



Frequently asked questions

How do you apply for a scholarship?

We recommend that you visit our website <http://scholarships.leeds.ac.uk>. This website will give you access to a database of postgraduate funding opportunities at Leeds. You can search the database for current opportunities according to your nationality, subject and level of study (i.e. postgraduate taught or postgraduate research degrees). Once you have determined that you have met the eligibility criteria, follow the link on the information sheet to complete the online application. You will need to be in receipt of a Student ID Number/Student Application ID to apply.

Please note that some Schools at the University of Leeds offer their own scholarships. Many of these are advertised on our website, however, we also advise you to contact the School in which you wish to study in case they offer any funding not included on our website.

I'm having trouble finding information on a particular scholarship. Can you give me some advice on using your website?

When you visit the website <http://scholarships.leeds.ac.uk>, you will need to select your nationality, level of study (i.e. postgraduate taught or postgraduate research) and the name of the School where you will be undertaking your studies (eg Education).

The database will then provide a list of the current scholarships available that fit your criteria. If the scholarship is not administered by the Postgraduate Scholarships Office, the link may take you to a School or external website where you can find further information.

If you know the name of the scholarship for which you wish to apply and you are still unable to find the relevant information, please contact us at pg_scholarships@leeds.ac.uk. Please note that when the closing date for a scholarship has passed, it will no longer appear on the website.

I am intending to apply for a Masters by Research. Which scholarships can I apply for?

If you wish to apply for a Masters by Research, you will need to search for scholarships in both the taught postgraduate and the research postgraduate categories on the website and check the criteria of each scholarship carefully before applying.

Are there any scholarships available for part-time students?

Most scholarships are only available to full-time students. Please check the 'Duration of Scholarship' section of each Scholarship Information Sheet to find out if it is available for part-time study. Please note that although the Fee Scholarship for taught postgraduate masters programmes is available for part-time study the scholarship is only available for 12 months, so funding for the second year of a part-time Masters would need to be found from a different source.

Some Research Councils also offer funding for part-time UK/EU students.

Can I apply for more than one scholarship?

Yes, you can apply for any scholarship for which you meet the eligibility criteria. If you are successful in more than one scholarship competition you will only be permitted to hold one full scholarship covering tuition fees and maintenance. You can hold more than one partial scholarship (for example you could hold one or more scholarships to meet the full cost of your fees and a separate maintenance scholarship).

Where can I find the application form?

Once you are in receipt of your Student ID number/Student Application ID number you can apply for the relevant Scholarships using the online application form. Please note that the online application system is only for centrally-funded Scholarships and you will only be directed to use this site from the relevant information sheets in the Scholarships database.

SCHOLARSHIP APPLICATION PROCEDURE

What questions will I be asked in the application?

- Personal and contact details including your Student ID number/Student Application ID number
- Nationality and residency
- English language qualifications (if relevant)
- Academic/professional qualifications
- Employment history
- Prizes/publications/events
- Area of study
- Research information (for Research Postgraduate and Masters by Research applicants)
- Details of how you found out about the scholarship and details of other scholarship applications you have made.

Can I apply for a scholarship if I haven't applied for a study place?

No, you have to have started the study application process and be in receipt of a Student ID number (9 digit number)/Student Application ID number (alpha numeric) as this ID has to be entered on your application form.

If you wish to apply for a scholarship and have not yet applied for a place at the University you will need to apply as quickly as possible:

Taught Postgraduate Applicants can apply online at <http://www.leeds.ac.uk/students/apply.htm>

Research Applicants can apply online at http://www.leeds.ac.uk/info/130206/applying/91/applying_for_research_degrees

You do not need to wait until you have received a firm offer of admission before you submit your scholarship application, however, you will not be considered for the scholarship if you have not applied for admission to the University.

What if I do not have time to complete the online application form in one attempt?

Once you have started the online application you can select Finish later which appears at the bottom of every page. You will be asked to provide an email address where a link to your application will be mailed to you for later use. Your application will not be considered for any scholarship where the deadline has passed.

Do I need to send transcripts with my scholarship application?

No, we do not require transcripts for scholarship applications. Transcripts should normally be sent in support of your application for a study place.

How will you confirm receipt of my scholarship application and how soon will I find out if my application has been successful?

You will receive an automated completion response message when you submit your application. We recommend you keep this for your records. Your application will then be forwarded to the School for consideration.

As a general rule, we will inform you of the outcome of your application approximately **6-8 weeks after the closing date** of the scholarship competition. Some Scholarships, such as the Commonwealth Shared Scholarship, have a longer administration process.

Applications for some of our scholarships can be tracked from the middle of January on the Postgraduate Scholarships website <http://scholarships.leeds.ac.uk/tracking.aspx> Please see the tracking page for the list of scholarships that can be tracked

We do not enter into any correspondence regarding the progress of applications.

Can I save a copy of my application?

Once you have submitted your application you will have 15 minutes to view your responses and download your application as a pdf.