of Oxford for entry in 2018/19 will be considered for the scholarships.
7. If you apply for a scholarship for which you are ineligible, your application will not be considered.
8. Information from your UCAS application and University of Oxford admissions tests and interviews (if applicable) may be taken into account when considering your application.

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NOTES FOR APPLICANTS (continued)

B: COMPLETING THE APPLICATION FORM

Please fill in the form as clearly and completely as possible. The online form is also available in alternative formats, should this be required for accessibility reasons. Please email student.funding@admin.ox.ac.uk for more information.

Please note that it is **not** possible to save an application and return later, therefore you are advised to read through the form initially and ensure you have the relevant information to hand before starting your application. You will **not** be able to view your application after you have submitted it.

In **Section D**, we ask questions regarding your **financial information**.

- **Questions 1-6:** In this section we ask about your household. Your household is the group of people you ordinarily live with as a family, and with whom you share household expenditure. This could include parents/guardians and/or a husband/wife/civil partner/partner (a civil partner is a person who has legally registered his/her partnership with another person). It would **not** normally include people with whom you share a flat/apartment/house as housemates, unless these people will be directly contributing financially to your studies. You may temporarily be living away from your household/family, e.g. for the purposes of studying, but this is not relevant, since we require information about the people you *ordinarily* live with.
- **Questions 5-6:** A dependent can be anyone, child/children, grandparents, disabled parent or spouse that you are financially responsible for.
- **Questions 7-13:** In this section, some of the questions are about your parent(s)/guardian(s). We anticipate that these will be the one or two people most closely involved in your upbringing. You may select birth parents, adopted parents, step-parents, foster parents, carers or guardians as best fits your own circumstances. Please now designate one person as 'parent/guardian one' and, if applicable, the other person as 'parent/guardian two', and keep these designations consistent through all the questions in this scholarship application concerning parents/guardians.

Please state all household income figures for the period 1 September 2016 to 31 August 2017.

For income, please state annual **net** income. This includes:

- "take-home pay" (salary **after** tax and other deductions)
- income from pensions or state benefits
- rental income from any property/properties in which you do not live
- interest on savings

It does **not** include any bonuses or benefits in kind. Please state your annual net income **before** any household bills (e.g. rent/mortgage, food bills, loan repayment, childcare cost, utility bills etc.) are paid.

If a salary is part-time, please include the actual annual net amount earned (after tax and other deductions), not the full-time equivalent.

Please enter the amount in UK pounds (£). If your household income is not in UK pounds (£), convert the local currency into pounds using the provided [exchange rates](#).

You **must** use the supplied exchange rates and not any *other* exchange rates.

Please respond to the questions **to the best of your ability**. If you do not know the exact amount for any of these questions, please give your best estimate. If your household circumstances have changed significantly since 1 September 2017, or are expected to change significantly before 31 August 2018, please report the latest expected circumstances (e.g. if you have married or plan to marry, please answer on this basis).

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It is strongly advised that you save copies of your statement(s) (for **Section E**) locally on your computer, before transferring to the scholarship form, in case of technical difficulties.

The deadline for receipt of the application form and reference is **12 noon (UK time) on Friday 16 February 2018**. Late or incomplete applications will not be accepted.

It is your responsibility to ensure your referee submits their reference in support of your application by **12 noon (UK time) on Friday 16 February 2018**.

C: SUBMITTING THE APPLICATION FORM

You must submit your application form online. The link to the online form is available in the '**Related websites**' section on the scholarship web pages. **If you do not receive email confirmation that you have submitted your scholarship application form within 24 hours of submitting your application, please contact student.funding@admin.ox.ac.uk.**

If you are completing the form in an alternative format (for accessibility reasons), you will need to return this either:

- By email to student.funding@admin.ox.ac.uk

If submitting your application by email please use the subject header:

<Applicant Name> – <Name of scholarship> (eg Amanda Other – Palgrave Brown Scholarship)

- By post to:

<Name of scholarship>

Student Fees and Funding

University of Oxford

3rd Floor, 4, Worcester Street, Oxford OX1 2BX, UK

If you submit your application by post, please ensure that the form is printed as a single-sided document.

All applicants will receive an email confirming receipt of their application.

D: SUPPORTING MATERIALS

Your application must be accompanied by one reference. This should be from one person with direct knowledge of your academic work (eg a former or current teacher), who is not related to you and who you have asked to complete a reference form in support of your application. If you are completing the online form, your referee will be contacted automatically by email using the email address you provide in the form. They will be asked to submit a reference as soon as you submit your application; you will be copied into this request. Please ensure you seek your referee's approval to be nominated as a referee in advance.

Your referee should submit their reference in PDF format by email to student.funding@admin.ox.ac.uk. This must be sent from a professional/institutional email address, or on institutional or professional letter-headed paper. Hotmail, Yahoo, Gmail and other such addresses cannot be accepted. Your referee should include your name and the scholarship(s) you are applying for in the subject heading.

It is your responsibility to ensure that your referee submits their reference by email or post by **12 noon (UK time) on Friday 16 February 2018**. The Student Fees and Funding team cannot contact a referee on your behalf, or follow up on a missing reference.

The Reach Oxford Scholarships require you to include an additional supporting statement with your application. Please include this in section E of the application form.

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