

Guidelines for Applicants of Massey Scholarships

This is a brief guide to assist you in applying for a Massey University Scholarship, Bursary, Award or Grant. The term 'scholarship' will be used in this guide in reference to all types of awards offered by Massey University. The purpose of this guide is to provide you with some advice on how to get started, what to look out for, as well as strategies for submitting the best possible scholarship application you can.

The Scholarships Team are here to help you with your scholarship application. If at any stage you have any questions about any of the scholarships on offer, or about the application process, please email us at scholarships@massey.ac.nz. If you are a current Massey University student holding a scholarship, you can also seek support for your application through the Scholars@Massey Programme by emailing scholars@massey.ac.nz.

1: Understanding the scholarship regulations and what is required to complete the application form

Every scholarship has a set of regulations which provide important information including who is eligible to apply, what the selection will be based on, and any conditions attached to the scholarship.

- It is important that you read the regulations carefully before you apply for a scholarship to make sure it is the right scholarship for you.
- Check the regulations to confirm you meet the eligibility criteria for the scholarship.
- The regulations will tell you if you need to provide any supporting documents with the application, such as an essay, references, certificates or evidence of residency or cultural identity.
- If you are being asked to provide supporting documents, have them ready before you start filling out the application form.
- If you are unable to provide references or documents with the application by the application close date, please let us know at scholarships@massey.ac.nz. See Section 4 for more information on the submission of references and other supporting documents.

2: Answering questions on an application form

- Read through the full application form carefully before you start answering the questions or entering the information requested.
- Make sure you understand what is being asked and have any information to hand that you are being asked to provide.
- If you are being asked to provide a short statement within an application form, keep that statement clear and concise. Draft an answer before you enter it into the application form, so that you can check that it answers the question and has no spelling mistakes or grammatical errors.

3: Supporting Statements

- Many scholarship applications ask for a supporting or personal statement. Check the regulations and the application form for what information your statement should contain. It is important to ensure your statement meets the criteria and uses language that is similar to, or reflects, the regulations.
- Some examples of supporting statements and what you may need to provide are:
 - a summary of why you are a suitable applicant (for example, how you meet the criteria, what personal attributes you possess, and/or academic or career ambitions you have and how the scholarship would help you attain this).

- what you would use the scholarship money for if you received the award (for example, it would assist with payment of tuition fees, living expenses while studying, or research expenses).
- if it is a hardship award, a brief explanation of your personal financial situation, how it is impacting upon your study and if requested, a budget.
- Some scholarships ask that you provide an essay as well as, or instead of, a supporting or personal statement. Read the instructions provided carefully about what your essay should contain and stick to any word limit given. If no word limit is given, keep the essay short and precise, but aim for one A4 page at least.

4. References and supporting documents

- Read the regulations and any information provided within the application form to understand who a suitable referee for your scholarship application would be.
 - If you are asked to provide a character reference, that reference can be provided by a community group or church group leader, teacher or academic mentor, Kaumātua, employer, or leader or administrator within a sporting, voluntary or charitable organisation.
 - If you are asked to provide an academic reference, that reference can be provided by a teacher, lecturer, tutor or academic mentor, Dean, Head of School, or a person with a formal role within a secondary or tertiary institution, or by a Massey University Programme staff member.
 - When asking someone to be a referee, send them the regulations for the scholarship and any important information about you that will help them to write a supportive reference statement (for example, your CV, academic transcripts or personal statement for the scholarship application).
 - For some scholarships, a form can be provided to referees if they prefer to fill that out rather than providing a letter; this form can be requested from the Scholarship Team.
- If you are asked to provide official documents, such as academic transcripts, award documents, or confirmation of membership of sporting organisations or a professional body, attaching pdf copies or scanned documents is acceptable. If verification of any document you have provided is required, you will be advised.
- If references or documents cannot be provided at the time of application, they should be emailed to the Scholarships Team at scholarships@massey.ac.nz before the application closing date. We request that you, or your referee, enter your name and the name of the scholarship you are applying for in the subject line in the email.

Summary

- Check the regulations carefully to make sure you are eligible to apply for the scholarship and that you can provide the information required and any supporting documents requested for the application.
- Read the questions asked in the scholarship application carefully and ensure you provide the correct information.
- Some scholarships have a high number of applications which selection committee members must read, so keep your answers to application questions brief while making sure you have provided all the information requested.
- Check your spelling and grammar. If possible, get someone else to proof-read any statements or essays you are providing with an application – they may spot any spelling or grammatical errors or any wording that is not clear.
- Provide all the supporting documents requested or advise within the application that they are being sent separately.
- Any supporting documents being sent separately by you or a referee to support the application should be emailed to the Scholarships Team at scholarships@massey.ac.nz by the application closing date, and the subject line should contain your name and the name of the scholarship you are applying for.
- If you have any questions about the regulations or what is required within an application for a specific scholarship we offer, please email us at scholarships@massey.ac.nz