

## Scholarships Application Guide

The University of Tasmania Scholarships Program provides significant financial and academic support to study with the University at undergraduate and postgraduate levels.

There are hundreds of scholarships and bursaries on offer. Selection is based on various criteria such as academic merit and/or financial need, area of study, sporting ability and musical talent (to name just a few).

Scholarships and bursaries are available for Domestic students, and International students who have either completed Years 11 and 12 in Australia, or who have completed their first semester of degree study in Australia.

### Applications

There are two application rounds for scholarships and bursaries every year:

#### “Main Round”

The majority of our scholarship offerings run on a calendar year basis. The main round applications open at the beginning of August and close strictly on 31 October for awards commencing in Semester 1 the following year.

#### “Mid-Year Round”

This is a smaller round, which opens in May and closes strictly on 30 June for awards commencing in Semester 2, and for awards commencing in Semester 1 the following year, for continuing Engineering students.

**Apply via the scholarships website:** <http://www.utas.edu.au/scholarships>

- You can apply for multiple scholarships using one application.
- Please check each individual scholarship/bursary for eligibility guidelines.
- You can apply for as many awards (scholarships/bursaries) as you have confirmed you are eligible for.

## **STEP 1 – GET PREPARED. DO YOUR RESEARCH.**

Information on awards available within the University's Scholarships Program for the following academic year is released to coincide with Admission applications opening in the first week of August each year. The direct link to the scholarships homepage is <http://www.utas.edu.au/scholarships>

### **DECIDE ON YOUR COURSE PREFERENCES**

You will need to know your University of Tasmania course preferences so that you can apply for relevant scholarships. Many scholarships and bursaries are only available for a particular area of study.

### **SELECTION CRITERIA**

The selection criteria for each award is clearly noted, both in the listing for each award on the website (via the Scholarships A-Z search functionality), and within the online application. *Read the selection criteria for each award very carefully and only apply for those for which you are eligible.*

### **USE A PRIVATE EMAIL ADDRESS**

If you don't have a personal email account, you should create one so you can communicate with the University. This means you will be able to receive immediate acknowledgement of your application, online advice of offers and have access to change your admission course preferences, address information, etc. If you are currently in Year 12, please don't use your college email address as you won't have access to that once you finish college.

### **GET YOUR CV READY**

You will be requested to submit your CV (or résumé) within the online application by answering questions that relate to your background, work experience and skills; interests, hobbies, and community involvement; as well as information on previous education and any prizes or certificates you may have received. Any details you wish to provide will need to be included within the specific questions in the online application. No other supporting documentation will generally be required, or accepted. Please do not email copies of certificates or college results/references unless specifically asked.

### **HAVE YOUR HOUSEHOLD FINANCIAL DETAILS ON HAND**

Applications for scholarships and bursaries awarded on the basis of financial need will require details of your financial circumstances to be submitted. Details will be required for the current calendar year, that is, the year prior to which scholarship funding is being sought. No supporting documentation is required. Please give all details within the online application.

## **STEP 2 – BEGIN YOUR ONLINE SCHOLARSHIP APPLICATION**

Take your time preparing your scholarship application. Have all your documents on hand as a reference. **Once you start an online application you can save it and return and complete it over a period of time.** The quality of your application will be taken into consideration, so make sure that you take your time and do it well. The online application will time-out after a period of inactivity; **make sure you save your progress regularly.**

1. Go to the scholarships website at <http://www.utas.edu.au/scholarships/program>  
There's also a quick link to Scholarships from the University's homepage at [www.utas.edu.au](http://www.utas.edu.au)
2. Click on "*Apply for Scholarships*". If you have not started a scholarship application in the past, click on "*New Applicant*". If you have created an application in the scholarship cycle already, or have started an application in a previous cycle, click on "*Existing Applicant*".
3. As a new applicant you will need to set up a login account by choosing a username and password. If you're a current University of Tasmania student, you can use your University email username and password. If you are not a current student, choose your own username and password. If the username and/or password is already in use, you'll be asked to try a different one. Be sure to remember these details; you'll need them when returning to a saved scholarship application. You will also need them for online acceptance of a scholarship or bursary offer.
4. You will then need to complete '*Your Personal Information*'. Once complete, click on *Next*.
5. You can choose Scholarships & Bursaries on the next screen. Select your level of study from the drop-down menu. Click on the '*Selection Criteria*'... link for an easy way to check eligibility details. (Then, by clicking on '*More information on this award*' a new browser will open to show you the full details of that particular award.) Please read eligibility guidelines for each scholarship/bursary carefully, and only apply for those you are eligible for. Choose which scholarships and/or bursaries you want to apply for by ticking the box of each award. Then click *Next*.
6. The next screens are the '*Scholarship Questions*'. The amount and type of questions you'll be asked will depend on which scholarships you have selected. Complete the questions on each page carefully. A short paragraph addressing the question will be enough in most cases. Then click on *Next* to move through the following pages. There may be several more pages, depending on the number of awards you've selected. At the top of each page the awards to which the questions apply will be shown.
7. The next screen are '*Marketing Questions*'. This information will help us improve how we promote our scholarships. Tick the relevant boxes and then click *Next*.
8. The next screen will '*Confirm Application Details*'. Check the information carefully to make sure there are no errors. Use *Back* to go back, or click *Next* to go forward.

### **STEP 3 – COMPLETING YOUR APPLICATION**

1. The final screen is the **Declaration** page, authorising the University to use the information you've provided for the purpose of assessing your application. Read the declaration carefully, and then tick the accept box if you agree to the declaration.
2. Clicking on **Logout** prior to submitting your application will mean that you can access your application again and add or alter any information.
3. Then, once you're absolutely certain that your application is complete, click **Submit**. You won't be able to access the application again once it's submitted, so do make sure that it's complete before submitting your scholarship application.
4. You **MUST** click **Submit** for the application to be received by the Scholarships Office. So if intending to save the application until later, make sure that it's completed and submitted prior to the closing date.
5. **Applications are not able to be submitted online after the closing date. The Scholarships Office does not accept late applications.**

### **WHAT HAPPENS NEXT?**

Immediately after submitting your application you will receive an acknowledgement email. If you don't receive the acknowledgement it may be because either you haven't provided an email address, or you've logged out without clicking Submit.

You must click **Submit** for the application to be sent to the Scholarships Office.

For our main round, allocation of awards to students commencing university for the first time starts once Year 12 results are released. For high achievers, the first offers are usually made the week prior to Christmas.

Allocation of awards to current university students starts once university results are released. The first offers are usually made in early December.

The Scholarships Office needs to wait until results for all applicants for each award are available, before sending the applications to a selection committee. If an interstate applicant has applied for the award this process may take longer than normal.

Once the Scholarships Office has all the required information, applications are distributed to selection committees comprising a broad representation of both university staff and external members affiliated with that particular scholarship.

Once members of selection committees have met and decided on their preferred recipient, the Scholarships Office is advised. A formal scholarship offer is then made to the applicant by the Scholarships Office.

If successful, an email advising you of the offer will be sent to you by the Scholarships Office. You will then need to follow the online link provided to you in the email to respond to the offer. Once the offer is accepted, the Scholarships Office arranges payment as per the details in the offer.

Please note that unsuccessful applicants are not notified. You can check on the status of scholarships you have applied for on the A-Z scholarship listing page  
<http://info.scholarships.utas.edu.au/AwardsAZ.aspx>

For our smaller mid-year scholarship round, applications are sent to committees shortly after the closing date and offers are made as soon as the various selection committees return their decisions.

### **NEED FURTHER INFORMATION?**

For answers to frequently asked questions, please visit the Ask Us page on the UTAS website, <http://askus.utas.edu.au/> and search using the keyword “scholarship”.

If your query isn't answered there, please email [Scholarships.Office@utas.edu.au](mailto:Scholarships.Office@utas.edu.au)