

# Undergraduate Scholarships

## Applications for entry in 2020/21



### 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 (starting an undergraduate course in October 2020) 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](http://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 2020/2021 (starting an undergraduate course in October 2020) and who are eligible for any of the following scholarships:

- Ahmet Ertegun Memorial Scholarship – [www.ox.ac.uk/scholarships/ahmetertegun](http://www.ox.ac.uk/scholarships/ahmetertegun)
- Oxford Centre for Islamic Studies Scholarship – [www.ox.ac.uk/scholarships/ocis](http://www.ox.ac.uk/scholarships/ocis)
- Palgrave Brown Scholarship – [www.ox.ac.uk/scholarships/palgrave-brown](http://www.ox.ac.uk/scholarships/palgrave-brown)
- Palgrave Brown UK Scholarship – [www.ox.ac.uk/scholarships/palgrave-brown-uk](http://www.ox.ac.uk/scholarships/palgrave-brown-uk)
- Reach Oxford Scholarship – [www.ox.ac.uk/scholarships/reach-oxford](http://www.ox.ac.uk/scholarships/reach-oxford)
- Simon and June Li Undergraduate Scholarship – [www.ox.ac.uk/scholarships/simon-and-june-li](http://www.ox.ac.uk/scholarships/simon-and-june-li)
- The D. H. Chen Foundation Scholarship – [www.ox.ac.uk/scholarships/d-h-chen](http://www.ox.ac.uk/scholarships/d-h-chen)

Applicants applying for a second undergraduate degree who have been offered a place at the University of Oxford for entry in 2020/2021 and who wish to be considered for the following scholarship:

- Hill Foundation Scholarship – [www.ox.ac.uk/scholarships/hill](http://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 [student.funding@admin.ox.ac.uk](mailto:student.funding@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 2020/21 will be considered for the scholarships.
6. Your application will only be considered for the schemes 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.

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### **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](mailto: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 available before starting your application. You will **not** be able to view your application after you have submitted it.

You may wish to print a copy of the form to assist you with preparing your responses (we recommend using Google Chrome as your browser when printing out the application).

In **Section A - Scholarships**, you must select the relevant tickbox(es) next to the scholarship(s) for which you wish to be considered.

In **Section B - Personal Information**, you are asked to state your country of nationality 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.

In **Section C - Course Details**, 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).

In **Section D - Financial Information**, you are asked to provide financial information concerning you and your household for the 12 months from 1 September 2018 to 31 August 2019.

**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 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.

**Question 7:** In this question, 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 2018 to 31 August 2019.

**Questions 8-13:** 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 2018 to 31 August 2019.

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, and interest on savings. It does not include any bonuses or benefits in kind. Please state

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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 2019, or are expected to change significantly before 31 August 2020, please report the latest expected circumstances (e.g. if you have married or plan to marry, please answer on this basis).

**Question 14** asks you 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. Please provide figures that are as accurate as possible. Please enter 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.
- 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.

In **Question 15**, 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.

For **Section E - Supporting Statement**, it is strongly 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 Section E of the application form (selecting the tickboxes in Section A 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.

For **Section F - Reference**, 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.

Before submitting your application, 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 to [student.funding@admin.ox.ac.uk](mailto:student.funding@admin.ox.ac.uk) by **12 noon (UK time) on Wednesday 12 February 2020**. Please bear in mind that:

- Chinese New Year is on 25 January 2020
- School holidays may fall at the same time as the scholarship application deadline.

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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 after you submit your application; you will be copied into this request.

Your referee should submit their reference (of no more than 500 words) in PDF format by email to [student.funding@admin.ox.ac.uk](mailto:student.funding@admin.ox.ac.uk). 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. Referees may submit their reference to [student.funding@admin.ox.ac.uk](mailto:student.funding@admin.ox.ac.uk) ahead of you submitting your scholarship application.

The reference letter should comment on:

- the applicant's academic performance (eg 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

### **C: SUBMITTING THE APPLICATION FORM**

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

It is your responsibility to ensure that your referee submits their reference by email or post by **12 noon (UK time) on Wednesday 12 February 2020**. 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. We advise you to save and keep a screenshot of the message once you click 'submit' as proof of submitting your Undergraduate Scholarship application form. You will receive an email confirmation after submitting your application. **If you do not receive the confirmation email within 24 hours of submitting your application, you must contact [student.funding@admin.ox.ac.uk](mailto: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](mailto:student.funding@admin.ox.ac.uk)

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

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

- By post to:

Undergraduate Scholarships  
Student Fees and Funding  
University of Oxford  
3<sup>rd</sup> Floor, 4, Worcester Street, Oxford OX1 2BX, UK

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