

University of South Australia | Scholarships & Candidature

SUPPORTING DOCUMENTATION GUIDE

A guide to providing supporting documentation for applicants of UniSA Scholarships & Grants

As of 1 January 2020

SUPPORTING DOCUMENTATION GUIDE

When applying for a UniSA scholarship or grant, you may need to provide documents that support your application and verify your claims.

The documents that you need to provide must be relevant and specific. It's better to submit one relevant, specific example rather than numerous documents that don't meet our guidelines.

If you do not provide all requested documentation, then it may affect the assessment of your application and you may not be considered as a viable recipient for the grant or scholarship.

We have created this guide to assist you in your application process.

This guide provides UniSA scholarship applicants and ongoing scholarship recipients with information that is specific to supporting documentation.

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What supporting documentation do I need to provide?

When you submit your responses to the eligibility criteria, you will be advised via automated email if you have met the eligibility criteria for the scholarship, and if you will be proceeding to the next stage of the application process.

This email also states if you will be required to submit supporting documentation for your application, and what that supporting documentation is.

Please read the email carefully and provide the supporting documentation as per our instructions in the email and the guidelines in this manual.

How to submit?

- UniSA prefers supporting documentation to be submitted via your UniSA student email account to scholarships.prizes@unisa.edu.au.
 - Please attach your documents to the email.
 - Please **do not** share your documents from an online or cloud-based forum.
 - Please **do not** paste images or write statements in the body of an email
- The email subject should include the name of the scholarship that you are applying for and your student ID.
- Some schemes require an online form to be completed and submitted. If this is the case, you will be given the link to the form during your application process. When submitting the online form, you will be required to upload your supporting documentation at the same time.
 - The formatting and naming guidelines for the supporting documentation that we have provided below are also applicable to this supporting documentation.

Document format

- PDF is the preferred file type.
- Please ensure you do not send documents that are password protected or encrypted.
- It is also important to name your documentation clearly and concisely to help UniSA staff identify the documents that you have provided. Please try to keep the name length of the document to a minimum.

i.e. "First name Surname_ Written Statement" "First name Surname_ Youth Allowance Statement"

Glossary of Supporting Documentation

Evidence of academic record / Registrations / Record of experience and achievements

ATAR (Australian Tertiary Admission Rank) Advice Notice An ATAR is an indicator of how well a student has performed relative to other students in secondary education.

If you are asked to provide your ATAR scores, you must also provide evidence of your ATAR score. You can provide your ATAR Advice Notice, which is available from [SACE \(South Australian Certificate of Education\)](#).

Proof of Cross Institution Course You will need to provide a letter of enrolment, or some other form of confirmation of enrolment at another tertiary institution. Your enrolment at the other tertiary institution MUST specific to the relevant timeframe.

Registration to Industry board Some industries (i.e. Education, Health, Sporting) have Registration Boards that you are required to register with in order to practice in your chosen field. If you have been asked to provide evidence of your registration (e.g.: "Provisional psychologist registration") you will need to provide either:

- Registration Certificate
 - Evidence of application submission (followed by your certificate once you have been registered)
-

Resume / Curriculum Vitae (CV) This document is usually provided to potential employers when applying for a job. A typical resume will contain your name and contact details, education and qualifications, work experience and volunteering experience, and achievements.

If you do not have a current resume and require assistance to write one, [UniSA Career Hub](#) provide self-help career resources, such as "Building your CV".

Example template: [Figure 7](#)

Unofficial Academic Transcript Your unofficial academic transcript is a record of study of your complete enrolment history at UniSA , including the results for each course you have studied.

This is different from your Notification of Results / Program Details.

For UniSA students, your unofficial academic transcript is available via the student portal. To obtain a copy of your unofficial transcript:

1. Login to your myUniSA
2. Click on myAcademic Record
3. Scroll down to Student Admin
4. Click on my Record of Study – this will generate the required document.

For an academic transcript (official or unofficial) from a different tertiary institution, please contact the tertiary institution directly.

Glossary of Supporting Documentation - continued

Evidence of financial hardship

<p>Concession Card – various</p>	<p>If you have been asked to provide a copy of your concession card to support your application for a scholarship or grant, please ensure you photocopy BOTH sides of your card.</p> <p>The Australian Department of Human Services provides information on the various types of concession cards available, including eligibility and entitlements.</p> <p>Please note, your Medicare Card is not a Concession Card.</p> <p><i>Example image: Figure 4</i></p>
<p>Centrelink allowance / Income statement</p>	<p>When a person is in receipt of an allowance / benefits from Centrelink, they receive an income statement with the type of benefit and the amount received. The income statement must be dated within the last two months.</p> <p>Please note, Centrelink Income Statements are available to download from your myGov account. For further information about myGov, including how to register for an account, please click here.</p> <p><i>Example image: Figure 3</i></p>
<p>Proof of Carer Responsibility</p>	<p>When a person is in receipt of a Carer Pension, they receive a Centrelink Income Statement. This statement must clearly detail the Carer Pension and it must be dated within the last two months.</p> <p>Please note, Centrelink Income Statements are available to download from your myGov account. For further information about myGov, including how to register for an account, please click here.</p>
<p>Health Care Card (HCC)</p>	<p>A Health Care Card is a concession card that is given to eligible people via Centrelink.</p> <p>If you have been asked to provide a copy of your HCC to support your application for a scholarship or grant, please ensure you photocopy BOTH sides of your card.</p> <p>Please note, your Medicare Card is not a Health Care Card.</p> <p><i>Example image: Figure 4</i></p>
<p>Income Tax Return</p>	<p>The most recent tax return will be for the previous financial year. This document will have been completed by your tax accountant and will have your taxable income for that financial year (1 July – 30 June).</p>
<p>Payment Summary</p>	<p>A Payment Summary (also known as a PAYG Summary or a Group Certificate) is a compulsory document that is provided by an employer to an employee at the end of the financial year. This document provides a summary of all income earned by the employee. A person may have multiple Payment Summaries if they have multiple places of employment.</p> <p><i>Example image: Figure 2</i></p>

Glossary of Supporting Documentation - continued

Evidence of financial hardship - continued

Notice of Assessment

The most recent Notice of Assessment will be for the previous financial year. This document will have been provided by the ATO upon the lodgement and finalisation of your income tax for that financial year (1 July – 30 June).

Please note, Notices of Assessment are available to download from your myGov account. For further information about myGov, including how to register for an account, please click [here](#).

Example image: [Figure 1](#)

Payslip

The most recent payslip is a document that provides your income for the pay period and will also include the total income received for the current financial year to date.

UniSA Application for Scholarship Assessment Form

This online form is an alternative way for us to assess your financial situation, and your application for a scholarship.

Detailed information regarding this online form and supporting documentation can be found [below](#).

Evidence of location

Evidence of metro / rural location

To provide proof of your metro / rural address, you can submit any of the following:

- Drivers Licence with metro / rural address
- Residential Lease agreement
- Official Letters addressed to you at your metro / rural residence. For metro these letters are to be dated no earlier than 3 months before the application date:
 - Council rates
 - Utility bill (electrical / gas / phone)
 - Government letters
 - Letter from Secondary School (rural only) (please see [below](#))

A PO Box is **NOT** accepted.

Letter from Secondary School

Upon completion of secondary schooling, students may be provided with a letter of reference from their high school. This letter will typically be on the school's letter head, indicating the location of the school. The location of the school in a rural area is sufficient evidence of rural living circumstances for an applicant.

The letter from the school must state the student's full name and be on the school's letterhead.

Glossary of Supporting Documentation – continued

Evidence for equity-based scholarships or medical hardship

Access Plan	<p>An Access Plan provides information about the impact of a student's disability, mental health or medical condition on their studies. The Access Plan helps students to negotiate reasonable adjustments with University staff, so they can study successfully at UniSA.</p> <p>To arrange an Access Plan students should follow the Disability Service Registration process.</p>
Medical Statement	<p>In lieu of an Access Plan, a recent statement from a medical practitioner, psychologist, psychiatrist or other appropriate professional detailing your medical hardship can be provided.</p>

Identification / Clearance documentation

Confirmation of Aboriginality	<p>You may be asked to provide confirmation of Aboriginal and/or Torres Strait Islander heritage when applying for *Aboriginal specific scholarships or grants.</p> <p>The Australian Institute of Aboriginal and Torres Strait Islander Studies provides further information and advice on obtaining a Confirmation of Aboriginal heritage.</p> <p>The University of South Australia's Wurringka Student Services is also a valuable resource. An Aboriginal Student Engagement Officer may be able to provide you with further assistance and guidance when applying for a UniSA scholarship or grant.</p> <p>* Please note: Aboriginal is inclusive of Aboriginal and Torres Strait Islander people</p>
Identification	<p>Photo identification may include:</p> <ul style="list-style-type: none">• student ID card• current drivers' licence• proof of age card• passport <p>The scanned copy of your photo ID must be in colour.</p>
National Police Check	<p>A National Police Check (NPC) is a document that lists an individual's disclosable court outcomes and pending charges sourced from the databases of all Australian police jurisdictions. Certain convictions, such as spent or juvenile convictions, may not be disclosed on an NPC in accordance with the legislation of the various police jurisdictions.</p> <p>The Australian Federal Police (AFP) provide National Police Checks, printed on secure paper for a fee.</p>

Statements / References / Letters

Personal Written Statement

A well written personal statement can help to increase your chances of standing out from other applicants! We have dedicated a whole section in this guide to help you to write a personal statement that will get you noticed!

Detailed information regarding written personal statements, including examples, can be found [below](#).

Character Reference / Character Statement

A character reference is a detailed description of your character by a (usually) non-related person. Ideally, this reference is a few paragraphs in length and addresses your character and abilities.

For the applicant, please ensure:

- you address any criteria specified when selecting people to write your character reference, i.e.: someone not related, someone who is not connected to your secondary school, a Program Director, etc.
- you provide any specific criteria that needs to be addressed to the person whom is writing your character reference
- are mindful of timeframes; give the person ample time to write the reference prior to the due date of your application

For the person writing the character reference, please ensure:

- you address any specified criteria in the character reference
- are mindful of the due date for the candidate's application
- You may wish to consider behaviours such as:
 - passion for the program
 - skills
 - drive
 - enthusiasm
 - ability to lead
 - teamwork
- some key points that might be included are:
 - state your relationship with the candidate and how long you have known them
 - the candidate's ability and skills
 - the candidate's character
 - any of the candidate's achievements that you are aware of
 - any additional information that you think will help the candidate's application stand out in a highly competitive field.

Detailed information regarding character references, including examples, can be found [below](#).

Letter of Proof from Program Director

A letter (or email) from your Program Director is required as both evidence and a substantive reason for a student's part-time enrolment status, as opposed to a full-time enrolment status.

In order to assist Program Directors when writing this letter, we have created a template as a guide.

Template: [Figure 5](#)

UniSA Application for Scholarship Assessment Form

This form is an alternative way for us to assess your financial situation, and your application for a scholarship. During your application process, you may be asked to submit this online form.

You will be required to complete the form and provide relevant supporting documentation to verify your financial circumstances.

Relevant supporting documentation must be provided for **each person that you list on the form as having an income**. More information is provided below in the glossary.

Glossary of Supporting Documentation for the Assessment Form:

Most recent tax return

The most recent tax return will be for the previous financial year. This document will have been completed by your tax accountant and will have your taxable income for that financial year (1 July – 30 June).

OR

Most recent Notice of Assessment

The most recent Notice of Assessment will be for the previous financial year. This document will have been provided by the ATO upon the lodgement and finalisation of your income tax for that financial year (1 July – 30 June).

OR

Please note, Notices of Assessment are available to download from your myGov account. For further information about myGov, including how to register for an account, please click [here](#).

Payment Summary

Example image: [Figure 1](#)

A Payment Summary (also known as a PAYG Summary or a Group Certificate) is a compulsory document that is provided by an employer to an employee at the end of the financial year. This document provides a summary of all income earned by the employee. A person may have multiple Payment Summaries if they have multiple places of employment.

Example image: [Figure 2](#)

Most recent payslip

The most recent payslip is a document that provides your income for the pay period and will also include the total income received for the current financial year to date.

Personal Written Statement – Handy Hints!

A personal written statement is a great opportunity for you to personalise your scholarship application. Your written statement is a summary of YOU! A few minutes spent writing a good statement may earn you a few thousand dollars in your bank account. A few points to remember:

- **Check your eligibility and address the criteria:** When you are asked to provide a personal statement, you will be advised what points you need to address in your statement. The criteria points may be unique to each scholarship or grant, so you must ensure you read carefully. There are some examples [below](#) of the different criteria to be addressed within a personal statement.
- **Write in an engaging manner:** You may write about your achievements but try to spice it up with different sentence structures that are clear and concise. You may provide examples, elaborate on how it made a difference to you or what skills you've learnt. There are some examples [below](#) of previously submitted statements.
- **Share yourself:** Make sure your personality shines through. Your uniqueness and your values, and things that you are interested in.
- **Show your passion:** Your passion in your field of study is important. Why are you interested in this area? How have you been involved in this area previously? Share your dreams and aspirations for the future.

Examples of criteria requested for a personal statement

- *Personal written statement (max 500 words) addressing the following criteria: reasons for studying their current program; academic achievements; community engagement; future career goals including leadership aspirations, and how the grant and placement would help achieve these goals and willingness to undertake work placement at –*
 - *Personal written statement (maximum 500 words) detailing reasons for studying and how the grant will support your current program, academic achievements, future career goals and community involvement.*
 - *Supporting statement written by yourself outlining the following: name of competition including location and dates, travel dates, specific training sessions, flight and accommodation details, registration fees and other details of where cost will be incurred.*
 - *Written proposal which includes a description of a project to be undertaken individually, and how this will have a physical outcome to benefit a community. The project description should demonstrate your developing skills and knowledge with an emphasis on sustainable community engagement and benefits to that community in the architecture or urban and regional planning disciplines. The project may be a continuation or development of work previously undertaken in the School by the applicant.*
 - *Personal written statement (maximum 500 words) detailing: 1 Reasons for studying your current program. 2 Academic achievements. 3 Community involvement. 4 Future career goals. 5 Any financial or educational disadvantage that you would like taken into account.*
-

Personal Written Statement – Handy Hints! - continued

Examples of written statements

Below you will find some good examples, taken from successful applications. You will also find some examples that didn't give us enough detail to contribute to a successful application. Notice the details included in the good examples and the difference between those and the examples beside them. Use these as a guide to help you start writing.

Good Examples	Poor Examples
<p>I am from a regional area and I have moved to Adelaide to study since January 2018. Currently I am in receipt of a Centrelink benefit Youth Allowance and I am working part time in a supermarket for 5 hours a week. A scholarship would help a great deal in achieving my career goals.</p>	<p>I'm struggling for money as I don't get any help from family or anyone else.</p>
<p>I am currently living with my parents and not in receipt of any Centrelink Benefit. I am happy to provide income histories and my parents' taxable income for the last two financial years.</p>	<p>I live with my family and they support me with food and other daily expenses.</p>
<p>In year 10, I completed work experience in a nursing home and I enjoyed the experience so much that I volunteered to return this year. I have visited the local nursing home, reading to three aged persons (once/week for 10 weeks), and participated in a concert, playing the violin and singing in a small choir.</p>	<p>I have provided care and company to the aged community by visiting a nursing home a lot. I like talking to the elderly people in the nursing home and I have been invited back next year.</p>
<p>I undertook the following as a member of my school Committee. I led the organisation in an awareness raising week highlighting the plight of refugees in our country. I ran five meetings and attended daily lunchtime forums during the awareness week. The school Principal met with me and acknowledged the success of the project. I've spent in total 20 hours in the project.</p>	<p>I have been a member of a committee participating in charity events such as raising awareness of the plight of refugees to our country. We provide information to our school. With this experience, I was able to gain some insights into the struggles that people in our community face and it has given me desire to help others.</p>
<p>I took part in my schools' trip to Cambodia in March 2018. After applying and being chosen to participate in July 2017, my team of eight students was required to raise \$2000 in funds to be used on our project of building a new classroom. We attended seven preparatory meetings prior to departure. The week in Cambodia included eight-hour days of physical work and classroom support for the students in the village. Since returning I have continued to fund raise for this community and I've maintained communication with the teachers in the school which we supported.</p>	<p>I went to Cambodia for a week in March this year. My team raised funds and worked every day for 5 days building a school. I would like to continue to perform community service when I leave school and that is why I want to enrol at UniSA and study social work program.</p>

Figure 1 Example of a Notice of Assessment

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Australian Government
Australian Taxation Office



Tax period ending	30 June 2016
Tax file number	
Date of issue	02 August 2016
Our reference	
Internet: www.ato.gov.au Phone enquiries: 13 28 61	

Notice of assessment - year ended 30 June 2016

Income Tax Assessment Act '936 and Income Tax Assessment Act 1997

Description	Debits \$	Credits \$
<i>Your taxable income</i>		
Tax on your taxable or net income		
Less non-refundable tax offsets		
Low income offset calculated by us		
Assessed tax payable		
Plus other liabilities		
Medicare levy		
Less tax offset refunds		
Less Pay as you go (PAYG) credits and other entitlements		
PAYG withholding (eg tax deducted by your employer or bank)		
Result of this notice		

Outcome of this notice
forwarded to your nominated financial institution.

 **Your refund**

Robert Ravanello
Deputy Commissioner of Taxation

Please keep this notice for future reference

Please see over for important information about your assessment

Other information relevant to your assessment:
The Commissioner rounds down certain small amounts that may be owed by you or may be refunded to you. You may have transactions on your account where this has occurred.

Figure 2 Example of a Payment Summary

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PAYG payment summary - individual non-business

Payment summary for year ending 30 June 2017

<p>Payee details Jane Doe</p>	<p style="text-align: center;">NOTICE TO PAYEE</p> <p>If this payment summary shows an amount in the total tax withheld box, you must lodge a tax return. If no tax was withheld, you may still have to lodge a tax return.</p> <p>For more information on whether you have to lodge, or about this payment and how it is taxed, you can:</p> <ul style="list-style-type: none"> ■ visit ato.gov.au ■ phone 13 28 61 between 8.00am and 6.00pm, Monday to Friday. 																									
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center; font-size: small;">Day/Month/Year</td> <td style="width: 30%;"></td> <td style="text-align: center; font-size: small;">Day/Month/Year</td> </tr> <tr> <td>Period of payment</td> <td style="text-align: center;">5/12/2016</td> <td style="text-align: center;">to</td> <td style="text-align: center;">30/06/2017</td> </tr> </table>		Day/Month/Year		Day/Month/Year	Period of payment	5/12/2016	to	30/06/2017																		
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<p>Is the employer exempt from FBT under section 57A of the FBTA 1986?</p> <p style="text-align: center;">No <input checked="" type="checkbox"/> Yes <input type="checkbox"/></p>																										
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Total allowances</td> <td style="width: 30%; text-align: right;">\$ 85</td> <td style="width: 40%; font-size: small;">Total allowances are not included in Gross payments above. This amount needs to be shown separately in your tax return.</td> </tr> </table>	Total allowances	\$ 85	Total allowances are not included in Gross payments above. This amount needs to be shown separately in your tax return.																							
Total allowances	\$ 85	Total allowances are not included in Gross payments above. This amount needs to be shown separately in your tax return.																								

Figure 3 Example of Centrelink Income Statement

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Lb 3 Regents Park Dc NSW 2143



CLK1LETTERB105928656

Reference:



Australian Government
Department of Human Services



27 May 2014

This Income Statement shows information we hold about you on your Centrelink record. If you decide to show this information to anyone else for any reason, you can choose to show all the information or to block some information out.

Income Statement

DOB	28 Jul 1949
Customer Partnered	Y
Maximum Rate Disability Support Pension	Y
Number of Children Assessed	0

Previous regular entitlements and payments

Payment Type	Amount	Date Paid	Date of Grant
Disability Support Pension	\$577.40	16 May 2014	7 Jul 2008
Clean Energy Supplement	\$10.50	16 May 2014	7 Jul 2008
Pension Supplement	\$47.40	16 May 2014	7 Jul 2008

Previous irregular payments

There are no previous irregular payments to report.

Deductions from your payment

Payment Type	Deduction	Amount	Date Paid
Disability Support Pension	Centrepay Deductions	\$40.00	16 May 2014

Continued on the back

Contact information

If you have any questions about this letter please ring:



132 717 OR
13 1202 for Multilingual Services

Monday — Friday 8.00 am — 5.00 pm
(Please quote reference number)

Your local Centrelink Office:



Office Hours:
Monday to Friday 8:30am — 4:30pm

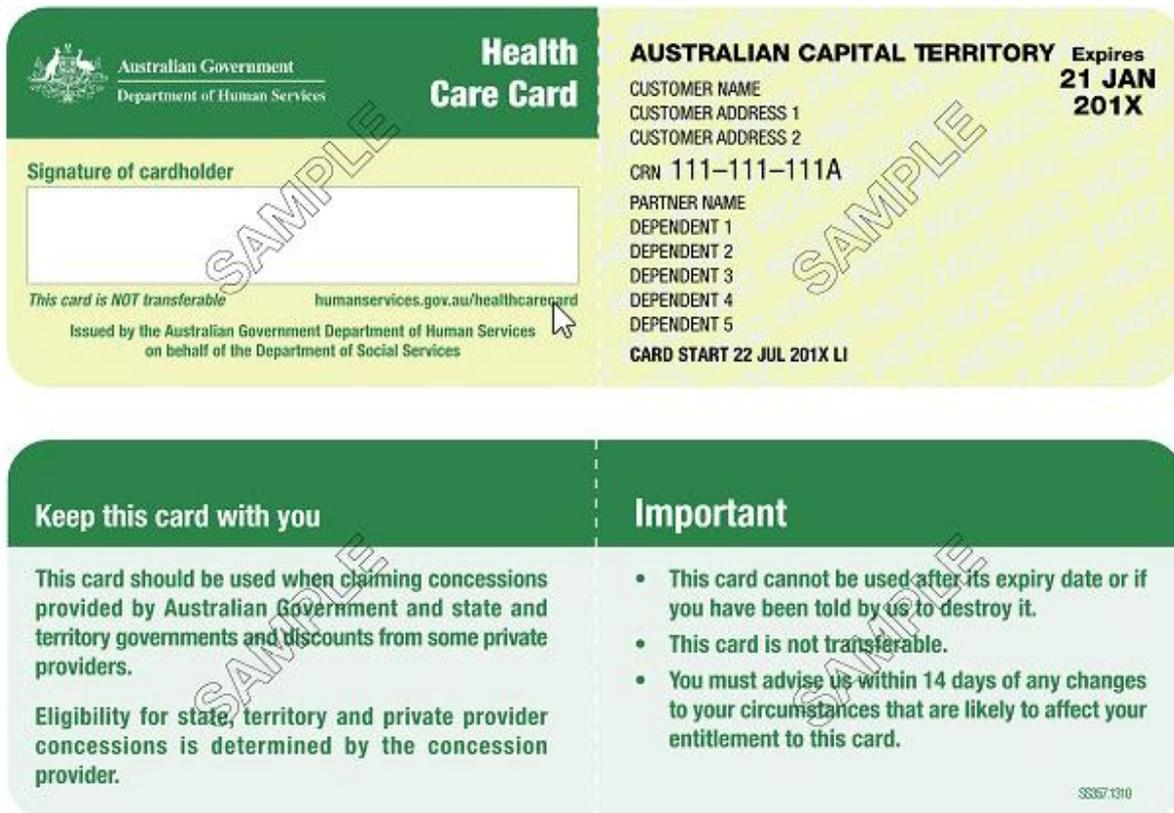


www.centrelink.gov.au

1/1-1

Figure 4 Example of a Health Care Card (HCC)

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TO BE COMPLETED ON UNISA LETTERHEAD
OR EMAILED FROM UNISA STAFF EMAIL ACCOUNT

Confirmation of Studies

Student Name: XXXXXXXXXX

Student ID: XXXXXXXXXX

This letter is to confirm that the above-mentioned student is currently enrolled in the *PROGRAM CODE* – *PROGRAM NAME* at the University of South Australia.

The student is enrolled in a part-time load for *STUDY PERIOD* due to *SELECT AN OPTION / DELETE OPTIONS*

- prerequisites that need to be met in order to enrol in further courses
- a specific course is not offered in the study period
- nearing completion of current program and will have less than a full-time load in order to complete studies.
- **other** – please elaborate

ANY ADDITIONAL INFORMATION

Kind regards

Name
Title



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Figure 6 Tips for Writing a Student Reference

You may have an important and influential role to play in assisting students to put their best foot forward to maximise their chances of receiving a scholarship or grant.

Some of our applications require the submission of a reference, which can hold significant weight in decisions about which students will succeed.

If you are asked by a student to provide a reference, please take time to consider and articulate their strengths to give them the best possible chance of being chosen as a recipient.

You may wish to consider behaviours such as:

- passion for the program
- skills
- drive
- enthusiasm
- ability to lead
- teamwork

If you have any queries, please feel free to contact our office on 830 21697 or scholarships.prizes@unisa.edu.au .

We appreciate your support!

1. **Student name:**
2. **Your relationship to the student:**
3. **How long have you known the student?**
4. **Please describe the student's demonstrated abilities / skills:**
5. **Please comment on the student's character:**
6. **Other comments:**

7. **Name:**
Position/ Title:
Signature:
Date:

Full Name

Full Name

| email address | phone number |

PROFILE

Edit for each job application, matching where possible the language used in the job description. Ensure this is no longer than 5 lines.

KEY SKILLS

It is important to back up each point with an example or evidence. You may wish to combine your key skills and key achievements under one heading. Keep to your strongest points only. It is usually better to make a few powerful statements than a long list. If you are changing career or have limited work experience, this section is key. Tailor for each job application by prioritising your skills against those required by the employer.

KEY ACHIEVEMENTS

You may wish to combine your key skills and key achievements under one heading if you have limited information. Keep your strongest points only and back up with statistics or facts where possible. It is usually better to make a few powerful statements than a long list. If you are changing career or have limited work experience, this section is key. Tailor for each job application by prioritising your achievements against those required by the employer.

WORK EXPERIENCE

Decide whether or not to include sub-headings to separate your responsibilities and achievements. The sub-headings help when you make a large number of points or want to accentuate your achievements. You may wish to insert the sub-headings only for your most recent job. Write less about irrelevant or older jobs; concentrate on recent and relevant experience.

If you've had a number of jobs within the same company, consider having one header with the company name and sub-headings with the roles and dates.

EDUCATION & QUALIFICATIONS

Think about the relevance to the job you are applying for. If you have limited or no work experience, a description of skills and achievements gained during your most recent studies can help. Otherwise, keep this section short and factual.

ADDITIONAL INFORMATION

Keep to relevant skills, training or languages only. If a job requires specific [skills](#) you may wish to elaborate on your capabilities e.g. Fluent French speaker capable of conducting business meetings. If not appropriate, delete this section.

INTERESTS

Remember to make this section interesting not just a list of predictable things. If [possible](#) link your interests to the company, industry or role.

REFERENCES

Decide whether to state "References available on request" or to insert the details of one or two references. Do not include contact details at this stage.

References available on request.

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