**ACCESS OPPORTUNITY SCHOLARSHIP**

**general NOTES**

1. Please read the eligibility requirements for this scholarship to ensure you are eligible and in a position to verify your circumstances before completing the application form.
2. You should have **received an offer from UCL Admission** or have an offer pending to study at UCL before making an application.
3. Save your application file as either a PDF or Word Document named in the following way “(Last Name, First Name) **ACCESS OPPORTUNITY SCHOLARSHIP”.**
4. **Completed application forms should be returned by email to:** **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. Please ensure this is submitted before the deadline together with evidence and a reference.

1. An application received after the deadline will not be considered.
2. The decision of UCL is final and we are unable to provide feedback on unsuccessful applications.

**Guidance for completing the application form**

|  |
| --- |
| **Section A**  |
| **1** | **PERSONAL DETAILS** | You must have applied to UCAS and you must therefore provide your UCAS number on the application form. |
| **2** | **PROGRAMME OF STUDY AT UCL** | 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.If your fee status is not yet resolved please contact [admissions](https://www.ucl.ac.uk/students/fees-and-funding/pay-your-fees/fee-schedules/student-fee-status) to request that a review of your fee status be undertaken before submitting your application.  |
| **3** | **YOUR CURRENT IMMIGRATION STATUS**  | Please include information on when you arrived in the UK, your country of origin and the status of your application from the Home Office. Please provide evidence for your current immigration status. Please refer to the checklist in the application form (section C). |
| **4** | **CURRENT PERSONAL/FAMILY FINANCIAL SITUATION** | Please use this section to provide your personal income as well as your parent(s)’/guardian(s)’ income. 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). |

|  |
| --- |
| **Section B** We cannot consider your application unless you complete both PERSONAL AND academic background statements |
| **1** | **PERSONAL STATEMENT**  | 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.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 should include it here.  |
| **2** | **Academic background STATEMENT**  | 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 goals? |

|  |
| --- |
| **Section C**We cannot consider your application unless we receive your iMMIGRATION EVIDENCE AND reference |
| **1** | **Evidence of current immigration status**  | Please confirm, by ticking the appropriate box, that you are providing a copy of your current immigration status.You must provide documentation you have received from the Home Office in relation to your asylum or human rights claim.If your immigration status changed, you will be required to inform UCL Student Funding Office immediately. |
| **2** | **STUDENT FINANCE STATUTORY FUNDING** | If you are eligible for statutory support from Student Finance, we are unable to consider your application.Therefore, you must demonstrate that you are unable to access Student Finance due to your residency status. If you have been granted humanitarian protection status but you are not eligible for statutory support from Student Finance, we will consider your application. Please use the UKCISA website to check your eligibility <http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Government-Student-Support>  |
| **3** | **Reference form**  | You must attend or have attended a school, college, community or voluntary group in the UK who will provide a reference for your application. The referee must email this to studentfunding@ucl.ac.uk using their work email. We will not accept a reference from a personal email address. |

|  |
| --- |
| **Section D** |
| You must type your name (which will be taken as your signature) and date this section for your application to be valid.  |

|  |
| --- |
|  **ACCESS OPPORTUNITY SCHOLARSHIP APPLICATION FORM****Please read the guidance notes before completing this application form.****Please complete ALL sections (enter N/A if not applicable).** |



**SECTION A**

1. **Personal Details**

|  |  |
| --- | --- |
| UCAS Personal ID *(required) Please note this is not the UCAS registration number.* |       |
| UCL Student Number *(required) this will be on your UCL offer email/letter)* |       |
| Surname/Family Name |       |
| First Name(s) |  |
| Title |  |
| Nationality |  |
| Do you have a disability? If yes, you should register with the Student Disability Service at UCL |  Please provide details       Please explain more in your personal statement (Section B) |

1. **PROGRAMME OF STUDY AT UCL**

|  |  |
| --- | --- |
| Qualification Sought BA, BSc, BEng, MEng, MSci. etc. |       |
| Programme/Course Title |        |
| Mode of Study  |  |
| Admissions Offer/Enrolment Status  |  |
| Programme Start Date: Expected or Actual registration /enrolment mm/yy |       |
| Fee Status (specified in the offer letter) |   |
| Is UCL listed as your firm choice with UCAS |  |
| Have you already obtained an undergraduate degree (or equivalent) in the UK or overseas? |  |

1. **YOUR CURRENT IMMIGRATION STATUS/INFORMATION ABOUT YOU**

|  |  |
| --- | --- |
| What is your current immigration status? Please select the status that applies to you. We can only consider applications where evidence of status has been provided | [ ]  Asylum seeker[ ]  Limited leave to remain[ ]  Discretionary leave to remain[ ]  Humanitarian Protection [ ]  Refugee (not eligible)[ ]  Other, please state your immigration status:      |
| Please tell us the date you first arrived to the UK? |       DD/MM/YYYY |
| What is your country of origin? |       |
| What is the status of your application from Home Office? |       |
| Have you applied for, or secured funding from a Local Authority, charitable organisation(s) or any other organisation? |  if other, please state the nature of the financial support       |

1. **CURRENT PERSONAL/FAMILY FINANCIAL SITUATION**

**Please provide details of your personal income or your parents’/guardians’ income who are financially contributing to your household by completing the table below. You are required to provide evidence of income if you have been selected for the scholarship.**

|  |  |
| --- | --- |
| **Your details/Relationship to YOU** | **Annual Income/Expected Income** in British Pound Sterling GBP (£) |
|       |       |
|       |       |
|       |       |

 **Please tick the boxes below that apply to your current situation:**

* [ ]  **Care Leaver**
* [ ]  **No support or contact from family (estranged)**
* [ ]  **None of the above**

**SECTION B**

1. **PERSONAL STATEMENT**

**Please provide a personal statement answering the following questions. This is an opportunity to demonstrate the reasons for your application for this scholarship.**

 This text box will expand.

|  |
| --- |
| * What are your personal and family circumstances and what barriers have you overcome in order to continue with your education?

      * What are your financial circumstances – how have you managed financially whilst at school/college?

      * Please provide details of your current immigration status and any information that will support your application. It is important for us to have a full picture of your immigration history since you first arrived to the UK.

       |

1. **Academic background STATEMENT**

**Please provide an academic background statement answering the following questions.**

**This is an opportunity to demonstrate the reasons for your application for this scholarship.**

 This text box will expand.

|  |
| --- |
| * Your academic achievements:

      * Why have you chosen UCL and your particular programme of study, what are your ambitions for the future and how would the Access Opportunity Scholarship help you to achieve these ambitions?

      * Please indicate whether you have had past/current prizes, awards and/or scholarships related to your academic achievements:

       |

 **SECTION C**

1. **Evidence of current immigration status**

Please provide copies of as many evidence from the list below of your asylum claim and current immigration status

[ ]  Application Registration Card (ARC), both sides

[ ]  Biometric Residence Permit (BRP) card, both sides

[ ]  Standard Acknowledgement Letter (SAL)

[ ]  Asylum Application

[ ]  Letter from Home Office

[ ]  Letter from Solicitor

[ ]  Letter from Student Finance

[ ]  Letter from Local Authority

[ ]  Letter from Children’s Service

[ ]  P60 if you have a job

 [ ]  Other evidence

1. **student finance statutory funding**

Ensure you have checked the [UKCISA website](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Government-Student-Support) (clickable link) to ensure you are **NOT** entitled to statutory Student Finance funding.

 [ ]  I am eligible for statutory student support

 [ ]  I am not eligible for statutory student support

 [ ]  I do not know if I am entitled to statutory student support (please contact Student Finance to find out)

1. **Reference form**

[ ]  Please ensure you have informed your referee to complete the reference form available from our web page. The referee must email this to studentfunding@ucl.ac.uk using their work email.

 **SECTION D**

|  |
| --- |
| **Confidentiality - Data Protection Act (2018)**UCL’s privacy notices for current and prospective students set out how any personal data we collect will be processed.  The full notice for current students can be found [here](https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice). The full notice for prospective students can be found [here](https://www.ucl.ac.uk/legal-services/privacy/ucl-prospective-students-enquirers-and-applicants-privacy-notice).The information provided in this application will be processed by the UCL Student Funding Office for the purposes of determining your eligibility for financial support / a place on an award scheme / scholarships programme. The information you have provided may also be shared with other UCL departments for information verification purposes, including the UCL Visa Compliance team.The financial support you are applying for may be offered in partnership with an external sponsor. The sponsor may be involved in the selection process and/or request confirmation of the support you have been awarded. By submitting this application form you are providing your consent for us to share your personal information with them. We will only do so where this is necessary to maintain your application and award. Any data sharing will be carried out with due regard to our duties as a ‘data controller’ within the requirements of the General Data Protection Regulation (GDPR). If you have provided special category personal data (for example, information about your ethnicity, health or disabilities), we need your consent to use this data. By signing the declaration below, you consent to UCL and its external partnership sponsors using your special category personal data for the purposes set out above. You may withdraw your consent at any time by emailing studentfunding@ucl.ac.uk. Please note that this may result in your application and/or award being withdrawn if we are no longer able to determine your eligibility for support. |

**APPLICANT’S DECLARATION**

 **Your application will not be valid unless this section is signed and dated:**

 *By submitting this application to UCL on:*

|  |
| --- |
|       |

 *(Submission Date – DD/MM/YYYY)*

 *I,*

|  |
| --- |
|       |

 *(Print Name)*

 *Declare that:*

* *I have read and understood the Data Protection statement and consent to UCL and its external partnership sponsors using the special category personal data that I have provided (if any) for the purposes set out in that statement.*
* *To the best of my knowledge, the information on this application is accurate and complete. I understand that my application is valid only if all required information is provided and all required supporting documents are enclosed.*
* *I understand that giving false information will automatically disqualify my application.*
* *I agree to inform the UCL Student Funding Office (studentfunding@ucl.ac.uk) immediately of any other scholarships, grants or awards I am offered or awarded (by an external sponsor/institution, other offices within UCL or my admitting department) subsequent to submitting this application, and to provide details and proof of their details if requested. I understand that any additional funding awarded from another source may be taken into account in the calculation of any financial support I might receive from UCL.*
* *By signing this form electronically, you are giving us permission to carry out an immigration history check with the Home Office. We will work closely with our visa compliance team at UCL.*

**Please send this application with the required documents as attachments by email to:** **studentfunding@ucl.ac.uk****. Please make sure to provide your valid UCAS Personal ID.**

**The email subject should be “(Last Name, First Name) Access Opportunity Scholarship Application”**