

Sanctuary Scholarship Application Form **Guidance Notes**

Applicants are to ensure they read this document in full before making an application for a Sanctuary Scholarship at Kingston University

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Background Information

Kingston University launched the Sanctuary Scholarship Awards in 2014 to enable **4 forced migrants** to access higher education (forced migrants are individuals who have fled danger or persecution and sought or are seeking asylum in the UK). Successful applicants for the Sanctuary Scholarship Award at Kingston University will be provided with:

Tuition Fee Support

A tuition fee-remitted place at university for the standard duration of their undergraduate course including **one** additional year if required. Undergraduate courses with an integrated foundation year are permitted. **Postgraduate courses are not permitted with this scholarship.**

Financial Support

A £5000 annual bursary to support with **study costs**. This is paid over 3 termly instalments.

Support Package

All Sanctuary Scholars will be a part of our [KU Cares scheme](#), which includes a comprehensive package of support based on individual student needs, including a dedicated Support Adviser throughout their time at Kingston University.

Accommodation/Living Costs

Kingston University **will not** be able to provide any additional financial support for accommodation or living costs. As part of the application process, we expect applicants to provide evidence that they have secure accommodation plans for the duration of their studies, or that they can fund their accommodation and additional living costs independently. Failure to provide such evidence at application stage could hinder chances of being shortlisted.

Eligibility Criteria and the Selection Process

To be eligible for this Scholarship, applicants must meet all the following criteria:

- A **forced migrant** who has fled danger or persecution
- An asylum seeker
- Have been granted Discretionary Leave to Remain (DLR) or some other form of temporary status as a result of an asylum OR human rights application

AND;

- Have made an application for an **undergraduate course** at Kingston University and are awaiting a decision / holding an offer
- **Unable to access Student Finance** due to asylum status
- Do not require additional support for living expenses, accommodation or travel.
- Available to attend an interview on the **7th or 8th May 2025**

Please note: We cannot accept applications from current students or second/third year transfer applications* or applicants who are already holding a completed undergraduate qualification either from the UK or overseas.

**Applicants who have completed a one-year sanctuary scholarship at an alternative university (e.g., The Compass Project Scholarship at Birkbeck) may apply.*

Courses Requiring a DBS Check

If applying for a course within the Health and Social Care Faculty (e.g. Nursing, Midwifery, Social Work or Education), or studying Pharmacy, applicants will be required to pass a [DBS check](#) at the beginning of their course. It is the applicant's responsibility to be aware of and have access to the documentation required for this process. Failure to access what is required to complete a DBS check could jeopardize an applicant's place on the course and scholarship offer.

Application Process

Applicants must meet the eligibility criteria above, be able to verify their circumstances and have their current immigration status confirmed by the Home Office in order to apply. Applicants who do not meet the criteria will not be considered for shortlisting.

Any questions about the eligibility criteria or application process can be directed to the KU Cares Team by emailing kucares@kingston.ac.uk

How to apply

Step 1: Applicant must read the guidance notes in full before completing the application form.

Step 2: Applicant must complete all sections of the [online application form](#).

Step 3: Applicant must submit a personal statement, a supporting statement from a referee and supporting documents via email.

Completing the application form

There are eight sections to complete in the application form. Please note that the information provided in the form will be held and processed in accordance with our Data Protection Policy.

Section 1: Personal details

- Applicants ensure that all information typed in this section is correct, as this is the information used to contact applicants.

Section 2: Education:

- Applicants are to note which college, school, local authority, community or voluntary organisation they are currently attending. If no longer attending a school or college, applicants are to give details of any qualifications that they hold.
- Kingston University ID number and/or UCAS ID number must be provided.

Section 3: Current Immigration Status:

- Applicants are asked to indicate which immigration status best describes their current status in the UK.
- If applicant is a Care Leaver this should be noted within the additional Local Authority Section.

Section 4: Personal Statement

Applicants are to type up their personal statement in a word document. This part of the application can be started before the online application is completed.

Applicants are strongly advised to use the below table to inform the content of their personal statement. Failure to mention the essential points in the personal statement could impact the application being shortlisted.

During the selection process, the panel will base their assessment on:

	Essential	Desirable
Arrival to the UK (date), country of origin and current status of application for asylum	✓	
Reason for seeking asylum		✓
Personal /family circumstances and barriers faced accessing higher education	✓	
Financial circumstances - how they will support themselves at university. <i>Kingston University provides a £5000 bursary; however, this will not fully cover living costs. So, applicants are to explain how they will support themselves outside the bursary payment.</i>	✓	
Whether they have secure accommodation or how they plan to fund their accommodation during their studies	✓	
Why they have chosen their specific course and ambitions for the future	✓	
Any additional support that may be required while at university		✓

Section 5: Equal Opportunities Monitoring Information

This section is important to ensure that the scholarships are accessible to all potential students, this information is used to monitor whether the university are reaching a cross section of the student population.

Section 6: Referee's Supporting Statement

A referee's supporting statement should come from somebody that knows the applicant in a professional or formal capacity. For example, they may be from an applicant's school, college, local authority, community, or voluntary/support group.

The referee is to include all information that they believe should be taken into consideration by the panel. It is the responsibility of the applicant to provide their referee with their personal statement and guidance information – as this may be useful for the referee to see before writing a supporting statement.

The supporting statement should preferably be on headed paper or include the contact details of the organisation they represent.

The referee's supporting statement should be no more than 500 words and may choose to cover the following:

- What are the applicant's personal circumstances and what barriers have they overcome to continue their education?
- How well suited is the applicant to the higher education course they plan to study?
- What contribution to their knowledge has the applicant made to their college / workplace or their community?
- Is there any other information they believe is relevant to the applicant's application?
- How do they think the applicant would benefit from the support offered by Kingston University's Sanctuary Scholarship?

Applications will only be accepted for consideration if they are accompanied by the referee's supporting statement.

Section 7: Home Office checklist and consent

- Applicants are to provide as many of the documents stated as possible (see page 6).
- Applicants must consent for the University to contact the Home Office for an update on their immigration status.

Section 8: Applicants Declaration

- Applicants are to read the declaration in section 8. By signing and dating this section applicants are agreeing with the declaration.

Emailing Documents

Once an online application is submitted, applicants are to send all required documents/statements to kucares@kingston.ac.uk by the deadline date. Applications will not be considered if documents are sent after the deadline date.

Applicants are to send all information required in ONE email before the deadline. Applicants must state their full name, Kingston ID number (k number) and/or UCAS number in all correspondence sent via email.

Reminder of documents to include:

- o Personal statement
- o Referee's supporting statement
- o A copy of Biometric Residence Permit or ARC card (if applicable)
- o A copy of most recent Home Office letter, confirming Home Office reference number, and current status
- o Applicants are also welcome to include any other contextual evidence should they wish to.

Deadline: 4th April 2025

Email Address: kucares@kingston.ac.uk

Informing Applicants of Outcome

- Please note that this scholarship is very competitive, unfortunately not all applications will be successful, so we encourage applicants to explore [other funding opportunities](#) in addition to making an application.
- Following an initial assessment, after the closing date, the University will contact all applicants to let them know whether their application will progress to the next stage of the selection process.
- Shortlisted applicants will be invited to an interview on the 7th or 8th May 2025 as the next and final stage of the application process.

For further information on any aspect of completing an application, please email the KU Cares Team at kucares@kingston.ac.uk.