

# SSI Allianz Refugee Scholarship Program

## How to apply

Please Note: You cannot save the application form. You must have all the documents and information you want to provide ready before beginning the form.

### STEP ONE

#### Are you eligible?

- Read the eligibility criteria – than read it again – make sure you are eligible.
- Read the Frequently Asked Questions (FAQ). This may give you the answers that you are looking for.

#### One Scholarship per family

- Two people can apply but only one will receive the scholarship.

#### Review Scholarships Purpose:

- To assist with your education or with having your skills transferred.
- Some examples the money can be spent on; School fees, extra tuition costs, uniforms, transport, textbooks and course materials, exam fees, technology costs such as computer, software, and internet access.

#### Review Application Guidelines:

- The person completing the form must be the student. A family member or someone such as an **authorised** school representative e.g., principal, teacher or teacher's aide can assist you to complete the application.

Applicants must:

- Complete the application form in full in their own words.
- Provide a letter introducing themselves. (Very important). 800 words maximum.
- Provide documentation showing the eligible visa number.
- Provide one written reference and two phone references (one can be the same person as the written reference)
- Be able to provide evidence supporting their application if necessary (e.g., skills transfer category).

#### Instructions for referees

- Briefly introduce yourself and your relationship with the applicant.
- Referee letters should describe the qualities of applicant based on the relationship you have with the applicant (for example, academic, character etc). Be specific and give examples.

## How we mark your applications

Applications will be assessed by a review committee panel using the following criteria:

- Responses to application questions, personal and referee statement.
- Financial need and disadvantaged background.
- Participation in family, community, or a desire to contribute to the future.
- The impact of the scholarship funds contributing to towards long-term educational or career goals.

## STEP TWO

### Prepare all documents and information before writing application.

- Do you have all your documents ready?
- Do you have the details of your referees? E.g., ph./email/organisation (Please make sure you have asked your referee first).
- Do you have any certificates ready?
- If VET /University, do you have the name/date of the course enrolment ready? Even if you haven't enrolled yet, you can tell us what you would like to enrol in. You can change your mind, during the application process, but you will have to be enrolled before receiving the funds.
- If you are applying skills qualification, do you have the existing qualifications ready to upload? You will also need to enter dates and information about the qualification as well as the course details that you would like to study.

### Documents Required documents for all categories.

Letter of introduction, academic transcript, referee letter/s, proof of visa subclass (subclass important), achievements/awards or anything else you would like to share.

## STEP THREE – BEGIN APPLICATION

Click on the correct form -

- Secondary Student Scholarship
- Vocational Education & Training Scholarship
- University Scholarship
- Overseas Skills and Qualifications Recognition Scholarship

Input personal details such as name and age etc.

### For secondary only

- If you are under 18 there is a section to be filled out parent/guardian – whoever is responsible for looking after you.
- Fill out Authorised Representative If a case manager/school representative – they will need to know your address.
- VISA Status and arrival date - Important need this to know you are eligible (When you arrived in Australia must be after 2019 unless on bridging, TPV or 851 visa).

## Application questions (secondary, university & vocation categories)

**1. Please explain in detail how financial challenges have made studying difficult. (300 words max.)**

- We want to know about your personal circumstances. Be specific and give examples.
- *Don't say – because school is expensive. Tell us **why** it is expensive for you and your family right now. E.g., There is five people in my family and only one person is able to work right now and so I am not able to buy textbooks/laptop etc. Or I live in a single parent/guardian household and so we cannot afford the extra school activities. We have newly arrived, and my parents are not able to work yet etc, we cannot afford the school materials such as a laptop etc.*
- Be honest – it must be your real circumstance.
- Please don't feel shy about talking about your present circumstance. We understand anyone can have difficult circumstances and that it is no reflection on the person or family.

**2. Please describe past and/or present challenges that have made it difficult for your study (300 words max).**

- The first question was about financial challenges this is an opportunity to tell us about other challenges (not financial) that also make it difficult for you to study.
- Again, be specific and give examples.

**3. Describe how you will use this scholarship to further your study and long-term career goals (300 words max).**

- Be specific. What do you dream of doing, how specifically can this scholarship help e.g., *Music lesson because I would like to become a teach or a musician when older.*
- It is okay if you are not sure what your long-term goal is yet, just generally explain why studying is important to you.
- *Don't say – it will help me study. Instead say – the scholarship will help me buy a laptop and go to extra school activities so that I can learn that instrument and become a music teacher one day.*

**4. Please fill out the table below explaining in detail what you will spend the scholarship money on and approximate cost. E.g.**

Like the example here. Be specific on what you will spend the money on.

Name of Item	Cost	Explanation of item
School excursion	\$150	Educational school trip
Tutoring	\$500	2mths of science tutoring.

**5. Tell us in detail how you have helped others or how you would like to in the future. Can include overseas examples. (300 words max).**

Don't just tell us what you did but **why** you did it and **what** did you learn/discover about the experience.

### **Application questions for skills qualification category.**

These questions are very similar to the others but related specifically to your career. The advice given above also applies to this category. Be specific and give examples.

1. Please explain in detail how financial challenges have made it difficult for your career (300 words max). (Focus on financial challenges).
2. Please describe past and/or present challenges that have made it difficult for your career (focus on non-financial challenges). (300 words max).
3. How will having your skills and qualifications recognised contribute to your long-term career goals. (300 words max).
4. Please fill out the table below explaining in detail what you will spend the scholarship money on and approximate cost. E.g.
5. Tell us in detail how you have helped others or how you would like to in the future.

### **Final Application Checklist**

Before submitting your application to SSI, please ensure that you:

- You are eligible.
- Tick the applicant's declaration
- Uploaded all your documents.
- Attach an Introduction letter.
- Attach at least one referee letter.
- Attach proof of visa category

**Once submitted, congratulate yourself and do something relaxing.**