

# Application Guidelines for Entry Level Scholarships

Before you begin your Application, read the Scholarship Information Sheet carefully to ensure that you meet and address the eligibility criteria for each scholarship you are applying for. Scholarship Information Sheets can be found at [www.cdu.edu.au/scholarships](http://www.cdu.edu.au/scholarships)

If you have any questions regarding any Scholarships and/or your application, contact the Scholarships Officer prior to completing your application.

**Carefully read and complete all sections on the application form as follows;**

**Use an 'X' to indicate your answer for all questions that provide a  for your response.**

## Personal Details

You are required to complete the personal details section. Mandatory Fields are marked with an asterisk (\*)

You can apply for as many scholarships as you are eligible for. If you are applying for more than one scholarship, you only need to complete one application form and indicate which scholarships you are applying for by marking the boxes or writing the name of the scholarships in the section provided.

***Helpful Hint:** Although you only need to complete one Application Form, provide separate answers to section 6 for each scholarship you wish to apply for.*

### 1. Citizenship/ Permanent Resident Details

You **must** attach a certified copy of the requested documentation to your application. Australian Citizens need to provide a certified copy of their birth certificate or relevant page of their passport.

Holders of Australian Permanent Humanitarian Visa's **must** provide a certified copy of the relevant page from their passports.

***Helpful Hint:** Copies can be certified at Casuarina, Palmerston and Alice Springs, or the Administration Areas of any of our regional campuses. You must provide the original document when requesting a certified copy.*

### 2. Are you of Aboriginal or Torres Strait Islander origin?

If you are of Aboriginal or Torres Strait Island origin, place an 'X' in the box marked 'Yes'.

**If you have answered Yes to Question 2, you must provide supporting evidence of your Aboriginality. This may be a;**

- a copy of a recent statement from Centrelink showing that you are in receipt of ABSTUDY; or
- a declaration stating that you are of Aboriginal or Torres Strait Islander descent. You can download a declaration from the scholarships webpage and attach this to your application.

### 3. Education Background

Complete all of the details requested as outlined in the example below.

|  |                           |                    |             |          |          |          |
|--|---------------------------|--------------------|-------------|----------|----------|----------|
| Name of school currently attending/last attended?  | <i>Darwin High School</i> | Year last attended | <i>2006</i> |          |          |          |
| Street name or PO Box  | <i>Bullocky Point</i>     | State              | <i>NT</i>   |          |          |          |
| Suburb or Town   | <i>DARWIN</i>             | Postcode           | <i>0</i>    | <i>8</i> | <i>2</i> | <i>0</i> |
| Have you completed your high school certificate (e.g. NTCE or equivalent)?   |                           |                    |             |          |          |          |
| <input type="checkbox"/> <b>Yes</b> If, yes which year? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>No</b> (go to section 5) |                           |                    |             |          |          |          |

#### 4. Academic Results

Complete this section if you are completing your High School Certificate this year.

In the space provided list the subjects and levels that you are currently studying along with the corresponding Trial NTCE or IB Results and your ranking out of all the students in the class.

#### 5. Contact details of two Referees

Your referees will be contacted to confirm the details that you provide on your application.

Complete all details as outlined in the example below.

|  | Referee 1                                 | Referee 2                             |
|--|---|---------------------------------------|
| Name and Position                      | <b>Mr Joe Bloggs<br/>Lecturer</b>         | <b>Ms Julie Goolie<br/>Supervisor</b> |
| Organisation                           | <b>Charles Darwin University</b>          | <b>The Shed Cafe</b>                  |
| Day time Telephone (Include area code) | <b>(08) 8946 6666 or<br/>0421 000 000</b> | <b>(08) 8948 0000</b>                 |
| Email                                  | <b>joe.bloggs@cdu.edu.au</b>              | <b>j.goolie@bigpond.net.au</b>        |

**Helpful Hint:** It is a good idea to talk to your referees to let them know that you are applying for a scholarship. You may even want to provide them with a copy of your application. This will help them to answer our questions.

#### 6. Written statement

In this section, you should address the eligibility criteria for the scholarship and answer the questions listed on the application form. Your answer should be approximately 500 – 1000 words. This information will be used to assess your application so we advise that you take some time in preparing it.

**Helpful Hints:** Present your answers as a word processed document and attach it to your application. This will add to the overall presentation of your application and allow the selection panel to read your answers easily. Ensure you place your Name, and the Name of the Scholarship at the top of the sheet.

Structure your answers so that the information you provide can be clearly understood. You may also consider using bullet points to outline academic achievements/prizes or any other information you feel is best presented in this format.

Some scholarships have specific criteria which should be addressed. For example, if the scholarship requires applicants to demonstrate 'leadership potential', or 'community involvement', or 'a passion for IT', you should use specific examples to address this criterion in your answer.

#### 7. Use the Checklist

Go through the checklist to ensure that you have completed all sections of the application form and have provided all the supporting documentation required.

If you do not provide all of the required documentation your application can not be assessed.

**Remember,** if you require documents to be copied and certified, this can be done by our Customer Service Officers at Casuarina, Palmerston or Alice Springs Campuses, or the Administration areas of any of our Regional Centres.

## 8. Declaration

You must read and sign the declaration on the application form for your application to be assessed.

**If you require assistance to prepare your Scholarship Application, please contact one of the areas listed below;**

For general Scholarship enquiries contact the **Scholarships Officer:**

**Phone:** 08 8946 6442  
**Fax:** 08 8946 6642  
**Email:** [scholarships@cdu.edu.au](mailto:scholarships@cdu.edu.au)  
**Website:** <http://www.cdu.edu.au/scholarships/>  
**In Person:** Information Centre, Casuarina Campus

Indigenous applicants who require assistance can contact the Indigenous Academic Support Unit who can provide the appropriate contact based on which course you have applied for.

**Phone:** 08 8946 7413  
**Website:** <http://www.cdu.edu.au/study/indigacadsupport.html#4>  
**In Person:** Indigenous Academic Support Unit, Blue 2, Casuarina Campus