

Undergraduate Scholarships Applications for entry in 2022/23

GUIDANCE NOTES FOR APPLICANTS

A: IMPORTANT INFORMATION BEFORE YOU BEGIN AN APPLICATION

Only applications from undergraduate candidates who have been offered a place at the University of Oxford for entry in 2022/2023 (starting an undergraduate course in October 2022) will be considered.

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 should be completed by:

Undergraduate applicants who have been offered a place at the University of Oxford for entry in 2022/2023 (starting an undergraduate course in October 2022) and who are eligible for any of the following scholarships:

- Oxford Centre for Islamic Studies Scholarship - www.ox.ac.uk/scholarships/ocis
- Ahmet Ertegun Memorial Scholarship – www.ox.ac.uk/scholarships/Ahmet-Ertegun
- 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
- Simon and June Li Undergraduate Scholarship – www.ox.ac.uk/scholarships/simon-and-june-li

Applicants applying for a second undergraduate degree who have been offered a place at the University of Oxford for entry in 2022/2023 and who wish to be considered for the following scholarship:

- Hill Foundation Scholarship – www.ox.ac.uk/scholarships/hill

Please note that the Palgrave Brown Scholarship and the Palgrave Brown UK Scholarship are partial awards, and successful applicants will therefore need to fund any remaining costs.

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 available on the scholarship web pages (in point 1 above).
4. 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 ug.scholarships@admin.ox.ac.uk).
5. Only those applicants who have an offer to study an undergraduate course at the University of Oxford for entry in 2022/23 will be considered for the scholarships.
6. Your application will only be considered for the scholarships for which you select the relevant tick box on the application form in the 'Oxford Scholarships' section and for which you meet the criteria.
7. Information from your UCAS application, University of Oxford admissions tests and interviews (if applicable), and reference may be taken into account when considering your application.

B: COMPLETING THE APPLICATION FORM

Sign Up / Log In

To begin, create an account using the email address to which any communications should be sent and create a secure password.

If you have contacted the University of Oxford in the past via email, an account will have been automatically generated in our system (with your name, email address and query). If you are using the same email address to apply for undergraduate scholarships, you will need to set up a password for your account (your username is your email address) using the password reset function in Account Assistance. Once you've set your password, you'll be able to log into the form.

Introduction / Completing the form

Please fill in the form as honestly, accurately and comprehensively as you can. All questions with an asterisk (*) have to be answered before you can submit the form.

You can save your answers and come back to the form later if you need to. Make sure that you save your progress (using 'Save and continue' or 'Save and exit') after you complete each section of the form to save any information you have already entered.

If the application form is left inactive for 30 minutes it will timeout and any unsaved progress may be lost. You will receive a notification 5 minutes before this happens.

Please note that if there is an error on a section, for example, you have entered invalid information, or too many words where there is a word limit, you will not be able to save and continue until the error is corrected.

You can copy and paste questions into a word processing program should you prefer to draft your answers offline before pasting them into the form. Should you have any issues with copying and pasting text from the form, please ensure you are using the latest version of your web browser.

If completing the online form using a mobile device or tablet, some sections of the form are better viewed in landscape.

The online form is also available in alternative formats, should this be required for accessibility reasons. Please email ug.scholarships@admin.ox.ac.uk for more information.

About you: Personal and course details

You are asked to state your 'Country of nationality' or nationalities, and your 'Country of ordinary residence'. Your country of ordinary residence is the country in which you are normally resident, out

of choice and for a settled purpose, apart from temporary or occasional absences. It is not a country in which you are studying, working or living temporarily.

Your country of residency should normally match your Domicile/APR in your UCAS form. If this is not the case, please email ug.scholarships@admin.ox.ac.uk explaining the reason for the discrepancy

You can start to type your country name in the 'Country of nationality' and 'Country of ordinary residence' fields and your country will appear, rather than scrolling through all countries listed.

You are asked to provide your UCAS number. Please ensure that you type the correct UCAS number and that you include hyphens when typing this into the form.

You are asked to select your Degree and College. Please select the college from which you have received an offer of admission (even if you were interviewed by multiple colleges).

Oxford scholarships

You must select the relevant tick box(es) next to the scholarship(s) for which you wish to be considered.

If you select the 'Reach Oxford Scholarship' or the 'Oxford Centre for Islamic Studies Scholarship', you will be required to submit additional statements in support of your application. To find out more about the scholarships you can click the links to be taken to the relevant page of the University website.

If you select the 'Hill Foundation Scholarship', you do not need to complete the financial information, as this scholarship is awarded based on academic merit only.

Referee

Please provide details of one person with direct knowledge of your academic work (e.g. 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.

You have the option to submit your referee details either:

- 1) At an *early stage*, so they have more time to complete their reference in support of your application; or
- 2) At a *later stage*, once you have completed the rest of the application form.

Please note: If you submit your referee's details at an *early stage*, you will be asked to 'Submit first part of application'. This action is irreversible and any information entered in the form up until this point will no longer be able to be changed. You can click 'Back' before doing so to check information entered and make any corrections before progressing to the next part of the application form.

Before submitting your referee details, please ensure you seek your referee's approval to be nominated as a referee, and check their email address is correct (as we will **not** be notified of any undelivered notifications). Referees will need to submit a reference in support of your application by replying directly to the reference request email they receive by **12 noon (UK time) on Wednesday 9 February 2022**.

Please bear in mind that:

- School holidays may fall at the same time as the scholarship application deadline.
- Chinese New Year is on 1st February 2022

Your referee must submit the reference by the deadline. Late references will not be accepted.

If you are completing the online form, your referee will be contacted automatically by email using the email address you provide for them in the form. They will be asked to submit a reference. Note that the automatic email will be received by your referee straight away after you have submitted their details in the application form (whether you submit their details at an *early stage* or a *late stage*).

Your referee should submit their reference by replying directly to the automatic notification and attaching the reference letter (of no more than 500 words) in PDF format. This must be sent from a professional/institutional email address. Hotmail, Yahoo, Gmail and other such addresses cannot be accepted. Your referee should include 'Student Surname, Student First Name, Reference' in the subject heading.

The reference letter should comment on:

- the applicant's academic performance (e.g. cohort ranking, any academic prizes the applicant has won, particularly outstanding grades)
- the applicant's suitability for the proposed programme of study
- any other information the referee considers to be relevant to the application

Your household

You are asked to provide information concerning you and your household for the 12 months from 1 September 2020 to 31 August 2021.

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.

A dependant can be anyone, e.g., a child/children, grandparents, disabled parent or spouse, for which *you* are financially responsible. Please do not list siblings here, unless you are financially responsible for them.

Your finances: Your income

You are asked to provide income information for you and your household for the 12 months from 1 September 2020 to 31 August 2021.

For the question, 'Please state **your** net annual income...', please state your own individual net income (i.e. not including your parents' income or the income of any other household members) for the period 1 September 2020 to 31 August 2021.

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 2020 to 31 August 2021.

For any 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, and 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 costs, 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 UK 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 2021, or are expected to change significantly before 31 August 2022, please report the latest expected circumstances (e.g. if you have married or plan to marry, please answer on this basis).

Your finances: Funding your studies

You are asked to provide information regarding how you intend to fund your course fees and living costs if you are unsuccessful at obtaining a scholarship awarded by the University of Oxford.

Based on the course you have selected, you will be given indicative figures for the cost of studies (course fees and living costs) for both your first year and the duration of your studies. This is automatically calculated using figures for the cost of study in the 2022/23 academic year and

estimated costs for the following years. The estimated costs are calculated based on an annual increment of 6% for the course fee and 3% for the living costs.

When providing your own information, please ensure that the figures are as accurate as possible, entering the amounts in UK pounds (£). The funding categories on the form are as follows:

- Own income / savings – funding that will come from your own personal income or savings.
- Parents/Relatives / friends – funding that will come from family members or friends (e.g. parents, grandparents).
- Other scholarships – funding from a scholarship scheme not being applied for via this University of Oxford Undergraduate Scholarship application form. This might include funding from an external organisation (for example from an [external scholarship](#)) or funding from your college.
- Government loans – loans offered by the [government](#) in your country, for example [Student Finance loans](#) for students in England.
- Private loans – loans that will be taken out from banks or other private institutions, either by yourself or by a relative / friend with the intention of the loan being used to fund your studies.

For each category you will be asked to select the status of the funding from the drop down box. Please select one for each, using N/A as the 'status' if you are not receiving funding from the source listed. If you are not expecting to receive funds from the listed source or for a specific year, please mark this as £0.

If the information for any of the above categories or academic years is still unconfirmed or if the status of your funding varies across the period of your study, please mark the status as 'Funding unconfirmed' or 'Intend to apply for funding'.

You are asked how you have funded your studies so far, for example via a merit-based scholarship or financial support from parents/relatives. If you select 'Other' please specify details on how you have funded your studies in the text box.

Your statements

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

The Reach Oxford Scholarship and the Oxford Centre for Islamic Studies Scholarship require you to answer additional questions. Please include your responses in the '**Reach Oxford statement**' and '**OCIS statement**' sections of the application form (selecting the relevant tick boxes in '**Oxford scholarships**' will display the additional questions).

There are word counts specified for each statement – you will not be able to submit your application if you exceed these word counts.

C: SUBMITTING THE APPLICATION FORM

Submit: Declarations

You will need to review the declaration and confirm you agree to it before you can submit your application.

If you are not ready to submit your application (e.g. because you will be editing your financial information), you can do so by selecting the 'Save and exit button. You will be able to login to your application, edit the relevant information (except the one that gets locked after completing your referee's details if you completed these at an *early stage*), and submit your application.

Please note that you will not be able to complete the declaration and submit your application unless you have entered your referee's details (either at an *early stage* or a *late stage*).

Submit: Submit your application

This is the final part of the application form.

Please make sure your application form is complete and accurate before submitting your application form. Once you have submitted your application, the submitted screens will be visible to you, but you will not be able to edit the data.

You will have the opportunity to download a PDF copy of your submitted application.

DEADLINE: The deadline for receipt of both the application form and reference is **12 noon (UK time) on Wednesday 9 February 2022**. Late or incomplete applications will not be accepted.

It is your responsibility to ensure that your referee submits their reference by email by **12 noon (UK time) on Wednesday 9 February 2022**. The Student Fees and Funding team cannot contact a referee on your behalf, or follow up on a missing reference.

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 are completing the form in an alternative format (for accessibility reasons), you will need to return this by email to ug.scholarships@admin.ox.ac.uk. Please use the subject header '<Applicant Name> – Undergraduate Scholarship Application' (for example: 'Amanda Other – Undergraduate Scholarship Application').

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