



# Scholarship Application Guidelines

## Before Applying

### **OFFER FOR ADMISSION**

You must be offered admission on a course at Swinburne University of Technology Sarawak Campus, Malaysia before you can apply for a scholarship.

### **ACADEMIC ELIGIBILITY**

Please ensure that you have checked the eligibility criteria for the scholarships. If you are unsure whether you meet the eligibility criteria, please contact the Marketing & Student Recruitment Office ([study@swinburne.edu.my](mailto:study@swinburne.edu.my)).

## Application Checklist

Please ensure that you include ALL of the following supporting documents with your application, as these are mandatory. An application received without any of these documents will be rejected.

- |                                                                 |                          |
|-----------------------------------------------------------------|--------------------------|
| Scholarship Application Form                                    | <input type="checkbox"/> |
| Letter of Offer                                                 | <input type="checkbox"/> |
| Copy of your official transcript                                | <input type="checkbox"/> |
| Reference letter by a previous tutor, principal<br>or employer) | <input type="checkbox"/> |

## Completing the Application Form

Please read this step by step guide carefully and ensure you fill out all the relevant sections as indicated.

### **Course Applied for**

Please put the full name of your course here.

### **Intake Date**

This refers to your intended commencement date of your course.

### **Personal Details**

Please ensure you fill this information in completely, where applicable, and use a contact number and email address that is active and that you have regular access to.

### **Academic Qualifications**

You will need to include all your relevant academic qualifications in this section. Please make it clear in which country your study took place, what level of study you undertook (e.g. A Level, UEC, STPM, SPM, O Level).

### **Personal Statement**

This is a mandatory section to talk about yourself, your career aspirations and experience (professional or academic) to-date, any extra-curricular activities you are involved in that relate to your chosen course, and why you are interested and want to pursue the course. This should not be more than 500 words.

### **Financial Need**

In this section you need to explain your level of financial need, including details of any other sources of funding you expect to receive and any special circumstances affecting your need for financial assistance. This is an application for Full tuition fee scholarship, please explain how you intend to cover the expenses in the event that you fail to meet the minimum CGPA requirement to continue the scholarship offering. Even with a fee award scholarship, student must prove that you can cover your living expenses in Malaysia. This should not be more than 300 words.

### **IMPORTANT**

Please note that the number of scholarship applications we receive far exceeds the awards we have to offer. This means our scholarship application process is highly competitive and that the criteria is firm. **DO NOT ASSUME THAT AN APPLICATION MEANS AN AWARD.** We advise students to research other sources of funding in the event that your application is not successful.

## APPLICATION FORM (FULL SCHOLARSHIP ONLY)

### Vice-Chancellor Academic Excellence Scholarship

Foundation Studies

Undergraduate Studies

<b>Are you a Malaysian or International Student?</b>	Malaysian <input type="checkbox"/>	International <input type="checkbox"/>
<b>Course applied for:</b>		
<b>Intake Date:</b>		

### PERSONAL DETAILS

<b>Full Name</b> <i>(as per passport or identification card)</i>			
<b>Date of Birth</b>		<b>Country of Citizenship</b>	
<b>Email Address</b>			
<b>Postal Address</b>	<b>Residential Address (if different from postal address)</b>		
<b>Telephone</b> <i>(including country codes)</i>		<b>Mobile Number</b> <i>(including country codes)</i>	

### ACADEMIC QUALIFICATIONS:

Name of School/University/ Institution and Country of the Location	Start date/year of course	Completion Date/year of course	Title of Qualification obtained <i>(e.g. GCE A Level)</i>	Results <i>(please enter your final academic grade, e.g. 4A*)</i>

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**PERSONAL, PROFESSIONAL AND/OR ACADEMIC ACHIEVEMENTS**

Please use the space below to provide details of any other prizes, awards, qualifications or achievements which you would like to share.

## **PERSONAL STATEMENT**

Please use the space below to talk about yourself, your career aspirations and experience (professional or academic) to-date, any extra-curricular activities you are involved in that relate to your chosen course, and why you are interested and want to pursue the course at Swinburne University

***(500 words maximum)***

## FINANCIAL

Please use the space below to explain your level of financial need, including details of any other sources of funding you expect to receive and any special circumstances affecting your need for financial assistance. This is an application for Full tuition fee scholarship, please explain how you intend to cover the expenses in the event that you fail to meet the minimum CGPA requirement to continue the scholarship offering. Even with a fee award scholarship, student must prove that you can cover your living expenses in Malaysia. **(300 words maximum).**

## **SUPPORTING DOCUMENTS (To be attached with the application form):**

- A copy of the Letter of Offer from Swinburne University of Technology Sarawak Campus
- A copy of your transcript and certificate from your most recent/current academic study; all documentation must be provided in English.
- A reference letter (this should be written by a previous tutor, principal, academic or employer)

### **General Privacy Statement**

The information collected on this form is to assess your application for scholarships and bursaries at Swinburne University of Technology Sarawak Campus. The information is processed in accordance with the Malaysian Personal Data Protection Act (PDPA) 2010. It is only disclosed to third parties only with your consent or to meet statutory obligation.

For more information, please refer to the University's Privacy Policy at <http://www.swinburne.edu.my/privacy/>.

By signing this form, you are subject to the Student Privacy Notice of the University and have consented to the processing and disclosure of your personal data for the fulfilment of this contract.

## **UNDERTAKING BY APPLICANT**

By submitting this application,

1. I declare that the information submitted with this application is true and complete. I further declare that all academic results submitted are a complete record of all result I have obtained from every institution I have attended.
2. I acknowledge that failure to disclose my academic record may result in the University revoking an offer or terminating my studies at any stage.
3. I authorise the University to seek verification of my academic and professional qualifications, and work experience. I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5. I will pay all the relevant fees before the commencement date of the program, failing which, the scholarship/bursary offered will automatically lapse.
6. I acknowledge that the University reserves the right to alter any terms and conditions of the scholarship/bursary without prior notice.
7. I understand that by signing this form, I am subject to the University's Student Privacy Notice and give the University consent to process my personal data for the fulfilment of this contract.
8. I confirm that I have obtained consent from the individuals mentioned in this form and notified them of Swinburne's Student Privacy Notice in the processing and disclosure of their personal data for the purpose of this contract.
9. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of processing my application

<b>Date:</b>	
<b>Print Name:</b>	
<b>Signature:</b>	

Pro-Chancellor Academic Excellence Scholarship  
Swinburne University of Technology Sarawak Campus, Malaysia

Please note that applications must be received before \_\_\_\_\_.

For more information on all of our scholarships, deadline and the application procedure, please refer to <https://www.swinburne.edu.my/study/study-options/scholarships.php>

**Contact:** Marketing & Student Recruitment ([study@swinburne.edu.my](mailto:study@swinburne.edu.my))