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| HMC Projects Scholarship Programme 2023 |
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#### Instructions for completing the scholarship application form

1. Please complete all sections of the application form.
2. Use the check list below to ensure you have completed the application.
3. Save the completed form.
4. Print off a copy of the completed form and sign it where required and get at least one of your parents or your legal guardian to sign it as well.
5. Scan the signed pages.
6. Send the completed digital application form as an e-mail attachment to xxxxxx with a message stating that you wish to apply for an HMC scholarship and have attached your completed application form, the scanned signature pages, your digital photos.

#### Check list

**Please complete all of the following steps before submitting your application and check each box:**

□ I have read the instructions on completing the application form and writing my personal essay (see pp.2-3 of this document);

□ I have answered all of the questions on the application form as completely as I can;

□ I have included my subject grades from my last two school reports on the application form;

□ I haveinserted a digital photo of myself on p.1 of my application form (please limit the resolution to 300dpi max);

□ I have written my personal essay (750 - 1000 words) on p.7 of the application form;

□ My parents and I have read the information about the programme stages and the financial conditions;

□ I have signed the application on p.3 and p.7, and at least one of my parents has signed p.4 and p.5;

□ I have included some (no more than 4) informal digital photos of my family and friends as attachments; these can also be given as links to web-based images listed on p.8 of the application.

□ I have included *optional* weblinks to any digital images or videos of myself (art, drama, music, sport) on p.8;

□ I have included the names of 3 teachers (English teacher, Maths teacher and my class teacher or school Principal) and their e-mail addresses on the special form for this to enable them to be contacted to request their completed recommendation form.

□ I have included a scan of my last two official report cards with my subject grades signed and stamped by the school administration;

□ I have included scans of the signed pages from my completed application form (pp. 3, 4, 5 and 7);

□ I include a scan of my passport or ID card showing my photo and information including my date of birth;

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**Some more detailed instructions for completing the application form**

* You must complete the application form **as thoroughly as possible**. What you write in your application form is considered very carefully by the interviewers when making their selections.
* Please be clear and accurate in all the information you give. You may be asked to support what you have written in your interview.

**Section A**

* Please make sure that all your personal contact information is accurate … particularly your e-mail address. Please use your personal email address not your school email address.
* Please make sure you write the month of your birth do not use numbers
* Nationality: if you have dual nationality then please include both nationalities i.e. which passports you hold.

**Section B**

* **Type of school**: in most cases your school will be a General school. If your school is a **bilingual** school then a number of your school subjects (e.g. History, Geography) will be taught in a second language to your own.
* **Previous schools**: please complete this carefully as it gives us a fuller picture of your education.
* **Year of finishing secondary education**: what year would you expect to complete your education at your school to go on to university.

**Section D**

* There are three different courses offered in the UK: A levels, IB Diploma (International Baccalaureate), and Scottish Highers and Advanced Highers. Only a small number of schools offer IB or Scottish Highers. If you particularly want to study for the IB, which is quite prescriptive, then you should state this along with your choice of subjects in the first box. There is no guarantee, however, that you will be placed in one of the few schools offering the IB course.
If you definitely do **not** want to be considered for an IB school then you should state this clearly in the first box. This will restrict the schools where we can place you if you are awarded a full scholarship.
You must do your research to understand what is required on an IB Diploma course.
* If you have lived abroad continuously for over one month then please enter details in the appropriate box for this i.e. where, when and how long.

**Section E**

If your parents joint net income (after tax deductions) will exceed £30,000 in 2022 then you can only apply for a reduced fee scholarship. If you are not selected for a full scholarship you may be included in a short list of reserves on account of your application and performance in the interview. All reserves are normally offered the opportunity to apply for a reduced fee scholarship which they may decline. Should you wish to be considered for a reduced fee scholarship you should enter **Yes** in the box for this.

**Section F**

* **Profession and Job Title**: it is important to enter this information accurately and completely for each parent:
e.g. Economist and Financial director or Secondary school teacher of English;. Medical doctor and surgeon.
* **Friends or relatives resident in the UK**: please enter the name, address and relationship of family friends of relatives, over the age of 23, in the UK who would be prepared to offer you accommodation. Please state clearly if they would be prepared to act as a guardian for you.
* Please make sure that you sign and date this section.

#### INSTRUCTIONS FOR YOUR PERSONAL ESSAY

Write your **Personal Essay** **in English** on p.7 of the application form. This essay should be about **750-1000** **words in length**, describing yourself and what makes you unique, using specific examples and interests. If any of your answers to the questions in the Application Form are not fully informative, please expand on them in your essay.

In addition, the following questionsare suggested as the kinds of things you might like to discuss:

* *Have you had an experience or a relationship that has particular importance to you?*
* *Have you had to overcome any personal difficulties and, if you have, what did overcoming them teach you about yourself?*
* *Describe briefly the various members of your family and what they mean to you.*
* *Can you tell us about your most common activities and interests? Which do you enjoy the most, and why?*
* *Do you belong to any clubs or other group organizations, and hold any special positions in them?*
* *Are you particularly interested and active, or particularly talented, in any sports or hobbies?*
* *Do you have any special accomplishments (artistic, musical or other cultural activities and/or talents)?*
* *Do you have any specific plans for the future?*
* *What are your reasons for wishing to study in the UK?*
* *How do you know you will be suited to living in another country in a boarding school?*
* *What might you bring to a school which offers you a scholarship?*

Please sign the essay to confirm that it is entirely your own work.

#### Links to personal digital visual images (optional):

On p.8 please include web links to any images or videos (e.g. YouTube) of family photos, works of art, projects, filmed performances etc. stored on the web. For each link please include a text description which, if you are in a group photo, identifies you e.g. by clothing and/or your position in the group.