



## ACCESS OPPORTUNITY SCHOLARSHIP GENERAL NOTES

1. Please read the eligibility requirements for this scholarship to ensure you are eligible before completing the application form.
2. You must meet these eligibility requirements and be in a position to verify your circumstances in order to apply.
3. Please do not provide any documents not required or requested (such as a CV).
4. Before emailing your application, please **re-read** it carefully for accuracy and make sure you keep a copy of your application for your files.
5. We do not accept incomplete or late applications.
6. You should have firmly accepted your offer, or have an offer pending to study at UCL. You are unlikely to be considered for a scholarship if UCL is your insurance university choice.
7. The decision of UCL is final and we cannot participate in individual correspondence with applicants regarding that decision.
8. Save your application file as either a PDF or Word Document named in the following way "(Last Name, First Name) **ACCESS OPPORTUNITY SCHOLARSHIP**".
9. **Please email your application to:** [studentfunding@ucl.ac.uk](mailto:studentfunding@ucl.ac.uk)  
The email subject should be "(Last Name, First Name) **ACCESS OPPORTUNITY SCHOLARSHIP** Application" and please remember to provide all required supporting evidence.
10. The deadline for your application is **Friday, 28 July 2017 18:00** (UK time). An application received after this deadline, will not be eligible and will not be considered.

## GUIDANCE FOR COMPLETING THE APPLICATION FORM

### SECTION A

SECTION A		
1	<b>PERSONAL DETAILS</b>	You <u>must</u> have applied to UCAS and you must therefore provide your UCAS number on the application form (you do not need to provide a UCL number)
2	<b>PROGRAMME OF STUDY AT UCL</b>	This is the course for which funding is intended. It is important that we know as much as possible about your intended degree programme, in order to consider your application for the scholarship.
3	<b>INFORMATION ABOUT YOU</b>	<p>Please include information on when you arrived in the UK, what is your country of origin and what the status of your application for asylum is.</p> <p>You do not need to give details of the events that led to you seeking asylum, unless you wish to do so. Please provide evidence for your current immigration status. Please refer to the checklist in the application form (section C).</p> <p><b>Please note that if you are eligible for Student Finance, you cannot be considered for this Scholarship.</b></p>

		Please use the UKCISA website to determine your eligibility <a href="http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Government-Student-Support">http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Government-Student-Support</a>
4	<b>CURRENT PERSONAL/FAMILY FINANCIAL SITUATION</b>	<p>Please use this section to detail information about yourself (if you are an unaccompanied asylum seeker) or, your parent(s)/guardian(s) household income.</p> <p>We are interested in the financial information relating to the 12-month period immediately prior to the month/year of your entry to UCL. Please use gross income figures (before tax).</p>

<b>SECTION B</b>		
<b>WE CANNOT CONSIDER YOUR APPLICATION UNLESS YOU COMPLETE BOTH ACADEMIC BACKGROUND AND PERSONAL STATEMENTS</b>		
1	<b>PERSONAL STATEMENT</b>	<p>Your application for the scholarship is completely confidential and the UCL selection panel will only be able to take into account information that you provide. Whilst the UCL selection panel require some details of personal circumstances, we do not need to know about the circumstances that led to you seeking asylum in UK.</p> <p>Your Referee is asked to provide a supporting statement about you, but if there is, any information that you feel should be taken into account when your application is considered, you must include it here.</p>
2	<b>ACADEMIC BACKGROUND STATEMENT</b>	In this statement, we would like to know why have you chosen UCL; your particular course of study; what barriers have you overcome in order to continue with your education; what are your ambitions for the future and how would the Scholarship help you to achieve these ambitions and career goal?

<b>SECTION C</b>		
<b>WE CANNOT CONSIDER YOUR APPLICATION UNLESS WE RECEIVE YOUR REFERENCE</b>		
1	<b>EVIDENCE OF CURRENT IMMIGRATION STATUS</b>	<p>Please confirm, by ticking the appropriate box, that you are providing a copy of your current immigration status.</p> <p>You must provide documentation you have received from the Home Office in relation to your asylum or human rights claim.</p> <p>Please note that should your application be successful, you will be required to inform UCL Student Funding Office immediately of your change in immigration status.</p>
2	<b>STUDENT FINANCE STATUTORY FUNDING</b>	You must demonstrate that you are unable to access mainstream UK student funding due to your residency status.
3	<b>REFERENCE FORM</b>	<p>You must attend or have attended a school, college, community or voluntary group in the UK who will provide a reference for your application.</p> <p>The referee must email this to <a href="mailto:studentfunding@ucl.ac.uk">studentfunding@ucl.ac.uk</a> using their work email. We will not accept a reference from a personal email address.</p>

<b>SECTION D</b>		
You must type your name (which will be taken as your signature) and date this section for your application to be valid.		

**IF YOU HAVE ANY QUESTIONS RELATING TO THE APPLICATION FORM OR THESE GUIDANCE NOTES, PLEASE EMAIL [STUDENTFUNDING@UCL.AC.UK](mailto:STUDENTFUNDING@UCL.AC.UK)**