

INTERNATIONAL STUDENTS' EMERGENCY FUND

GUIDANCE FOR COMPLETING THE APPLICATION

Before applying:

Carefully read the International Students' Emergency Fund Procedures, as well as the information [online](#) so that you can understand whether you meet the eligibility criteria, the circumstances in which you can apply, and how your application will be assessed.

How to Apply:

The application form is available [here](#) and should be completed by you, as per the guidance that follows.

Guidance notes follow that will help you complete the application and gather together the required supporting evidence. Please follow this guidance carefully to ensure you submit the information required, in a suitable format.

You must submit your application and supporting evidence electronically, via email. If you have read this guidance and have any concern about completing/submitting the application and supporting evidence as instructed, please do contact us at fundingadvice@uws.ac.uk and we will be happy to help.

Spending a little time now reading this guidance carefully and preparing your application will pay off in the long run as we can finalise our assessment more quickly.

How to Submit your Application Pack:

Once you have your Microsoft Word application and single PDF document with collated supporting evidence, you should submit this via email to fundingadvice@uws.ac.uk If you are a continuing student, you should send this from your student email account.

If we have accepted your application, you will receive confirmation that it has been received within 5 working days. If you do not receive any confirmation (be sure to check junk/spam email folders) or other email responses, please contact us again as this may indicate that we did not receive your application.

How to Complete and Collate your Application Pack – Electronically:

The application form is provided in Microsoft Word format. You should ensure you open the document fully as you will be unable to edit this if it is in preview mode.

When the document has been opened fully, you will be able to provide all information required by typing directly into the document or choosing from a drop-down list of options. You will be unable to edit the document any further than this, but should not need to do so.

When you complete the application form, you should save this Microsoft Word document as your full name. We get thousands of applications and doing this will avoid any issues.

Alongside your application form, we will require supporting evidence as a **single PDF document**. This means you will need to gather together the required supporting evidence in an electronic format, and collate everything together, into a single PDF document that makes up your entire package of supporting evidence. There are free online tools to help you merge multiple PDF documents into a single file.

You should be able to access the most, if not all, of the required supporting evidence in PDF format. However, if you need to convert electronic files from one type to another, there are free online tools to help you do this.

We recommend a website called ilovepdf.com which will allow you to convert electronic files from one type to another, and merge multiple files into a single document. However, you can also find similar online tools through a simple Google search.

Similar to your Microsoft Word document application, save your PDF file of supporting evidence as your full name.

PLEASE DO NOT SEND US LARGE NUMBERS OF ATTACHMENTS, SCREENSHOTS OF EVIDENCE, SCREENSHOTS FROM YOUR PHONE, OR OTHER IMAGE FILES.

It takes us twice as long to upload and review 2 documents as it does to upload and review 1. If lots of students send us lots of attachments, it significantly slows down the process and will take us much longer to assess your application.

How to Complete the Application – Section by Section:

The application document is an editable word document. Fully open the document, making sure to enable editing, then click in the grey areas and type. Follow the highlighted instructions to ensure you provide the details we need.

Section 1 – About you:

Fill in your personal details, including telephone number should we need to reach you. Your Banner ID number is your unique UWS identification number. It begins with B00 and is followed by 6 digits.

Section 2 – About your household:

Please tell us whether you are single or living with a spouse/partner.

If you have dependent children, please tell us how many and how old they are.

Tell us about your housing arrangements by selecting from the drop-down list provided.

Section 3 – About your course:

Tell us what course you are studying. You should provide the full course title.

Select your level of study, and campus, from the drop-down lists provided.

Section 4 – Tell us why you are applying:

Tick the option to best describe your reason for applying to the fund. These options are linked to the fund eligibility criteria, so if you do not fit one of these categories, you may not be eligible for the fund. Please see the information online [here](#) or email us at fundingadvice@uws.ac.uk for further advice before submitting an application.

If the options listed do not describe your situation, but you are confident that your situation meets the fund eligibility criteria, you may tick the box to indicate 'Other circumstances that you feel meet the eligibility criteria'.

You must tell us more about your reason for applying by answering the 4 questions detailed. We will use the information you provide to determine whether your circumstances fit the eligibility criteria for the fund.

Tell us more about the unforeseen circumstances that have occurred, including when these happened and how long you expect this to impact your financial situation. You should be specific and concise.

Section 5 – Current financial situation:

Tell us about your household accounts, including any savings accounts. If you have a spouse/partner, you should include their account and any joint account you may share.

Section 6 – Household living expenses:

Tell us about your normal financial position in respect of living costs so we can better consider how any unforeseen circumstances may impact your household finances.

Use the table in the form to provide details of your normal household budget for this academic year.

'Household' refers to a partner and/or any financial dependents that live with you, so you should include your partners income as well as your own, but also their outgoings. If you share a flat with friends, they do not count, so you would only tell us about your income and outgoings.

There is space to tell us about any income you receive and how often you receive this. For example, one-off/annual income may include savings put aside for your studies, and monthly income may include a regular contribution from family.

There is space to tell us about your expenses and how often these occur. For example, one-off/annual expenses may include insurance costs, and monthly expenses may include rent.

We expect you to tell us about your unexpected circumstance in Section 4, so you *do not* need to tell us about this again in this section.

Section 7 – Supporting evidence:

Providing evidence is a key part of the application. Without this your application will not be considered. It is your responsibility to provide appropriate evidence of your circumstances.

Evidence of your Home Office application and/or status

For example, evidence of your asylum claim, limited leave to remain etc.

UK Bank Statements

We require bank statements for all household accounts showing all transactions for **at least 2 months**. The statements must be full statements, and include your name, bank details and account number.

We expect this to show your financial situation while living in the UK.

We are unable to accept screenshots from a mobile banking app, statements in an excel spreadsheet format or statements with detail scored out.

We have a guidance document specifically to help you download your bank statement. You can find this [here](#).

Evidence of income (you and a partner if applicable)

For example, evidence of earnings, grants, benefits etc.

Rent/Mortgage

We expect to be able to see this on your bank statement. If you do not pay this through your bank accounts, you must provide alternative evidence showing your monthly payment.

If you share a property and are responsible for part of the rent, you should provide a copy of the pages of your tenancy agreement that show the total monthly rent and all tenants responsible for this.

Other housing costs

We expect to be able to see these on your bank statement if you make monthly payments via direct debit. If you don't pay through your bank account, you should provide bills/statements.

Section 8 - Payment Details, Declaration and Data Protection:

You need to provide us with your bank details so we can make any payment straight in to your account, if appropriate for your circumstances. Take your time and double check the details so we pay the funds into the correct account, avoiding any unnecessary delays.

If your name is different to the name on your bank account, please provide evidence of this when submitting your application, e.g. marriage certificate, deed poll etc. We will be unable to progress a payment without this.

We cannot pay into an account that is not yours. If you would have difficulty with this method of payment, let us know and we'll do what we can to help.

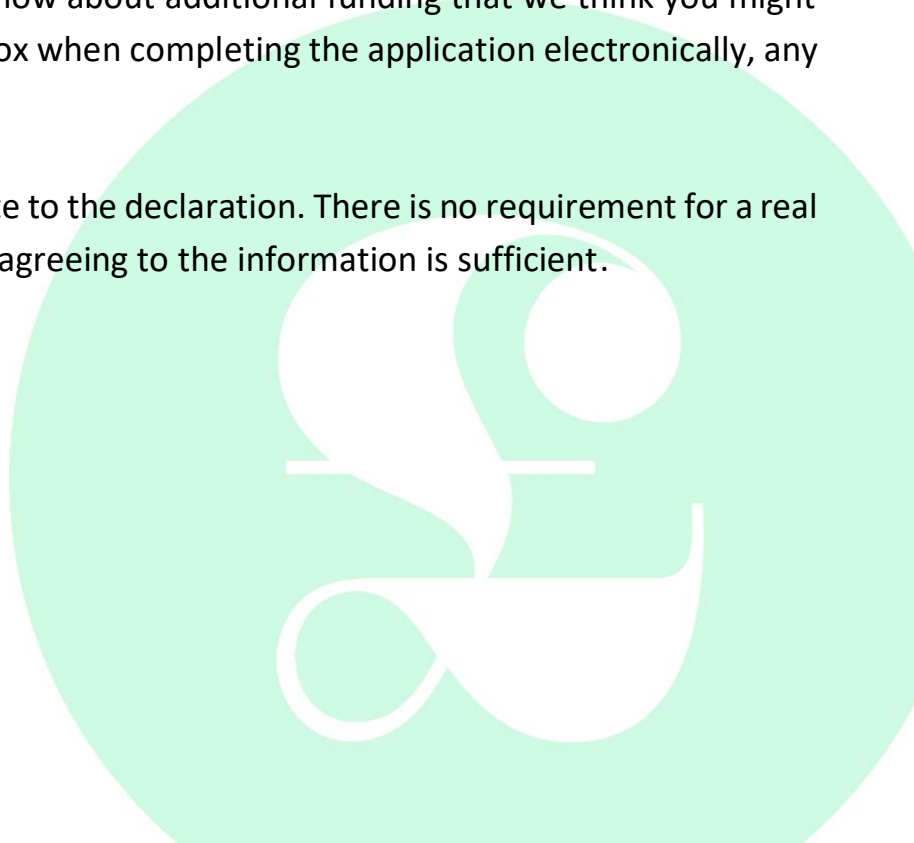
If you have received payments from us in the past, and your bank account details have not changed, we do not need you to provide these details again, but you must still insert your name and date to the Declaration and Data Protection part of this page.

*We will not have your details if you make payments to the University. If you are in any doubt about whether we have your details, you should provide them.

Due to data protection regulations, you must give us permission to use the information you provide to assess your application. To do this, tick the first box within the declaration. If you do not do this, we will be unable to assess your application or make an award. If you cannot tick the box when completing the application electronically, any indication is sufficient.

We also need your permission to email you information about any funding opportunities that may be relevant to you. To do this, tick the second box within the declaration. If you do not do this, we will be unable to let you know about additional funding that we think you might be eligible for. If you cannot tick the box when completing the application electronically, any indication is sufficient.

Don't forget to add your name and date to the declaration. There is no requirement for a real signature; any indication that you are agreeing to the information is sufficient.



Checklist:

Follow this handy checklist to help you complete and collate your application pack.

TASK	INFO	TICK WHEN COMPLETE
Step 1: Complete the application form	Fully open the Microsoft Word document and complete the application form. Save your completed application form as your full name. We recommend creating a folder on your PC/laptop to save everything related to your application.	
Step 2: List the supporting evidence required	As you work your way through the application form, make a list of the supporting evidence required. This will make it easier for you to gather together without missing anything important.	
Step 3: Gather your supporting evidence together	This includes evidence from the Home Office, bank statements, and anything else you want to share with us. Save this alongside your completed application.	
Step 4: Convert any supporting evidence into a PDF format	Use the resource we recommend on page 2 to convert any supporting evidence to PDF format if not already in that format. Save these PDFs alongside your completed application form.	
Step 5: Collate your supporting evidence into a single PDF document.	Use the resource we recommend on page 2 to merge all of your individual PDFs into a single PDF document. If it is a particularly large document, you can also use this recourse to compress the file, making it easier to email. Save this as your full name. You are now ready to submit your application form and your PDF document featuring all supporting evidence.	