Contents

1. Supporting your scholarship application

Prior to submission, please ensure all required supporting documents are attached with your application. The UNSW Scholarships team can only assess applications that are substantiated by appropriate documentation/evidence. Claims without such documentation/evidence cannot be considered.

Activities and achievements that occurred **over three years** ago will not be considered in the evaluation of your application.

Documents considered as providing sufficient evidence for claims within coursework scholarship applications are outlined below. If you are unable to provide official documentation for something that you are claiming in your application, a letter or reference from a relevant referee may be accepted.

Supporting documents in languages other than English must be officially translated.

If you find the evidence you can provide is not listed, or you have any questions about what may be appropriate please contact the UNSW scholarships office by email: scholarships@unsw.edu.au.

We recommend contacting the scholarships office with any questions or concerns **at least one week prior to the application closing date**. We experience an extremely high number of enquiries, and we cannot guarantee you will receive a response in time if we receive your email later than this. If it is close to the deadline, please submit your application with whatever supporting documents you have, as we cannot accept any late applications. Keep in mind that if the supporting documents are not listed below, they will be subject to approval

2. Types of Supporting Documents

To ensure prompt processing of your application it is advisable (optional) to include a summary table in your supporting documents. This table should outline all activities included in your application, noting the years of engagement for each, and specifying the supporting documents provided for each activity.

*If you are a **senior secondary school student** , you may use the [Summary of Extracurricular & Leadership Activities form](#)*

*Activities and achievements that occurred **over three years ago** will not be considered in the evaluation of your application, Please refrain from submitting supporting documents for activities or achievements that occurred more than three years ago.*

Claim	Primary supporting document	Other acceptable documents
For any activity you do not hold official evidence of participation* ** Only applicable to senior secondary school students.*	**Declaration of Extra Curricular & Leadership Activities** if you are a **senior secondary school student** and lack official documents to confirm your participation in the activities listed in your scholarship application, you may seek verification from a relevant authorized individual such as a school principal or activity organizer/facilitator.	N/A
Rural/Regional/Remote	Proof of address* eg: - bank statement - utility bill - letter of attendance from your high school or education provider - centrelink letter - electoral commission enrolment form *dated within two years of commencement of tertiary studies	- Current drivers license* - Current NSW photo card* *if uploading these documents please cover your licence number or PC number
Academic Achievement - high school	ATAR/IB result	Most recent High School report card
Academic Achievement – university	Most recent transcript	N/A
Academic award/s	Certificate	N/A

School captain/vice-captain/prefect	High school report card (must include confirmation of position)	- Certificate - Reference letter from school principal/teacher Photo of position badge
Sport's captain/vice-captain	High school report card (must include confirmation of position)	- Certificate - Reference letter from school principal/teacher Photo of position badge
House captain/vice-captain	High school report card (must include confirmation of position)	- Certificate - Reference letter from school principal/teacher - Photo of position badge
Volunteer position	Letter confirming position from volunteer organisation	Reference letter from volunteer organiser
Duke of Edinburgh Gold/Silver/Bronze	Certificate	Reference letter from Duke of Edinburgh staff
Church/Youth Group Leader	Letter of recognition	Letter from church official
Peer support	Certificate of participation	Reference letter from organising teacher
Model United Nations/National United Nations Youth Conference/National Young Leaders Forum	Certificate of participation	Reference letter from organisation
Military (Army Reserve, Cadets)	Certificate of participation	Reference letter from military organisation
ADF Long Tan	Certificate of participation	Reference letter from organisation
Surf lifesaving	Medallion certificate	Reference letter from organisation
Rural fire service	Certificate of participation	Reference letter from RFS organiser
Scouts/Girl Guides	Queen's scout/guide award Troop Leader certificate	Reference letter from scout troup
St Johns Ambulance Cadets	Certificate of participation/recognition outlining your involvement/achievements	Reference letter from St john's Ambulance outlining your involvement/achievements
Rotary/Lions	Youth of the year award certificate Youth of the year competition participation certificate	Reference letter from rotary/lions outlining your involvement
Sports	Certificate of participation	- Reference letter from coach - Photo of school sport badge Photo of sport trophy or medal

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Music	Certificate of most recent level achieved	Reference letter from music teacher
Performing Arts	Certificate of participation Performance program showing your name	Reference letter from relevant organisation/teacher/director
Premier's volunteer programs	Letter of recognition	Reference letter from volunteer organisation
Ballet/Dance	Certificate of most recent level achieved	Reference letter from teacher
Debating	Certificate of participation in competition	Reference letter from teacher/debate leader
Paid Work	Most recent payslip showing usual hours worked	Reference letter from employer/manager outlining position and regular hours
Unpaid Work/Internship	Letter of recognition	Reference letter from employer/manager

3. How to combine multiple files into one PDF

The UNSW scholarship application system is only able to take one file per applicant for supporting documents. As such you will need to combine all your supporting documents into one file before uploading.
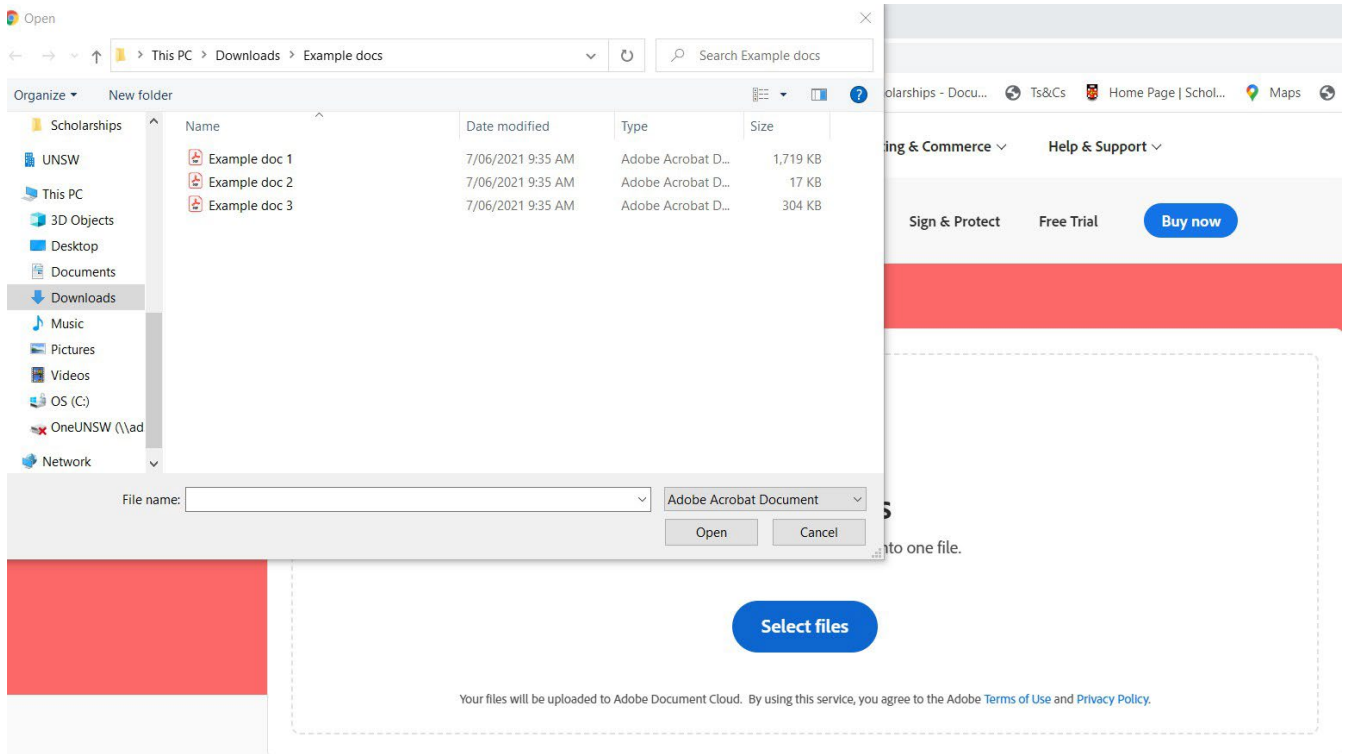
How to combine files:

1. Save all your supporting documents into one location on your computer.

2. Go to Adobe Acrobat's free Merge PDF Files webpage:
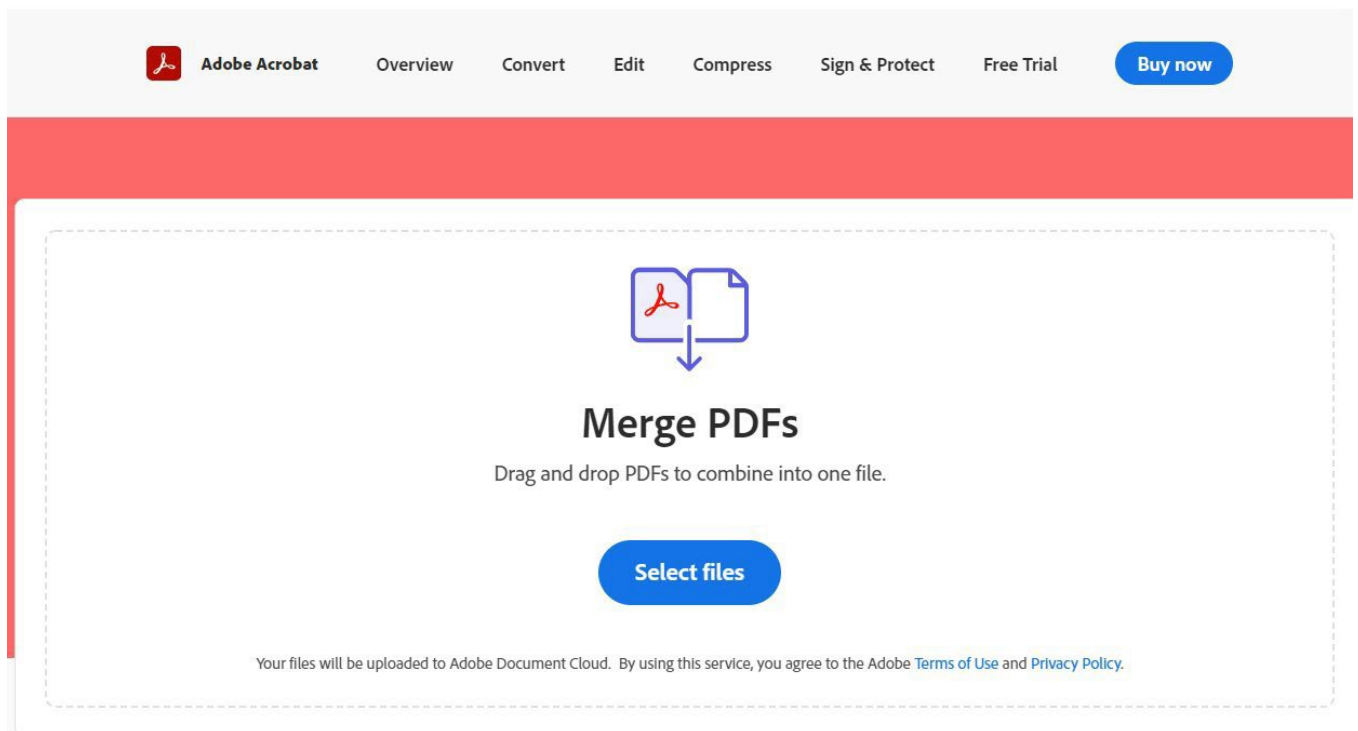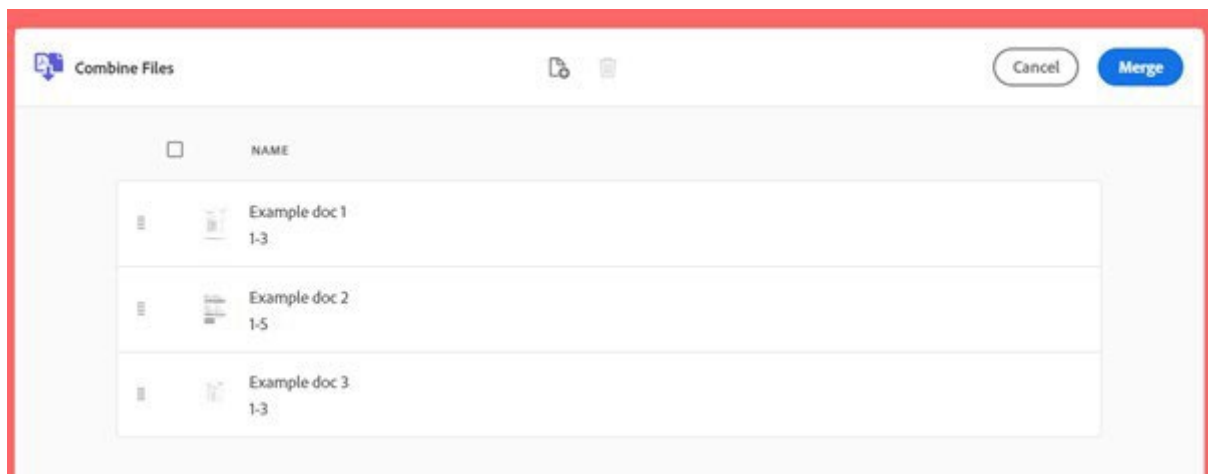

3. Click Select Files. This will open a pop-up search box on your computer.

4. Find the location in which you saved your supporting documents

5. Select all relevant documents (hold down the shift or ctrl button to select multiple).

6. Click open. Your documents will appear in the Merge PDFs area.

7. Click Merge.

8. Once your documents are merged into one click download to save to your computer.

9. Find your merged documents in your downloads folder.

10. Check everything is readable in the file and then upload to your scholarship application.
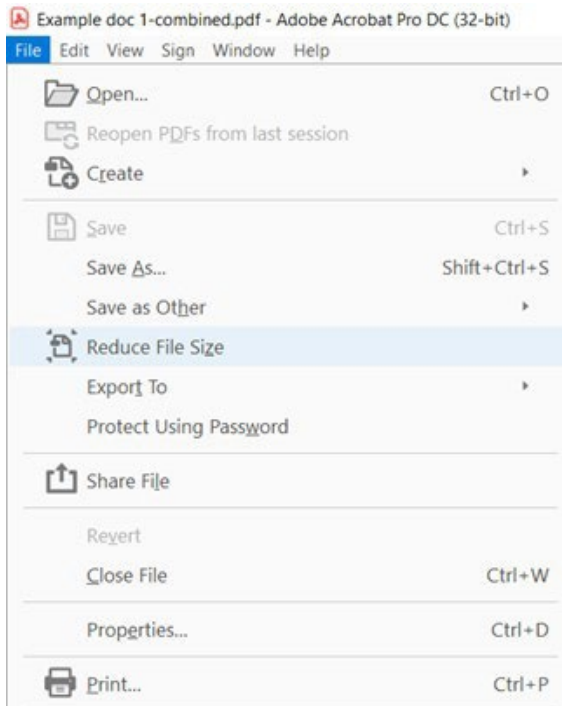
4. How to compress a PDF

Our scholarship application system has a limit on the size of the supporting documents file you can upload (10Mb).

To compress your PDF file:

1. *Open your PDF.*

2. *Click file and select reduce file size.*

3. *Choose a location and save the reduced file size.*

4. *Check that the file is readable and then upload to your scholarship application.*

Files can also be compressed online, one way to do this is using the Adobe website outlined below. There are many other online file compression websites that you may choose to use at your discretion.

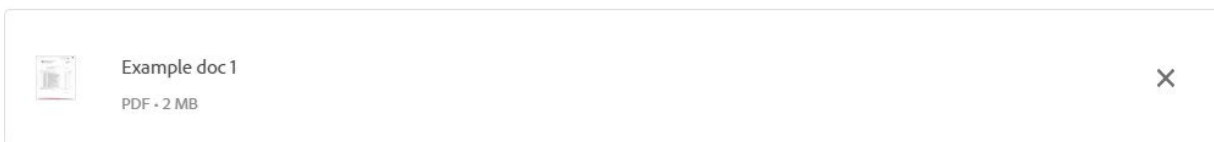1. *Go to Adobe Acrobat's free Compress PDF Files webpage:*
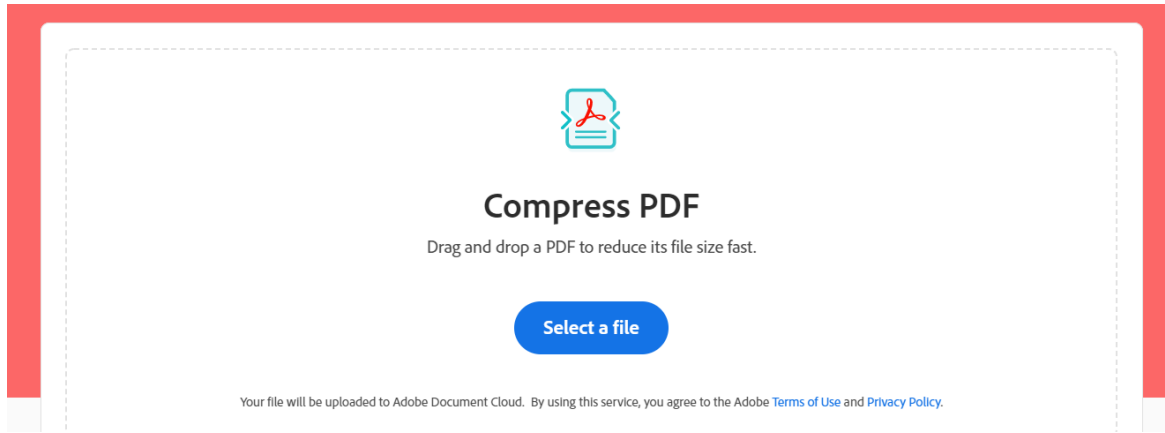
2. *Click Select Files. This will open a pop-up search box on your computer.*

3. *Find the location in which you saved your combined supporting documents file.*

4. *Select the file and click open. Your document will appear in the Compress PDF area.*

Compress PDF

5. *Select High compression and Click Compress.*

6. *Once your document is compressed check the size of the file is under 10Mbs.*

Your compressed PDF is ready

16.38 KB → 15.17 KB

Example doc 2-compressed.pdf

7.   *Download the file and open it to check that all information is readable and then upload to your scholarship application.*

If your file is still too large to upload, please contact the UNSW scholarships team for advice on scholarships@unsw.edu.au.

*We recommend contacting the scholarships office with any questions or concerns **at least one week prior to the application closing date***. *We experience an extremely high number of enquiries, and we cannot guarantee you will receive a response in time if we receive your email later than this.*