University of Southern Queensland

1 September 2022

Scholarships

Online Scholarship Application

CRICOS: QLD 00244B, NSW 02225M
TEQSA: PRV12081

University of Southern Queensland

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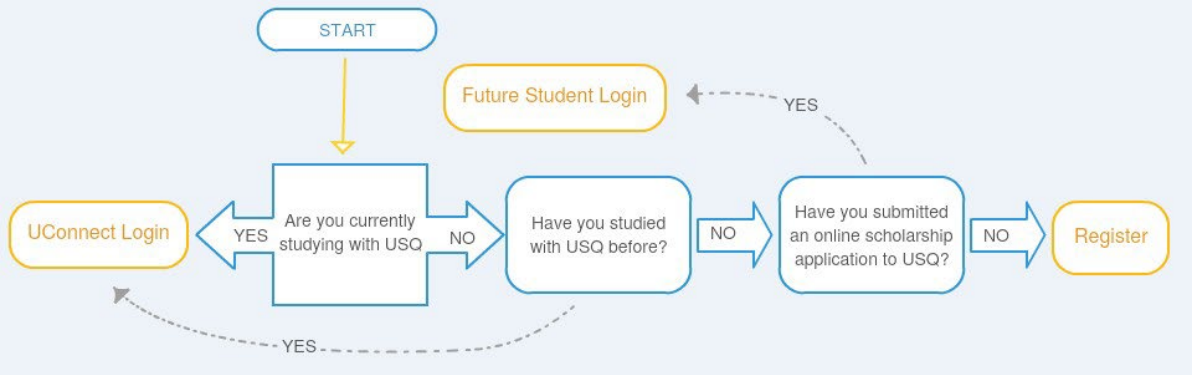
University of Southern Queensland

Overview

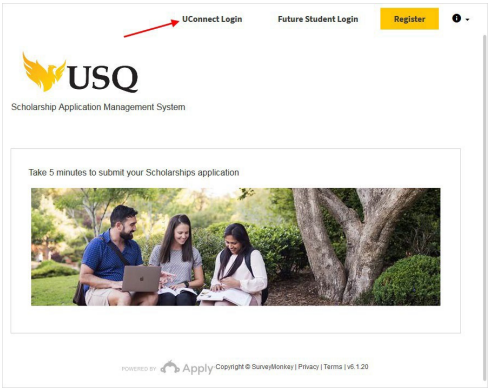
In order to submit an online Scholarship application you will need to log into the Scholarship Application Management System (SAMS). As there are three different log in options, the following diagram will assist you in determining the option applicable to you.



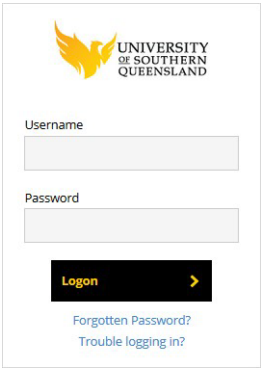
UConnect Login

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.

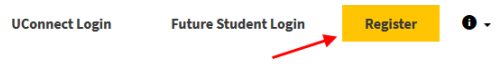


2. Enter your USQ Username and Password then click the Logon button.

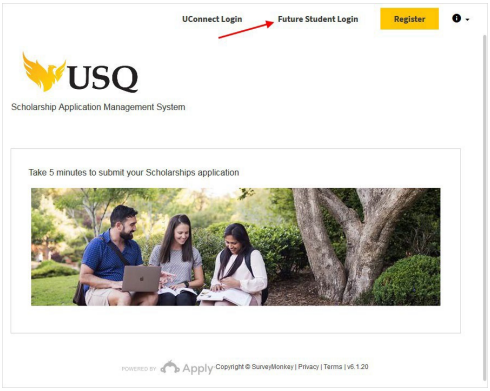


Future Student Login

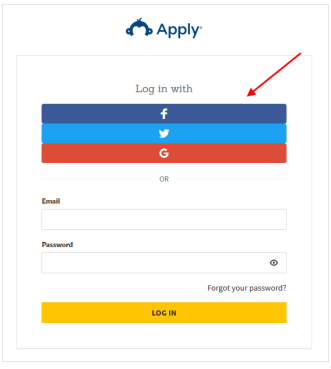
The 'Future Student Login' applies if you are not a USQ student and have never studied with USQ. You can only use the Future Student login if you have an existing Survey Monkey account (you will have an existing account if you have submitted an online scholarship application to USQ or you have clicked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



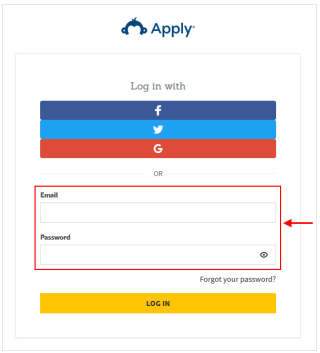
1. To log in using the Future Student Login, click on 'Future Student Login' at the top of the page.



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



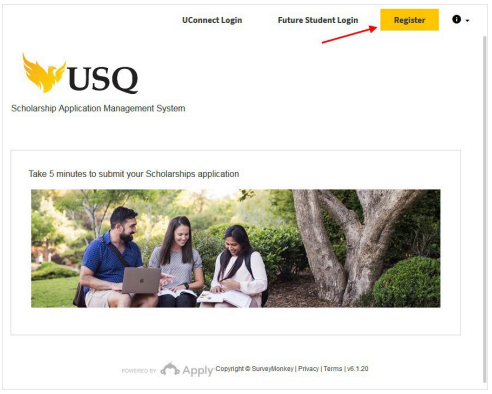
3. If you initially registered for your applicant account using your email address, enter your registered information and click the ‘LOG IN’ button.



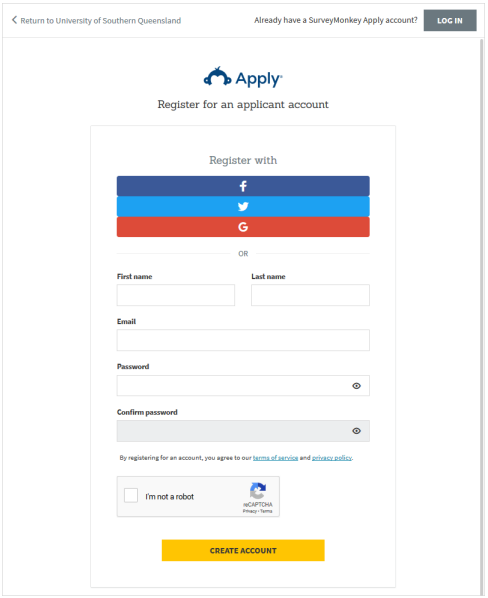
Register

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

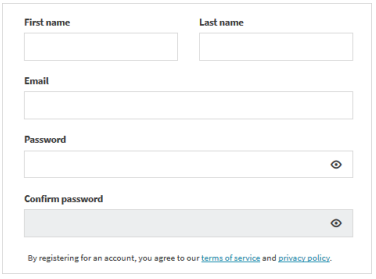
If you would like register for an applicant account using Twitter, click on the button.

Google+

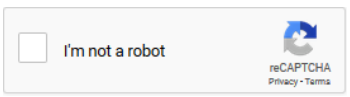
If you would like register for an applicant account using Google+, click on the button.

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.



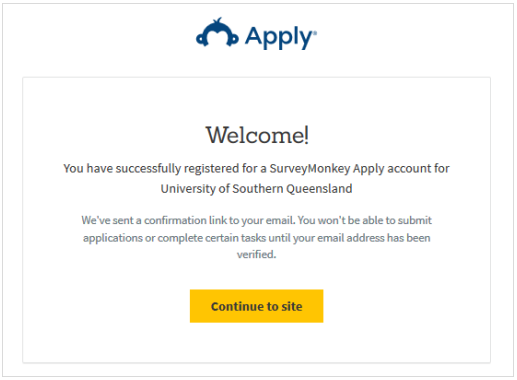
2. Select the 'I'm not a robot' checkbox to verify your information.



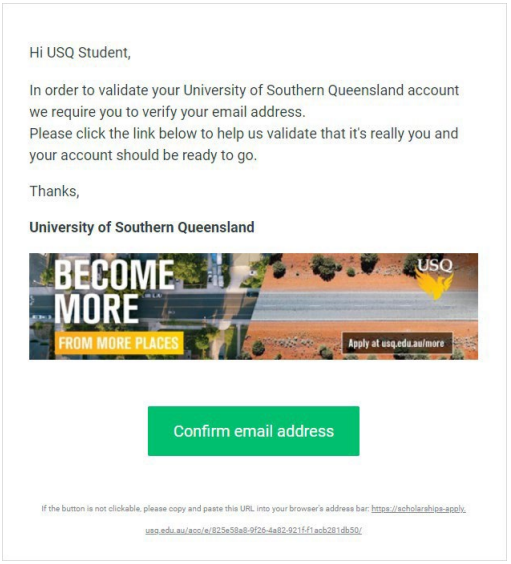
3. Click the 'CREATE ACCOUNT' button.

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

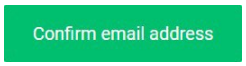
Please note: If you do not receive the verification email within a few minutes, please check your Junk Email folder just in case it got delivered there instead of your inbox.



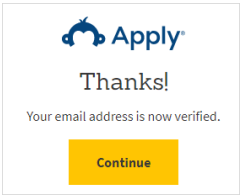
5. Open your email account and locate the verification email.



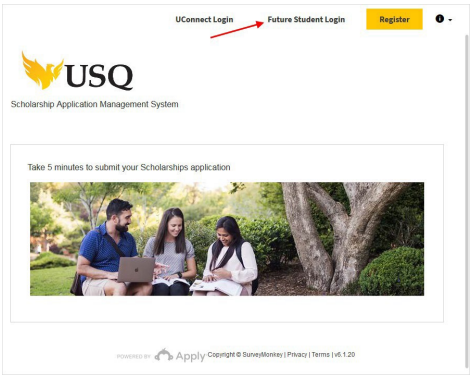
6. Click the 'Confirm email address' button.



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.

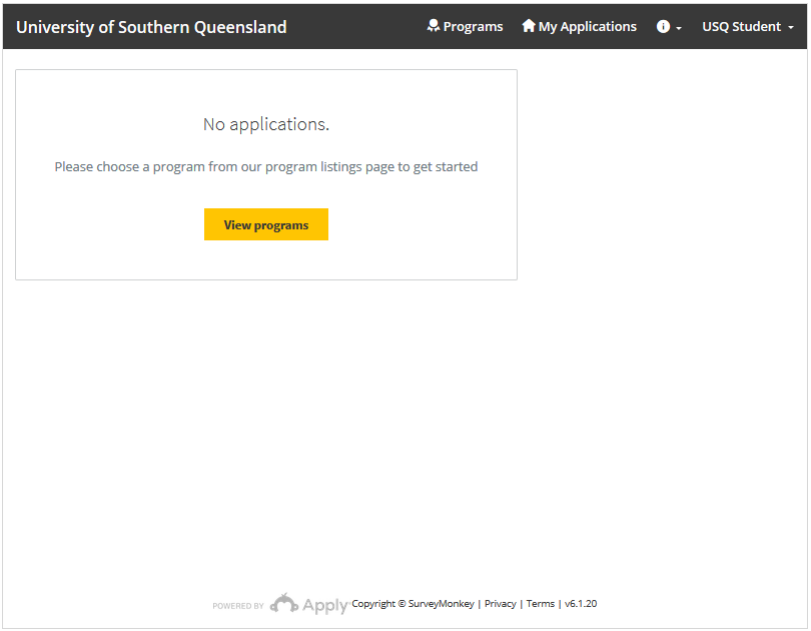


Eligibility Profile

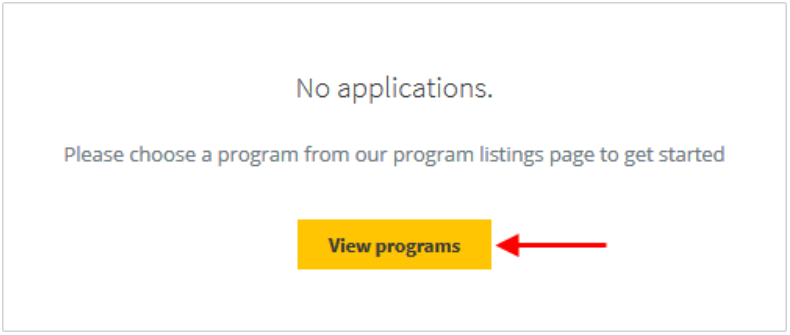
To be considered for a Scholarship/Bursary at USQ, you must meet specific selection criteria and requirements.

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

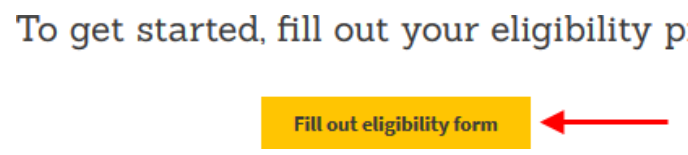
1. To create your Eligibility Profile, log into the Scholarship Application Management System. As you have not submitted a scholarship application, the 'No applications' message will appear on your page.



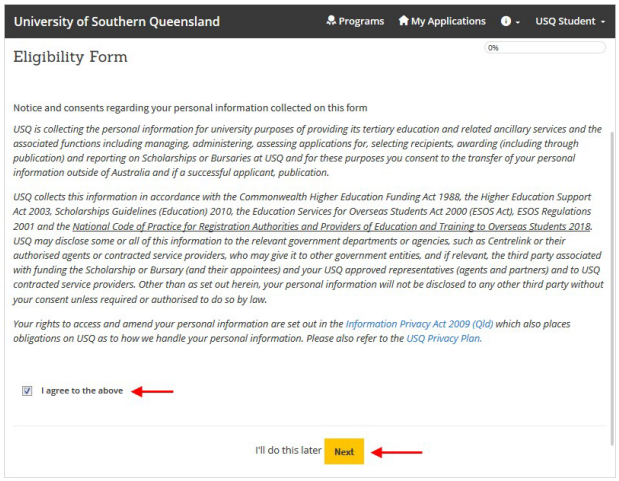
2. Click the 'View Programs' (Scholarships) button.



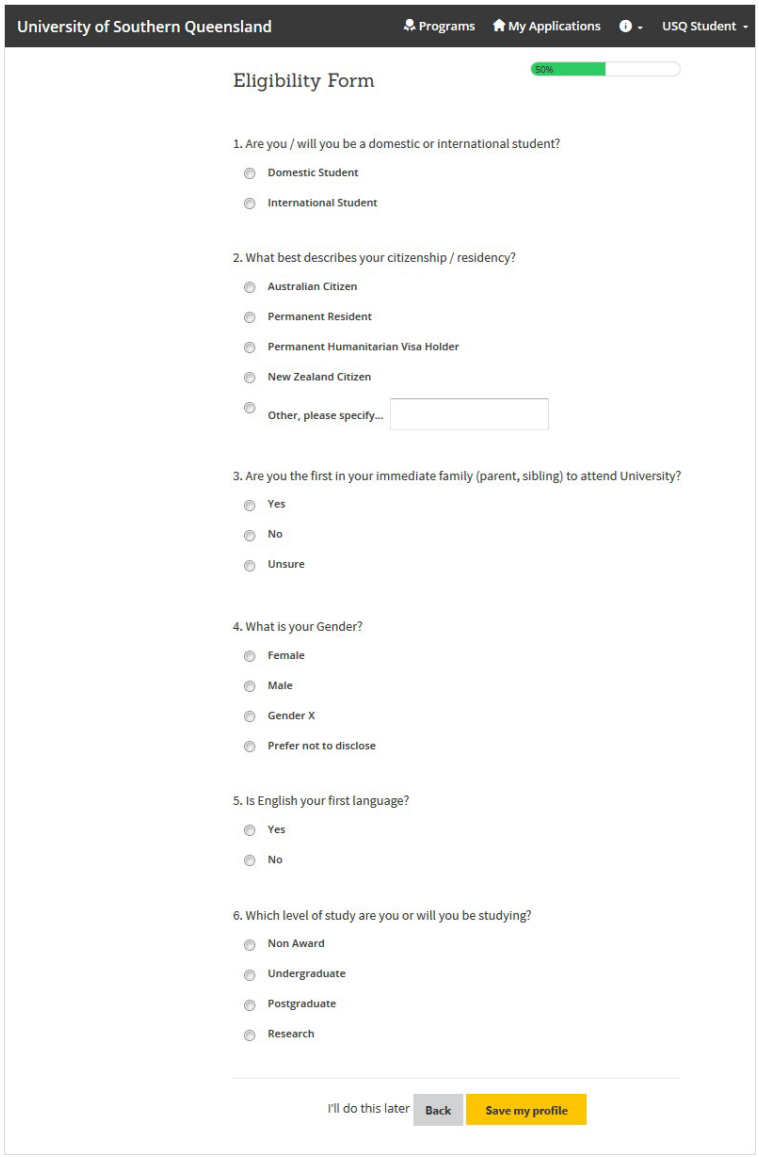
3. Click the button to create your Eligibility Profile.



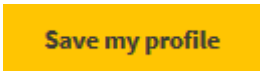
4. To proceed, you must agree to the notice and consents regarding your personal information collected as part of your Eligibility Profile. If you understand and agree to the disclaimer, select the 'I agree to the above' checkbox.



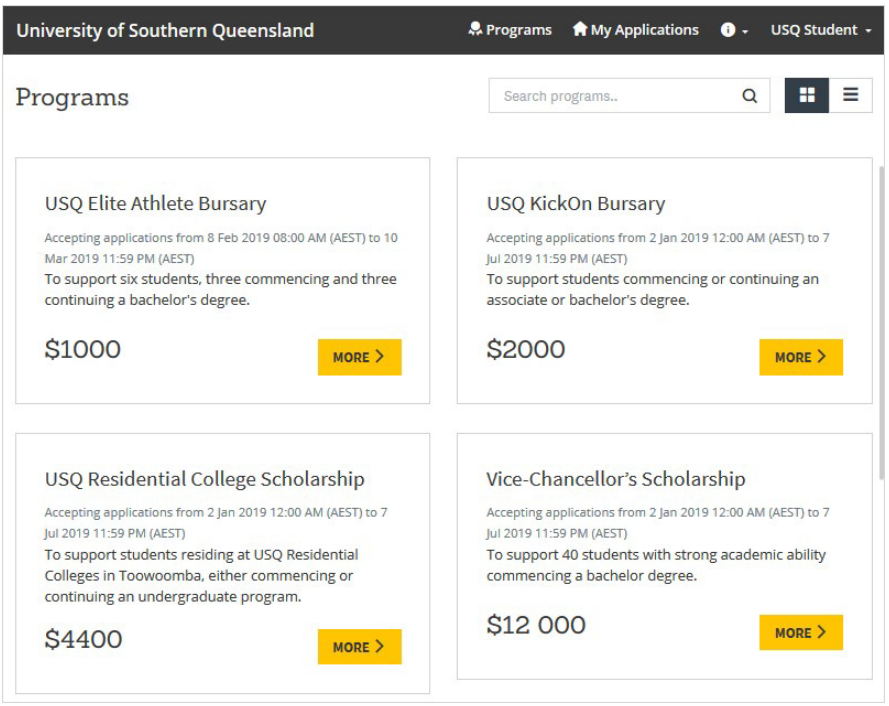
5. Use the radio buttons to specify an answer for each of the questions.



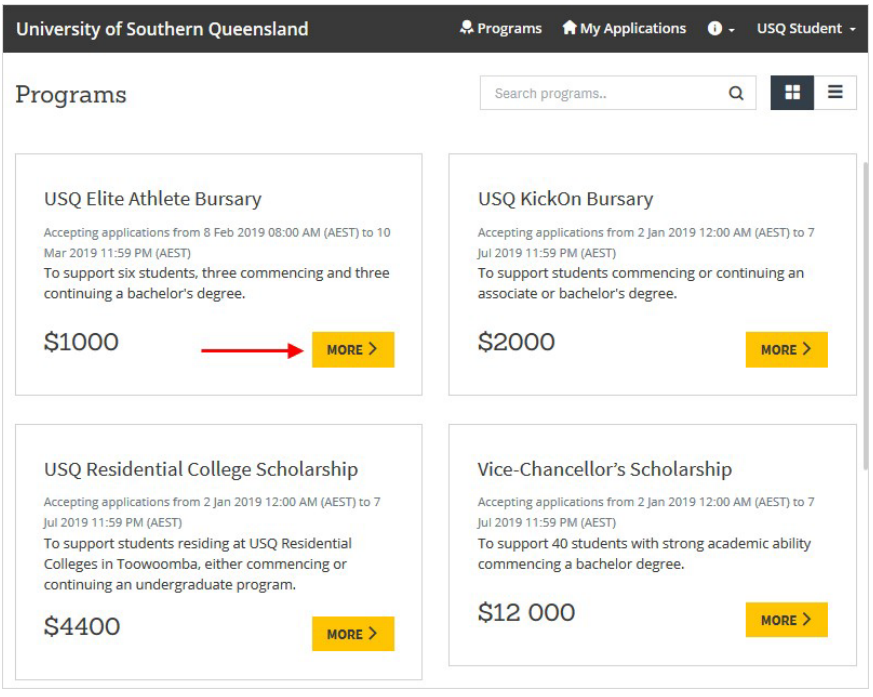
6. Click the ‘Save my profile’ button.



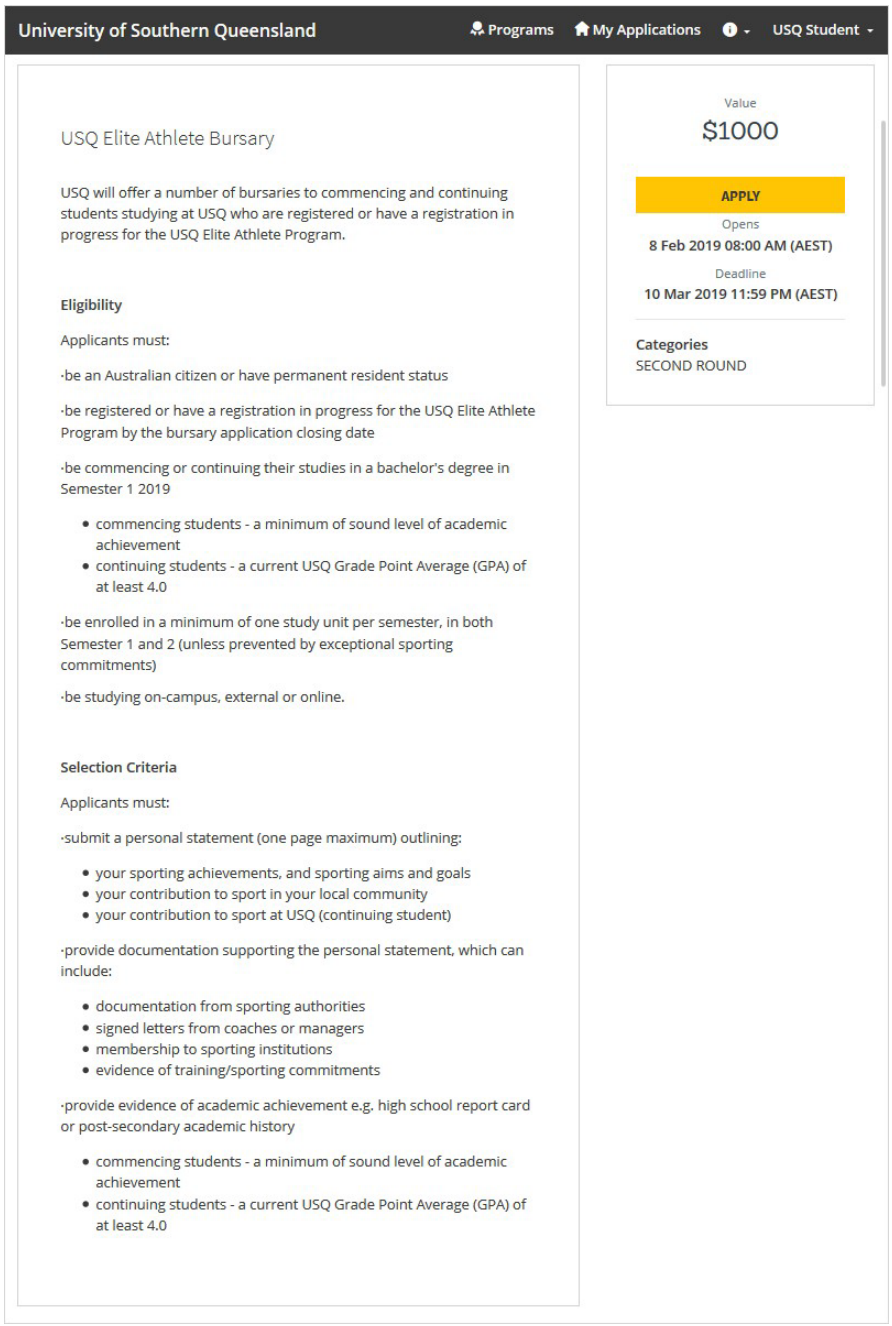
7. The Programs (Scholarships) page will display eligible scholarships based on the answers you have provided.



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



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

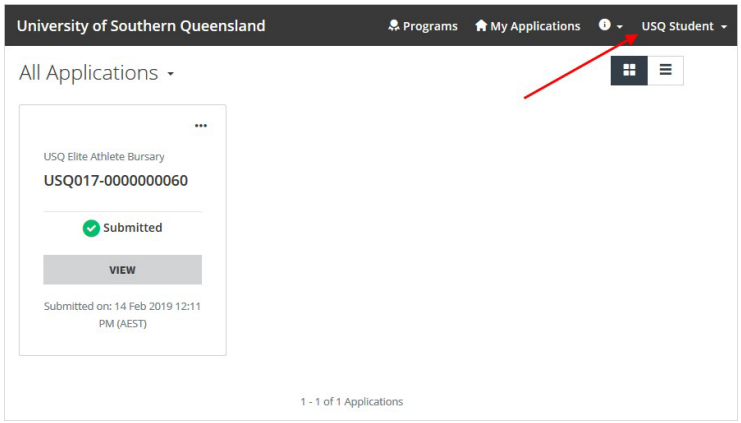


10. If you would like to submit a Scholarship application for the selected Scholarship, click the 'APPLY' button.

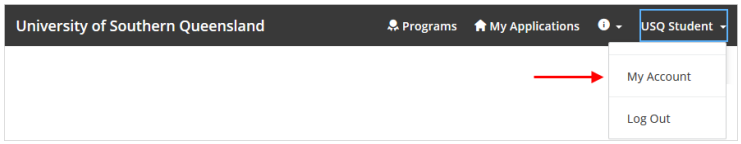
Updating Eligibility Profile

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.

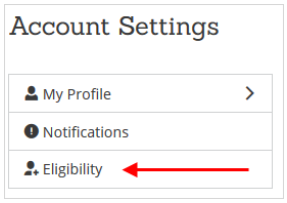
1. To update your Eligibility Profile, log into the Scholarship Application Management System. Click on the drop down menu at the top right of your screen.



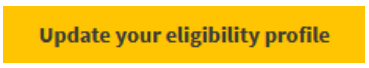
2. Select the 'My Account' option.



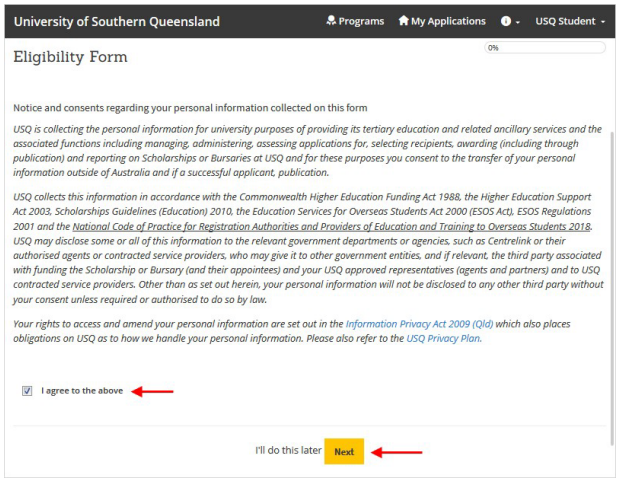
3. Click on the 'Eligibility' option.



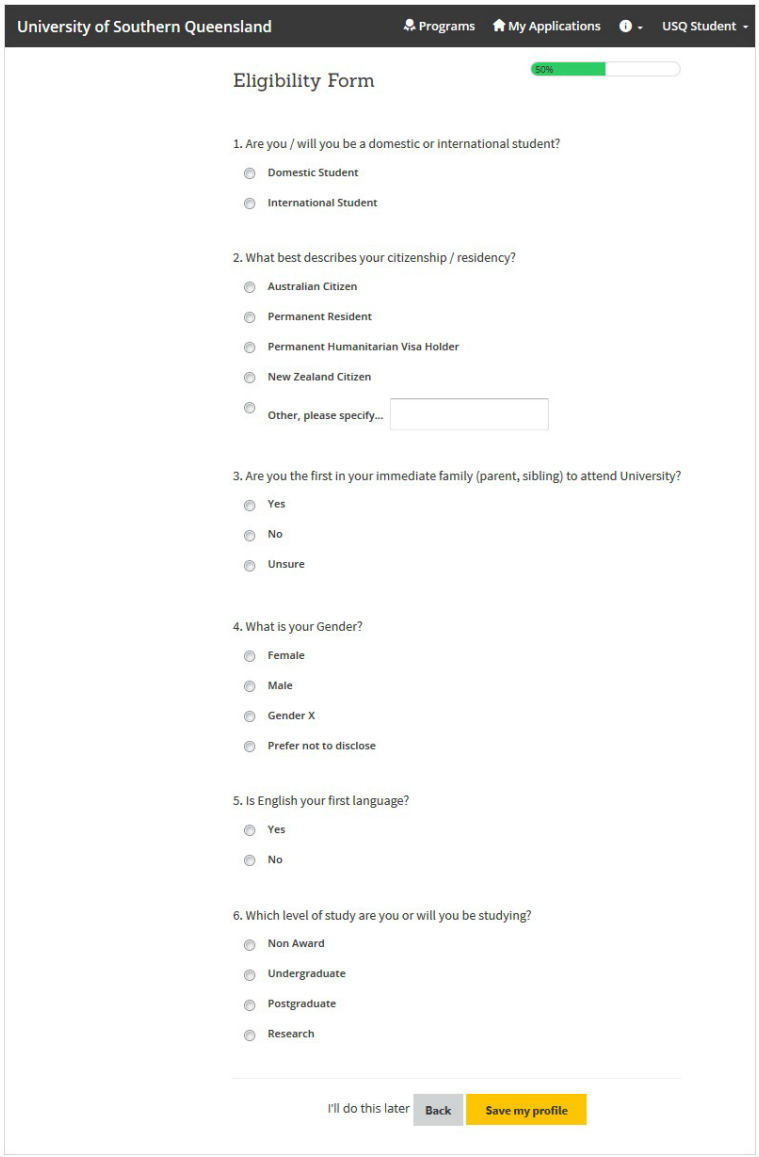
4. Click on the 'Update your eligibility profile' button.



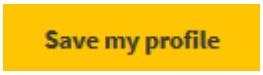
5. To proceed, you must agree to the notice and consents regarding your personal information collected as part of your Eligibility Profile. If you understand and agree to the disclaimer, select the ‘I agree to the above’ checkbox.



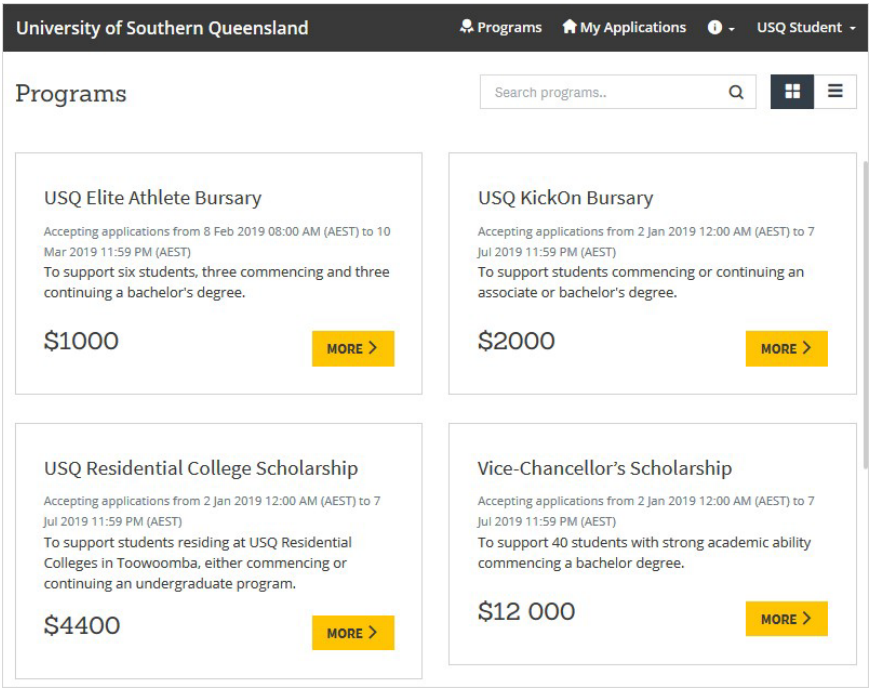
6. Use the radio buttons to specify an answer for each of the questions.



7. Click the ‘Save my profile’ button.

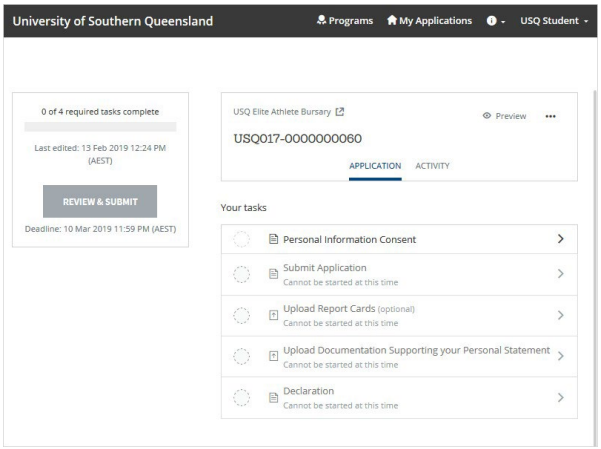


8. The Scholarships/Bursaries displayed on the Programs (Scholarships) page will update according to the answers you have provided.

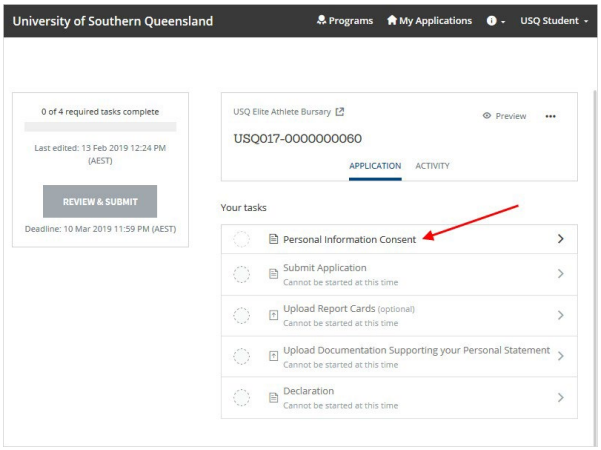


Scholarship Application

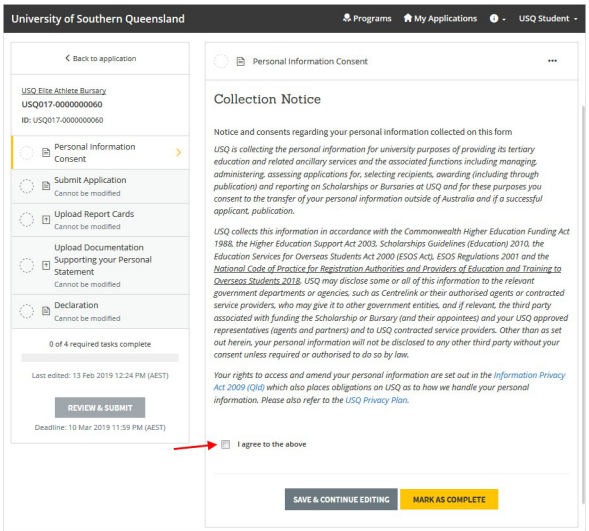
1. After clicking the Apply button, a new scholarship application will open.



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

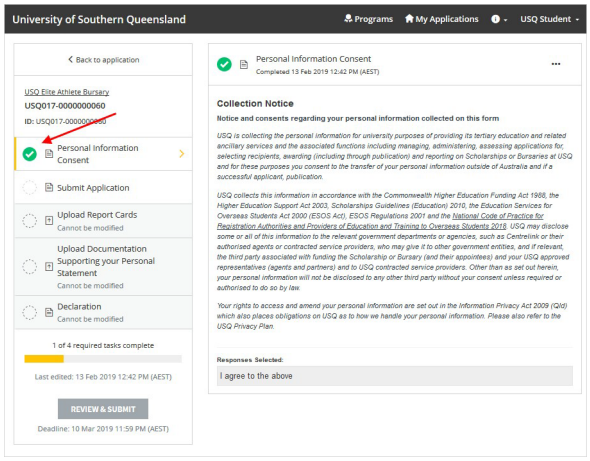


3. To proceed, you must agree to the Collection Notice. If you understand and agree to the conditions outlined in the Collection Notice, select the 'I agree to the above' checkbox.

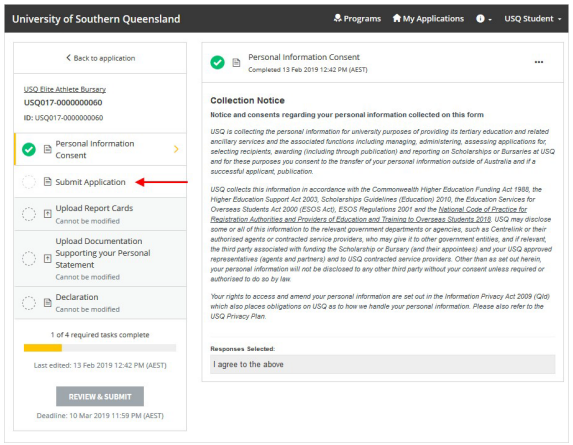


4. Click the ‘MARK AS COMPLETE’ button to continue.

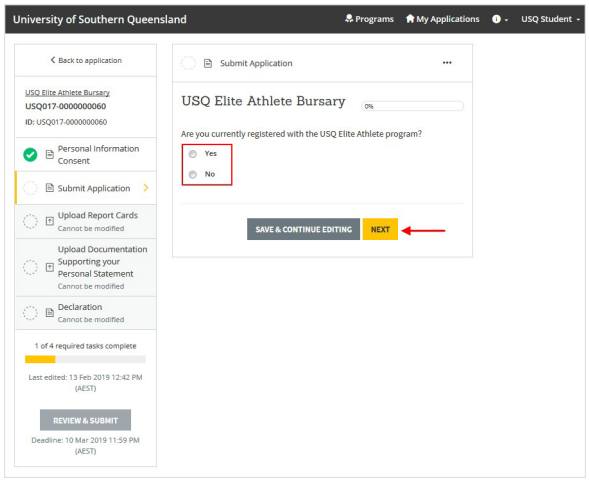
5. The Personal Information Consent task will show as completed by displaying a green tick.



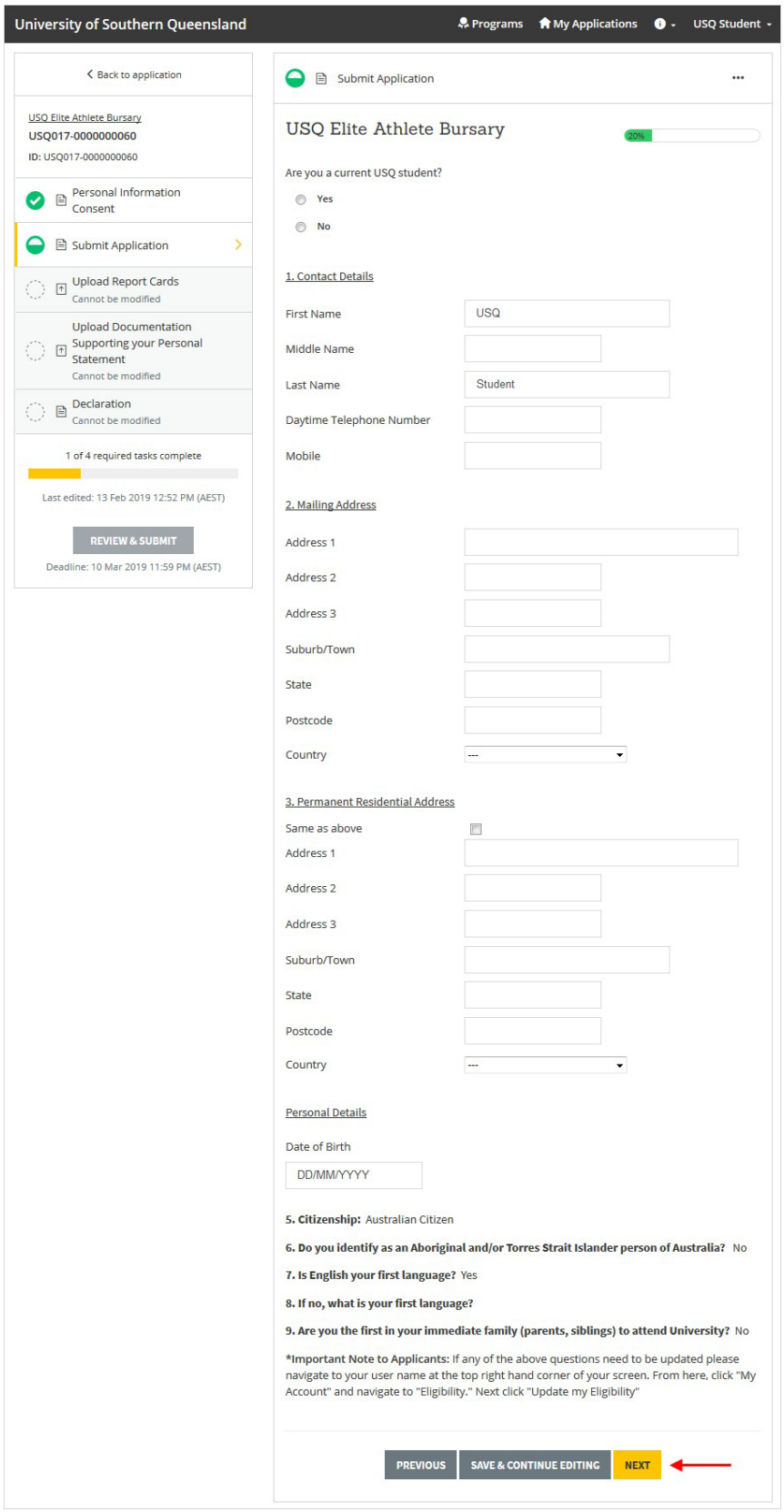
6. Click on the ‘Submit Application’ task.



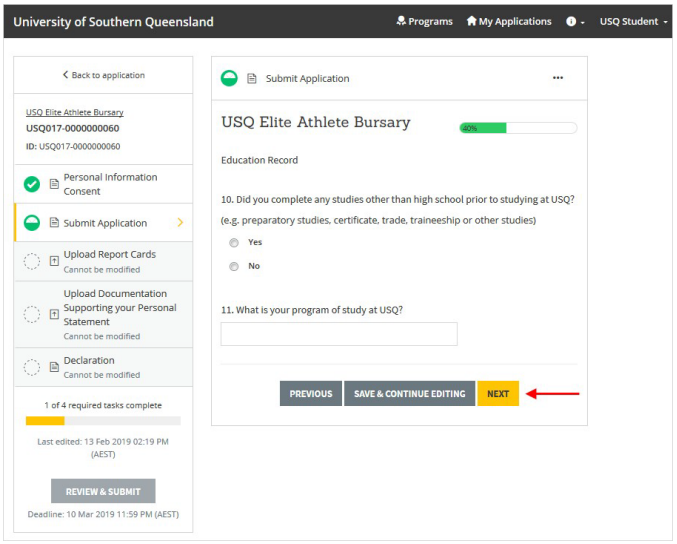
7. Use the radio buttons to specify your answers. Depending on your answers, additional questions may appear on the page. When you have finished answering the questions, click the ‘NEXT’ button to continue.



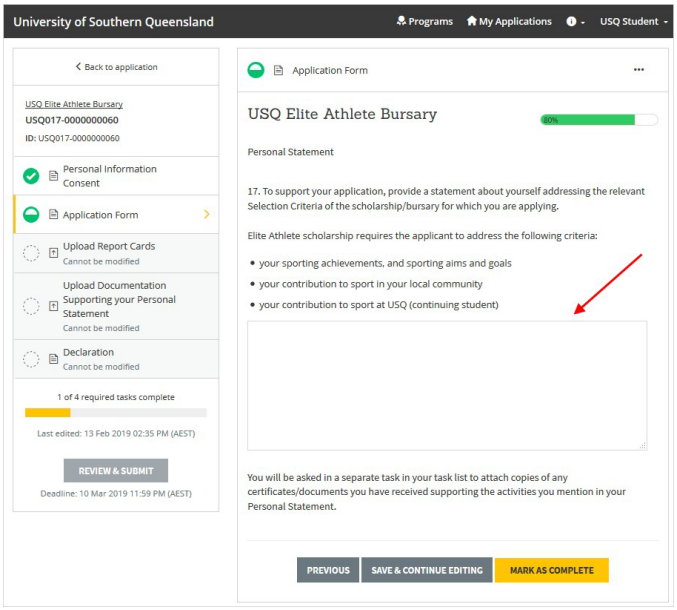
8. Enter your contact information and then click the ‘NEXT’ button.



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.

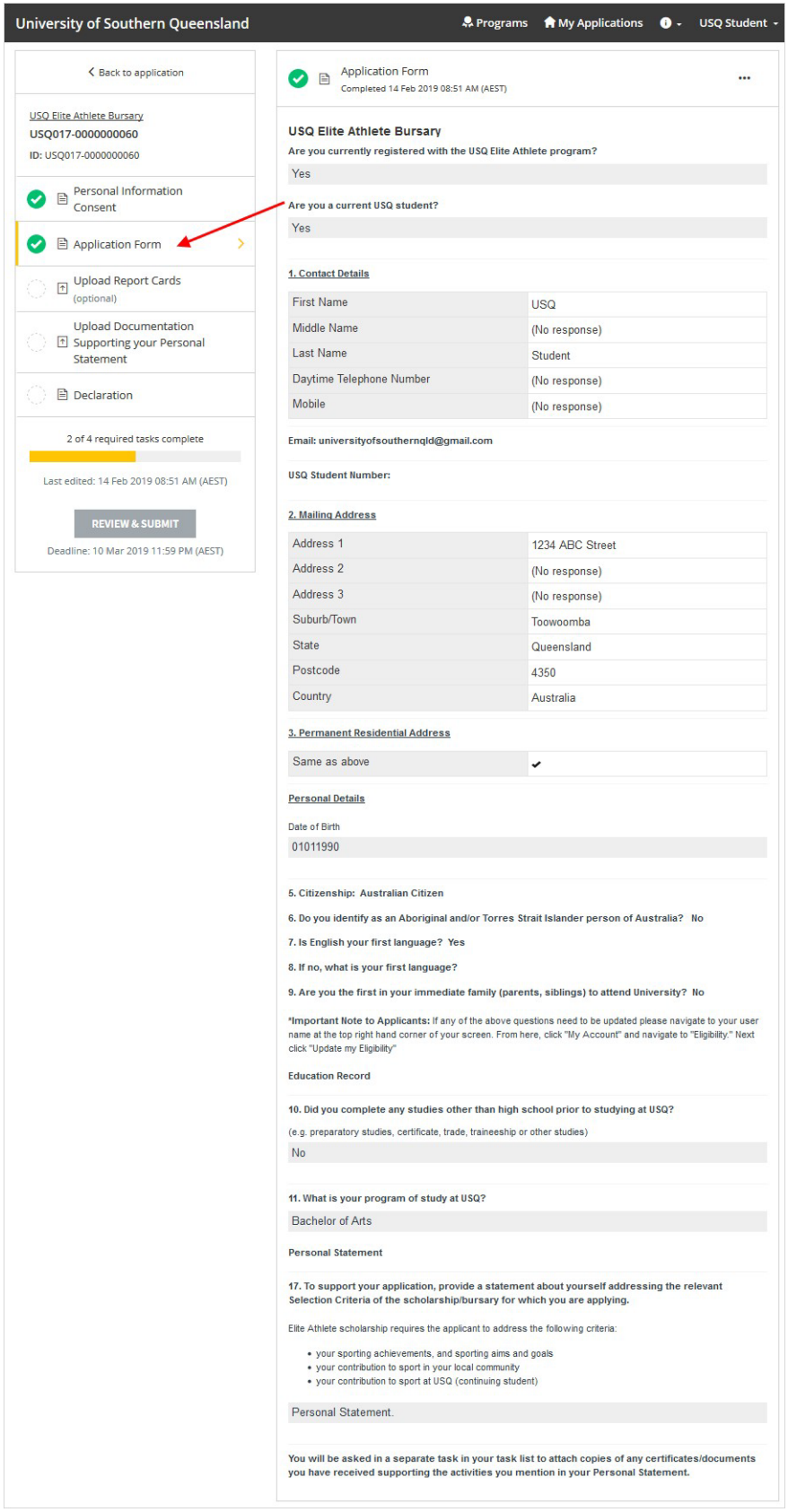


10. To support your application, you must provide a personal statement addressing the relevant selection criteria of the scholarship/bursary for which you are applying. Enter your Personal Statement into the text field.

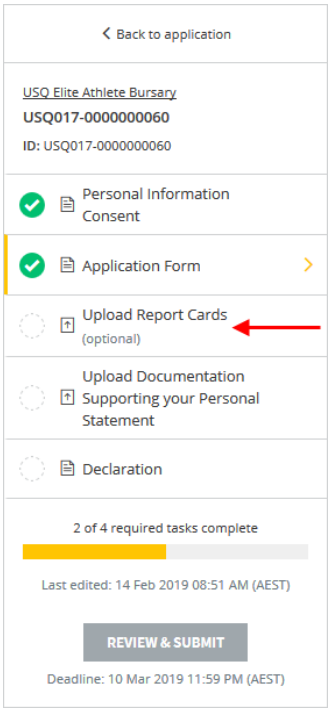


11. Click the ‘MARK AS COMPLETE’ button to proceed.

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

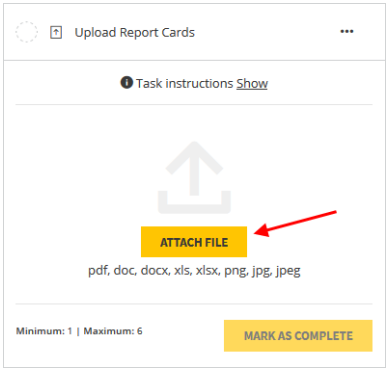


13. Click on the ‘Upload Report Cards’ task.



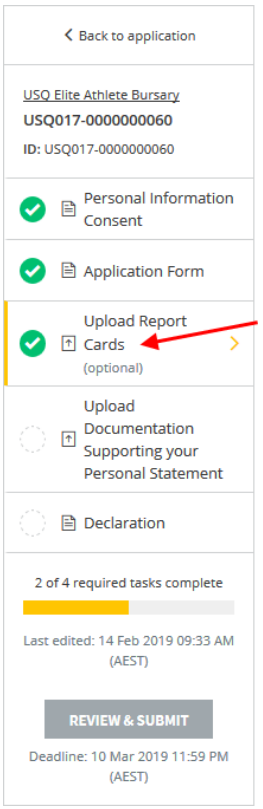
14. Click the ‘ATTACH FILE’ button to attach your most recent end of year report card.

Please note the accepted file types.

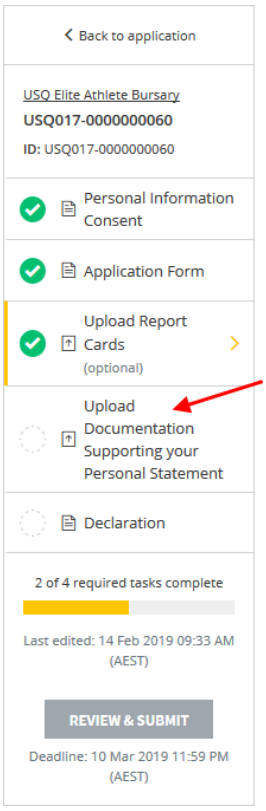


15. When you have finished uploading your report card, click the ‘MARK AS COMPLETE’ button.

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

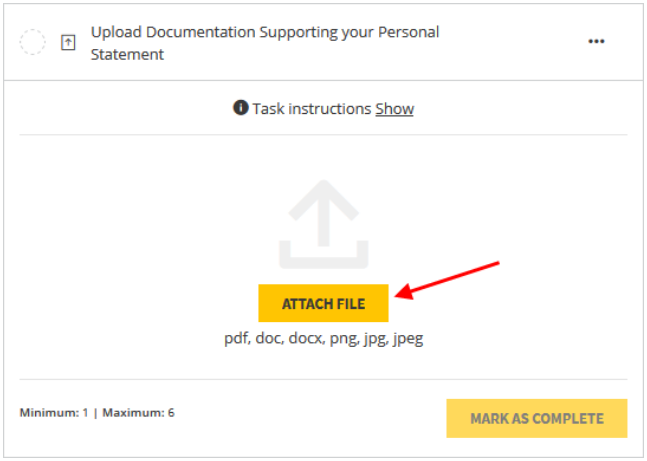


17. Click on the 'Upload Documentation supporting your Personal Statement' task.



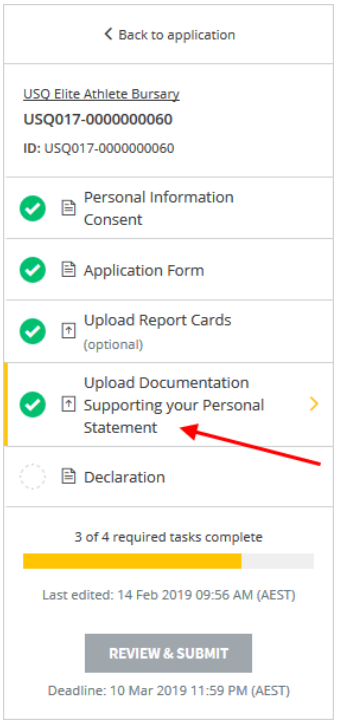
18. Click the ‘ATTACH FILE’ button to attach copies of supporting documentation related to your Personal Statement.

Please note the accepted file types.

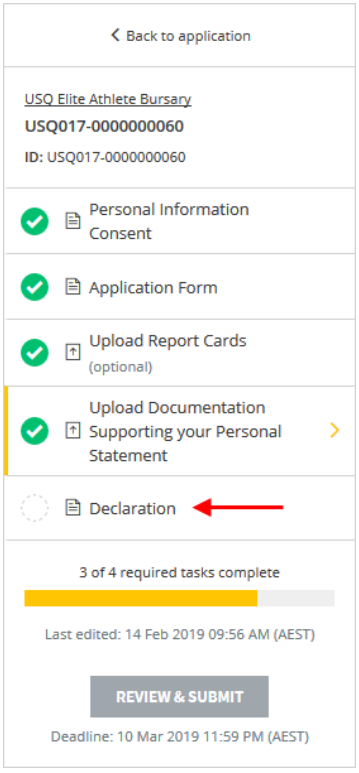


19. When you have finished uploading your documentation, click the ‘MARK AS COMPLETE’ button.

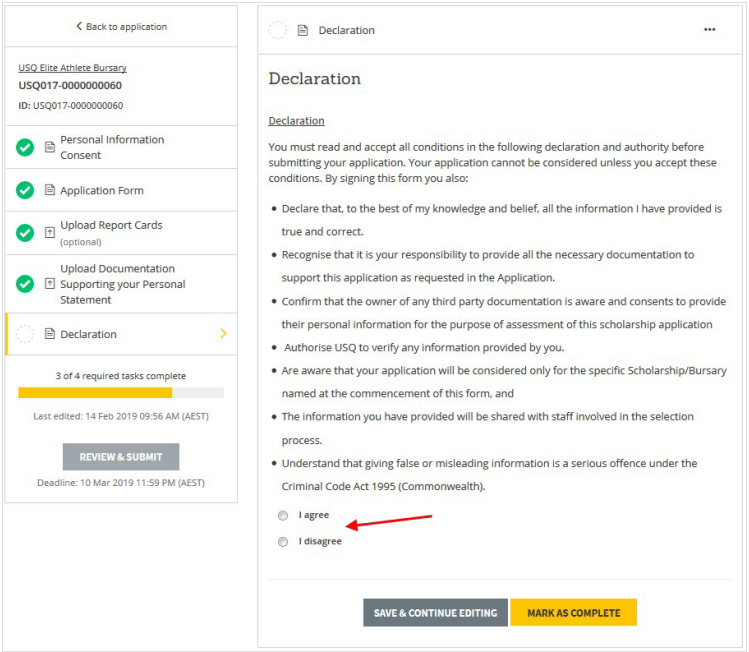
20. The Upload Documentation supporting your Personal Statement task will show as completed by displaying a green tick.



21. Click on the ‘Declaration’ task.

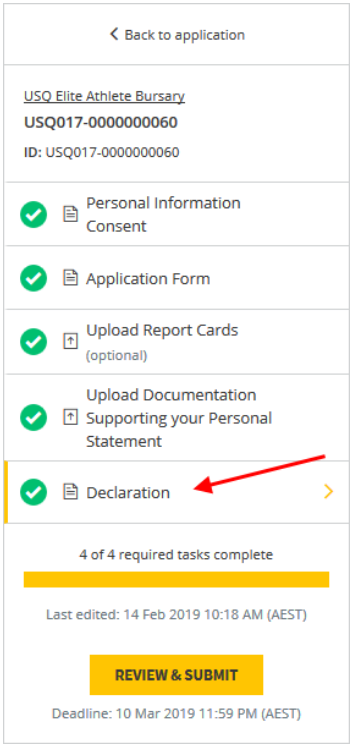


22. You must read and accept all conditions listed in the declaration and authority before submitting your application. Use the radio buttons to specify whether you agree or disagree to the declaration.

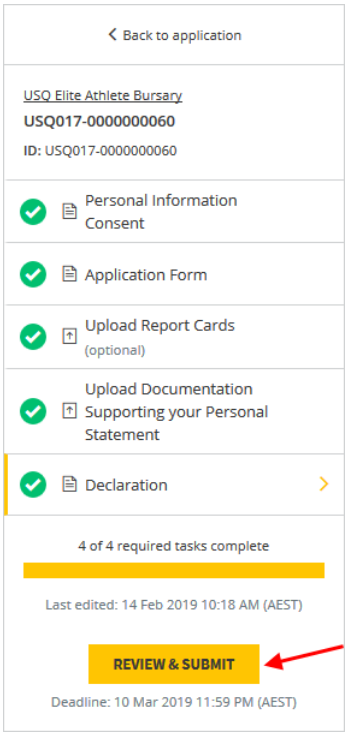


23. To continue, click the ‘MARK AS COMPLETE’ button.

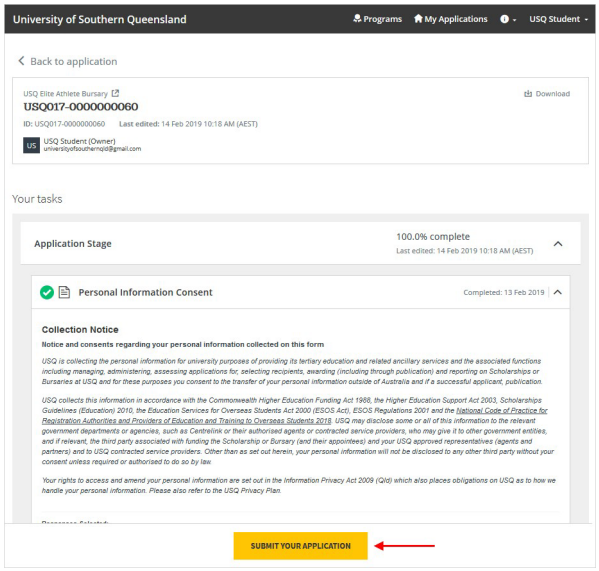
24. The Declaration task will show as completed by displaying a green tick.



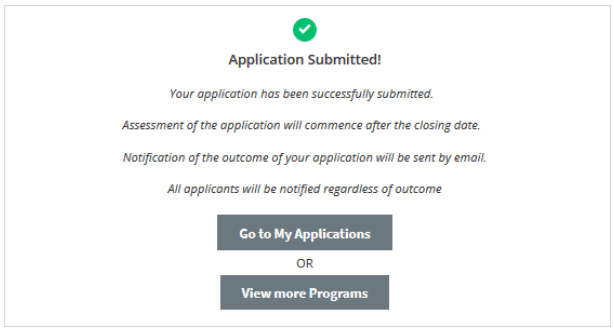
25. Click the 'REVIEW & SUBMIT' button to review your application.



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



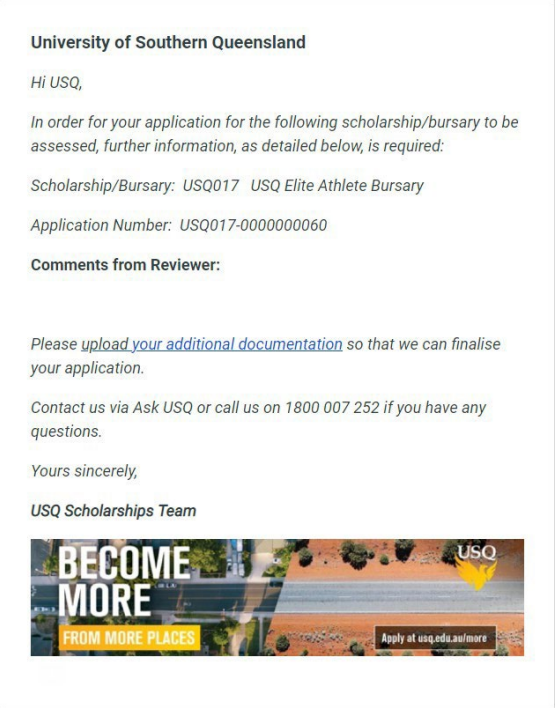
27. When your application is successfully submitted, the following message will display on your screen.



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.



University of Southern Queensland

Hi USQ,

In order for your application for the following scholarship/bursary to be assessed, further information, as detailed below, is required:

Scholarship/Bursary: USQ017 USQ Elite Athlete Bursary

Application Number: USQ017-0000000060

Comments from Reviewer:

Please upload your additional documentation so that we can finalise your application.

Contact us via Ask USQ or call us on 1800 007 252 if you have any questions.

Yours sincerely,

USQ Scholarships Team

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

University of Southern Queensland

Hi USQ,

In order for your application for the following scholarship/bursary to be assessed, further information, as detailed below, is required:

Scholarship/Bursary: USQ017 USQ Elite Athlete Bursary

Application Number: USQ017-0000000060

Comments from Reviewer:

Please upload your additional documentation so that we can finalise your application.

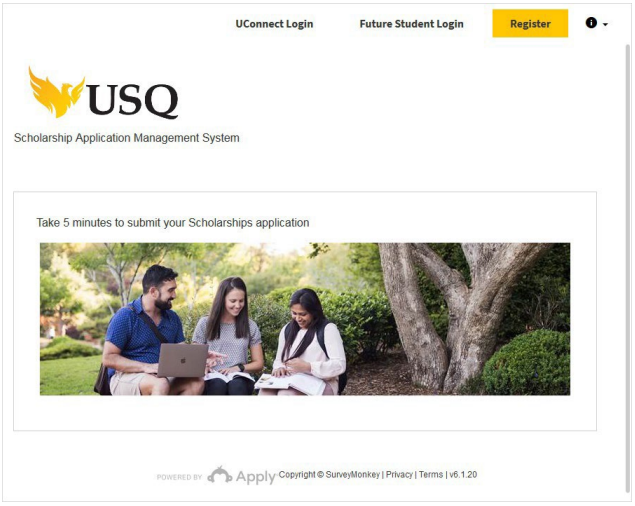
Contact us via Ask USQ or call us on 1800 007 252 if you have any questions.

Yours sincerely,

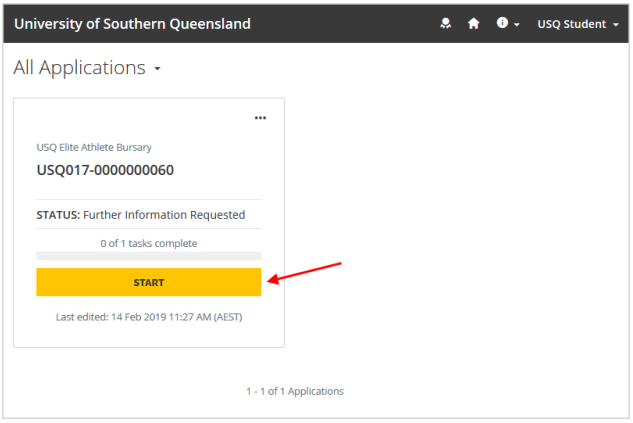
USQ Scholarships Team

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

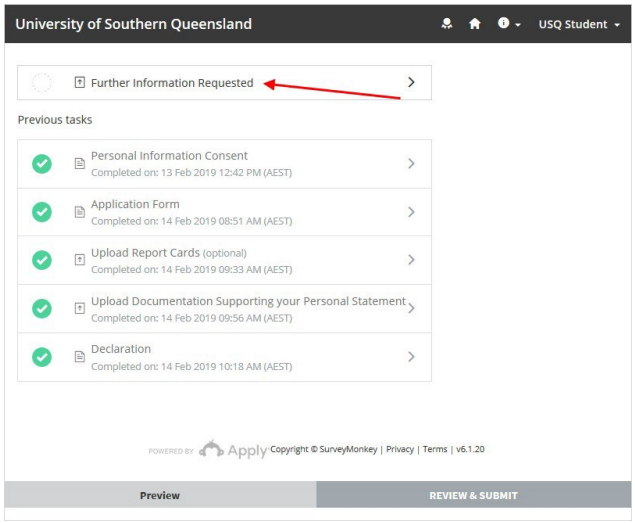
For further information about how to log in, please see page 2.



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

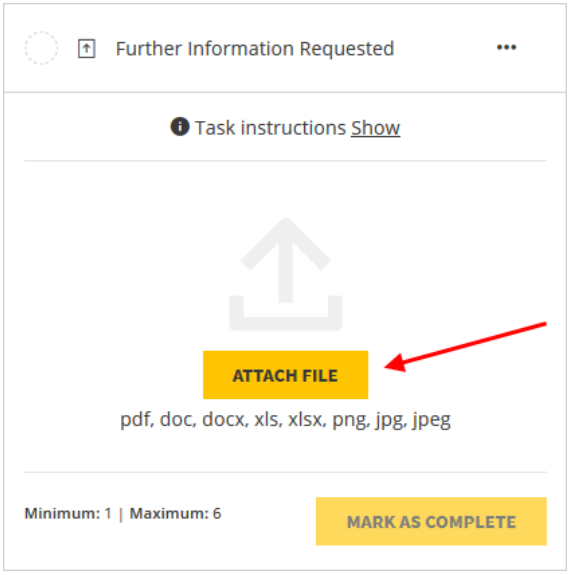


5. Click on the 'Further Information Requested' task.



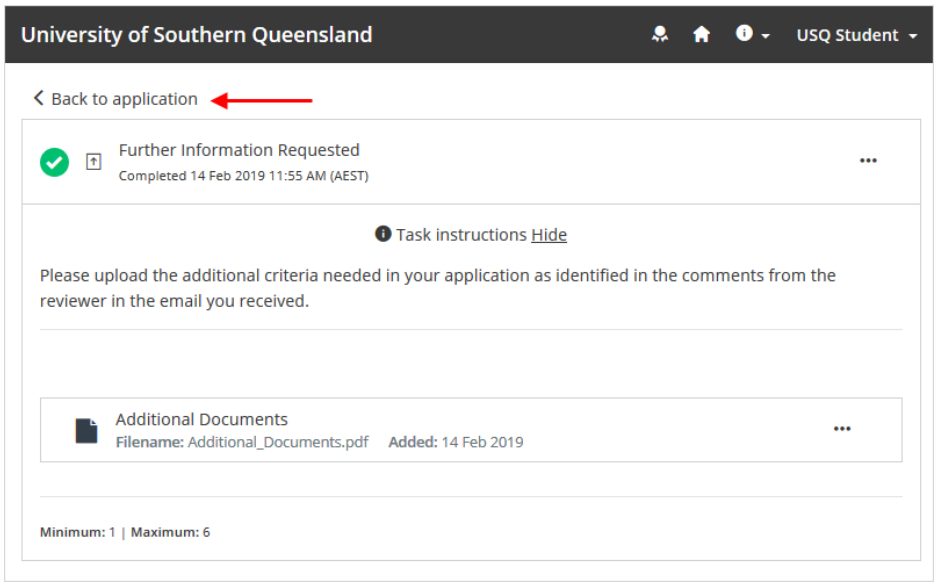
6. Click the 'ATTACH FILE' button to attach further supporting documentation. The additional criteria needed in your application will be included in the email comments.

Please note the accepted file types.

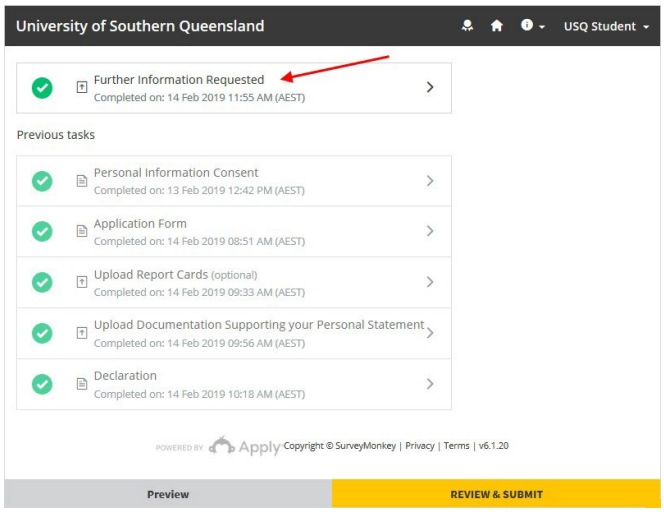


7. To continue, click the 'MARK AS COMPLETE' button.

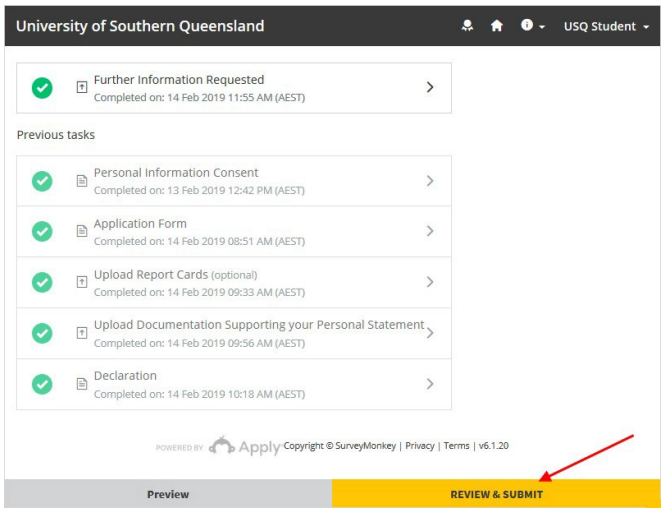
8. Click on ‘Back to application’.



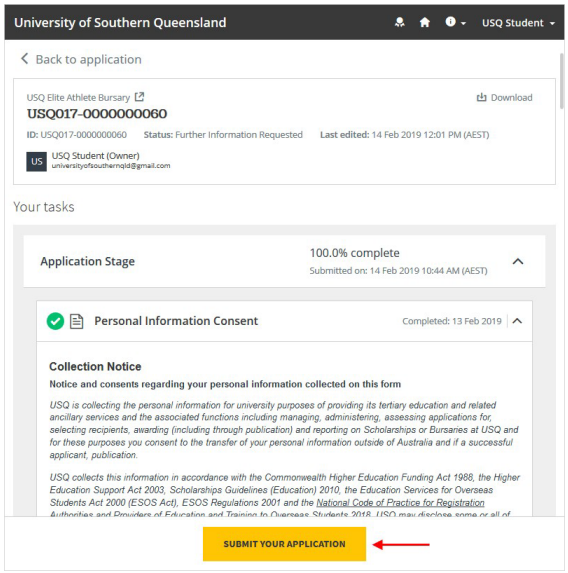
9. The Further Information Requested task will show as completed by displaying a green tick.



10. Click the 'REVIEW & SUBMIT' button.



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



University of Southern Queensland

For more information, please contact the

Graduate Research School

grs@usq.edu.au