

Guide to using the *Online Scholarships Application*



INTRODUCTION

The UTAS Scholarships Program provides significant financial and academic support to study with UTAS at both undergraduate and postgraduate levels. There are many hundreds of scholarships and bursaries offered and selection is based on various criteria such as merit and/or financial need, area of study, sporting ability and musical talent (to name just a few). Awards are available for Australian students, and for International students who have either completed Years 11 and 12 in Australia or who've completed at least their first year of university study in Australia.

APPLICATIONS

Applications for the main round of scholarships open each year in the first week of August, and **close strictly on 31 October**. All applications are made online, via the scholarships website. Only one application is needed and you can select as many awards as you're eligible for. There is also a small round which opens in May (closing 30 June) for Semester 2 commencement, however the bulk of the program is run on a calendar year basis with applications open between August and October for allocation commencing in Semester 1 the following year.

STEP 1 – GET PREPARED

DO YOUR RESEARCH

Information on awards available within the UTAS Scholarships Program for the following academic year is released to coincide with Admission applications opening in the first week of August each year. The direct link to the scholarships homepage is <http://www.studentcentre.utas.edu.au/scholarships/>

DECIDE ON YOUR COURSE PREFERENCES

You will need to know your UTAS course preferences so that you can apply for scholarships relevant to those preferences. Many scholarships and bursaries are only available to a particular area of study.

SELECTION CRITERIA

The selection criteria for each award is clearly noted, both in the listing for each award instance on the website (via the Scholarships A-Z search functionality), and within the online application. Read the selection criteria for each award very carefully and only apply for the ones you're eligible for.

USE A PRIVATE EMAIL ADDRESS

If you don't have an email account, you should create one in order to enable timely correspondence with UTAS. This will mean that you will be able to receive timely acknowledgement of your application, online advice of offers, and have access to change your admission course preferences, address information, etc. If you're currently in Year 12, it's best not to use your college email address as you won't have access to that once you finish college.

GET YOUR CV READY

You will be requested to submit your CV (or résumé) via email to Scholarships.Office@utas.edu.au

It is hoped that questions relating to information contained in CVs/résumés will be able to be included in the online application in the near future, thus saving the need to email supporting documents to the Scholarships Office.

HAVE YOUR HOUSEHOLD FINANCIAL DETAILS ON HAND

Applications for scholarships and bursaries awarded on the basis of financial need will require details of your financial circumstances to be submitted. Details will be required for the current calendar year, that is, the year prior to which scholarship funding is being sought.

STEP 2 – BEGIN YOUR ONLINE SCHOLARSHIP APPLICATION

Take your time preparing your scholarship application. Have all your documents on hand as a reference. The online application can be saved so that you can return and complete it over a period of time. The quality of your application will be taken into consideration, so do make sure that you take your time and do it well. The online application will time-out after a certain amount of time, but information on pages already passed will be saved and you will be able to log in again and continue with the application.

Go to the scholarships website at <http://www.studentcentre.utas.edu.au/scholarships/>

There is also a quick link to Scholarships from the UTAS homepage at www.utas.edu.au

Click on “[Apply for Scholarships](#)” from the top left hand side of the scholarships homepage, and then “[Apply Online...](#)”.

The next screen sets up your **UTAS authentication**. When you begin either your admission application or your scholarship application for the first time you will need to set up a new login account. This will mean choosing a username and password. If you're a current UTAS student, you may be able to use your UTAS email username and password. If not, choose whatever username and password you wish. If the username and/or password is already in use, the system will ask you to choose again. Be sure to **remember your username and password**, as you'll need these login details if returning to a saved scholarship application. You'll also need them for online acceptance of a scholarship or bursary offer.

The next screen is the **Start** screen and it lists categories of scholarships covered in the application. Click on **Begin**.

You will then see **Your Personal Information**. These details may already be completed if you've submitted an online application for admission, or previously commenced a scholarship application in the current cycle. If not, complete the details and click on **Next**.

You can **Choose Scholarships & Bursaries** on the next screen. Select your level of study from the drop-down menu. Choose which scholarships and/or bursaries you wish to apply for by ticking the box of each award you're eligible for. Click on the Selection Criteria... link for an easy way to quickly check eligibility details. (Then, by clicking on 'More information on this award' a new browser will open to show you the full details of that particular award.)

When you've ticked all the scholarships and bursaries you're eligible for, click on **Next**.

The next screens are the **Scholarship Questions**. The amount and type of questions you'll be asked to answer will depend on which scholarships you have selected. Complete the questions on each page carefully. Writing a short paragraph for most questions will suffice. Then click on **Next** to move through the following pages. There may be several more pages, depending on the number of awards you've selected. At the top of each page the awards to which the questions apply will be shown.

The next screen is the **Marketing Questions**. This information will help us to improve how we promote our scholarships. Tick the relevant box/es and then click **Next**.

The next screen will **Confirm Application Details**. Check the information carefully to make sure there are no errors. Use **Previous** to go back, or click **Next**.

STEP 3 – COMPLETING YOUR APPLICATION

The final screen is the **Declaration** page, authorising UTAS to use the information you've provided for the purpose of assessing your application. Read the declaration carefully, and then tick the accept box if you're happy to do so.

Then, once you're absolutely certain that your application is complete, click **Submit**. You won't be able to access the application again once it's submitted, so do make sure that it's complete before submitting it.

Clicking on **Save and Exit** will mean that you can access your application again, and add or alter any information. You **MUST** click **Submit** for it to be received by the Scholarships Office, so if intending to save the application until later, make sure that it's completed and submitted prior to the closing date. Applications are not able to be submitted online after the closing date. The Scholarships Office does not accept late applications.

WHAT HAPPENS NEXT?

Immediately after submitting your application you will receive an acknowledgement email. If you don't receive the acknowledgement it may be because either you haven't provided an email address, or you've clicked Save and Exit instead of clicking Submit. You must click Submit for the application to be sent to the Scholarships Office.

For our main round, allocation of awards to students commencing university for the first time starts once Year 12 results are released. The first offers are usually made the week prior to Christmas.

Allocation of awards to current university students starts once university results are released. The first offers are usually made in early December.

The scholarships office needs to wait until examination results for all applicants for each award are known before sending the applications to the applicable selection committee. If an interstate applicant has applied for the award this process may take longer than normal.

Once all information has been collated, the scholarships office distributes applications to selection committees. Funding for most scholarships and bursaries is provided by donations made through the University Foundation and usually the donor will be involved in the selection process. Most often, this will mean that applications are sent to an external selection committee, comprising the donor and their nominees.

Once members of selection committees have met and decided on their recipient, the scholarships office is advised. A formal scholarship offer is then made to the applicant by the scholarships office.

If successful, an email advising you of the offer will be sent to you by the scholarships office. You will then need to follow the online link provided to you in the email to respond to the offer. Once the offer is accepted, the scholarships office arranges payment as per the details in the offer.

Please note that unsuccessful applicants are not notified.

For our small mid-year intake, applications are sent to committees shortly after closing date and offers are made as soon as the various selection committees return their decisions.

NEED FURTHER INFORMATION?

For answers to frequently asked questions, please visit [UTAS Homepage > Current Students > Ask Student Centre > Scholarships](#)

If your query isn't answered there, please email Scholarships.Office@utas.edu.au