



## Application Form Guidance

Applying for a 2015/16 Chevening Award is a straightforward, four step process.

### 1. Eligibility check

Once you choose in which Award category you would like to apply, you will be asked to answer a set of eligibility questions. These questions will help you to determine whether you are eligible to apply for a Chevening Award. You will be asked simple yes/no questions about:

- Undergraduate educational qualification
- Work experience
- Leadership aspiration
- Citizenship/nationality
- Any previously received UK government scholarships
- Whether you or your family are or have been employed by the UK government or related organisations
- Commitment to returning home for a minimum of two years after your Award
- Whether you have researched suitable UK university courses and are prepared to make applications for entry to them

It is important that you answer these questions honestly. If you are offered an Award but it is found that you have been dishonest in your answers here, your Award may be rescinded and any funding given to you reclaimed.

Depending on your answers you will either be deemed:

- **Eligible** to apply and therefore able to proceed to the next steps
- **Ineligible**, in which case you will not be able apply for a Chevening Award

If you have answered incorrectly and get locked out of the system, see the Help Centre or contact [support@wcn.co.uk](mailto:support@wcn.co.uk).

You can read more information about the Chevening eligibility criteria [here](#).

Please note that some Fellowship/Short Course Award categories do not require this initial Eligibility Check and instead the application process begins with registration / logging in, detailed below.

### 2. Register / Log in

If you are deemed eligible to apply, you will be asked to create an account. To do this, you will need to provide your name, email address and a password. Alternatively, you can create an account by clicking the LinkedIn or Facebook button, and entering your existing account details.

If you forget or lose your password you can use the '**Forgot your Password?**' button.

Please keep your log in details safe and do not lose these as you may wish to log in and out of the system rather than completing the application in one sitting.



### 3. Complete the application form

In most Award categories, there are ten sections to the application form, and you will need to complete all sections before you can submit your application. Once you have completed the application, you will be asked to electronically sign a declaration in order to submit. You can save your application at any time, and log in to complete it later.

#### Section 1 - Personal Details

- Title
- Name
- Date of birth
- Citizenship(s)
- Current place of residence

#### Section 2 - Contact Details

- Email address(es) *If you enter two email addresses, messages will be sent to both.*
- Phone number(s)
- Skype ID *If you have one and wish to provide it.*
- Current postal address

#### Section 3 - Your Education

- Country of study at undergraduate level
- University/college attended *If not available in the drop-down menu, select 'Other' and specify.*
- Dates of study
- Degree type
- Degree subject
- Course title
- Result Scale *Indicate the range of possible results provided by your college/university.*
- Result *Indicate your final result, within the range of possible results specified.*

Result scale – Different institutions use different marking scales, so we ask you to select the scale that most closely matches what your college/university used.

Attach transcript or certificate - You can upload a scanned version of your qualification (e.g. a certificate or diploma) or transcripts (an official report from your university/college detailing your performance). Files must be in PDF format in order to be uploaded.

Postgraduate qualifications - If you already have any postgraduate qualifications, you will also be able to enter those details. *You may enter up to five postgraduate qualifications.* If you have more than five postgraduate qualifications, you should include the five that are most recent.

You will need to include details of your postgraduate qualification results by choosing which marking scale best matches your experience.



If you are unsure whether your postgraduate qualification result is the equivalent of a 1, 2.1, 2.2 or 3, please simply indicate whether you passed (Pass) or failed (Fail) the course. Alternatively you can choose 'Other' and specify degree result in the box below.

#### Section 4 - your work experience

- Current employment status
- Previous work experience(s) including name of employer and position held *You may enter up to ten.*
- Dates worked
- Total number of weeks worked during this time period
- Average number of hours per week worked
- Summary of your responsibilities

If you have held more than ten previous positions, you should enter the ten that entailed the greatest number of hours worked.

The application form will multiply the total number of weeks worked by the average number of working hours per week to calculate how many hours you worked in each position you enter. This calculation will determine whether you meet the minimum requirement for number of hours worked (which is typically the equivalent of two years, but may be higher in Fellowship/Short Course Award categories).

#### Section 5 - English language qualification

If this is required in your Award category, you will be asked if you have taken an English language test. If so, you will be asked to provide your test results.

Not all applicants will be asked these questions.

#### Section 6 - UK university applications

- Names of universities/colleges
- Names of courses
- Whether you have already made an application for entry
- If so, whether you have received a conditional or unconditional offer

In most Chevening Award categories, it is important that applicants carefully research and choose three university course choices. Please list three UK university courses that you wish to attend in order of preference. These must be three different courses, but they may be at the same university. *You should include an ambitious choice (that you aspire to gain entry to) and an insurance choice (that you are confident you will gain entry to).*

Please note that there is a tuition fee cap of £13,000 for MBA and MFin courses. If you select any MBA or MFin course, you will be expected to fund the remainder of the fees over the £13,000 cap.

Do not enter the same course more than once as this is not allowed and doing so will invalidate your application.

In this section, you will also be able to upload a scanned version of your conditional or unconditional offer letter, if you have one. If you received this information from the university in an email, you should use PDF converter software to convert this to a PDF in order to upload it.

If you are applying in a partnership Award category that is linked to a specific UK university and/or course, this will be pre-entered as your first choice, but you will still need to specify two further courses in order to apply.



## Section 7 - application questions

This is one of the most important parts of your application. You will complete several short essays of up to 300 words each. In most Award categories, these include:

- Your personal statement
- Your academic background
- Your leadership and networking skills
- Your career plan and benefit to your home country

If you are applying in a partnership Award category you may also have to answer up to three additional questions that are specific to that Award category.

Please note in some Fellowship/Short Course Award categories you may difference essays to complete.

## Section 8 - references

In most Chevening Award categories, you will enrol two referees during the application process. These individuals will be contacted to provide a reference on your behalf once you submit your application. You are encouraged to choose individuals that can write about your talents, abilities and leadership potential in English. You should not enrol family members, friends or colleagues at peer level as potential referees.

To enrol each referee, you will enter their:

- Name
- Job title
- Organisation
- Capacity in which known
- Telephone
- Email

You can change the contact details (email, telephone) for your referees in the Application Centre if they change after you submit your application.

You will be able to add up to three additional referees later in the process if you need to. You may do this when completing this section, or later by accessing the Application Centre.

Only two references will be reviewed as part of your application. If you enrol more than two referees, when your referees submit their references they will be considered in the order in which they were enrolled. Additional references received after the required two have been received will not be reviewed by the selection committee.

All references must be completed in English. The deadline for your referees to respond is midnight GMT on Sunday 30 November 2014. When we contact your referees requesting a reference, we will inform them of this deadline, but we recommend you also inform them of the requirements. If we do not receive two complete references by this deadline, your application will be deemed incomplete, and you will not be considered for an Award.



## Section 9 - applicant declaration

You will confirm the status of the following areas:

- Whether you or your immediate relatives are employed by the UK government, Chevening or its partners
- Citizenship
- Requirement to return home upon completion of your Chevening Award
- Any previous UK government funding received

Please note in some Fellowship/Short Course Award categories you may not see this page.

## Section 10 - immigration questions

- Whether you hold a valid passport
- Whether you have previously been to the UK and, if so, in what capacity
- Whether you have a valid UK visa or other permission to enter the UK already
- Whether you have ever been refused a visa, or have any criminal convictions

Here, you may also upload a scanned version of your passport (from the country in which you applying). Files must be in PDF format in order to be uploaded.

## Equal opportunities and marketing survey

You will then be asked some basic information that is not used to assess your application. This includes:

- An equal opportunities monitoring form
- Questions about how you heard about Chevening
- Whether you are applying to other scholarships

## Submit application

Finally, you will electronically sign a final application declaration by ticking a box, indicating your affirmation of the statement on the screen, and submit your application.

## **4. Post-submission confirmations**

You will receive an email confirmation that your application has been received.

You can log into the Application Centre to review the status of your application, view your submitted application and enrol additional referees (up to a maximum of five).

If it is required in your Award category, it is important that at least two of your referees submit references for you by the deadline (typically midnight GMT on Sunday 30 November 2014), otherwise your application will be deemed incomplete and not considered. We recommend being in close contact with your designated referees to remind them that this is an important and require element of your Chevening application.

You can also update some of your details (e.g. contact details) should they change after submitting the application by clicking on your name, towards the top left of the screen.

## **Help desk**

There is a 24-hour help desk that you can contact during the application period to seek assistance regarding the application system. You can also email if you face technical difficulties: [support@wcn.co.uk](mailto:support@wcn.co.uk).



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If you have questions regarding eligibility, choosing an Award category in which to apply, choosing UK university courses, or any Chevening policy-related areas, you should review your country's page on [www.chevening.org](http://www.chevening.org) or contact your nearest UK Embassy or High Commission.

***We wish you the best of luck in your application!***