University of Southern Queensland

1 August 2023

Scholarships

Online Scholarship Application Manual

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

University of Southern Queensland

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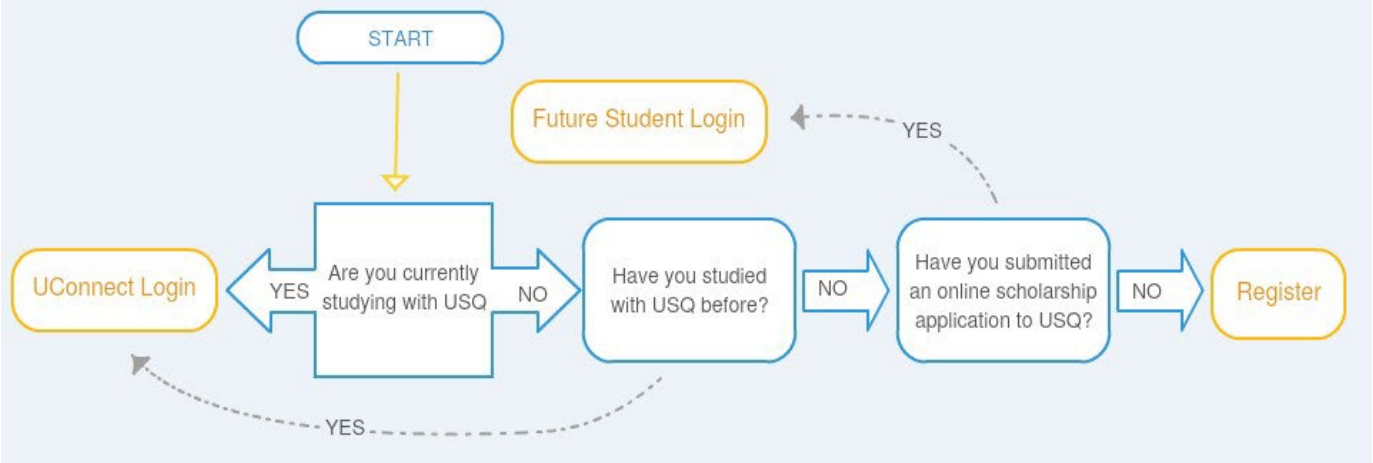
Overview

In order to submit an online scholarship application, you will need to log into the Scholarship Application Management System (SAMS).

There are three different login options as follows:

- Register
- Future Student Login and;
- UConnect Login

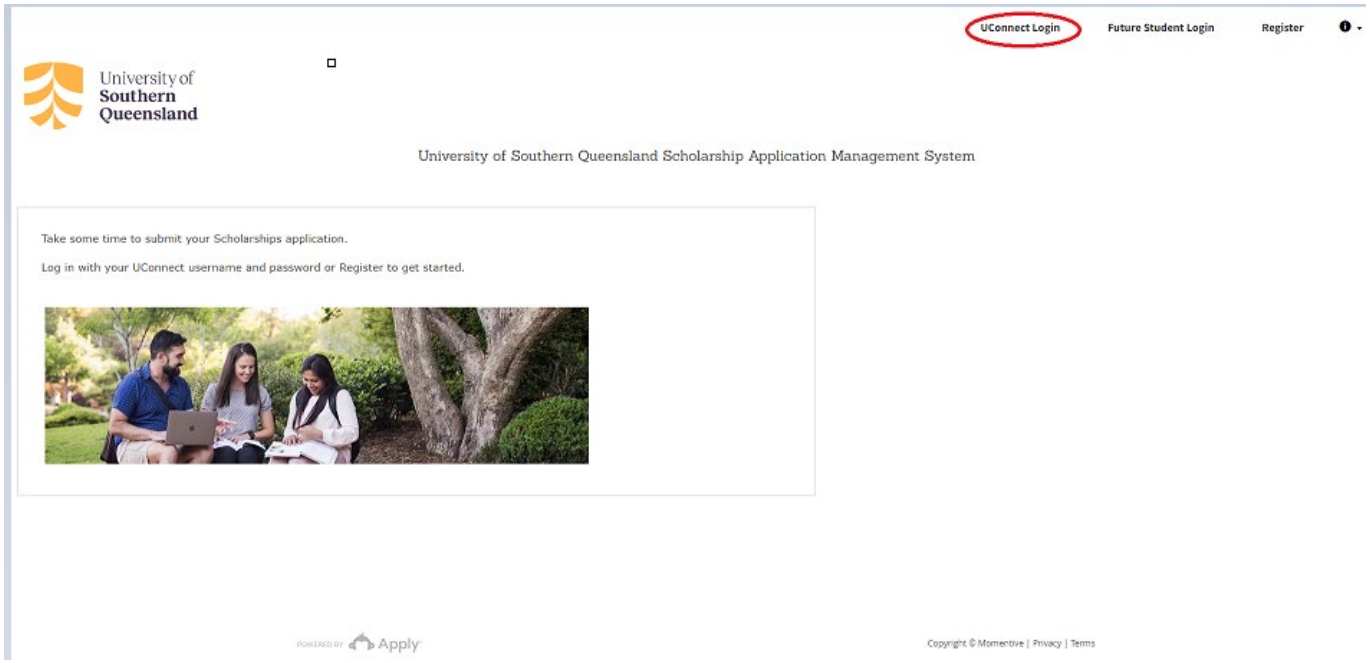
The following diagram will assist you in determining the option applicable to you.



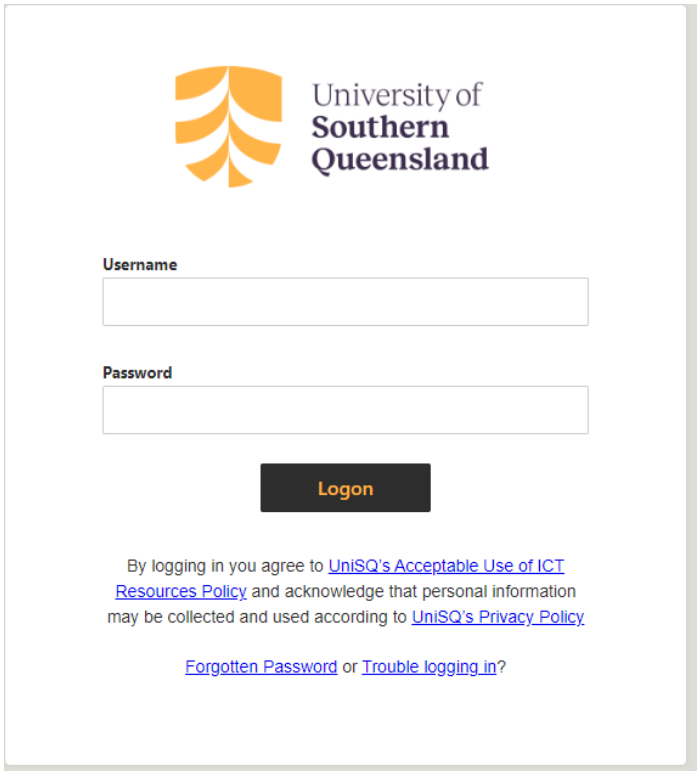
Uconnect Login

The ‘UConnect Login’ applies to UniSQ students. You will require your UniSQ student Username and Password to login.

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

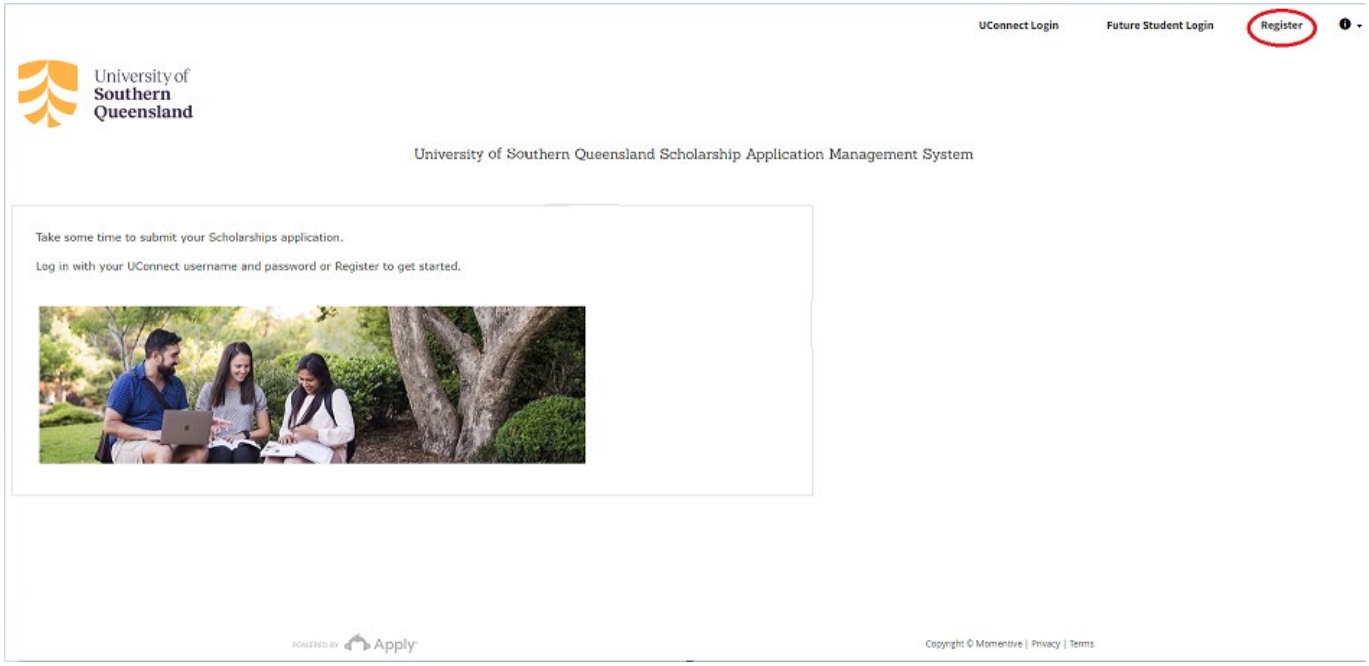


2. Enter your UniSQ Username and Password and select Logon.

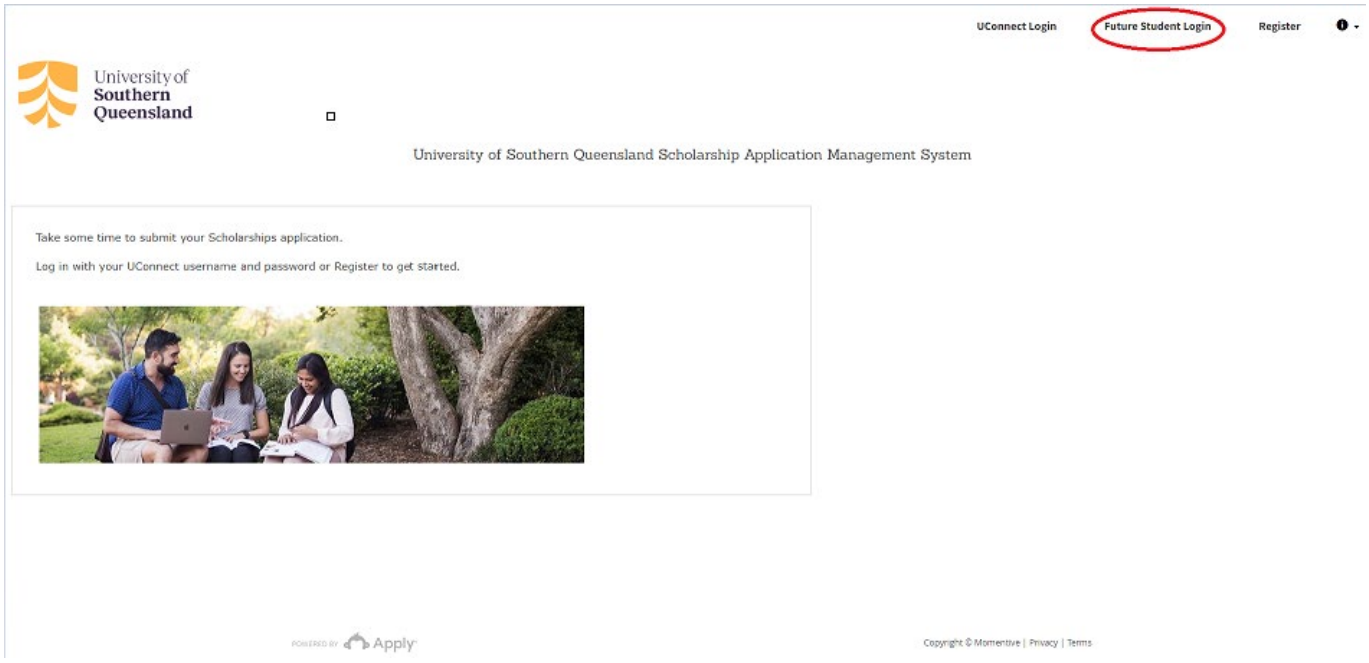


Future Student Login

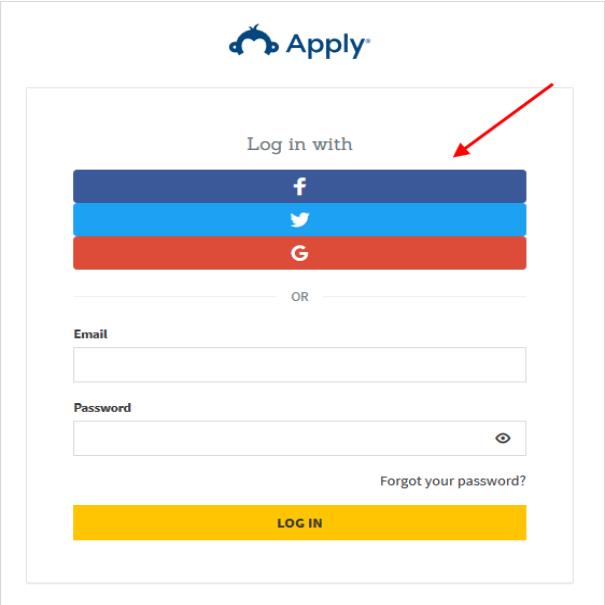
The ‘Future Student Login’ applies if you are not a UniSQ student and have never studied with UniSQ. You can only use the Future Student login if you have an existing Survey Monkey account (you will have an existing account if you have submitted an online scholarship application to UniSQ or you have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



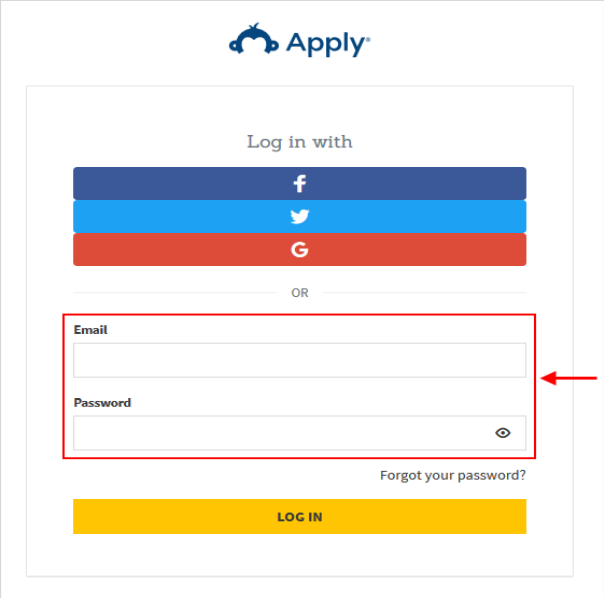
1. To log in using the Future Student Login, select ‘Future Student Login’ at the top of the page.



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



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

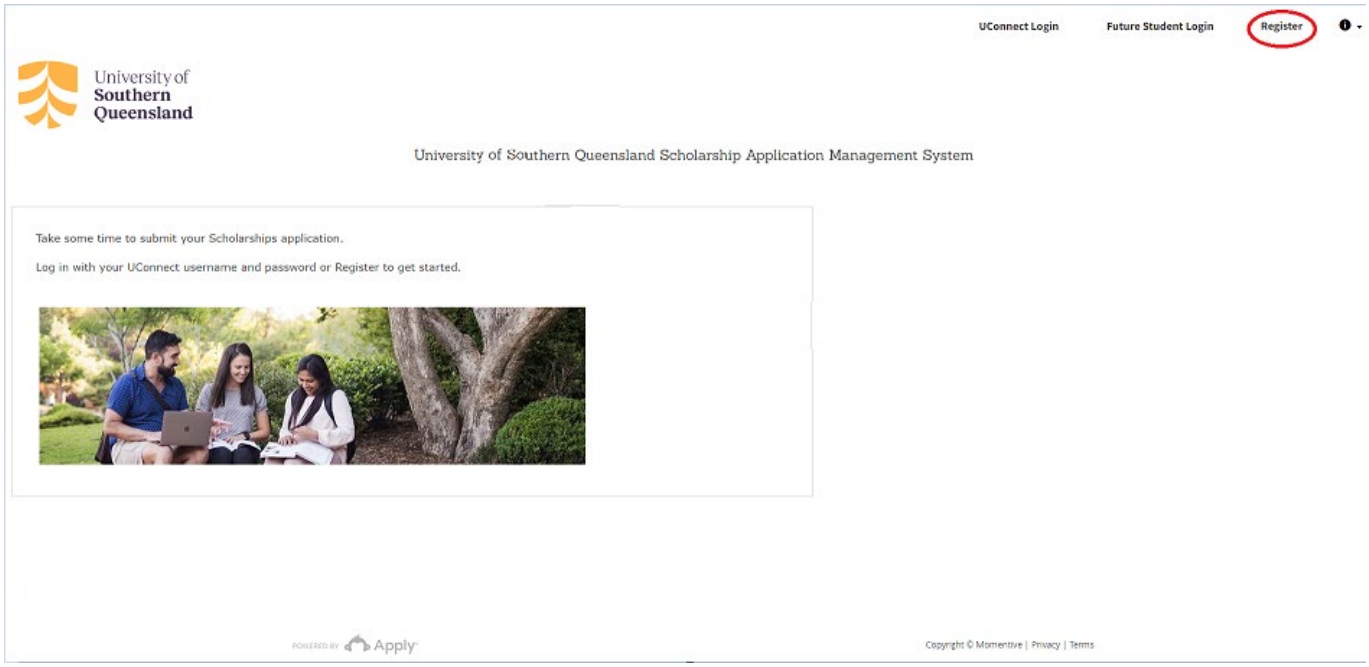


UniSQ

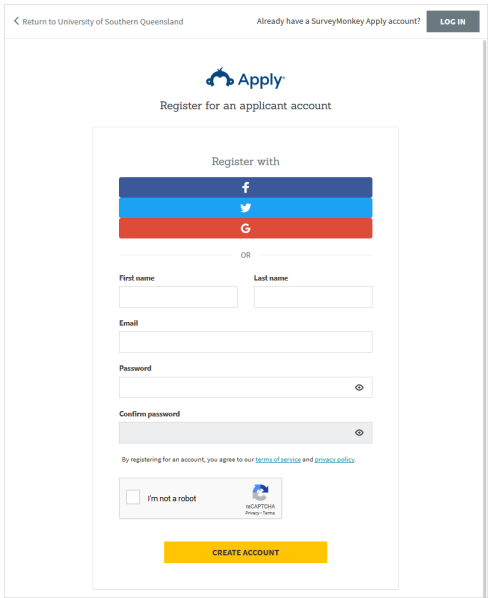
Register

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

1. Select ‘Register’ at the top of the page.



2. The registration page is displayed.



3. You have two available options for account registration.

Social registration: allows you to register for your 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 to register for an applicant account using Facebook, select the Facebook icon.

Twitter

If you would like to register for an applicant account using Twitter, select the Twitter icon.

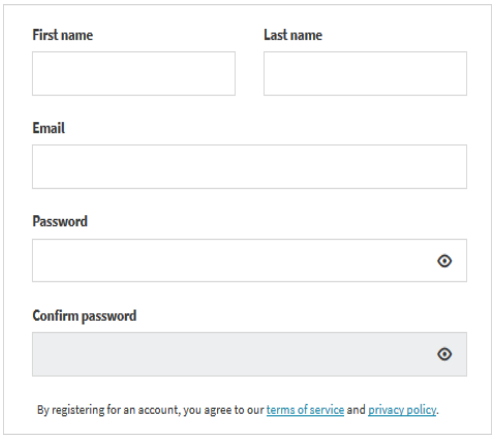
Google

If you would like to register for an applicant account using Google+, select the Google icon.

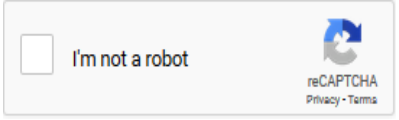
Email Registration

If you would like to register for an applicant account using an email address:

1. Enter your personal information and select a password you would like to use for future logins.



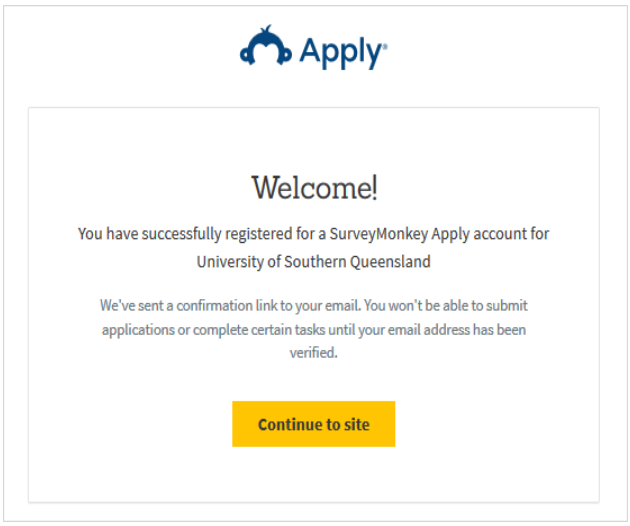
2. Select ‘I’m not a robot’ to verify your information.



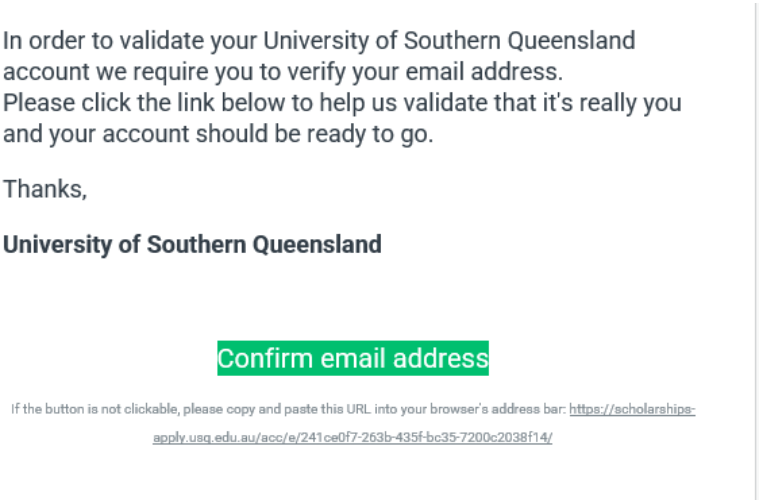
3. Select ‘CREATE ACCOUNT’.

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

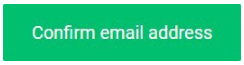
   Please note: If you do not receive the verification email within a few minutes, please check your Junk Email folder.



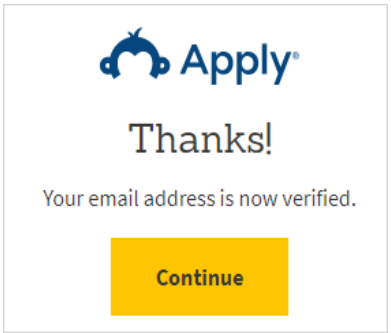
5. Open your email account and locate the verification email.



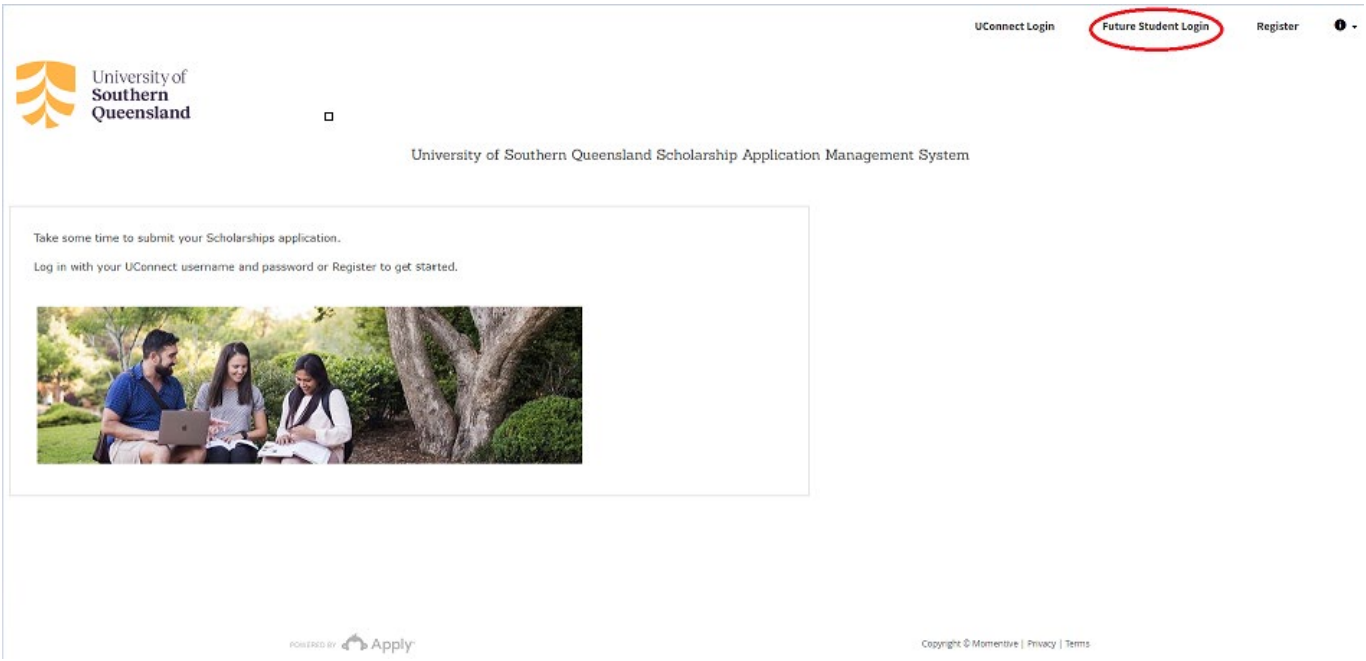
6. Select 'Confirm email address'.



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



8. You will be automatically sent back to the log in page. Select ‘Future Student Log In’ at the top of the page.

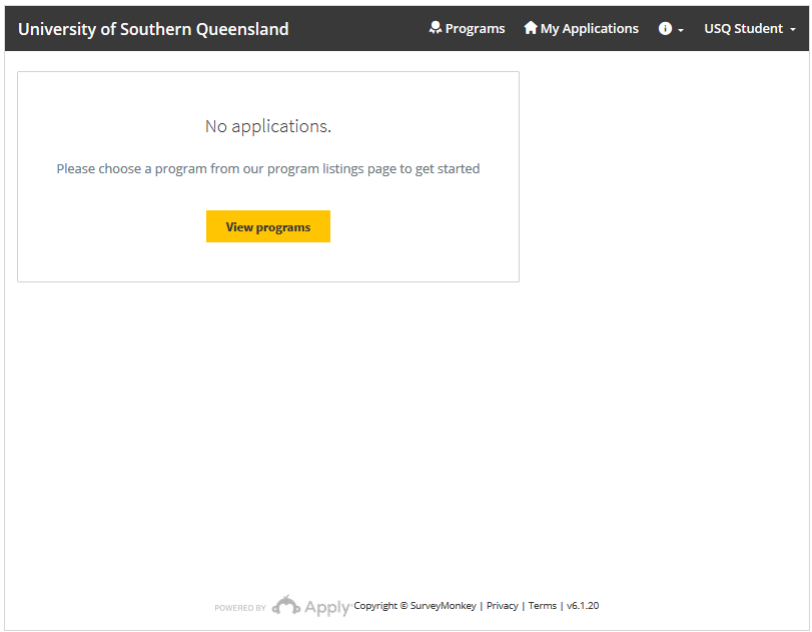


Eligibility Profile

To be considered for a scholarship/bursary at UniSQ, you must meet specific selection criteria and requirements.

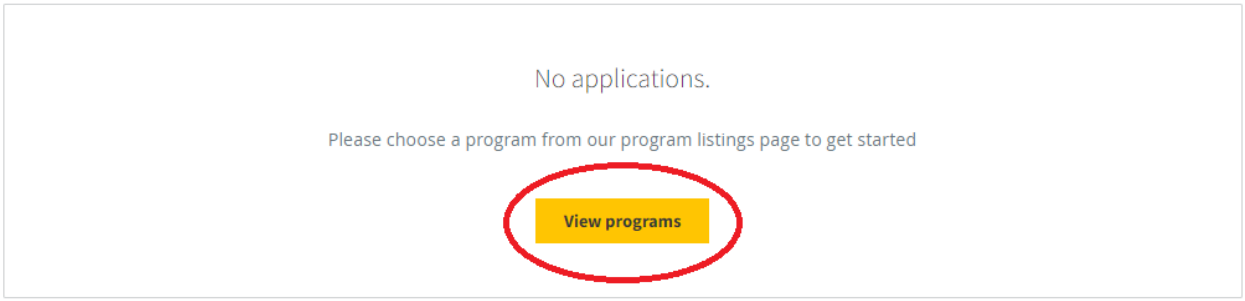
In order to determine the type of scholarship/bursary you are eligible to apply for you will be asked to create an Eligibility Profile.

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.



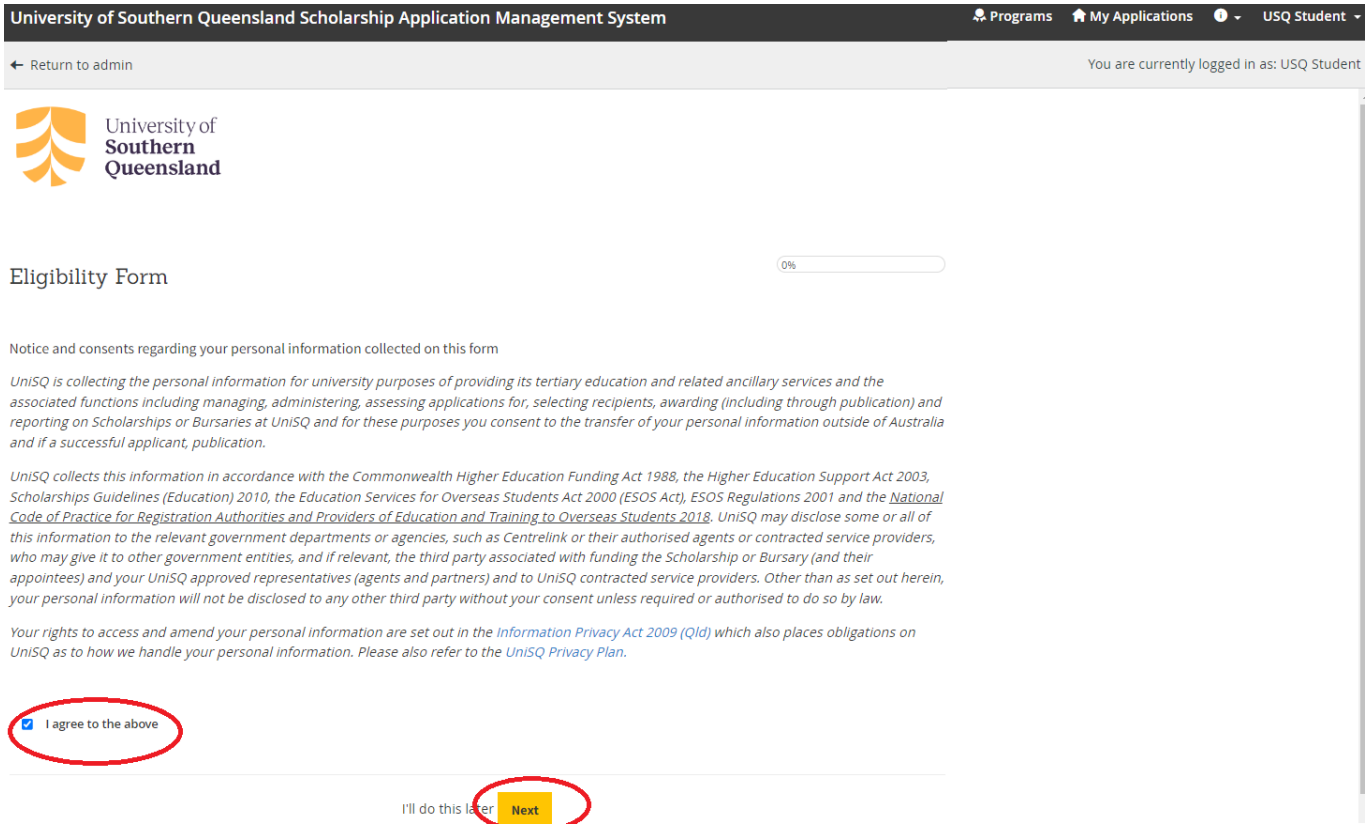
2. Select ‘View Programs’.

To search for current scholarships please click on Programs on the menu bar on the top right hand corner of your screen.

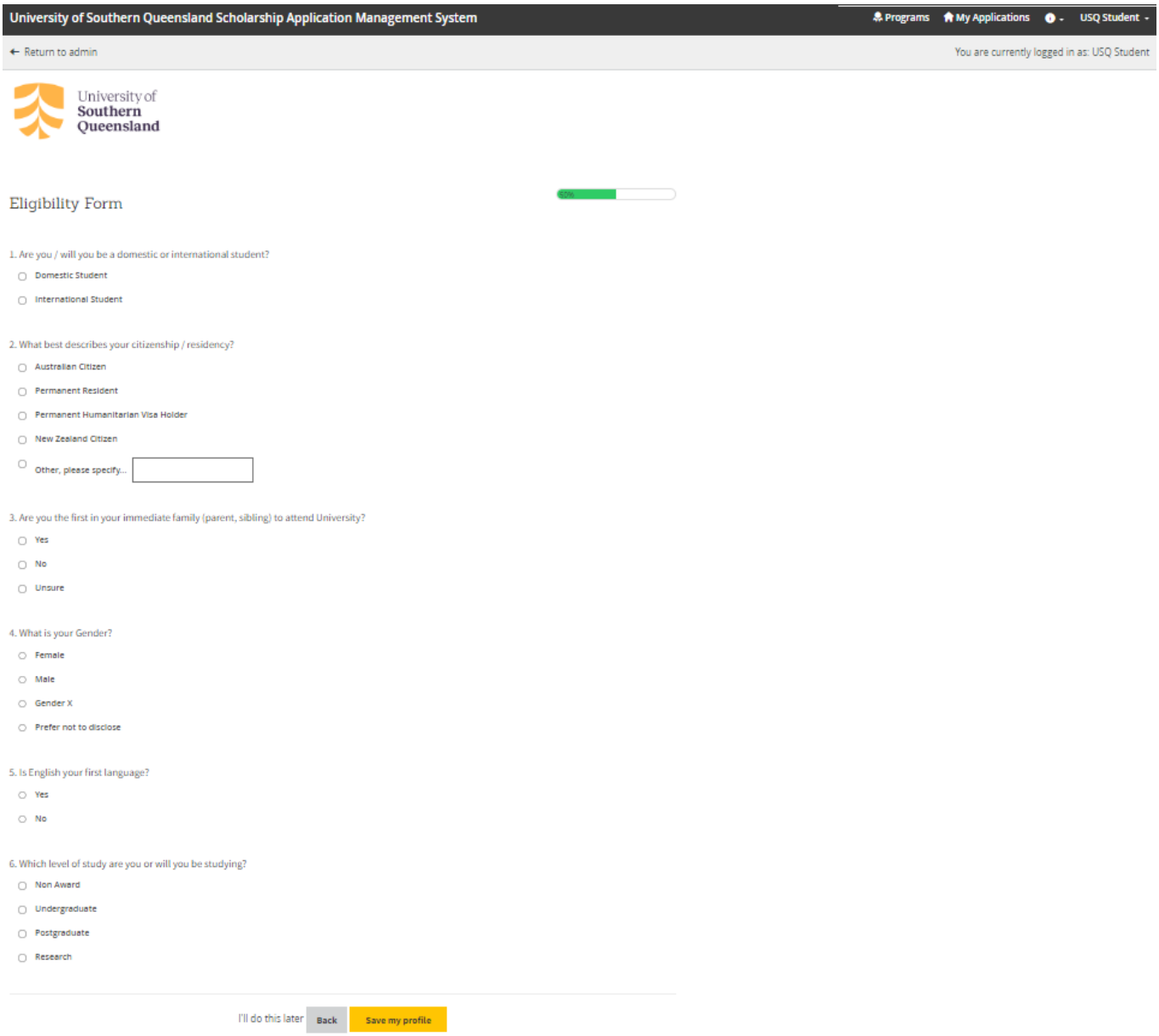


3. Select ‘Fill out Eligibility Profile’.

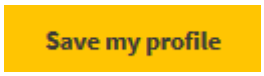
4. To proceed, you must agree to the notice and consents regarding your personal information collected as part of your Eligibility Profile. If you understand and agree to the disclaimer, select the ‘I agree to the above’ checkbox.



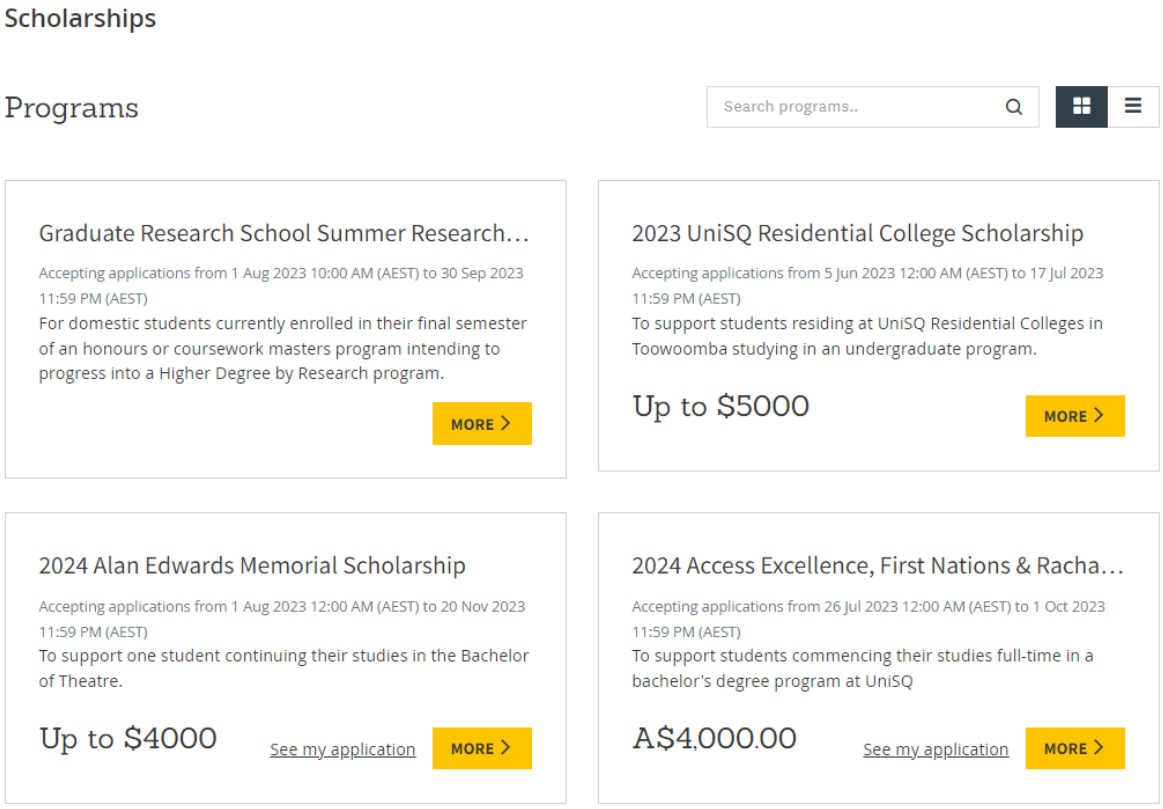
5. Use the radio buttons to specify an answer for each of the questions.



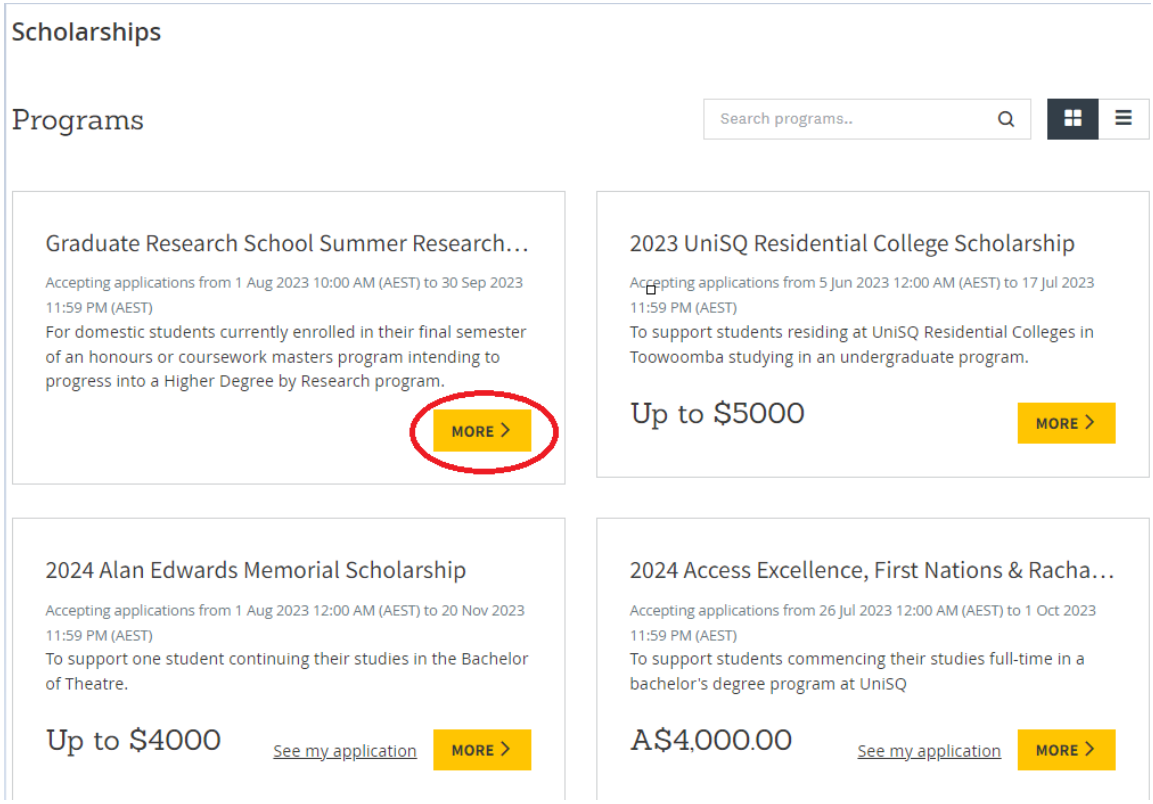
6. Select ‘Save my profile’.



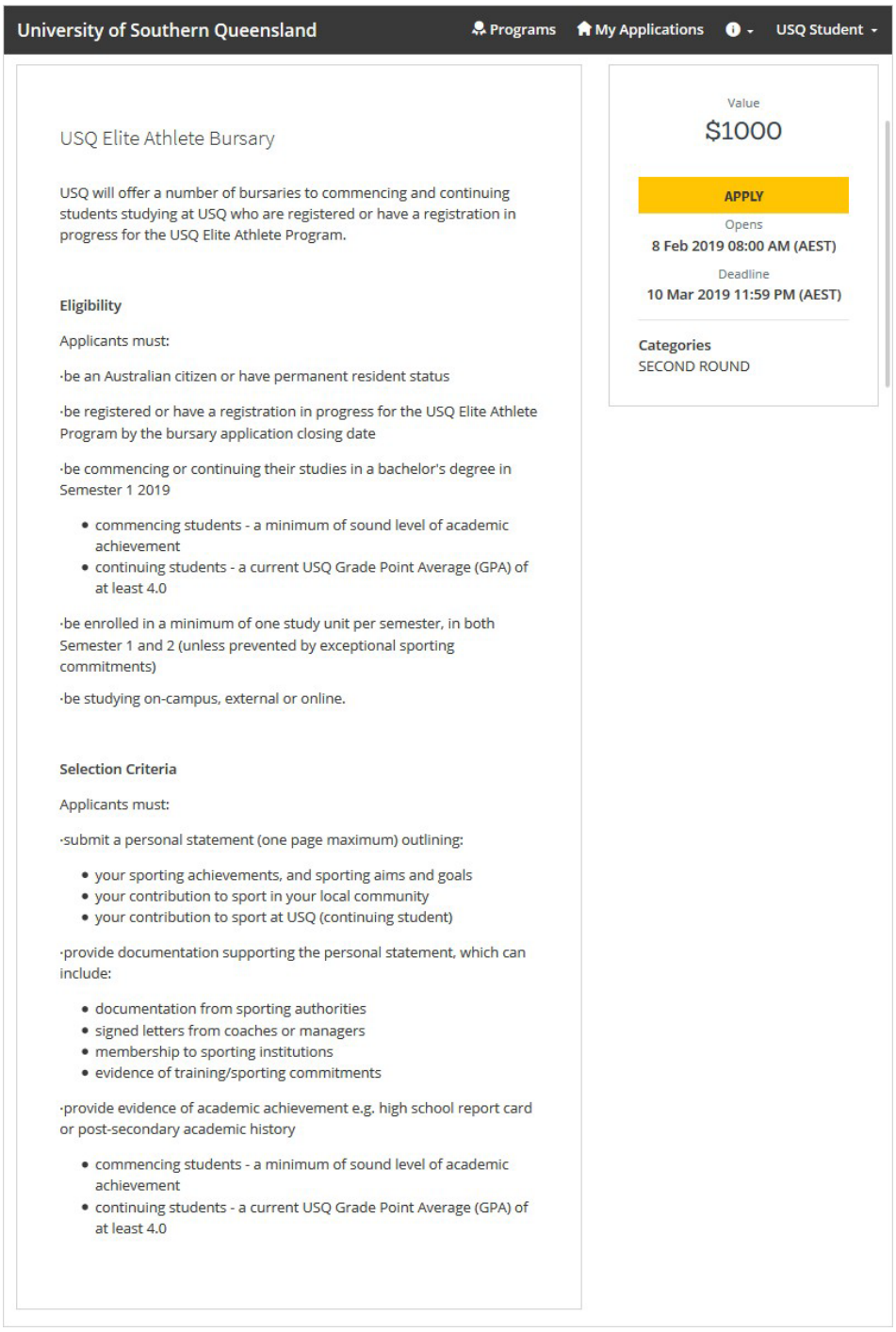
7. The Programs (scholarships) page will display eligible scholarships based on the answers you have provided.



8. Select ‘MORE’ to view additional information about a specific scholarship.



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

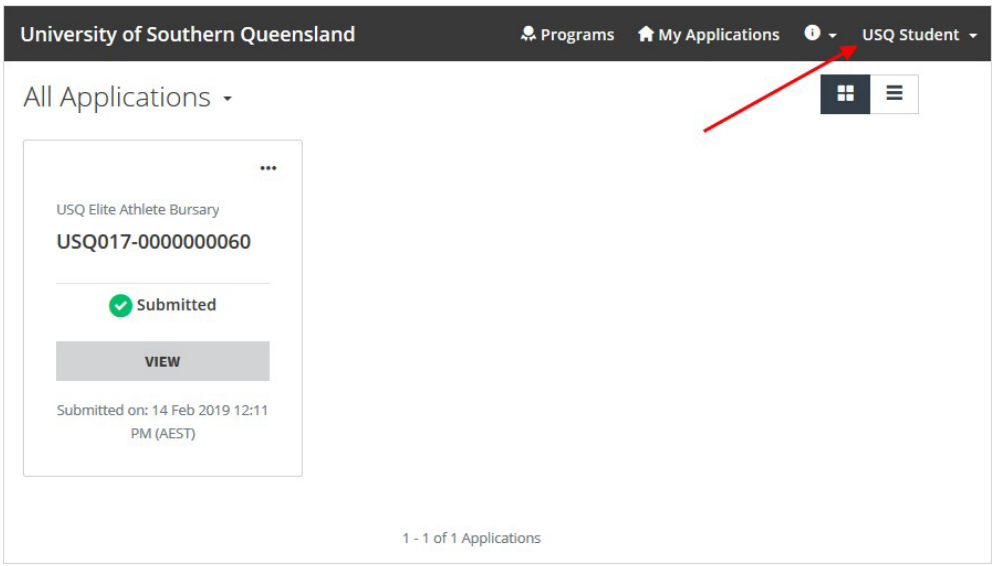


10. If you would like to submit a scholarship application for the selected scholarship, select ‘APPLY’ .

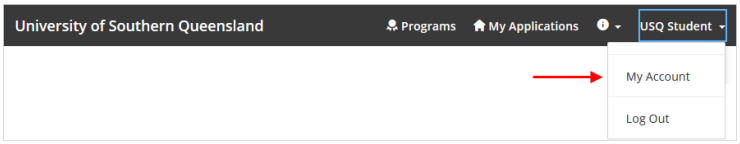
Updating Eligibility Profile

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

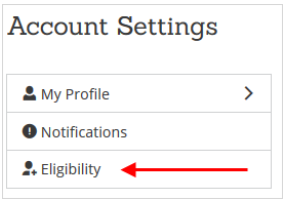
1. To update your Eligibility Profile, log into the Scholarship Application Management System. Select the drop-down menu at the top right of your screen.



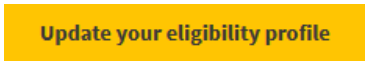
2. Select 'My Account'.



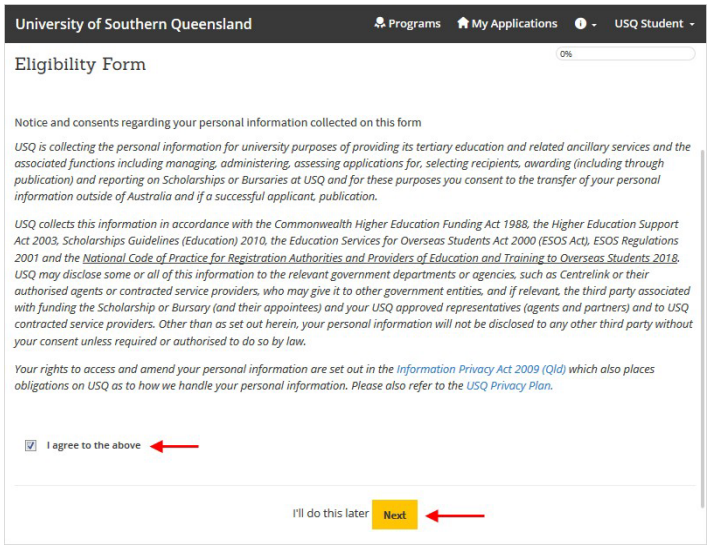
3. Select 'Eligibility'.



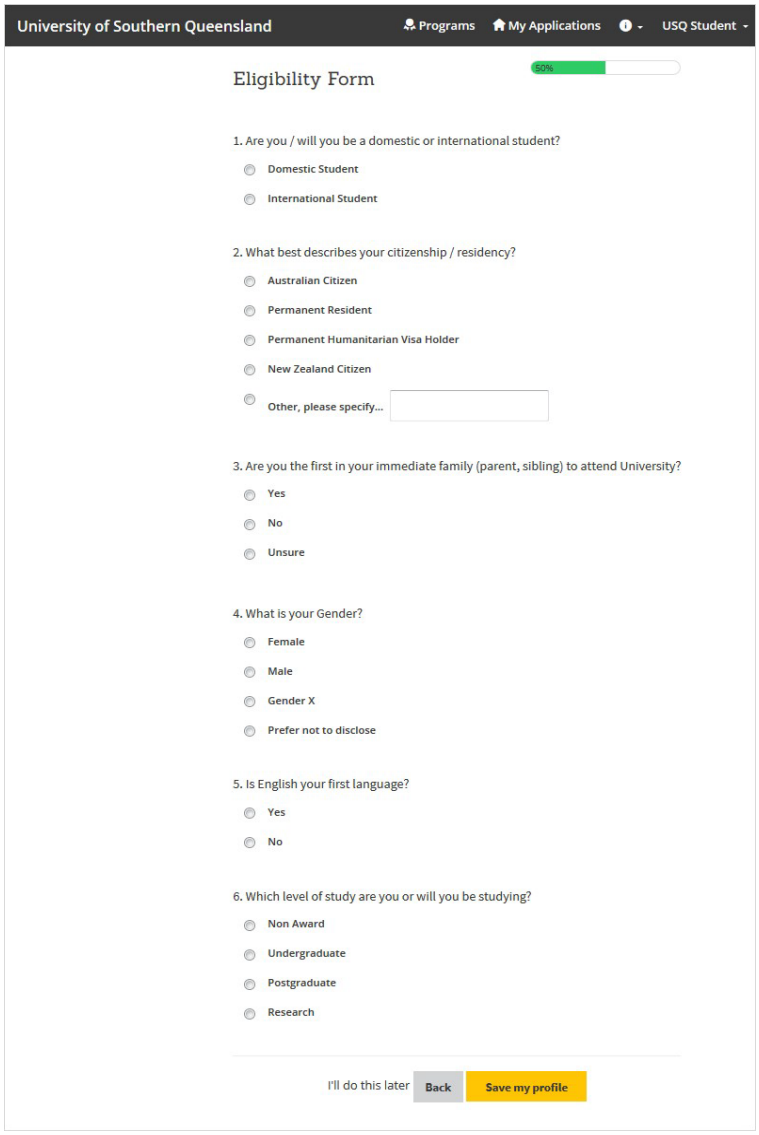
4. Select 'Update your eligibility profile'.



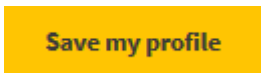
5. To proceed, you must agree to the notice and consents regarding your personal information collected as part of your Eligibility Profile. If you understand and agree to the disclaimer, select 'I agree to the above'.



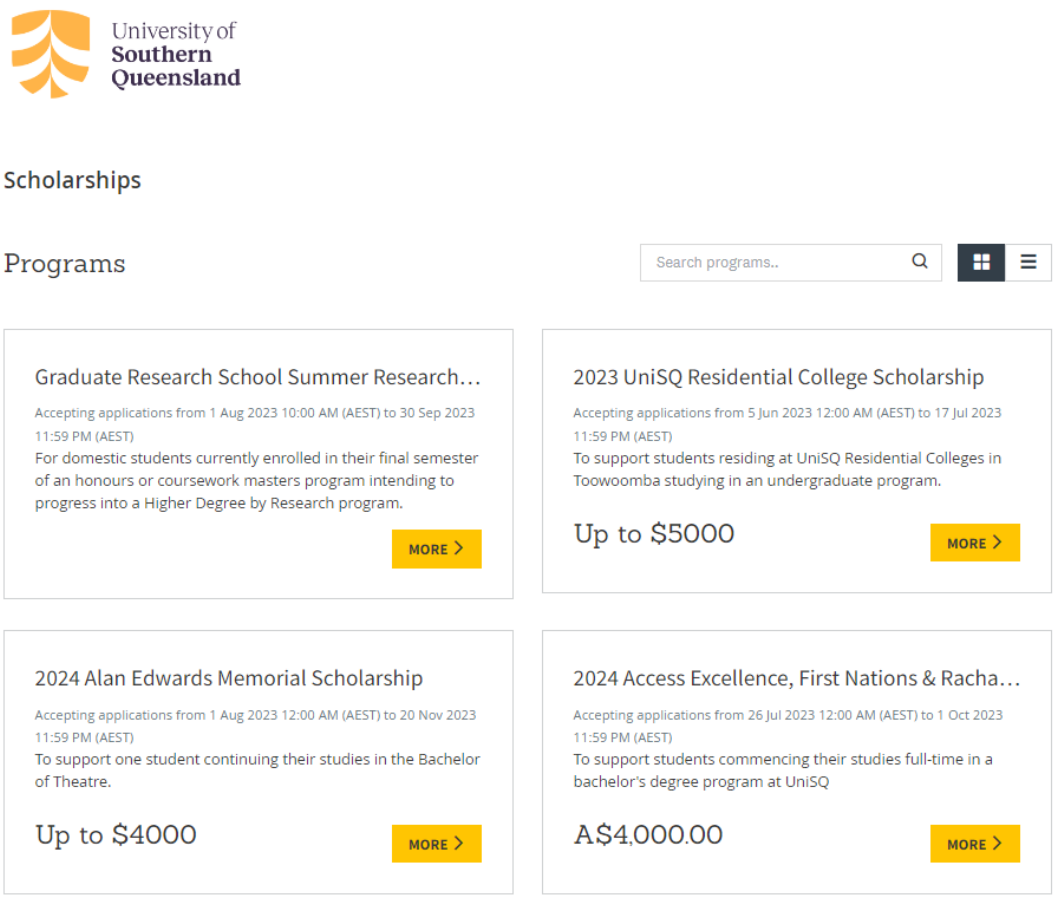
6. Use the radio buttons to specify an answer for each of the questions.



7. Select ‘Save my profile’.



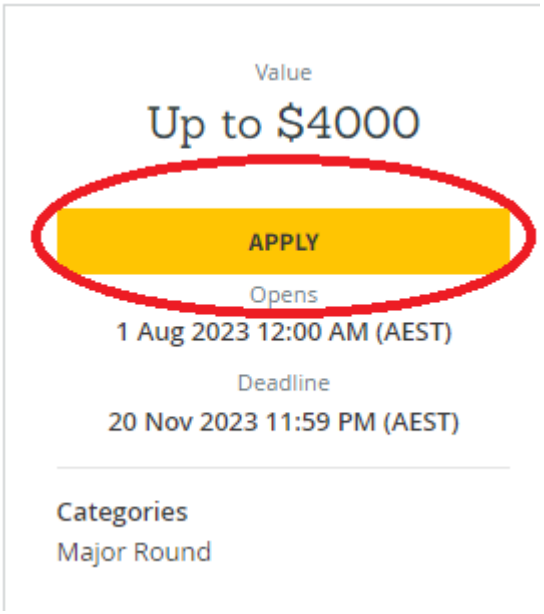
8. The scholarships/bursaries displayed on the Programs (Scholarships) page will update according to the answers you have provided.



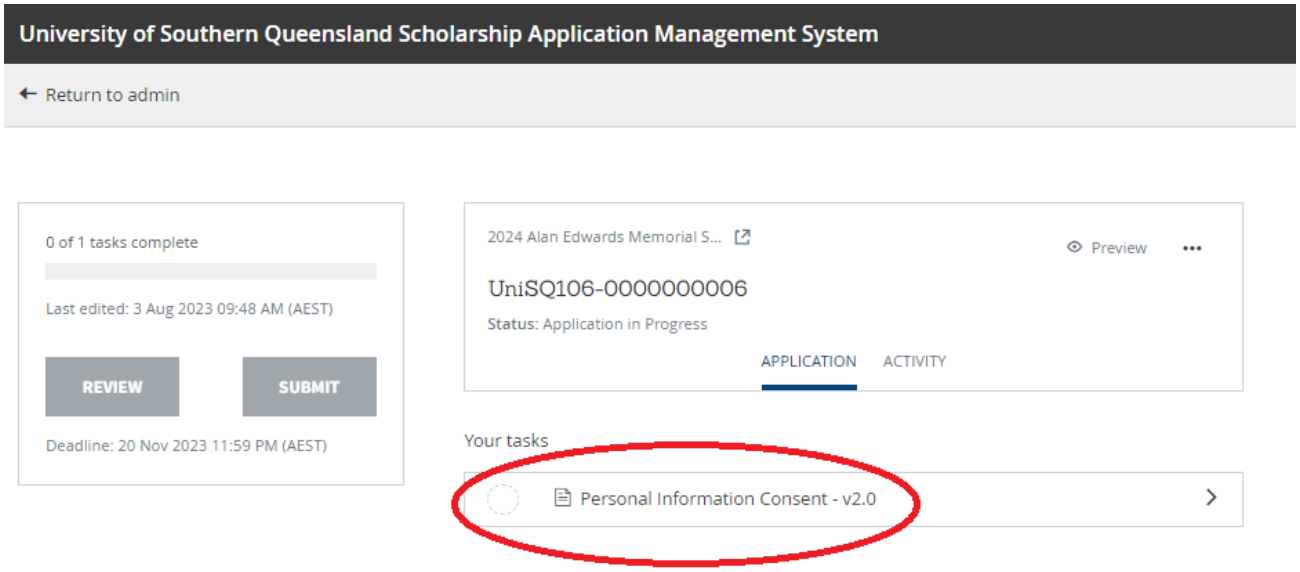
Scholarship Application

The following instructions are an ***example*** of a scholarship application. All scholarship applications are not exactly the same and some may require different tasks to be completed. The tasks are always listed on the left-hand side of the screen and will have a green tick beside them once they have been completed.

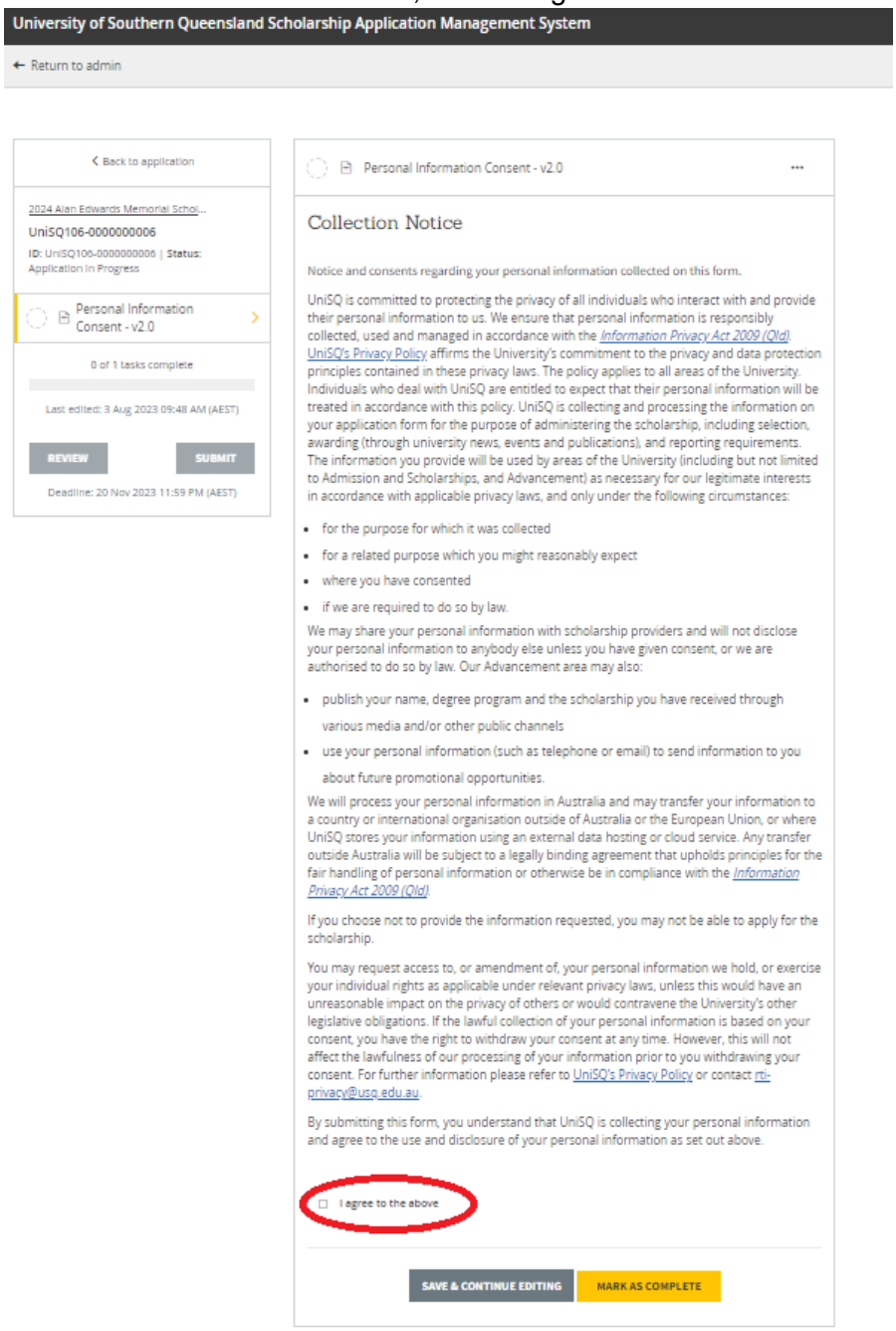
1. Select ‘Apply’ for the scholarship you wish to apply for.



2. Select ‘Personal Information Consent’.

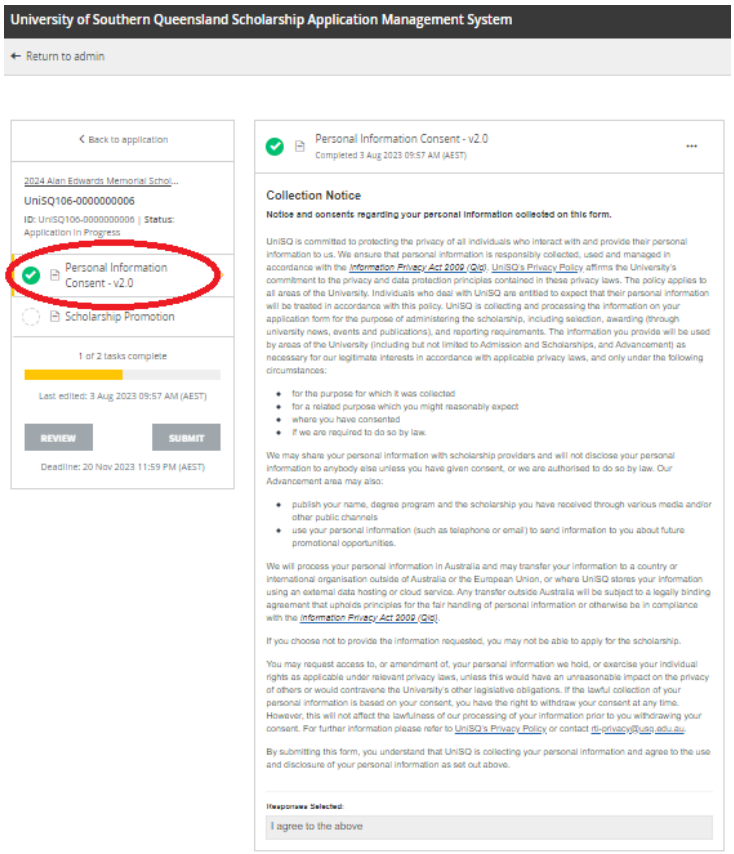


3. To proceed, you must agree to the Collection Notice. If you understand and agree to the conditions outlined in the Collection Notice, select 'I agree to the above'.

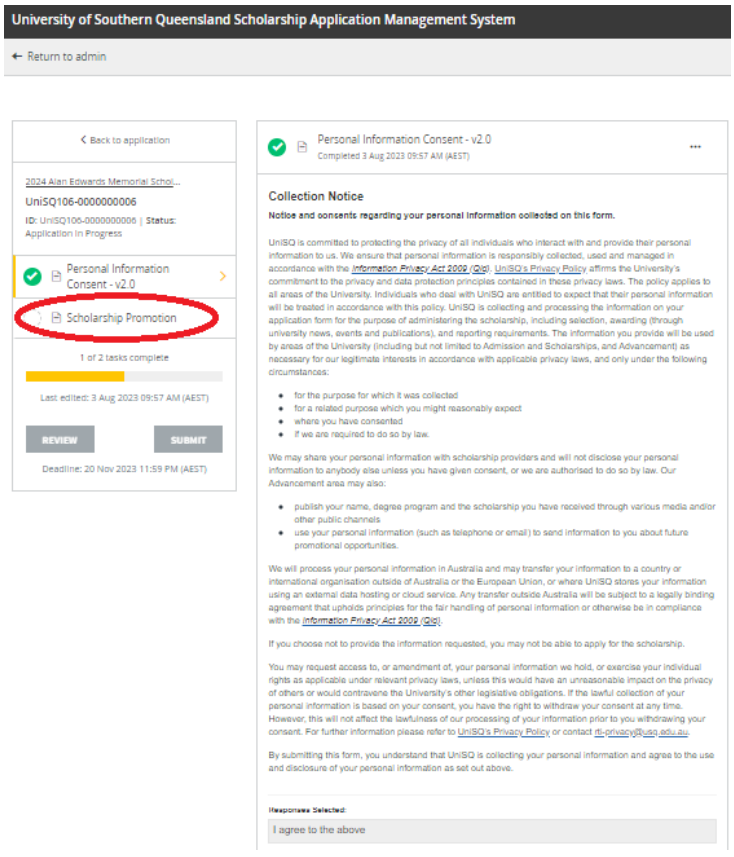


4. Select 'MARK AS COMPLETE'.

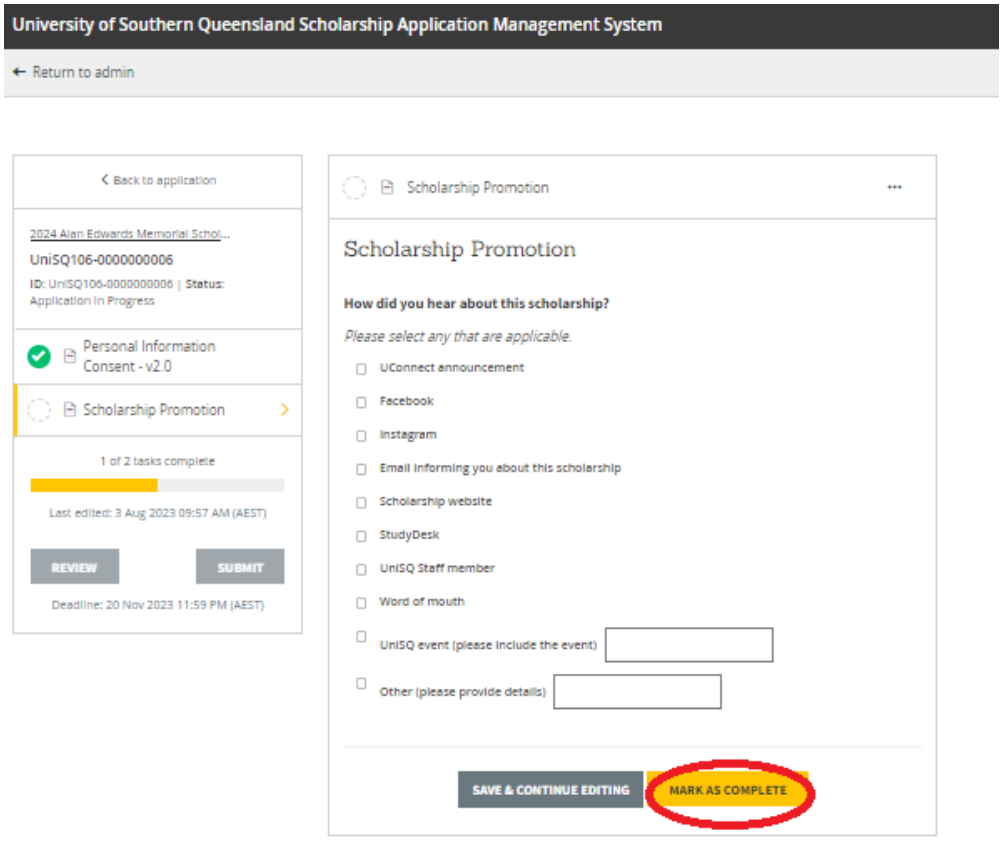
5. The Personal Information Consent task will show as completed by displaying a green tick.



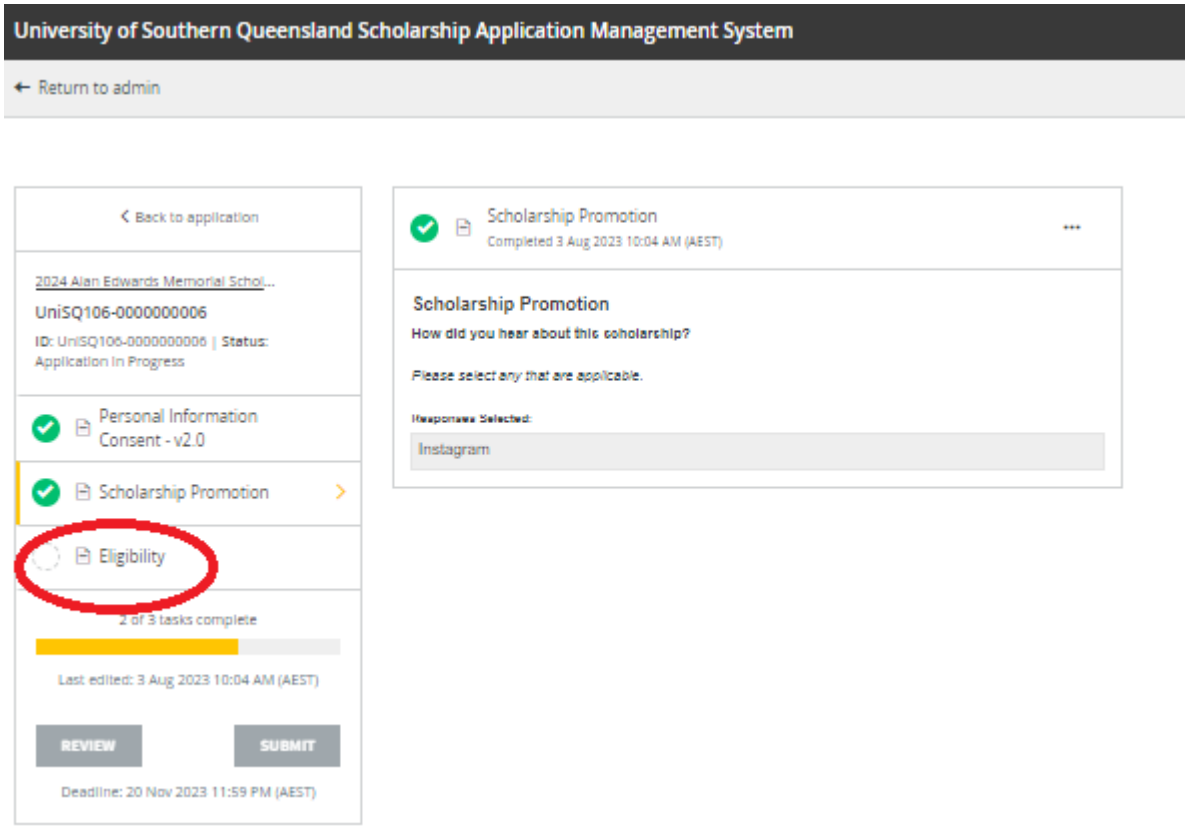
6. Select 'Scholarship Promotion'.



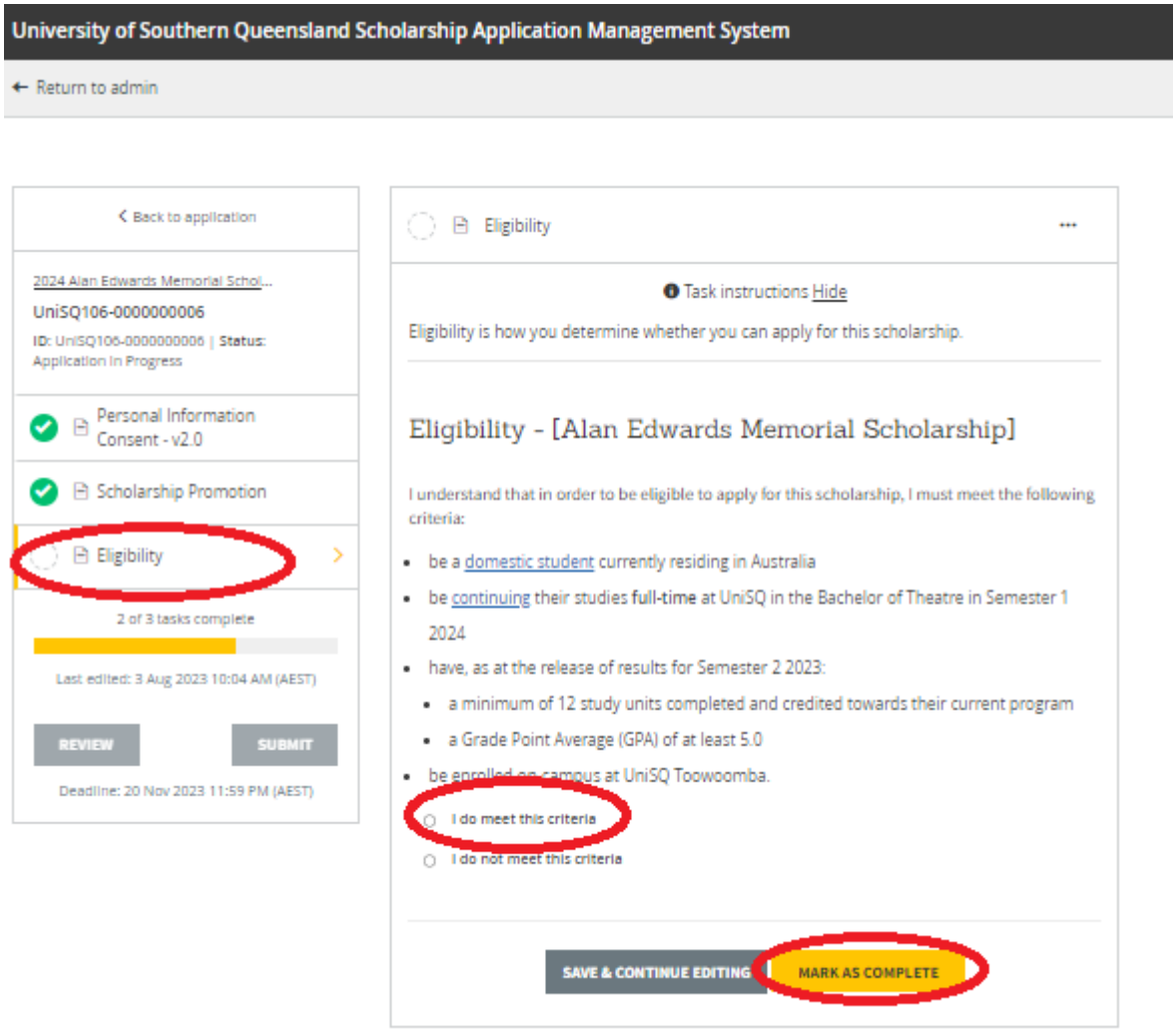
7. Use the radio buttons to specify your answer. When you have finished answering the question, select ‘MARK AS COMPLETE’.



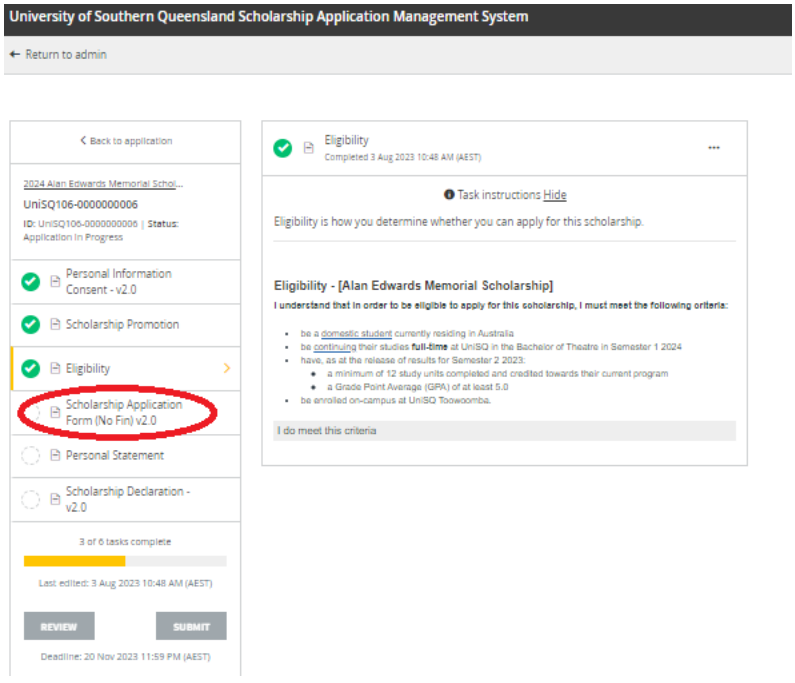
8. Select ‘Eligibility’



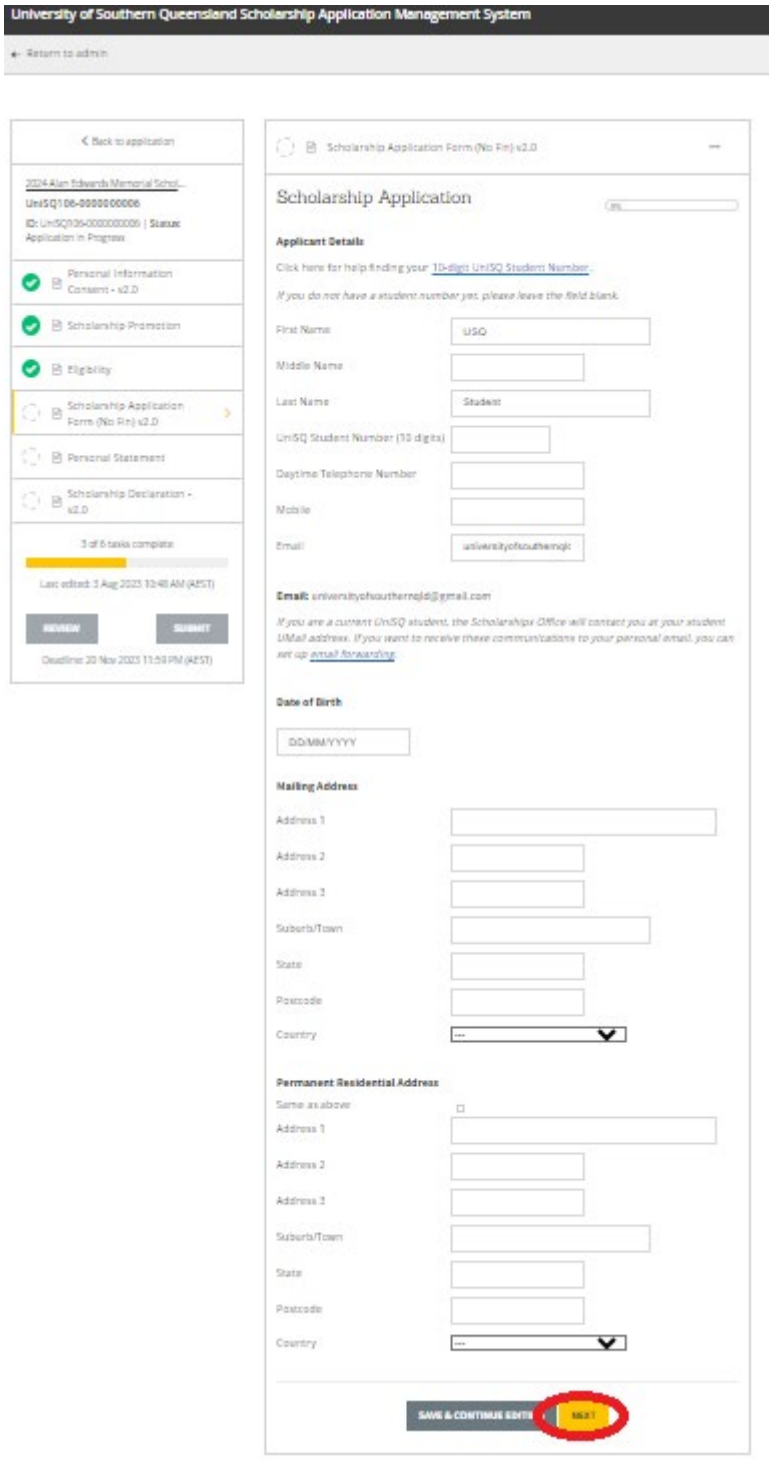
9. If you understand and agree with the eligibility criteria for the scholarship, choose ‘I do meet this criteria’ radio button and ‘MARK AS COMPLETE’.



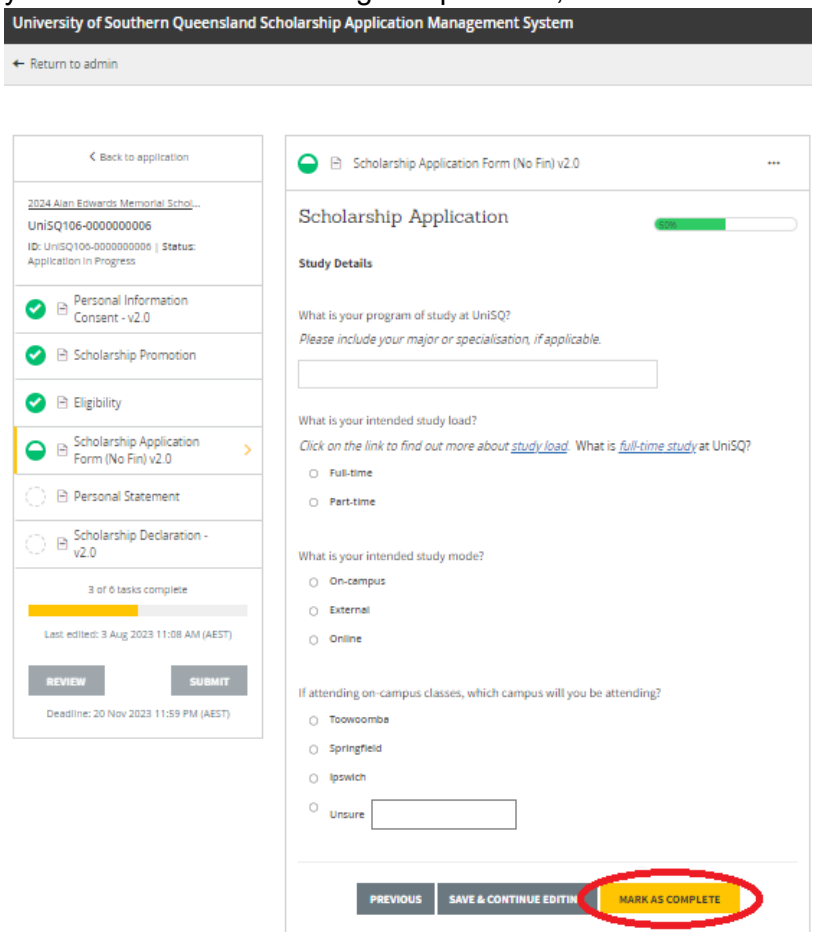
10. Select ‘Scholarship Application’



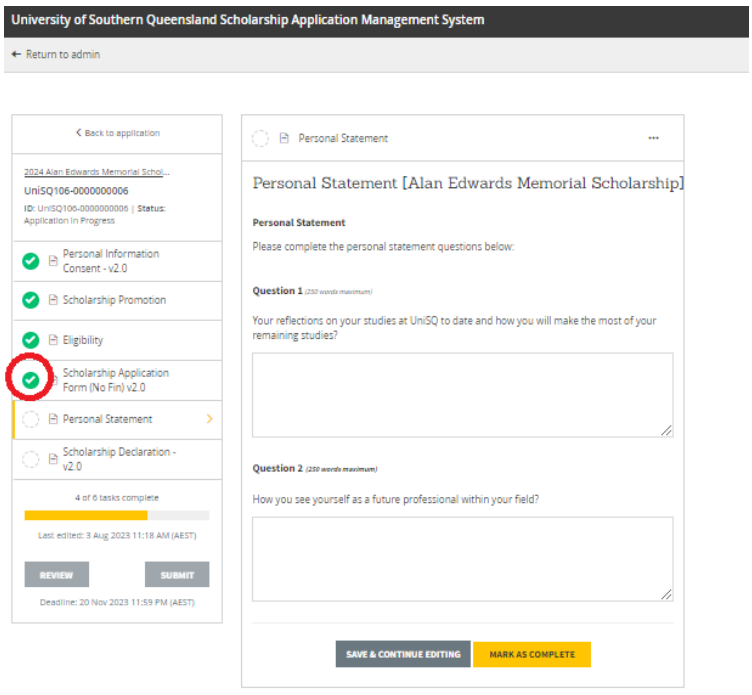
11. Enter your information and select ‘NEXT’.



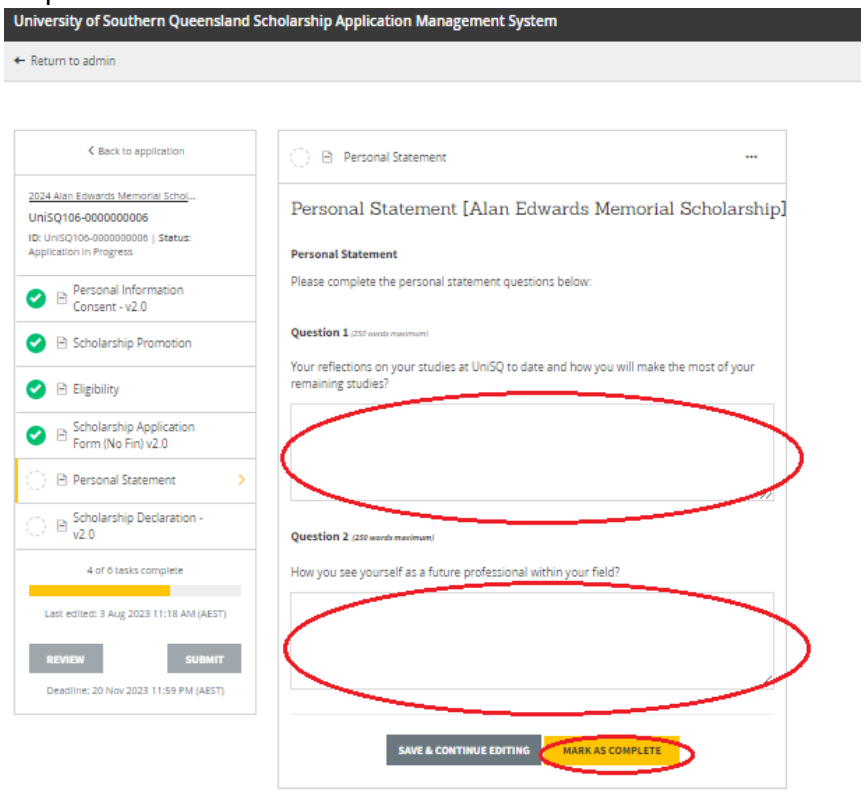
12. Fill out the form. Depending on your answers, additional questions may appear on the page. When you have finished answering the questions, select ‘MARK AS COMPLETE’.



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

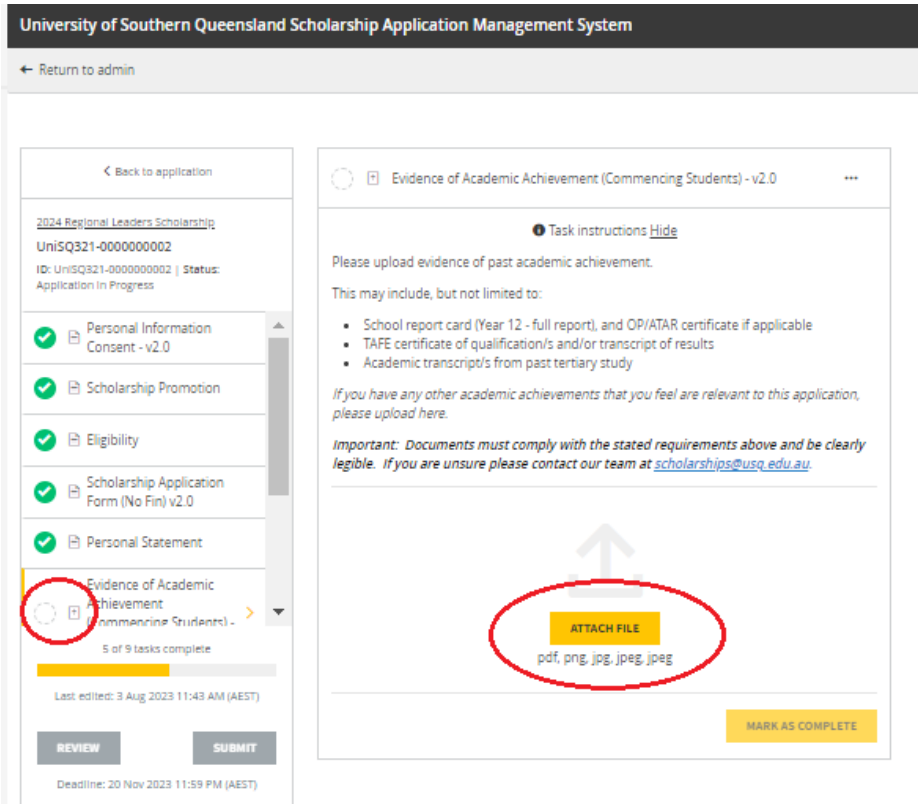


14. This example scholarship requires a personal statement. Enter your Personal Statement responses into the text field and select ‘MARK AS COMPLETE’

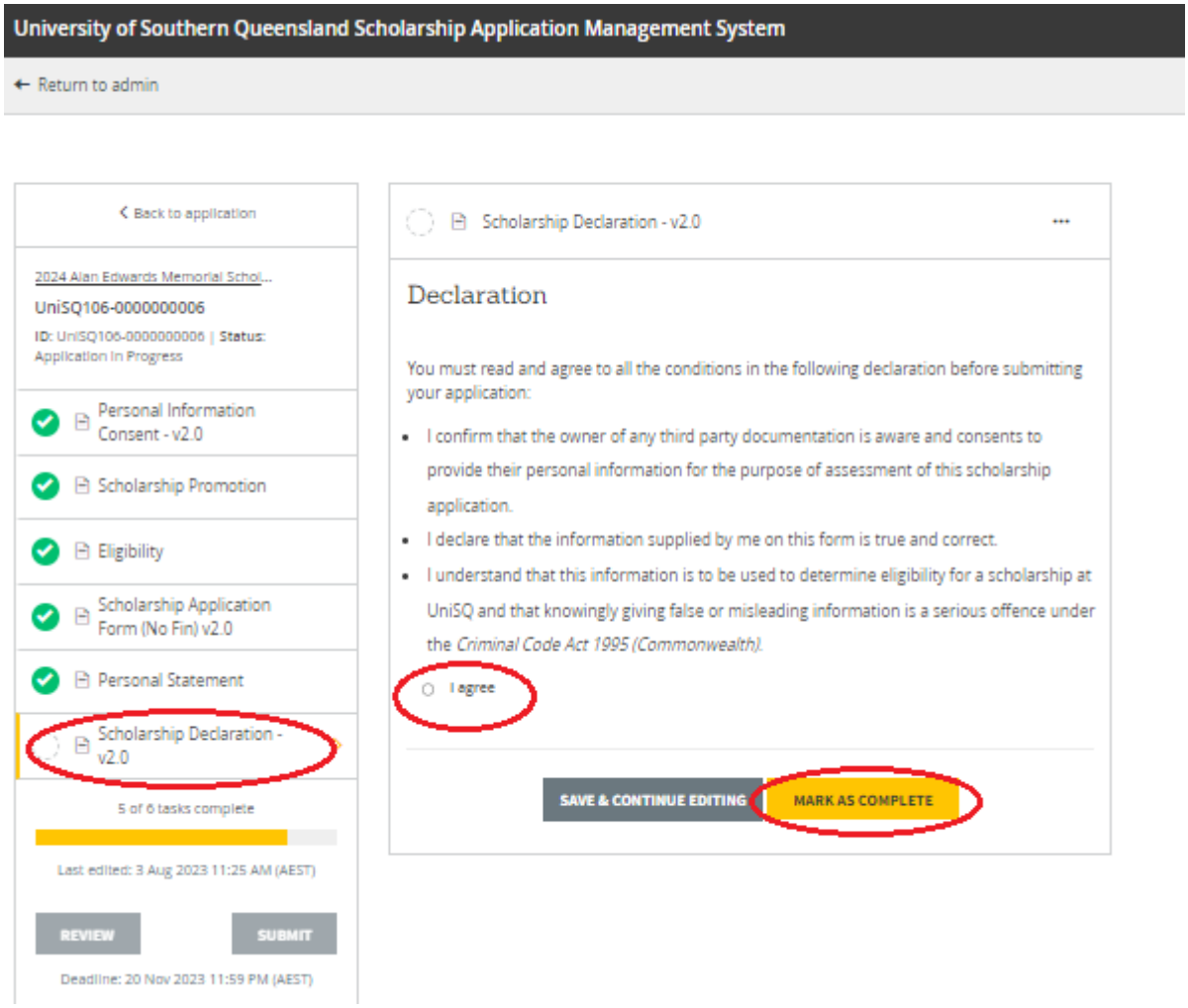


15. Some scholarships will require you to upload documentation as part of your application. All required tasks will appear on the left-hand task bar. You must complete ALL required tasks (each required task must show a green tick) to enable the ‘SUBMIT’ button.

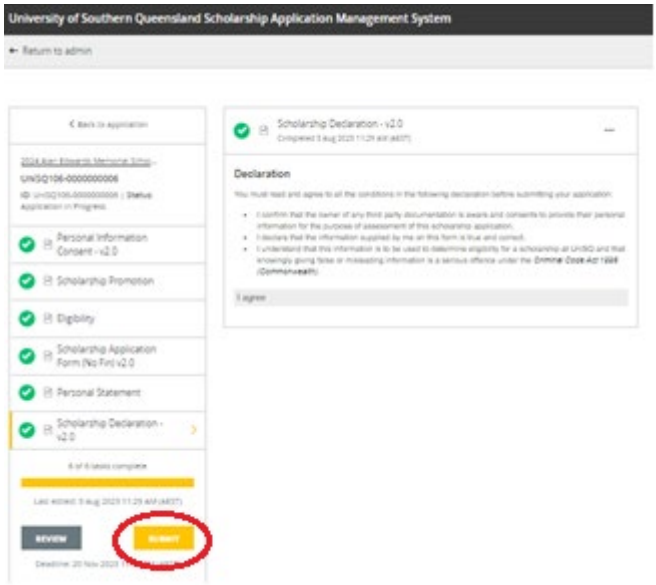
Please note the accepted file types



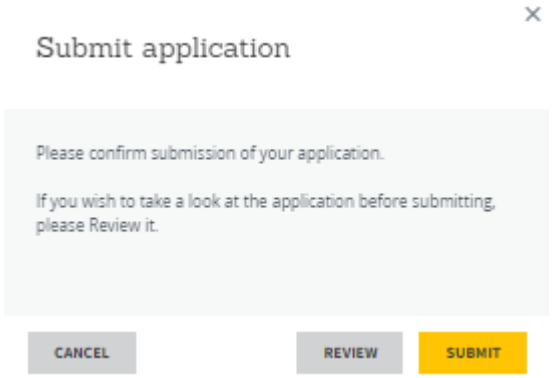
16. Select ‘Scholarship Declaration’ and if you understand and agree, select ‘I agree” and ‘MARK AS COMPLETE’.



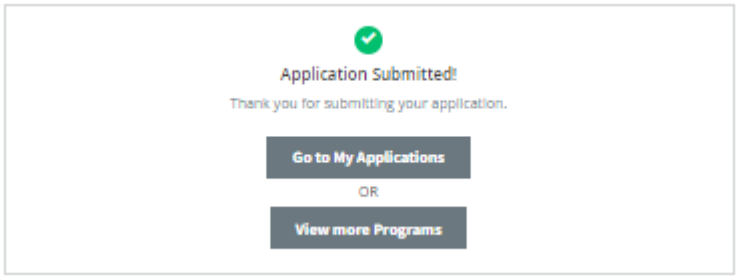
17. Select ‘SUBMIT’



18. You have the option to cancel, review or submit your application. We encourage you to review your application before selecting ‘SUBMIT’.



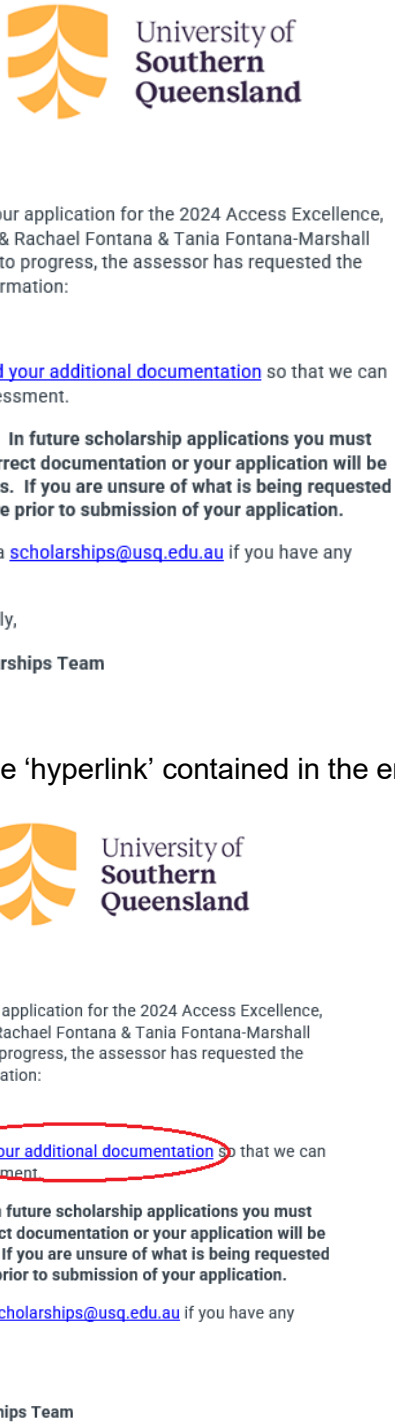
19. When your application is successfully submitted, the following message will display.



Provide Further Information

Once submitted, the UniSQ 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 UniSQ Scholarships Office outlining what further information is required.

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



University of Southern Queensland

Hi

In order for your application for the 2024 Access Excellence, First Nations & Rachael Fontana & Tania Fontana-Marshall Scholarships to progress, the assessor has requested the following information:

Please upload your additional documentation so that we can continue assessment.

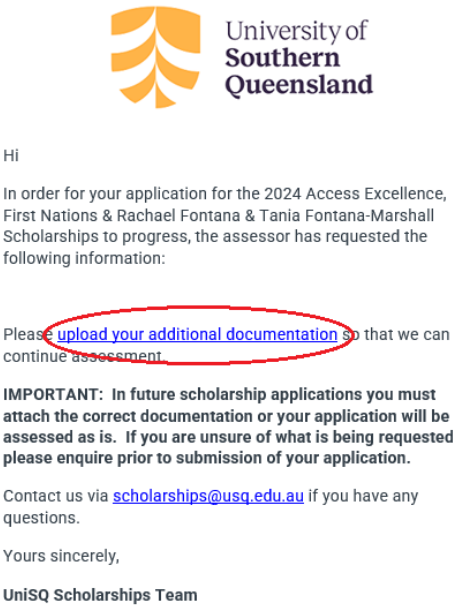
IMPORTANT: In future scholarship applications you must attach the correct documentation or your application will be assessed as is. If you are unsure of what is being requested please enquire prior to submission of your application.

Contact us via scholarships@usq.edu.au if you have any questions.

Yours sincerely,

UniSQ Scholarships Team

2. Select the 'hyperlink' contained in the email.



University of Southern Queensland

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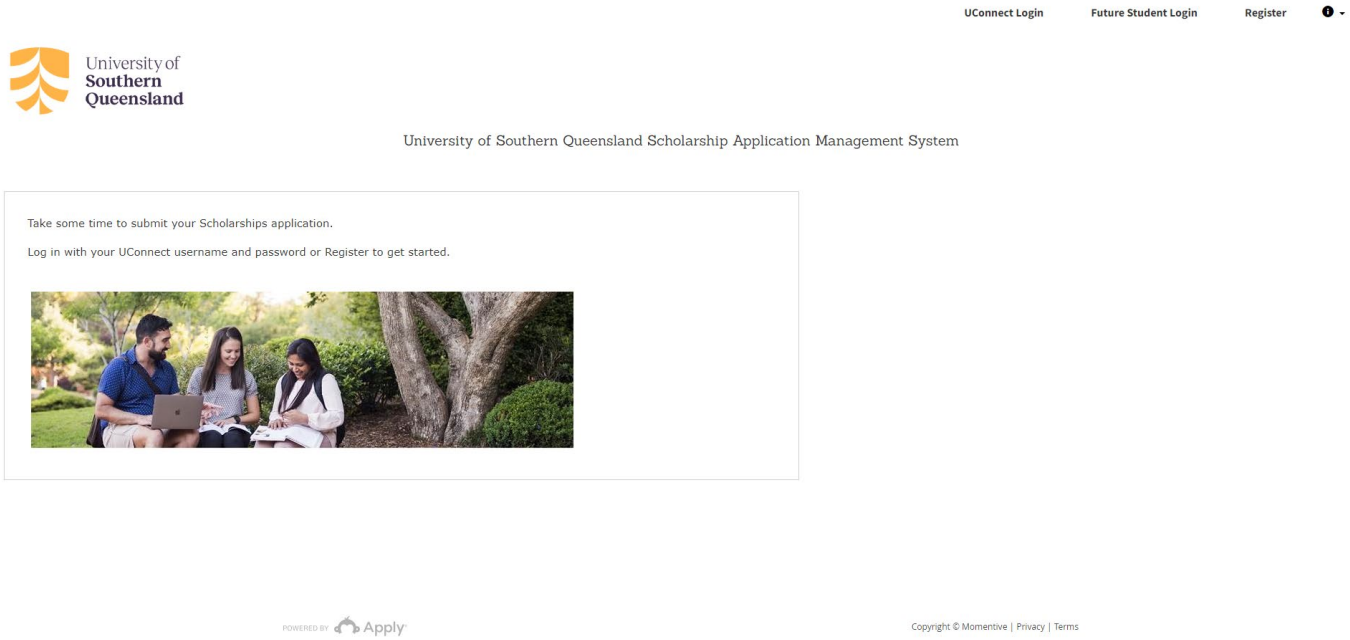
Yours sincerely,

UniSQ Scholarships Team

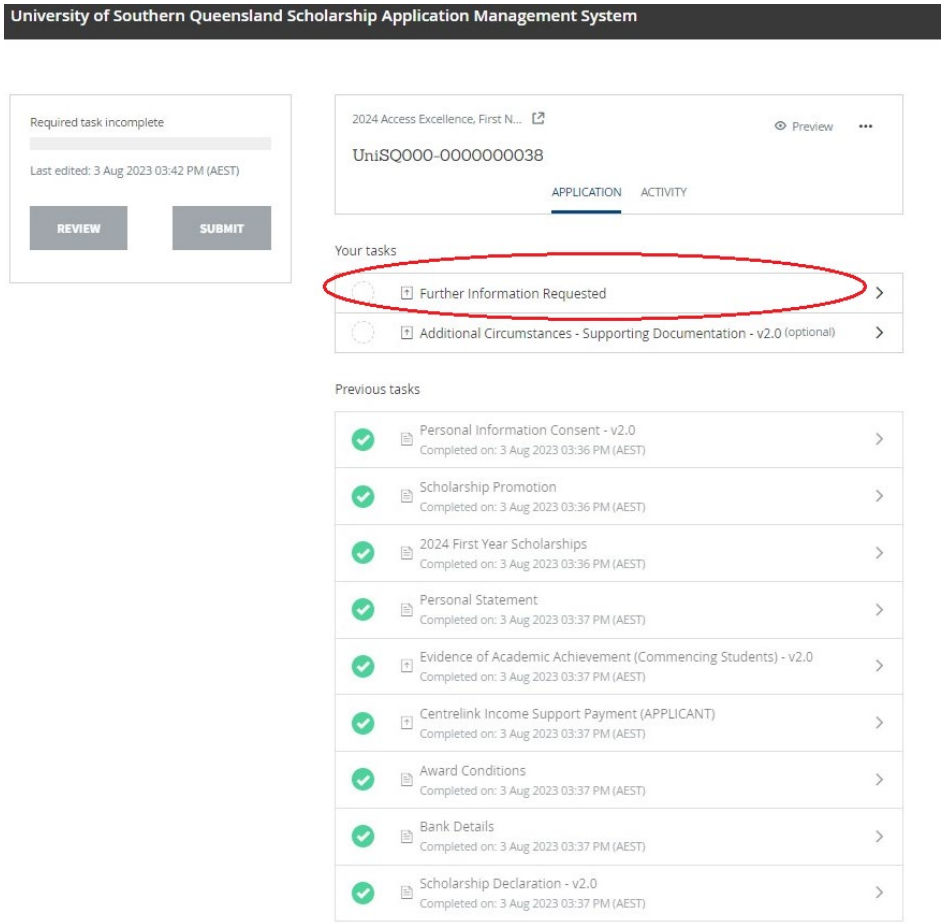
UniSQ

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.

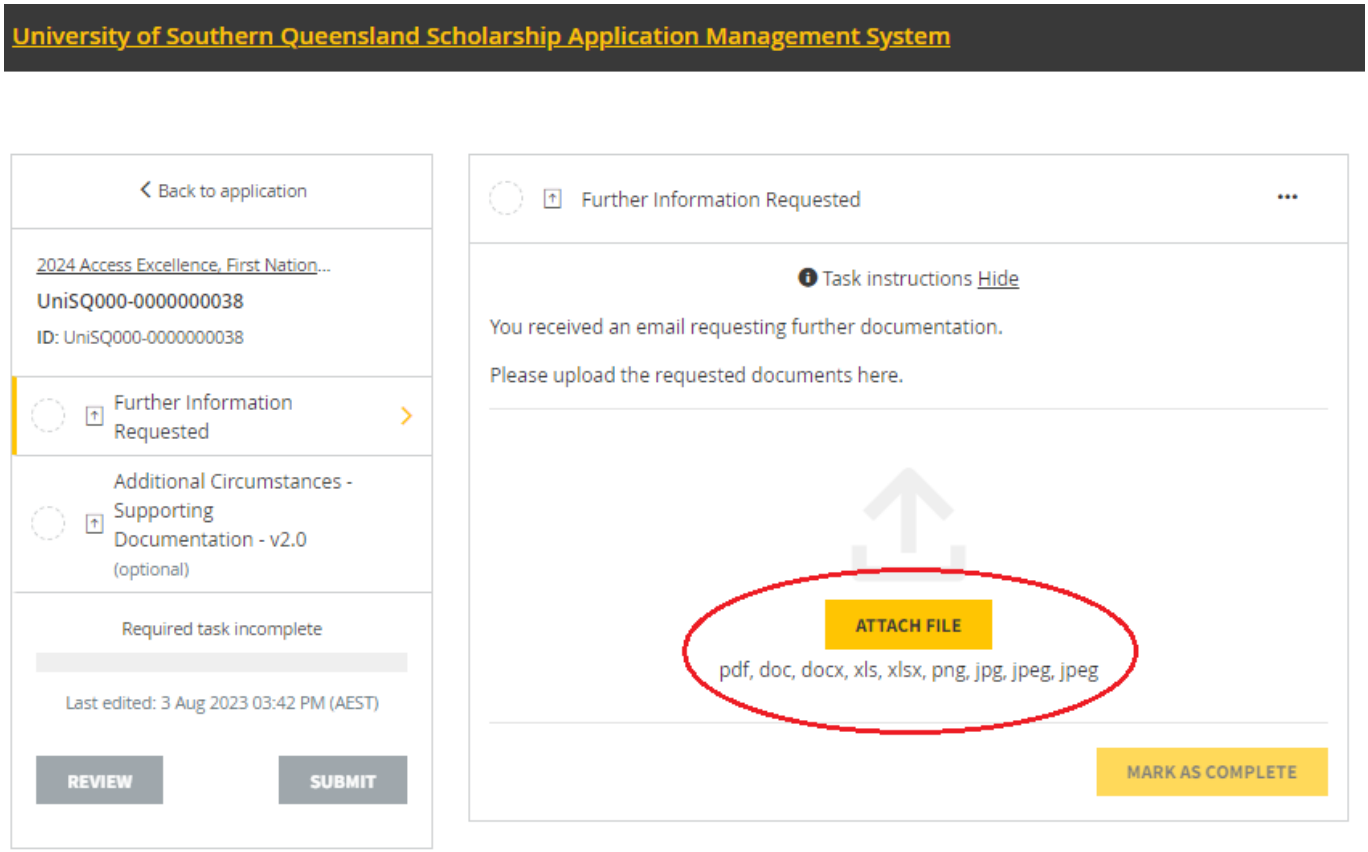


4. Select ‘Further Information Requested’.



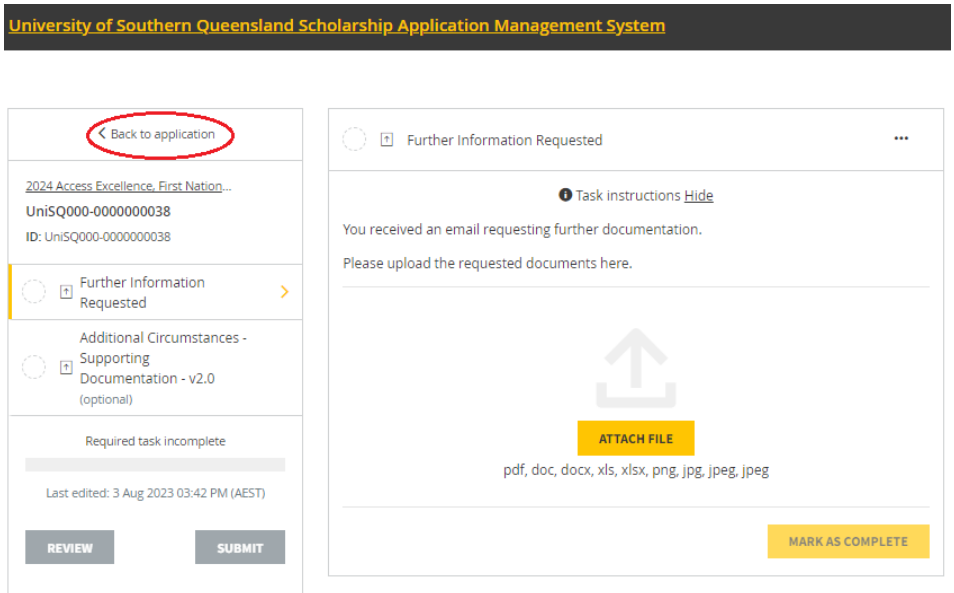
5. Select ‘ATTACH FILE’ to attach further supporting documentation. The additional criteria needed in your application will be included in the email comments.

Please note the accepted file types.

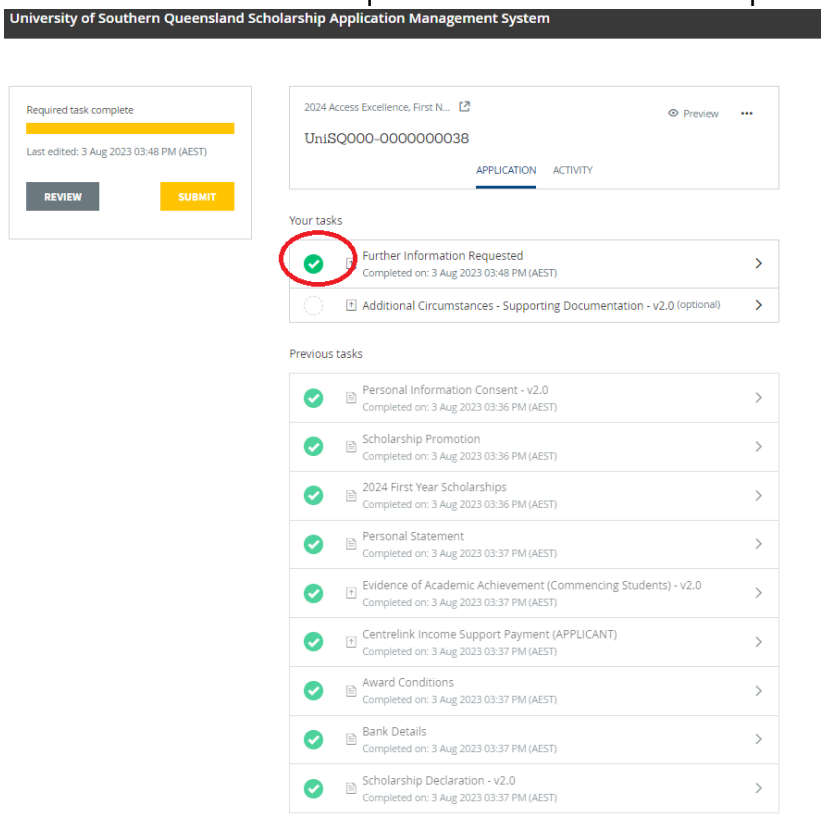


6. To continue, select ‘MARK AS COMPLETE’.

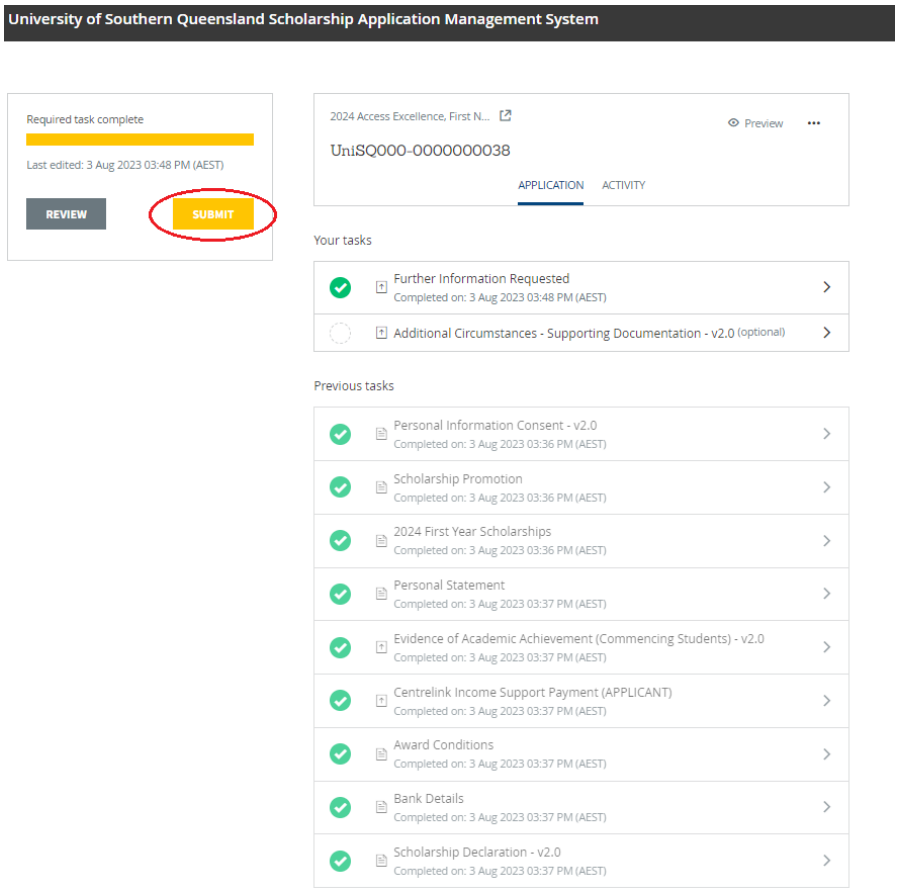
7. Select ‘Back to application’.



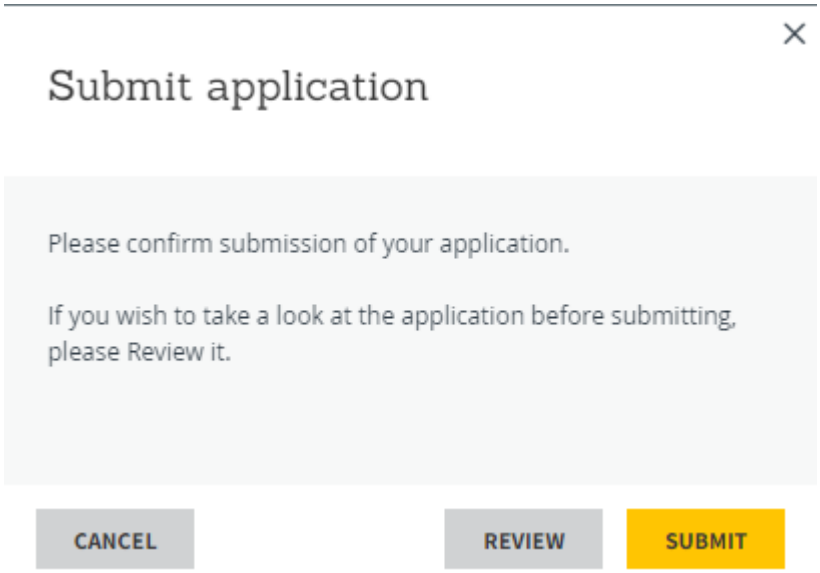
8. The Further Information Requested task will show as completed by displaying a green tick.



9. Select ‘SUBMIT’.



10. We encourage you to review your further information documents and then select ‘SUBMIT’.



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