Opportunity Award Application Form Guidance Notes

Introduction

These guidance notes are to help you complete the application award for the Cardiff University Opportunity Award 2019/20.

Please read the Guidance Notes fully before completing the application form and before contacting the University with any further questions about the application form 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 supporting references alongside 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 in the application form. 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 your 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.
Guidance Notes

Section 1: Personal Details
Please complete the personal information section of the form – we need this information to contact you about your application. Please print your details carefully. Please ensure that you put your name 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 scholarship. Please note that the information we ask you in this section will only be used to determine whether you are eligible for the scholarship 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 members immigration application.

Section 4 Support
This section requires information about your living arrangements and any additional support needs you may have with regards to your personal circumstances. These may include support needs around a disability, mental health, counselling etc.

Information about your living arrangements will help us assess whether the scholarship 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 were to be successful in your application for the Opportunity Award.

Please be assured that 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. This section 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 in accordance with the University’s Data Protection Policy. The selection panel will only be able to take into account information that you have provided in your application form.

Section 6: Referee Details

The referee supporting statements are an important part of the selection process. Please be sure to include all of the requested information, as well as any other information you believe should be taken into consideration by the selection panel. It is your responsibility as the applicant 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

The Referee Supporting Statement 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 a Referee Supporting Statement that is signed, dated and on letter headed paper. Examples of an academic referee could be teachers or college lecturers. Examples of personal referees could be a community or charity worker or a religious leader.

Section 7 – Home Office Permission

In order 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.

Filling in this section allows us to check on your immigration status if you are successful in your application to 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 wish to complete this part of the form then you will not be able to apply 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 applications will be successful.

- Results of the application will be communicated to applicants no sooner than the 26th July.

- The award is only available to 2 applicants. We will inform 2 applicants that they are successful. On the occasion that these applicants have been given conditional offers, such as achieving specific examination results, which are currently outstanding at the time of choosing recipients of the award, we will also let a third applicant know that they are a reserve candidate. This means that if the successful applicants of the award do not meet their criteria and are not awarded a place on a course at Cardiff University we are able to award another applicant their place on the Opportunity Award. This would require the reserve candidate to have also met any conditions of their offer.