

Cardiff University Opportunity Award Guidance Notes 2020/21

Introduction

These guidance notes are to help you complete the application form for the Cardiff University Opportunity Award 2020/21. Please read these guidance notes fully before completing the application form and before contacting the University with any questions as you may find your answer in these notes. Before making an application for the Opportunity Award please ensure that you fully understand and meet the eligibility criteria as set out in the terms and conditions of the award.

Applicants will be required to submit supporting documentation and 2 reference letters with the application form. If you have any questions about completing the application, please contact:

Elin Osmond OsmondEA@cardiff.ac.uk

Completing the Application Form

There are 8 sections to complete. Please complete each section. Please note that the information you provide in the form will be held and processed in accordance with our Data Protection Policy.

Please note that the application form has been designed to assess your eligibility and suitability for the Opportunity Award. You are not required to provide personal information about your reasons for coming to the UK/seeking asylum.

Section 1: Personal Details

Please complete the personal information section – we need this information to contact you about your application. Please print your details carefully. Please ensure that your name is written as you would want to see it on, for example, a certificate.

Section 2 Educational details

This section requests information about your educational history and whether you have faced any interruptions to your study.

Section 3 Eligibility for the Opportunity Award

This section is about your immigration status and whether you meet the eligibility criteria for the Opportunity Award. Please note that the information we ask for in this section will only be used to determine whether you are eligible for the award in relation to your current immigration status in the UK. We do not need you to provide details on the circumstances that led you to the UK.

Please note that you will need to evidence your current immigration status with documentation such as a Biometric Residence Permit, Home Office letters or your ARC document. If you are unsure about your current immigration status please speak to your solicitor, or to family members if you are listed as a dependent on a family member's immigration application.

Section 4 Support

This section requires information about your living arrangements and any additional support needs you have. These include support needs around a disability, mental health issues, counselling etc.

- Information about your living arrangements will help us assess whether the award we offer meets your needs.
- Information about your personal circumstances allows us to make sure that we can put support in place for you for the start of the academic year if you are successful in your application for the Opportunity Award.

Any information you provide in response to the questions about additional support needs will not negatively impact your application.

Section 5 Personal Statement

This section assesses your suitability for the Opportunity Award. It is divided into 4 questions. Please provide a detailed response to each question. Please ensure that in your answers you have included:

- Your rationale for wanting to access higher education, including your future ambitions and aspirations and how your chosen course will help you to achieve these.
- The barriers you have faced in continuing your education and how you have tried to overcome these.
- Details of your financial circumstances and any previous applications you have made for funding.
- The information contained in your application for the Opportunity Award will be held in accordance with the University's Data Protection Policy. The selection panel will only be able to consider information that you have provided in your application form.

Section 6: Referee Details

The reference letters are an **ESSENTIAL** part of the selection process. It is your responsibility to provide your referee with a copy of your personal statement. Please remember the following:

- Each referee must provide their full name and contact details
- The application will not be accepted without a supporting statement from each referee

Reference letters should be no more than 500 words long and should cover the following:

- What are the applicant's personal and financial circumstances and what barriers have they overcome to continue their education?
- How well suited is the applicant to the higher education course that they plan to undertake and how realistic are the applicant's ambitions?
- What contribution, to your knowledge, has the applicant made to a) college/school life and/or b) their community?
- Is there any other information that you believe is relevant to this application?
- How do you think that the applicant would benefit from the support offered by the Opportunity Award?

Applications will only be considered if they are accompanied by two reference letters that are signed, dated and on letter headed paper.

- An example of an academic referee could be a teacher or a college lecturer.
- An example of a personal referee could be a community or charity worker or a religious leader.

Section 7 – Home Office Permission

For the University to be compliant with Home Office regulations it is necessary that we undertake Immigration Status Checks on students at regular points throughout the year.

Completing this section allows us to check on your immigration status if you are successful in your application for the Opportunity Award, as well as at regular intervals after the start of your course, in line with Home Office requirements. Unfortunately, if you do not complete this part of the form then you will not be considered for the Opportunity Award.

Section 8: Declaration

Please sign and date your completed application form to say that you agree with the statements and the terms and conditions of the Opportunity Award.

Application Outcome

- Please note that this is a competitive process and not all applicants will be successful.
- Results will be communicated to applicants by the end of July at the latest.
- Two candidates will be selected to receive the Opportunity Award. If either or both of the chosen candidates hold a conditional offer, reserve candidate(s) will also be notified. If the chosen candidate(s) fail to meet the conditions of their offer, the reserve candidate(s) will take their place.