

GUIDANCE NOTES FOR APPLICANTS

Only applications from undergraduate candidates who have been offered a place at the University of Oxford for entry in 2020/2021 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 to check your eligibility before completing your scholarship application form. The link to the online form is available in the ‘**Related websites**’ section on the scholarship web page.

1. 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).
2. Only those applicants who have an offer to study an undergraduate course at the University of Oxford for entry in 2020/21 will be considered for the scholarship.
3. Information from your UCAS application, University of Oxford admissions tests and interviews (if applicable) may be taken into account when considering your application.

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. These guidance notes provide an overview of the questions contained in the application form and will enable you to prepare your answers before proceeding to complete the application form. You are therefore advised to read through these guidance notes carefully and ensure you have the relevant information available before starting your application. It is recommended that you download PDF copies of your submission details and your application; you will be given the option to do this at the end of the application form.

In **Section A – Personal Information (questions 1 to 7)**, you are asked to confirm information about yourself, including your UCAS number and your residency and ethnicity in order to confirm your eligibility for this Scholarship.

In **Section B - Course Details (questions 8 and 9)**, you are asked to enter 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).

In **Section C - Financial Information (questions 10 to 15)**, you are asked to provide financial information concerning you and your household for the period covering the full 2018/19 tax year. Your household income normally consists of either (i) your parents’ income, (ii) the income of the parent you normally live with and, if applicable, their partner if they also live with you, or (iii) your partner if you are considered an independent student by your Student Finance Agency. You do not need to include the income of anyone else who may be considered part of your household.

Question 10a: You are asked to confirm if your household income is less than £27,501, between £27,501 and £42,875 or greater than £42,875. Please select the box which you believe best represents your household income. If you select greater than £42,875, you will be asked to indicate your level of household income. Any scholarship offer will be made on the condition that your household income is assessed by

your Student Finance Agency and that assessment is not above the level you have stated. The offer may be withdrawn if your household income assessment is not completed by 1st September 2020 or if your assessment is above the level you have stated in your application.

Please contact Student Fees and Funding at student.funding@admin.ox.ac.uk if you are having any difficulties in being income assessed.

If you are a UK-resident student who is not eligible to receive government support, you will be required to submit material to the University to enable your household income to be assessed. Please contact Student Fees and Funding at student.funding@admin.ox.ac.uk for further information about this process.

Question 10b: If your household income is greater than £42,875 please answer this question explaining why you believe your circumstances make you eligible to be considered for this scholarship.

Question 11 to 14: In this section, you are asked to confirm whether you have submitted an application to have your household income assessed by your Student Finance Agency, and if applicable, the date of submission and the status of the application, including the forms of support you have applied for.

Question 15: You are asked to provide information regarding any other non-repayable scholarship you may have applied for including the award amount and the status of that application. This might include funding from an external organisation (for example an external scholarship) or funding from your college.

Please note that should you be awarded the Oxford - Arlan Hamilton and Earline Butler Sims Scholarship, the funding may be adjusted to reflect any other scholarship funding you are in receipt of.

For **Section D - Supporting Statement (question 16)**, you are asked to provide a supporting statement of between 500 and 1,000 words explaining why the scholarship would be beneficial to your studies at Oxford, how it would help you to achieve your academic goals, and how your education would be of future benefit to your community and/or society.

It is strongly advised that you save a copy of your statement locally on your computer, before transferring to the scholarship application form, in case of technical difficulties. There is a word count specified for your statement - your application may not be accepted if you exceed this word count.

C: SUBMITTING THE APPLICATION FORM

DEADLINE: The deadline for receipt of the application form is **12 noon (UK time) on Wednesday 17 June 2020**. Late or incomplete applications will not be accepted.

You must submit your application form online. The link to the online form is available in the **‘Related websites’** section on the scholarship web page. **We advise you to download PDF copies of your submission details and application form; you will be given the option to do this at the end of the form.**

If you are completing the form in an alternative format (for accessibility reasons), you will need to return this by email to student.funding@admin.ox.ac.uk using the following subject header:

<Applicant Name> – Undergraduate Scholarship Application (e.g. ‘Amanda Other – Undergraduate Scholarship Application’)