

Guidance Notes

The guidance notes are provided to help you accurately complete the application form for the Sanctuary Scholarship 2024/25 and should be read before you begin your application as you may find the answer in these notes.

Before you begin your application please ensure you have:

1. Read the information on the website carefully
2. Read the Sanctuary Scholarship 2024-2025 Terms and Conditions carefully
3. Checked you meet all of the following Essential Eligibility Criteria:
 - a. Students must be able to provide evidence that they are an asylum seeker or have been granted Discretionary Leave to Remain or some other form of temporary leave as a result of an asylum or human rights application.
 - b. Students must have received a conditional or unconditional offer of Undergraduate level study from City, University of London, having applied through UCAS (www.ucas.com) If an offer is conditional, all conditions of the offer of a place must be met (e.g. academic and English language qualifications) in order to embark on the degree and receive the Scholarship. Please refer to the terms and conditions regarding eligible modes of study.
 - c. Students must be new full-time entrants to City and have not already been awarded with a degree.
 - d. Students must be starting the first year of their degree as a new student (i.e. those starting in Foundation Year, Year 2, Year 3 and Year 4 are not eligible).
 - e. You must be able to provide us with a reference from a suitable organisation such as a school, community group or charity. For more information on what is required of your referee please see Section 5. You must meet all of the essential eligibility criteria in order to submit an application.

Data Protection

City, University of London needs to collect, maintain and use personal data relating to you to allow us to process your application for the Sanctuary Scholarship. The details you have provided on the form will be used to assess your eligibility for the Scholarship and to inform the selection process. The information on this form will be seen by the selection panel which consists of members of staff from the University. View our full **Privacy Notice** by clicking on the link.

Guidance for completing the application form

The form requires you to complete each section of the form, we will not accept or consider incomplete submissions.

The guidance notes are provided for questions where additional information will help you to answer to the best of your ability. Not all questions will have accompanying guidance notes. Applicants are required to submit supporting documentation and a reference in addition to the application form. Please ensure you include your UCAS Personal ID number on all correspondence. Candidates should note that applying for a Sanctuary Scholarship is a competitive process. We usually receive more applications that meet the eligibility criteria than there are Scholarships available. We recommend applicants allow plenty of time to prepare their application, check the form thoroughly before

submitting and ensure that every section is fully completed. We wish you the best of luck with your application.

Section 2 – Personal Information

In this section, you will be required to share personal information concerning your UCAS application and immigration status.

Please provide us with your ten-digit UCAS personal ID number

Your personal UCAS number confirms that you have applied to study at City, you must provide this on the form to proceed with the application. You can find your UCAS Personal ID number by logging in to your UCAS account online. Do not attempt to fill out the form without this, your application will not be processed.

Please provide us with the details of your UCAS application

The Sanctuary Scholarship provides funding for a maximum of three years. If the duration of your course is longer than three years, you will be required to fund any additional years yourself and explain how you intend to do this.

Personal details

We may need to contact you to request further information regarding your application, please ensure you complete this section in full.

Previous higher education (HE) experience

This information helps us understand the barriers you may have encountered when accessing HE in the past. Please provide as much detail as you can.

Date of first entry into the UK

This must be displayed as format: DD/MM/YYYY

Section 3 – Further Information

In this section you are asked to provide us with further information about your personal circumstances, which will help us to assess what support needs you may require if your application is successful.

The information you provide here will not be considered during the selection process:

1. Who do you currently live with?
2. Where do you plan to live during term-time?
3. Do you have a UK bank account? Guidance: Successful applicants will require a valid UK bank account to receive the Scholarship funds. If you do not already have a UK bank account we recommend you apply for one as soon as possible. If you anticipate there being a delay in opening a bank account please indicate this on the form by selecting ' I do not have a UK bank account and I am unable to open one'.

Section 4 – Your personal statement

This section is an opportunity for you to tell us more about yourself. We will use the information that you provide to assess your application against our selection criteria. We recommend you complete this section including as much detail as possible and note that this is a competitive process, please take the time to complete this section to the best of your ability. The selection panel will only be able to consider information that is provided in your application form. Whilst we do require some background information explaining what led you to seek asylum/ about your human rights application, we do not require you to give details that you are uncomfortable sharing. Your

Referee (see section 5) will be asked to provide a supporting statement about you but if there is any information that you feel is particularly relevant and should be considered when your application is considered, you must ensure it is included.

1. Rationale for higher education

When completing this section please make sure you include the following:

- What you have chosen to study and why?
- Why did you apply to study at City, University of London?
- What are your ambitions for the future?
- How will the Sanctuary Scholarship help you to achieve your ambitions?

2. Interruptions to prior education

When completing this section, please make sure you include the following to help us understand your educational journey so far:

- How has your education been affected by your personal circumstances?
- What barriers have you faced in continuing your education?
- What steps have you taken to overcome these barriers?

3. Details of your current immigration status in the UK

We require this information to confirm your eligibility for the Scholarship and assess what steps we may need to take to support you. If you are in the process of renewing Home Office documentation please provide details of your current situation and any relevant information regarding the pending decision dates.

4. Scholarship and support needs

We will use the information that you provide in this question to understand how you will support yourself whilst at university. We will consider whether the Scholarship meets the needs you have disclosed and what other sources of support are available to you. When completing this section please include the following in your answer:

- Please include details of any charities, trusts, foundations or local authorities you have applied for funding and provide the outcomes of these applications. Note: The maintenance sum we offer is intended to fully support your living costs.
- Please include details of any organisations that provide you with any financial, practical or pastoral support e.g. Refugee Council or STAR
- If you have attended school/college since coming to the UK, how have you been funded/ supported financially in your studies?
- Do you have any plans other than this Scholarship for supporting yourself financially while at university?

Section 5 – Referee Statement

Applicants are required to upload their reference to their application form. The reference must meet the following requirements:

- The reference must be provided by an independent professional such as your former teacher, representative from your place of worship or a community organisation such as a charity where you have volunteered / employer and the referee must be able to demonstrate they know you in this capacity.
- The reference should be provided on an official letter head including your referee's full name, role in organisation, name of organisation, organisation name and address, telephone

number and professional email address. Your referee is required to provide the following information:

- Your personal and financial circumstances and what barriers you have overcome to continue your education.
- How well suited you are to the university course you plan to study.
- What contribution you've made to the referee's organisation and/or community
- Any other information that they believe to be relevant. Please note: It is the applicant's responsibility to provide an appropriate reference, we cannot accept references from family members or friends and we cannot consider applications without one. If you are having any issues with obtaining a reference, please get in touch with us: citycaressupport@city.ac.uk.

Section 6 – Evidence

This section requires you to attach all the relevant information regarding your immigration status and entry in the UK. Please ensure all documents attached are dated within the last 6 months and contain your UCAS Personal ID number on every page. It is your responsibility to ensure you have uploaded all relevant information. If you upload an incorrect document your application may not be considered if deemed ineligible.

1. Evidence of your immigration status (please ensure that the immigration stamp is visible as appropriate)
2. Evidence of UK address
3. Evidence of first date of entry to the UK.

Section 7 – Declaration

This section requires you to sign a declaration confirming you consent to City's Privacy Notice regarding storage and use of your personal data and the Terms and Conditions of the 2024 Sanctuary Scholarship. Please ensure you read each statement carefully. If you do not complete the declaration your application will not be considered.