



Scholarships

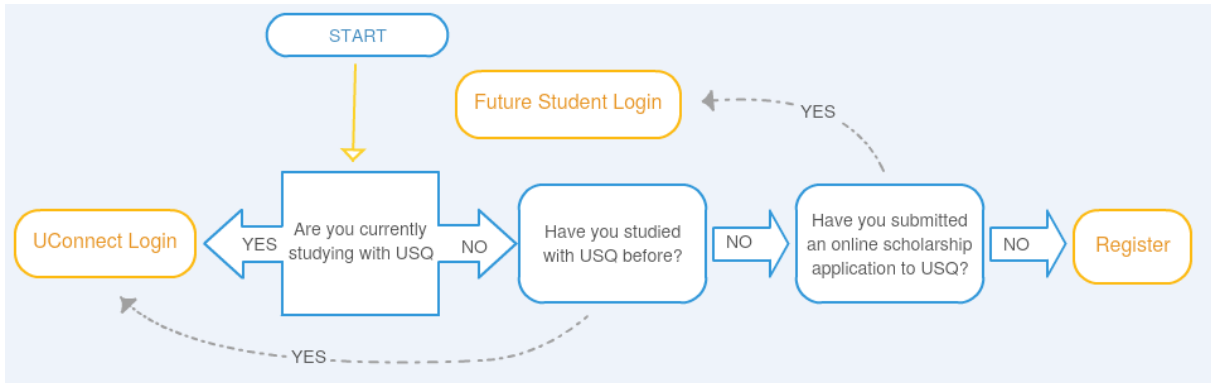
Online Scholarship Application

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Overview

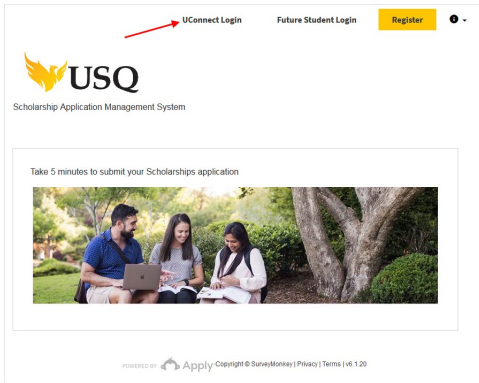
In order to submit an online Scholarship application you will need to log into the Scholarship Application Management System (SAMS). As there are three different log in options, the following diagram will assist you in determining the option applicable to you.



UConnect Login

The 'UConnect Login' applies to USQ students. You will require your USQ student Username and Password to login.

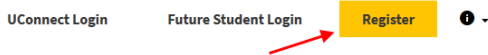
1. To log in using the UConnect Login, click on UConnect Login at the top of the page.



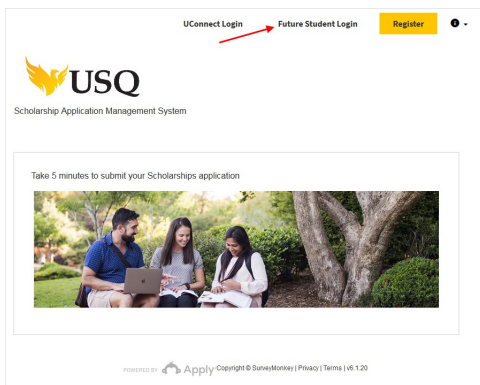
2. Enter your USQ Username and Password then click the Logon button.

Future Student Login

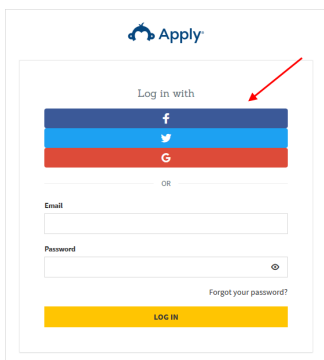
The 'Future Student Login' applies if you are not a USQ student and have never studied with USQ. You can only use the Future Student login if you have an existing Survey Monkey account (you will have an existing account if you have submitted an online scholarship application to USQ or you have clicked on the Register button at the top of the page and registered for an applicant account).



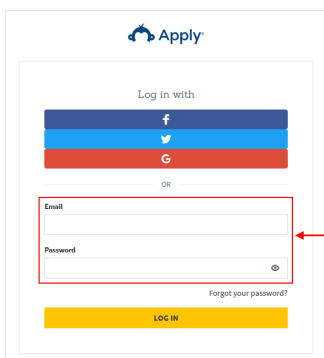
1. To log in using the Future Student Login, click on 'Future Student Login' at the top of the page.



2. If you initially registered for your applicant account using a social media platform, click on the associated button to login.



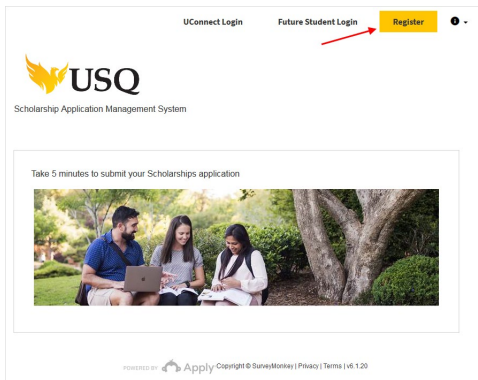
3. If you initially registered for your applicant account using your email address, enter your registered information and click the 'LOG IN' button.



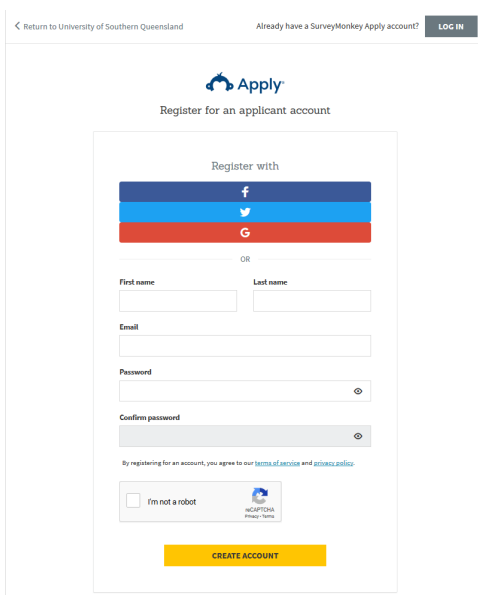
Register

If you are not a USQ student, never studied at USQ and have never submitted an online scholarship application to USQ, you will need to register for a new applicant account.

1. Click on the 'Register' button at the top of the page to begin.



2. The registration page is displayed.



2. You have two available options for account registration.

Social registration: allows you to register for you applicant account using an existing social networking service such as: Facebook, Twitter or Google+

Email registration: allows you to register using your name and email address.

Social Registration

Facebook

If you would like register for an applicant account using Facebook, click on the button.



Twitter

If you would like register for an applicant account using Twitter, click on the button.



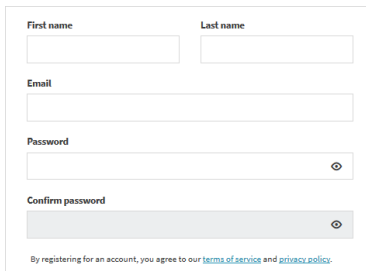
Google+

If you would like register for an applicant account using Google+, click on the button.

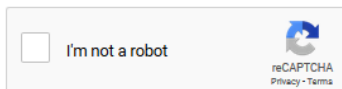


Email Registration

1. If you would like to register for an applicant account using an email address, enter your personal information and select a password you would like to use for future logins.

A registration form with the following fields: 'First name' and 'Last name' (two separate input boxes), 'Email' (one input box), 'Password' (one input box with an eye icon), and 'Confirm password' (one input box with an eye icon). Below the fields is a small text link: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).'

2. Select the 'I'm not a robot' checkbox to verify your information.

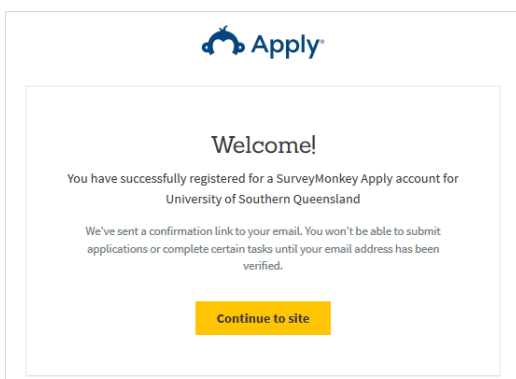


3. Click the 'CREATE ACCOUNT' button.

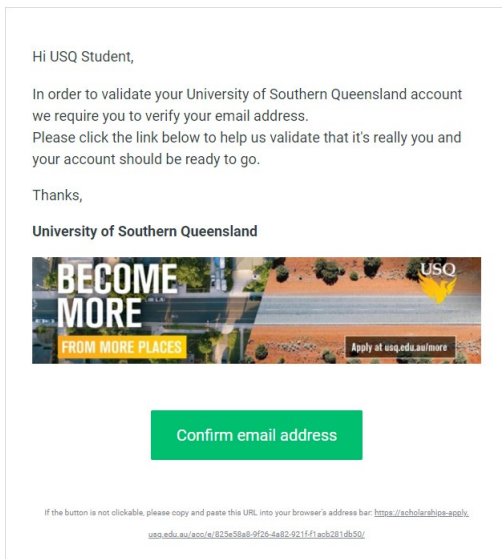


4. The following confirmation message will display when your applicant account has been successfully registered.

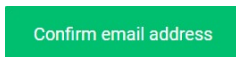
Please note: If you do not receive the verification email within a few minutes, please check your Junk Email folder just in case it got delivered there instead of your inbox.



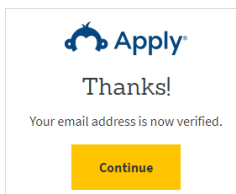
5. Open your email account and locate the verification email.



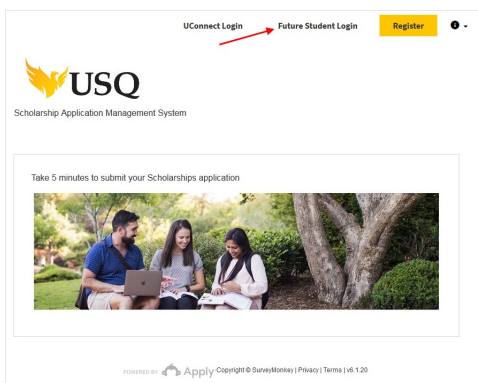
6. Click the 'Confirm email address' button.



7. The following message will be displayed when you have successfully verified your email address. Click the 'Continue' button.



8. After clicking the Continue button you will be automatically sent back to the log in page. Click the 'Future Student Log In' at the top of the page.

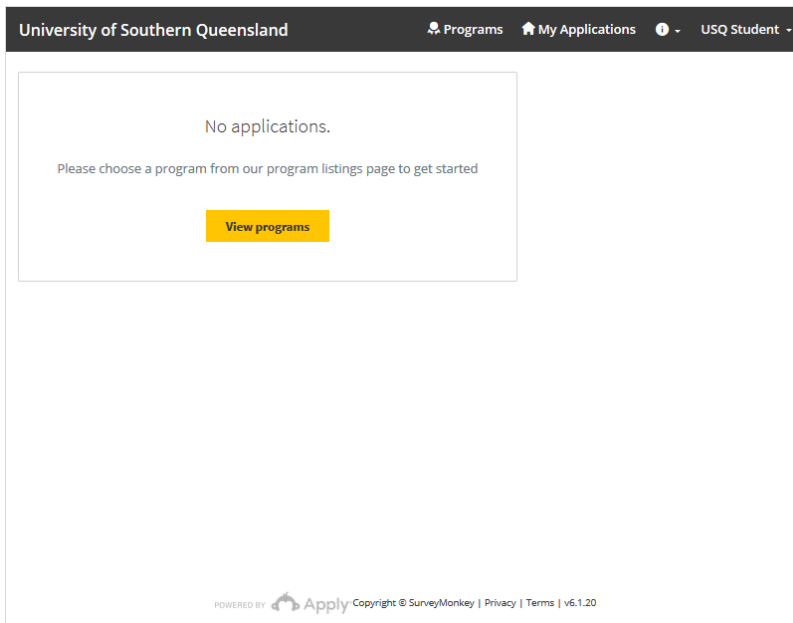


Eligibility Profile

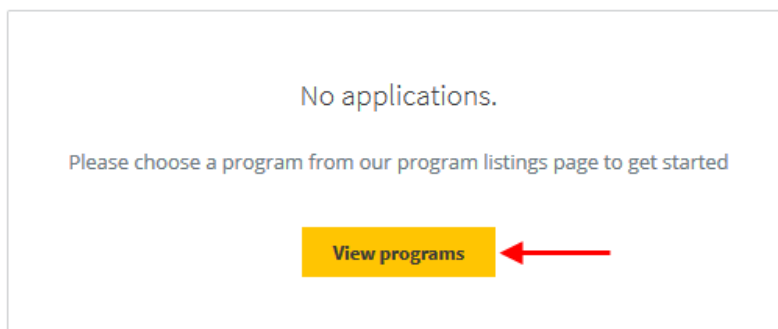
To be considered for a Scholarship/Bursary at USQ, you must meet specific selection criteria and requirements.

In order to determine the type of Scholarship/Bursary you are eligible to apply for you will be asked to create an Eligibility Profile.

1. To create your Eligibility Profile, log into the Scholarship Application Management System. As you have not submitted a scholarship application, the 'No applications' message will appear on your page.



2. Click the 'View Programs' (Scholarships) button.



3. Click the button to create your Eligibility Profile.

To get started, fill out your eligibility profile



4. To proceed, you must agree to the notice and consents regarding your personal information collected as part of your Eligibility Profile. If you understand and agree to the disclaimer, select the 'I agree to the above' checkbox.

University of Southern Queensland | Programs | My Applications | USQ Student

Eligibility Form

0%

Notice and consents regarding your personal information collected on this form

USQ is collecting the personal information for university purposes of providing its tertiary education and related ancillary services and the associated functions including managing, administering, assessing applications for, selecting recipients, awarding (including through publication) and reporting on Scholarships or Bursaries at USQ and for these purposes you consent to the transfer of your personal information outside of Australia and if a successful applicant, publication.

USQ collects this information in accordance with the Commonwealth Higher Education Funding Act 1988, the Higher Education Support Act 2003, Scholarships Guidelines (Education) 2010, the Education Services for Overseas Students Act 2000 (ESOS Act), ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. USQ may disclose some or all of this information to the relevant government departments or agencies, such as Centrelink or their authorised agents or contracted service providers, who may give it to other government entities, and if relevant, the third party associated with funding the Scholarship or Bursary (and their appointees) and your USQ approved representatives (agents and partners) and to USQ contracted service providers. Other than as set out herein, your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

Your rights to access and amend your personal information are set out in the Information Privacy Act 2009 (Qld) which also places obligations on USQ as to how we handle your personal information. Please also refer to the USQ Privacy Plan.

I agree to the above

I'll do this later

5. Use the radio buttons to specify an answer for each of the questions.

University of Southern Queensland | Programs | My Applications | USQ Student

Eligibility Form

60%

1. Are you / will you be a domestic or international student?

- Domestic Student
- International Student

2. What best describes your citizenship / residency?

- Australian Citizen
- Permanent Resident
- Permanent Humanitarian Visa Holder
- New Zealand Citizen
- Other, please specify...

3. Are you the first in your immediate family (parent, sibling) to attend University?

- Yes
- No
- Unsure

4. What is your Gender?

- Female
- Male
- Gender X
- Prefer not to disclose

5. Is English your first language?

- Yes
- No

6. Which level of study are you or will you be studying?

- Non Award
- Undergraduate
- Postgraduate
- Research

I'll do this later

6. Click the 'Save my profile' button.

Save my profile

7. The Programs (Scholarships) page will display eligible scholarships based on the answers you have provided.

The screenshot shows the 'Programs' page on the University of Southern Queensland website. The page has a dark header with navigation links: 'Programs', 'My Applications', and 'USQ Student'. Below the header is a search bar and a grid of four scholarship cards. Each card displays the scholarship name, application dates, a brief description, and a 'MORE >' button.

Scholarship Name	Amount	Application Period	Description
USQ Elite Athlete Bursary	\$1000	8 Feb 2019 08:00 AM (AEST) to 10 Mar 2019 11:59 PM (AEST)	To support six students, three commencing and three continuing a bachelor's degree.
USQ KickOn Bursary	\$2000	2 Jan 2019 12:00 AM (AEST) to 7 Jul 2019 11:59 PM (AEST)	To support students commencing or continuing an associate or bachelor's degree.
USQ Residential College Scholarship	\$4400	2 Jan 2019 12:00 AM (AEST) to 7 Jul 2019 11:59 PM (AEST)	To support students residing at USQ Residential Colleges in Toowoomba, either commencing or continuing an undergraduate program.
Vice-Chancellor's Scholarship	\$12 000	2 Jan 2019 12:00 AM (AEST) to 7 Jul 2019 11:59 PM (AEST)	To support 40 students with strong academic ability commencing a bachelor degree.

8. Click the 'MORE' button to view additional information about a specific Scholarship.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'MORE >' button of the 'USQ Elite Athlete Bursary' card.

9. Read through the Scholarship information including Eligibility and Selection Criteria.

University of Southern Queensland Programs My Applications USQ Student

USQ Elite Athlete Bursary

USQ will offer a number of bursaries to commencing and continuing students studying at USQ who are registered or have a registration in progress for the USQ Elite Athlete Program.

Eligibility

Applicants must:

- be an Australian citizen or have permanent resident status
- be registered or have a registration in progress for the USQ Elite Athlete Program by the bursary application closing date
- be commencing or continuing their studies in a bachelor's degree in Semester 1 2019
 - commencing students - a minimum of sound level of academic achievement
 - continuing students - a current USQ Grade Point Average (GPA) of at least 4.0
- be enrolled in a minimum of one study unit per semester, in both Semester 1 and 2 (unless prevented by exceptional sporting commitments)
- be studying on-campus, external or online.

Selection Criteria

Applicants must:

- submit a personal statement (one page maximum) outlining:
 - your sporting achievements, and sporting aims and goals
 - your contribution to sport in your local community
 - your contribution to sport at USQ (continuing student)
- provide documentation supporting the personal statement, which can include:
 - documentation from sporting authorities
 - signed letters from coaches or managers
 - membership to sporting institutions
 - evidence of training/sporting commitments
- provide evidence of academic achievement e.g. high school report card or post-secondary academic history
 - commencing students - a minimum of sound level of academic achievement
 - continuing students - a current USQ Grade Point Average (GPA) of at least 4.0

Value
\$1000

APPLY

Opens
8 Feb 2019 08:00 AM (AEST)

Deadline
10 Mar 2019 11:59 PM (AEST)

Categories
SECOND ROUND

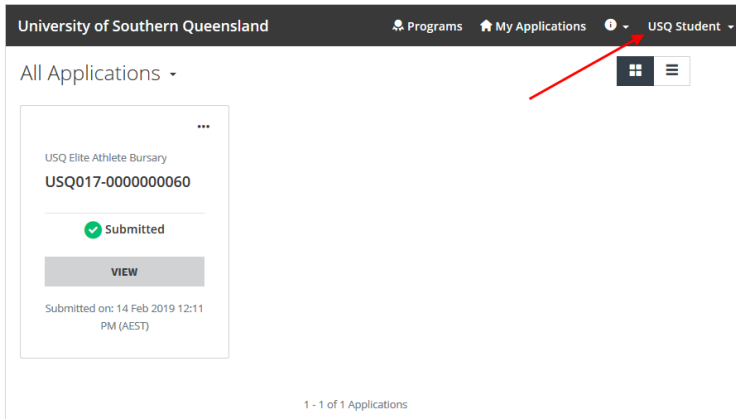
10. If you would like to submit a Scholarship application for the selected Scholarship, click the 'APPLY' button.



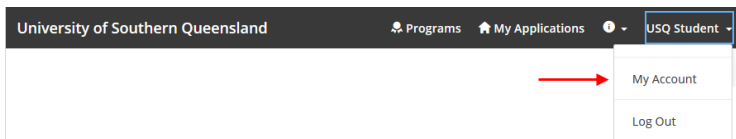
Updating Eligibility Profile

If your circumstances change so will your eligibility for certain Scholarships/Bursaries at USQ. Ensure your Eligibility Profile is kept up to date so you don't miss out on Scholarships/Bursaries relevant to you.

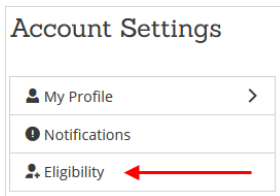
1. To update your Eligibility Profile, log into the Scholarship Application Management System. Click on the drop down menu at the top right of your screen.



2. Select the 'My Account' option.



3. Click on the 'Eligibility' option.



4. Click on the 'Update your eligibility profile' button.



5. To proceed, you must agree to the notice and consents regarding your personal information collected as part of your Eligibility Profile. If you understand and agree to the disclaimer, select the 'I agree to the above' checkbox.

University of Southern Queensland | Programs | My Applications | USQ Student

Eligibility Form

0%

Notice and consents regarding your personal information collected on this form

USQ is collecting the personal information for university purposes of providing its tertiary education and related ancillary services and the associated functions including managing, administering, assessing applications for, selecting recipients, awarding (including through publication) and reporting on Scholarships or Bursaries at USQ and for these purposes you consent to the transfer of your personal information outside of Australia and if a successful applicant, publication.

USQ collects this information in accordance with the Commonwealth Higher Education Funding Act 1988, the Higher Education Support Act 2003, Scholarships Guidelines (Education) 2010, the Education Services for Overseas Students Act 2000 (ESOS Act), ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. USQ may disclose some or all of this information to the relevant government departments or agencies, such as Centrelink or their authorised agents or contracted service providers, who may give it to other government entities, and if relevant, the third party associated with funding the Scholarship or Bursary (and their appointees) and your USQ approved representatives (agents and partners) and to USQ contracted service providers. Other than as set out herein, your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

Your rights to access and amend your personal information are set out in the Information Privacy Act 2009 (Qld) which also places obligations on USQ as to how we handle your personal information. Please also refer to the USQ Privacy Plan.

I agree to the above

I'll do this later | **Next**

6. Use the radio buttons to specify an answer for each of the questions.

University of Southern Queensland | Programs | My Applications | USQ Student

Eligibility Form

60%

1. Are you / will you be a domestic or international student?

- Domestic Student
- International Student

2. What best describes your citizenship / residency?

- Australian Citizen
- Permanent Resident
- Permanent Humanitarian Visa Holder
- New Zealand Citizen
- Other, please specify...

3. Are you the first in your immediate family (parent, sibling) to attend University?

- Yes
- No
- Unsure

4. What is your Gender?

- Female
- Male
- Gender X
- Prefer not to disclose

5. Is English your first language?

- Yes
- No

6. Which level of study are you or will you be studying?

- Non Award
- Undergraduate
- Postgraduate
- Research

I'll do this later | **Back** | **Save my profile**

7. Click the 'Save my profile' button.

[Save my profile](#)

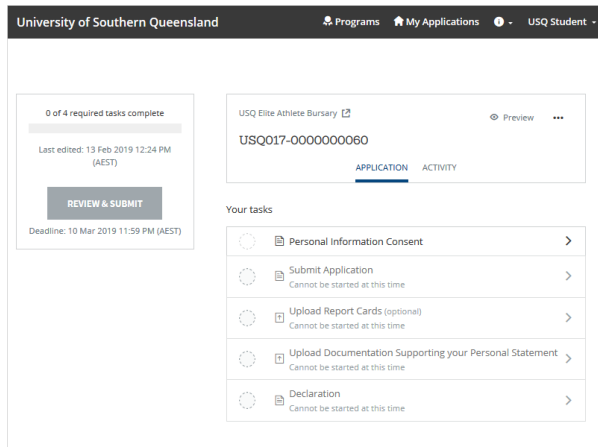
8. The Scholarships/Bursaries displayed on the Programs (Scholarships) page will update according to the answers you have provided.

The screenshot shows the 'Programs' page on the University of Southern Queensland website. The page header includes the university name and navigation links for 'Programs', 'My Applications', and 'USQ Student'. A search bar is located at the top right. The main content area displays four scholarship/bursary listings in a grid format. Each listing includes the name of the scholarship, the application period, the purpose of the scholarship, the amount, and a 'MORE >' button.

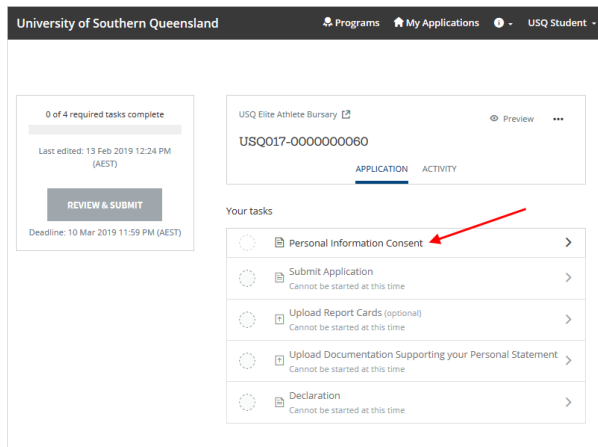
Scholarship/Bursary Name	Amount
USQ Elite Athlete Bursary	\$1000
USQ KickOn Bursary	\$2000
USQ Residential College Scholarship	\$4400
Vice-Chancellor's Scholarship	\$12 000

Scholarship Application

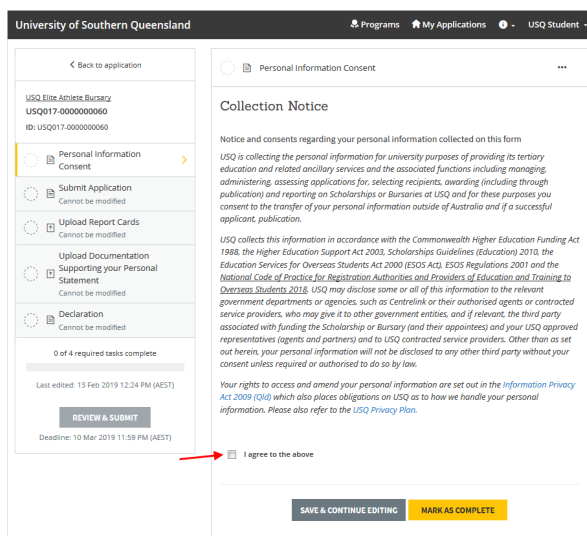
1. After clicking the Apply button, a new scholarship application will open.



2. Click on the 'Personal Information Consent' task.



3. To proceed, you must agree to the Collection Notice. If you understand and agree to the conditions outlined in the Collection Notice, select the 'I agree to the above' checkbox.



4. Click the 'MARK AS COMPLETE' button to continue.

MARK AS COMPLETE

5. The Personal Information Consent task will show as completed by displaying a green tick.

The screenshot shows the 'Personal Information Consent' task completed. A green checkmark is visible next to the task name in the left sidebar. The main content area displays a 'Collection Notice' with detailed text regarding the collection and use of personal information. Below the notice, there is a 'Responses Selected' section with the text 'I agree to the above'.

6. Click on the 'Submit Application' task.

The screenshot shows the 'Submit Application' task highlighted with a red arrow in the left sidebar. The main content area remains the same as in the previous screenshot, showing the 'Collection Notice' and 'Responses Selected' section.

7. Use the radio buttons to specify your answers. Depending on your answers, additional questions may appear on the page. When you have finished answering the questions, click the 'NEXT' button to continue.

The screenshot shows a question: 'Are you currently registered with the USQ Elite Athlete program?'. Below the question are two radio button options: 'Yes' and 'No'. A red box highlights the 'No' option. At the bottom of the question area, there are two buttons: 'SAVE & CONTINUE EDITING' and 'NEXT'. A red arrow points to the 'NEXT' button.

8. Enter your contact information and then click the 'NEXT' button.

University of Southern Queensland Programs My Applications USQ Student

[Back to application](#)

USQ Elite Athlete Bursary
USQ017-0000000060
ID: USQ017-0000000060

Personal Information Consent

Submit Application >

Upload Report Cards
Cannot be modified

Upload Documentation Supporting your Personal Statement
Cannot be modified

Declaration
Cannot be modified

1 of 4 required tasks complete

Last edited: 13 Feb 2019 12:52 PM (AEST)

REVIEW & SUBMIT

Deadline: 10 Mar 2019 11:59 PM (AEST)

Submit Application

USQ Elite Athlete Bursary

Are you a current USQ student?

Yes
 No

1. Contact Details

First Name

Middle Name

Last Name

Daytime Telephone Number

Mobile

2. Mailing Address

Address 1

Address 2

Address 3

Suburb/Town

State

Postcode

Country

3. Permanent Residential Address

Same as above

Address 1

Address 2

Address 3

Suburb/Town

State

Postcode

Country

Personal Details

Date of Birth

5. **Citizenship:** Australian Citizen

6. **Do you identify as an Aboriginal and/or Torres Strait Islander person of Australia?** No

7. **Is English your first language?** Yes

8. **If no, what is your first language?**

9. **Are you the first in your immediate family (parents, siblings) to attend University?** No

*Important Note to Applicants: If any of the above questions need to be updated please navigate to your user name at the top right hand corner of your screen. From here, click "My Account" and navigate to "Eligibility." Next click "Update my Eligibility"

←

9. Use the radio buttons to specify your answers. Depending on your answers, additional questions may appear on the page. When you have finished answering the questions, click the 'NEXT' button to continue.

10. To support your application, you must provide a personal statement addressing the relevant selection criteria of the scholarship/bursary for which you are applying. Enter your Personal Statement into the text field.

11. Click the 'MARK AS COMPLETE' button to proceed.

MARK AS COMPLETE

12. The Application Form task will show as completed by displaying a green tick.

University of Southern Queensland Programs My Applications USQ Student

[Back to application](#)

USQ Elite Athlete Bursary
USQ017-000000060
ID: USQ017-000000060

Personal Information Consent

Application Form [>](#)

Upload Report Cards (optional)

Upload Documentation Supporting your Personal Statement

Declaration

2 of 4 required tasks complete

Last edited: 14 Feb 2019 08:51 AM (AEST)

REVIEW & SUBMIT

Deadline: 10 Mar 2019 11:59 PM (AEST)

Application Form
Completed 14 Feb 2019 08:51 AM (AEST)

USQ Elite Athlete Bursary

Are you currently registered with the USQ Elite Athlete program?
Yes

Are you a current USQ student?
Yes

1. Contact Details

First Name	USQ
Middle Name	(No response)
Last Name	Student
Daytime Telephone Number	(No response)
Mobile	(No response)

Email: universityofsouthernqld@gmail.com

USQ Student Number:

2. Mailing Address

Address 1	1234 ABC Street
Address 2	(No response)
Address 3	(No response)
Suburb/Town	Toowoomba
State	Queensland
Postcode	4350
Country	Australia

3. Permanent Residential Address

Same as above

Personal Details

Date of Birth
01011990

5. Citizenship: Australian Citizen

6. Do you identify as an Aboriginal and/or Torres Strait Islander person of Australia? No

7. Is English your first language? Yes

8. If no, what is your first language?

9. Are you the first in your immediate family (parents, siblings) to attend University? No

***Important Note to Applicants:** If any of the above questions need to be updated please navigate to your user name at the top right hand corner of your screen. From here, click "My Account" and navigate to "Eligibility." Next click "Update my Eligibility"

Education Record

10. Did you complete any studies other than high school prior to studying at USQ?
(e.g. preparatory studies, certificate, trade, traineeship or other studies)
No

11. What is your program of study at USQ?
Bachelor of Arts

Personal Statement

17. To support your application, provide a statement about yourself addressing the relevant Selection Criteria of the scholarship/bursary for which you are applying.

Elite Athlete scholarship requires the applicant to address the following criteria:

- your sporting achievements, and sporting aims and goals
- your contribution to sport in your local community
- your contribution to sport at USQ (continuing student)

Personal Statement.

You will be asked in a separate task in your task list to attach copies of any certificates/documents you have received supporting the activities you mention in your Personal Statement.

13. Click on the 'Upload Report Cards' task.

The screenshot shows a progress page for the 'USQ Elite Athlete Bursary' application. At the top, there is a 'Back to application' link. Below that, the application details are listed: 'USQ Elite Athlete Bursary', 'USQ017-0000000060', and 'ID: USQ017-0000000060'. A list of tasks follows: 'Personal Information Consent' (completed), 'Application Form' (completed and highlighted with a yellow bar), 'Upload Report Cards (optional)' (not started, indicated by a red arrow), 'Upload Documentation Supporting your Personal Statement' (not started), and 'Declaration' (not started). A progress bar shows '2 of 4 required tasks complete'. Below the progress bar, it says 'Last edited: 14 Feb 2019 08:51 AM (AEST)'. At the bottom, there is a 'REVIEW & SUBMIT' button and a 'Deadline: 10 Mar 2019 11:59 PM (AEST)'.

14. Click the 'ATTACH FILE' button to attach your most recent end of year report card.

Please note the accepted file types.

The screenshot shows the 'Upload Report Cards' task interface. At the top, there is a 'Task instructions [Show](#)' link. Below that, there is a large grey arrow pointing upwards, indicating where to click to upload a file. Below the arrow is a yellow 'ATTACH FILE' button, which is highlighted with a red arrow. Below the button, the accepted file types are listed: 'pdf, doc, docx, xls,xlsx, png, jpg, jpeg'. At the bottom left, it says 'Minimum: 1 | Maximum: 6'. At the bottom right, there is a yellow 'MARK AS COMPLETE' button.

15. When you have finished uploading your report card, click the 'MARK AS COMPLETE' button.

A close-up of the yellow 'MARK AS COMPLETE' button.

16. The Upload Report Cards task will show as completed by displaying a green tick.

< Back to application

USQ Elite Athlete Bursary
USQ017-0000000060
ID: USQ017-0000000060

✔ Personal Information Consent

✔ Application Form

✔ Upload Report Cards (optional)

○ Upload Documentation Supporting your Personal Statement

○ Declaration

2 of 4 required tasks complete

Last edited: 14 Feb 2019 09:33 AM (AEST)

REVIEW & SUBMIT

Deadline: 10 Mar 2019 11:59 PM (AEST)

17. Click on the 'Upload Documentation supporting your Personal Statement' task.

< Back to application

USQ Elite Athlete Bursary
USQ017-0000000060
ID: USQ017-0000000060

✔ Personal Information Consent

✔ Application Form

✔ Upload Report Cards (optional)

○ Upload Documentation Supporting your Personal Statement

○ Declaration

2 of 4 required tasks complete

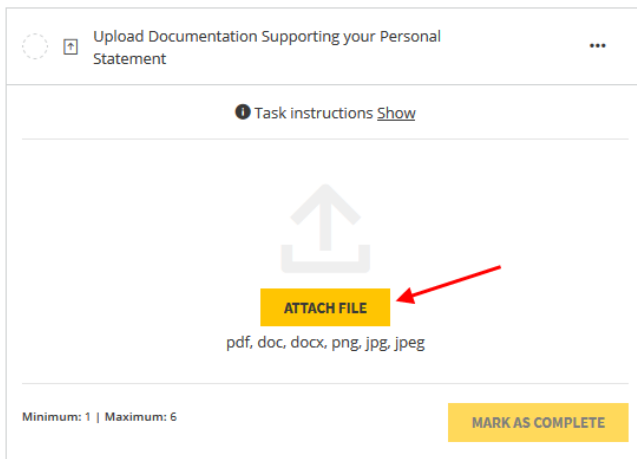
Last edited: 14 Feb 2019 09:33 AM (AEST)

REVIEW & SUBMIT

Deadline: 10 Mar 2019 11:59 PM (AEST)

18. Click the 'ATTACH FILE' button to attach copies of supporting documentation related to your Personal Statement.

Please note the accepted file types.



Upload Documentation Supporting your Personal Statement

Task instructions [Show](#)

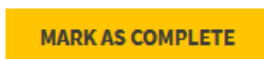
ATTACH FILE

pdf, doc, docx, png, jpg, jpeg

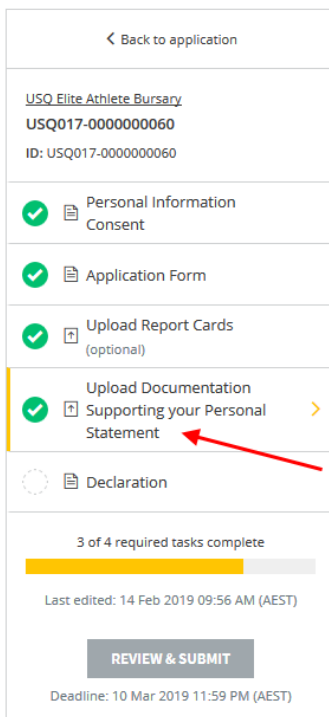
Minimum: 1 | Maximum: 6

MARK AS COMPLETE

19. When you have finished uploading your documentation, click the 'MARK AS COMPLETE' button.



20. The Upload Documentation supporting your Personal Statement task will show as completed by displaying a green tick.



< Back to application

[USQ Elite Athlete Bursary](#)
USQ017-0000000060
ID: USQ017-0000000060

- ✓ Personal Information Consent
- ✓ Application Form
- ✓ Upload Report Cards (optional)
- ✓ Upload Documentation Supporting your Personal Statement
- Declaration

3 of 4 required tasks complete

Last edited: 14 Feb 2019 09:56 AM (AEST)

REVIEW & SUBMIT

Deadline: 10 Mar 2019 11:59 PM (AEST)

21. Click on the 'Declaration' task.

The screenshot shows a progress bar for the 'USQ Elite Athlete Bursary' application. The tasks listed are: Personal Information Consent, Application Form, Upload Report Cards (optional), Upload Documentation Supporting your Personal Statement, and Declaration. The 'Declaration' task is highlighted with a red arrow. Below the progress bar, it indicates '3 of 4 required tasks complete', 'Last edited: 14 Feb 2019 09:56 AM (AEST)', and a 'REVIEW & SUBMIT' button. The deadline is '10 Mar 2019 11:59 PM (AEST)'.

22. You must read and accept all conditions listed in the declaration and authority before submitting your application. Use the radio buttons to specify whether you agree or disagree to the declaration.

The screenshot shows the 'Declaration' page. It contains a list of conditions that the applicant must accept. At the bottom, there are two radio buttons: 'I agree' and 'I disagree'. The 'I agree' radio button is selected and highlighted with a red arrow. Below the radio buttons are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'.

23. To continue, click the 'MARK AS COMPLETE' button.

A yellow button with the text 'MARK AS COMPLETE' in black capital letters.

24. The Declaration task will show as completed by displaying a green tick.

← Back to application

[USQ Elite Athlete Bursary](#)
USQ017-0000000060
ID: USQ017-0000000060

- ✓ Personal Information Consent
- ✓ Application Form
- ✓ Upload Report Cards (optional)
- ✓ Upload Documentation Supporting your Personal Statement
- ✓ Declaration >

4 of 4 required tasks complete

Last edited: 14 Feb 2019 10:18 AM (AEST)

REVIEW & SUBMIT

Deadline: 10 Mar 2019 11:59 PM (AEST)

25. Click the 'REVIEW & SUBMIT' button to review your application.

← Back to application

[USQ Elite Athlete Bursary](#)
USQ017-0000000060
ID: USQ017-0000000060

- ✓ Personal Information Consent
- ✓ Application Form
- ✓ Upload Report Cards (optional)
- ✓ Upload Documentation Supporting your Personal Statement
- ✓ Declaration >

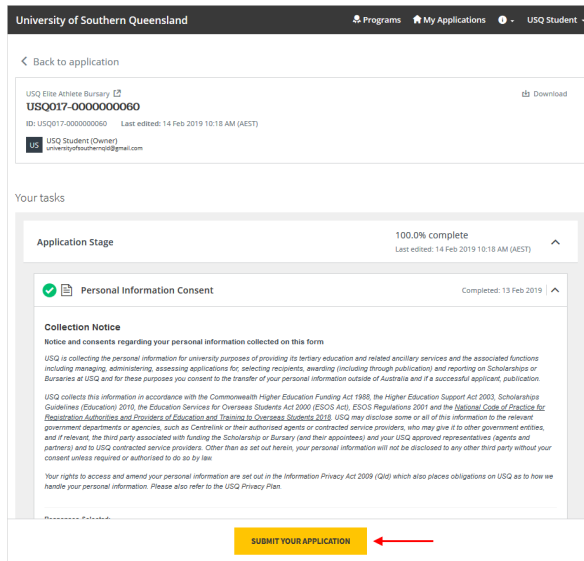
4 of 4 required tasks complete

Last edited: 14 Feb 2019 10:18 AM (AEST)

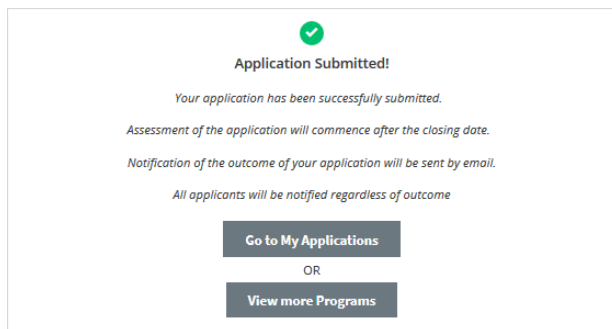
REVIEW & SUBMIT

Deadline: 10 Mar 2019 11:59 PM (AEST)

26. When you are ready to submit your application, click the 'SUBMIT YOUR APPLICATION' button.



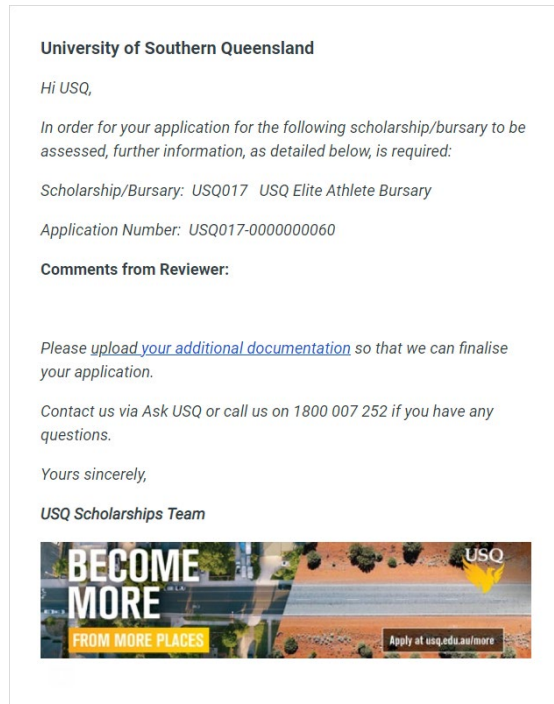
27. When your application is successfully submitted, the following message will display on your screen.



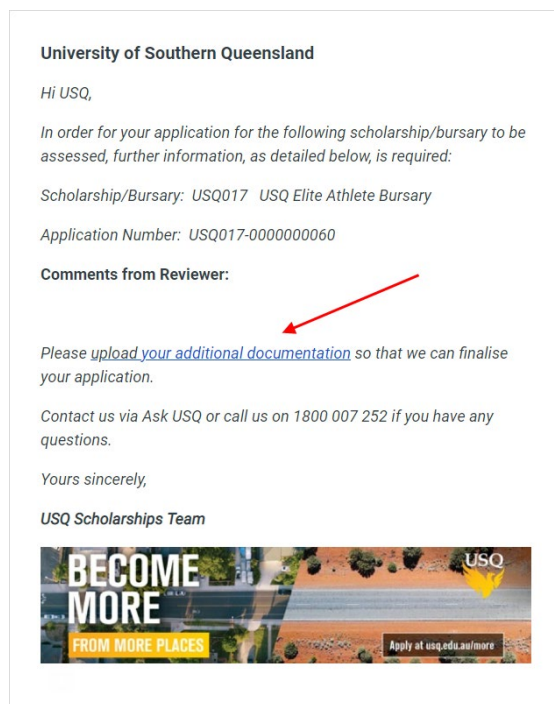
Provide Further Information

Once submitted, the USQ Scholarship Office will undertake a review of your application and documentation. You may be required to provide further information to support your scholarship application, if this is the case, you will receive an email from the USQ Scholarships Office.

1. To provide further information on your scholarship application, locate the email from the USQ Scholarships Office.

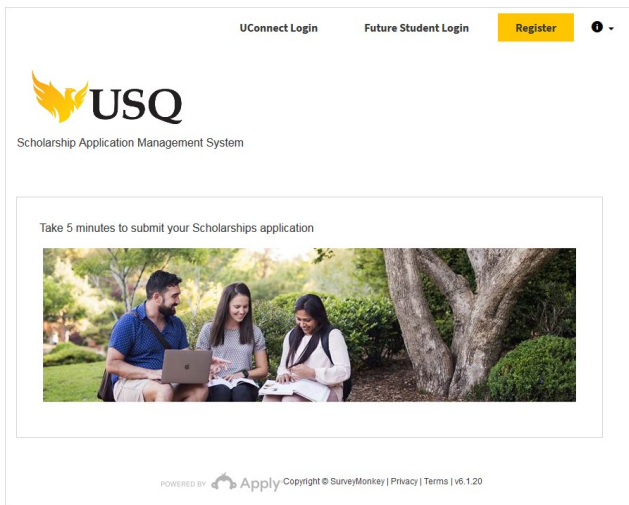


2. Click on the 'hyperlink' contained in the email.

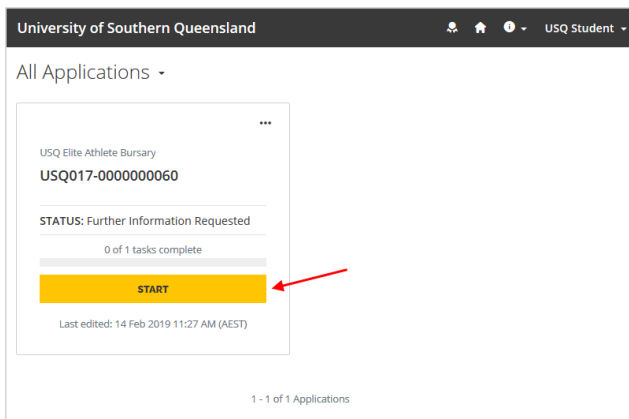


3. You will be automatically sent to the Scholarship Application Management System (SAMS) log in page. Log in using the appropriate login.

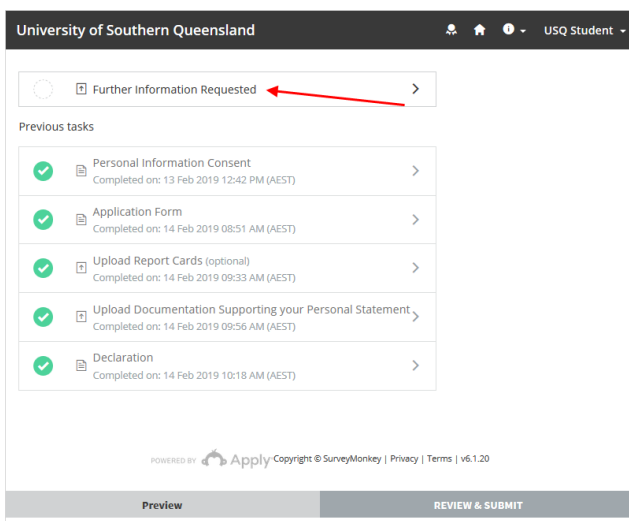
For further information about how to log in, please see page 2.



4. The application that requires further information will be displayed with a status of: 'Further Information Requested'. Click the 'START' button.

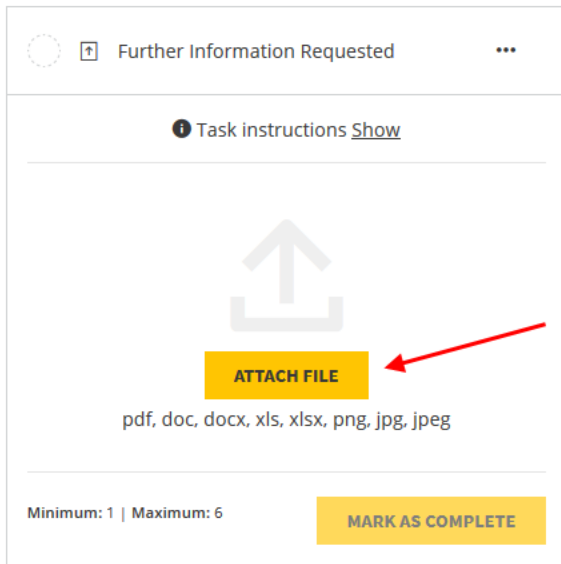


5. Click on the 'Further Information Requested' task.

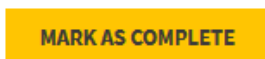


6. Click the 'ATTACH FILE' button to attach further supporting documentation. The additional criteria needed in your application will be included in the email comments.

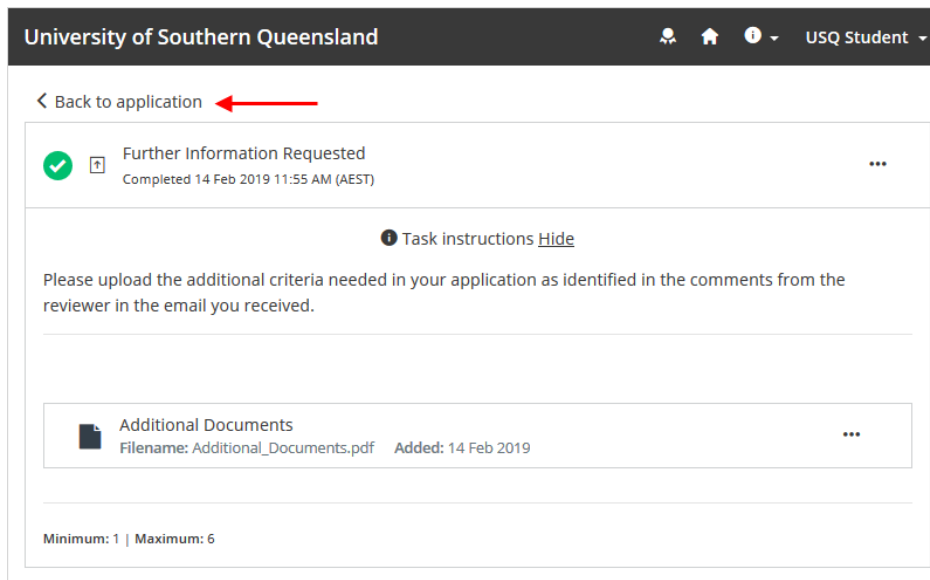
Please note the accepted file types.



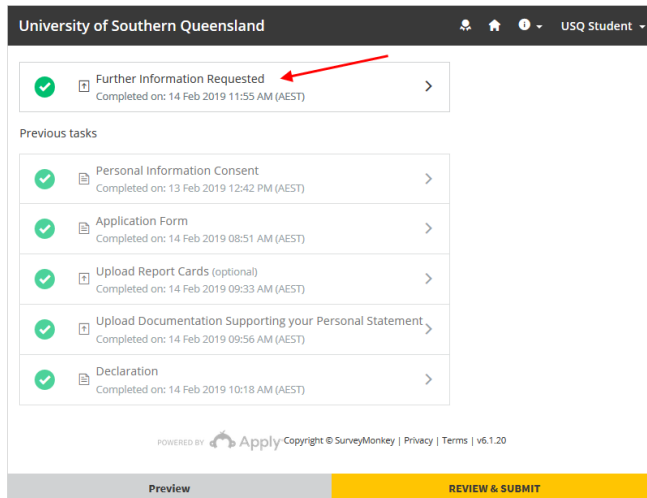
7. To continue, click the 'MARK AS COMPLETE' button.



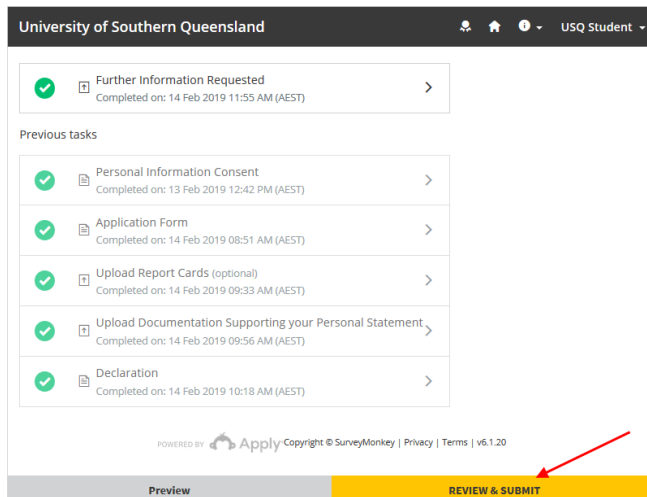
8. Click on 'Back to application'.



9. The Further Information Requested task will show as completed by displaying a green tick.



10. Click the 'REVIEW & SUBMIT' button.



11. To submit your application along with further information, click the 'SUBMIT YOUR APPLICATION' button.

