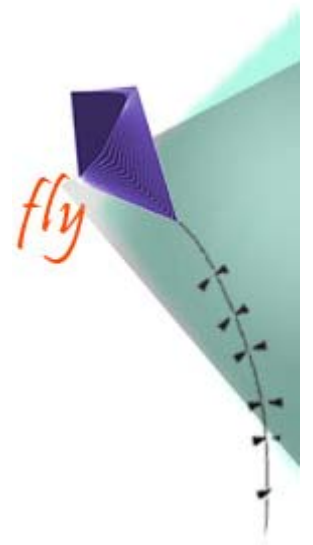




UNSW

scholarships
user guide



UNSW Scholarships User Guide (Contents)

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Quick Guide for My (Scholarship) Application Online

Visit the Scholarships Website

1. www.scholarships.unsw.edu.au
2. Select **Current & Future Students**
3. Click on the **Register** Button.

Refer to (pages 4 to 5):

- Screen Shot 1 – Welcome
- Screen Shot 2 – Welcome (expanded)
- Screen Shot 3 – Home
- Screen Shot 4 – Register

To log in, you must first register online »

Register

Log In

Forgotten Password?
Terms and Conditions of Use

What is my login ID?
What can I access once I log in?

New Users to My (Scholarship) Application Online - Register

4. Register
→ Receive email to Confirm registration.

New Users to My (Scholarship) Application Online – Confirm Registration

5. Confirm registration (*with 3 hours of registering or your registration will expire and you will need to re-register*)
→ Login

Accessing the Instructions

- You can read the instructions by selecting the green arrow next to “Learn more...”(see screen shot – below).
- You can navigate through your Application by clicking on the links (see screen shot – below).

Completing the generic sections of your Scholarship Application

1. Complete your **Contact Details** (includes your address, email address etc).
2. Complete your **Personal Details** (includes selecting the stage of scholarships you are applying for eg. high school leavers etc, Details about you: Indigenous, Rural, Alumni, Disadvantage, College, Sport, Honours, Centrelink Profile).
3. Complete your **Educational Background** (includes: UAC/Program Preferences, Degree currently enrolled in, High School attended, UAI (if known) etc).
4. Complete all **General Questions** (that are relevant to you/the scholarship you are applying for e.g. if you do not have social/economic circumstances do not complete this question). General questions include:
 - a. Academic Achievements
 - b. Leadership
 - c. Community Service
 - d. General Aptitude
 - e. Social/economic Circumstances
 - f. Travel Scholarship applicants (specific)

See also: General Questions Quick Guide and Scholarship Specific Questions Quick Guide.

Your Scholarship Application.		Learn more...
Details		Status
Update Password		
Contact Details		
Personal Details		
Educational Background		
General Questions		
Academic Achievements		
Leadership		
Community Service		
General Aptitude		
Social/Economic Circumstances		

LEARN MORE (INSTRUCTIONS) –
Select the green arrow to open the instructions.

STATUS –

- Green Tick: All mandatory fields complete/you have indicated that you are complete.
- Yellow Warning: All mandatory fields are not complete/you have indicated that you are not complete.

Character limits on General Questions

*! 1300 character limits apply to your answers
There is a (remaining X chars) to enable you to track the length of your responses*

Completing Scholarship Specific Question(s)

Each Scholarship may have one or more scholarship specific questions that you need to complete. This is your opportunity to identify/demonstrate why you have selected to apply for each scholarship.

It is YOUR responsibility to ensure that you have addressed/that you meet the eligibility/selection criteria for the scholarship(s) you are applying for.

Prior to Submitting

Ensure you review the PDF of your Application and make any final changes to your Application.

Cover page & Supplementary Documentation: Completing your Application

You must ensure that as well as submitting your Application online, you print and post your Application Cover Page (attaching relevant supplementary material) to UNSW Scholarships by the closing date for that scholarship.

General Questions Quick Guide

Instructions

Answer the questions as fully and completely as possible. It is your responsibility to interpret/address the eligibility criteria for the scholarships you are applying for, refer to the scholarship outline page.

Please note that the following categories may not be applicable to all scholarships you are applying for or your individual circumstances. Only those sections relevant to each of your specific scholarship applications will be considered. To see exactly what will be submitted, you may request a draft of your Application by visiting the [My Applications](#) page.

Character limits: 1300 character limit applies for each question (includes spaces)

Academic Achievements

List (including years awarded eg. 2007) any academic achievements in or outside of school/university/the workplace. This may include any academically based programs you have been selected to participate in.

Leadership

List (including years involved eg. 2006-2008) any leadership positions currently or previously held in your school, at university, the work place or in your community. Then:

- Describe an instance where you have been required to demonstrate your leadership capabilities and/or
- Where you have successfully managed to co-ordinate a team/group to achieve a specific goal.

Community Service

List (including years involved eg. 2006-2008) any major charity organizations/programs you have been involved in within your local or wider community and/or any significant sporting or other cultural achievements you have attained. Then:

- Describe how your involvement has contributed to the betterment of your local or wider community.

General Aptitude

Describe your general aptitude in the field of study you have chosen to enter. i.e. natural ability/skill/talent you have demonstrated in this area; any independent project/s you have undertaken.

Social/Economic Circumstances

Describe any significant disruptions that may have impacted upon your studies (during year 11 and 12 - for first year applicants). Include (where relevant):

- Whether you have any medical conditions/disabilities that may impact/have impacted on your transition to UNSW.
- Whether you are from a rural or geographically isolated area and the impact of this.
- Whether you are currently or will be required to undertake sole carer responsibilities.

Your response to this question will only be considered for relevant scholarships and only with requested supporting documentation. See [Guidelines on Financial or Social Disadvantage](#)

Travel Scholarship Applicants

Please outline your reasons for undertaking the proposed travel study.

Scholarship Specific Questions Quick Guide

Note before: 1300 character limit applies for each question (includes spaces)

Each scholarship may have one or more scholarship specific question. Generally speaking every scholarship will have the following specific question, however it may be accompanied by additional questions.

Why have you chosen to apply for the scholarship?

Please include in your response what interests you about your current/planned program of study and how the scholarship would benefit you if your application was successful? Include in your statement the impact of being awarded the scholarship on your involvement in the UNSW community.

DETAILED: UNSW SCHOLARSHIPS APPLY ONLINE PROCESS

My Application Online – Logged in

THE UNIVERSITY OF NEW SOUTH WALES

UNSW scholarships fly

My Application Online

Welcome. My Application Online allows you to login as many times as you like to search and apply for scholarships and track the progress of submitted Applications.

MY APPLICATION ONLINE SEARCH & APPLY FAQs GLOSSARY CONTACT US

You are logged in as **Test Tester**. [Log out >](#)

Search & apply for a scholarship

Get started searching for scholarships! [More...](#)

Simple Search Advanced Search

Show me scholarships for:

Residency:

Faculty:

Study Area Broad:

Criteria relating to you/your circumstances (Optional):

Disability UAC & EAS

High academic achiever Indigenous

Your Scholarship Application. [Learn More...](#)

Details	Status
Update UAC/Student Number & Password	✓
Contact Details	✓
Personal Details	✓
Educational Background	✓
General Questions	
Academic Achievements	✓
Leadership	✓
Community Service	✓
General Aptitude	⚠
Social/Economic Circumstances	✓

My Draft Applications Summary

Scholarship	Status
Al Willis Scholarship	⚠
UNSW International Scholarships	⚠

Internet | Protected Mode: On 100%

Logged in User/Status Indicators

1. Logged in User
2. Status Indicators (showing which questions are complete/incomplete)

Editing Scholarship Specific Questions, viewing a draft or submitting your Application (Select: *Click here to edit, request or submit an Application*)

My Application Online
Welcome. My Application Online allows you to login as many times as you like to search and apply for scholarships and track the progress of submitted Applications.

MY APPLICATION ONLINE | SEARCH & APPLY | FAQs | GLOSSARY | CONTACT US

You are logged in as **Test Tester**. Log out »

Search
Apply for a scholarship

Get started searching for scholarships! More...

Simple Search | Advanced Search

Show me scholarships for: -- Select --

Residency: -- Select --

Faculty: -- Select --

Study Area Broad: -- Select --

Criteria relating to you/your circumstances (Optional):

- Disability
- UAC & EAS
- High academic achiever
- Indigenous
- Female
- Rural
- Social/econom circumstances
- Sporting ability

Show me:

- all scholarships that match my criteria
- only those scholarships currently open for applications

Order results, by:

Your Scholarship Application. Learn more...

Details	Status
Update UAC/Student Number & Password	✓
Contact Details	✓
Personal Details	✓
Educational Background	✓
General Questions	
Academic Achievements	✓
Leadership	✓
Community Service	✓
General Aptitude	✓
Social/Economic Circumstances	✓

My Draft Applications Summary

Scholarship	Status
AI Willis Scholarship	⚠
UNSW International Sponsorships	✓

[Click here to edit, request, or submit an Application »](#)

My Scholarships Applications Summary

Scholarship	Status
No Record Found	

Selecting “Edit” will take you to the scholarship specific questions (see over page).

THE UNIVERSITY OF NEW SOUTH WALES

UNSW | scholarships fly

My Application Online

SCHOLARSHIP MANAGEMENT | MY APPLICATION ONLINE | SEARCH & APPLY | FAQs | GLOSSARY | CONTACT US

My Application Online > Draft Scholarship Summary

You are logged in as [redacted] Log out »

Draft Scholarships Summary

Instruction

Code	Scholarship Name	Specific Question(s)	Applied	Actions	Status
UGCE1008	Girls' Realm Guild Scholarships	Edit	22 Sep 2008	[Print] [PDF] [Delete]	DRAFT
UGCE1021	BHP Billiton Alliance (BMA) Rural Scholarship in Mining Engineering	Edit	17 Sep 2008	[Print] [PDF] [Delete]	DRAFT
UGCA1130	UNSW Law Society Scholarship	Edit	08 Sep 2008	[Print] [PDF] [Delete]	DRAFT
UGCE1055	Ian Somerville Scholarships	Edit	28 Aug 2008	[Print] [PDF] [Delete]	DRAFT
UGCA1210	Malcolm Chaikin Foundation Scholarships	Edit	28 Aug 2008	[Print] [PDF] [Delete]	DRAFT
	UNSW International Sponsorships	Edit	25 Aug 2008	[Print] [PDF] [Delete]	DRAFT
UGCE1063	AI Willis Scholarship	Edit	14 Aug 2008	[Print] [PDF] [Delete]	DRAFT

UNSW

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Example of Editing a Specific Question

NB. There may be one or more specific questions for each scholarship.

The screenshot shows the UNSW Scholarships application portal. At the top, there is a navigation bar with links for SCHOLARSHIP MANAGEMENT, MY APPLICATION ONLINE, SEARCH & APPLY, FAQs, GLOSSARY, and CONTACT US. Below this, there are breadcrumb links: My Application Online > Draft Scholarship Summary > Specific Questions. The user is logged in as [redacted] and can log out. The main heading is "BHP Billiton Alliance (BMA) Rural Scholarship in Mining Engineering". The question is: "1. Why have you chosen to apply for the scholarship? Please include in your response what interests you about your current/planned program of study and how the scholarship would benefit you if your application was successful? Include in your statement the impact of being awarded the scholarship on your involvement in the UNSW community." There is a large text input area and a "Save" button. The footer contains the UNSW logo and CRICOS Provider Code 00099G, along with links for Privacy Statement, Copyright Disclaimer, Site Map, and Site Feedback.

Previewing your Application, generating a Cover page & Submitting a Scholarship Application

Key



Click to generate PDF of COVER PAGE

You need to print, sign and attach to your Cover page requested (& certified) supplementary materials. These documents (cover page on top) must be posted/delivered to UNSW Scholarships by the closing date for the Scholarship you have applied for.

Address:

Applications Manager
UNSW Scholarships
UNSW Sydney 2052

Faxed copies will not be accepted.



Click to generate PDF of APPLICATION FORM

You should generate, print/view and make any corrections to your Application prior to submitting.



Click to SUBMIT (FINALISE) your Application for this Scholarship.

Before you SUBMIT your Application ensure that you have completed all relevant sections and you are happy with your responses. Your submitted Application (along with your coverpage/requested supplementary material) is what will be used to assess your eligibility for scholarship.



Click to REMOVE (DELETE) your Application for this Scholarship.

If you no longer wish to apply for a certain scholarship, you may remove it from your list of Draft Scholarships.

DRAFT

Current STATUS

The status of your Application refers to DRAFT (not completed – these will not be viewed by any scholarship selection committee) or SUBMITTED (these will be viewed by the scholarship selection committee).