

## Guidance Notes

These guidance notes are to help you accurately complete the application form for the Sanctuary Scholarship 2024/25 and should be read before you begin your application as you may find the answer in these notes.

Before you begin your application, please ensure you have:

1. Read the information on the website carefully.
2. Checked you meet all the following Essential Eligibility Criteria:
  - Students must be able to provide evidence that they have a temporary immigration status awarded as a result of a claim for asylum but outside of the immigration rules (e.g. limited leave to remain, discretionary leave to remain, humanitarian protection); or be an asylum seeker or child of an asylum seeker.
  - Students must have received a conditional or unconditional offer of Undergraduate level study in the Faculty of Science & Engineering or the Faculty of Humanities and Social Science from Queen Mary University of London and having applied through UCAS ([www.ucas.com](http://www.ucas.com)). If an offer is conditional, all conditions of the offer of a place must be met (e.g. academic and English language qualifications) in order to embark on the degree and receive the Scholarship.
  - Students must be new full-time entrants to Queen Mary University of London and not already hold an equivalent or higher-level qualification. (Those starting in Foundation Year, Year 2, Year 3, and Year 4 are not eligible).
  - Be ineligible to obtain funding from the Student Loan Company due to your immigration status.

### Data Protection

Queen Mary University of London needs to collect, maintain, and use personal data relating to you to allow us to process your application for the Sanctuary Scholarship. The details you have provided on the form will be used to assess your eligibility for the Scholarship and to inform the selection process. The information on this form will be seen by the selection panel which consists of members of staff from the University. View our full [Privacy Notice](#) here.

### Guidance for Completing the Application Form

The form requires you to complete each section of the form, we will not accept or consider incomplete submissions. The guidance notes are provided for questions where additional information will help you to answer to the best of your ability. Not all questions will have accompanying guidance notes. Please ensure you include your Queen Mary ID number on all correspondence. Candidates should note that applying for a Sanctuary Scholarship is a competitive process. We usually receive more applications that meet the eligibility criteria than there are Scholarships available. We recommend applicants allow plenty of time to prepare their application, check the form thoroughly before submitting and ensure that every section is fully completed.

Please be aware, alongside your application you must email all relevant documentation to [bursaries@qmul.ac.uk](mailto:bursaries@qmul.ac.uk) - this may include but is not limited to:

- Immigration Bail Reporting Notice (this may also be referred to as a Temporary Admission Document or BAIL 201) – please include every page of this document

- ARC (Application Registration Card)
- Letter entitled 'Determination of Asylum Claim'
- BRP (Biometric Residence Permit) – clear, colour copies of the front and back of the card
- Grant letter that accompanied your Leave to Remain – this must indicate you were granted Refugee Status/Humanitarian Protection (HP) or Discretionary Leave (DL) as the result of an asylum claim
- The most recent documentation you have received from the Home Office in conjunction with your application/appeal – this must show your Home Office reference number.

Please also attach a copy of your chosen ID document to this email. Acceptable ID documents include:

- ARC (Application Registration Card)
- BRP (Biometric Residency Permit)
- Passport/Travel Document
- Driving License
- Birth Certificate

We require a valid form of ID document to verify your immigration history with the Home Office. If you do not wish us to contact the Home Office at this time, or your immigration status is dependent upon your parent(s) immigration status, you must provide official documentation showing your immigration history to enable us to determine if you are eligible for this scheme.

We wish you the best of luck with your application to the Sanctuary Scholarship.

## Personal Details

In this section, you will be required to share personal information concerning your Queen Mary application.

1. Please provide us with your nine-digit Queen Mary Applicant ID number. **Guidance:** *Your Student ID number confirms that you have applied to study at Queen Mary., You must provide this on the form to proceed with the application. You can find your 9-digit Student ID number located in any correspondence you have received from Queen Mary since submitting your application. Please do not attempt to fill out the form without this, your application will not be processed.*

2. Title

3. Surname/Family Name/Last Name

4. Forename(s)/First Name(s)

5. Email Address

6. Name of the degree programme for which you have applied. **Guidance:** *Please provide the full degree programme title as listed on UCAS. The Sanctuary Scholarship provides funding for the duration of your studies.*

7. Your offer is:

Conditional

Unconditional

**Guidance:** *If your offer is conditional, you have a place to study with us providing that you meet the conditions of your offer before your programme starts in September. These conditions are typically:*

- *A-level grades or equivalent*
- *English language test results if you are from overseas and your first language is not English.*

*If your offer is unconditional, you have already met the entry requirements of your chosen programme and your study place is confirmed. You will be able to view the status of your offer in the UCAS Hub.*

## Your Immigration Status

PLEASE NOTE:

1. *If you are receiving Asylum Support, this scholarship may jeopardize any support you receive, including your Subsistence Payment or Asylum Accommodation.*
2. *This scholarship may jeopardize access to your Legal Aid.*
3. *If awarded the Sanctuary Scholarship, we advise you to seek professional advice about how this could affect your Asylum Support prior to accepting this award.*
4. *If you have any queries relating to the potential impact receiving the Sanctuary Scholarship may have on your Asylum Support or Legal Aid, please discuss with your Solicitor/Legal Representative. You can find regulated advisers through:*

- *The Immigration Law Practitioners' Association - <https://ilpa.org.uk>*
- *The Law Society for England and Wales - <https://solicitors.lawsociety.org.uk>*

8. Where are you currently living? **Guidance:** *You do not have to list your full address for this section, just the town/city that you live in e.g. London/Birmingham.*

9. When was your first entry to the UK? (DD/MM/YY)

10. Select your current immigration status. **Guidance:** *We require this information to confirm your eligibility for the Scholarship and assess what steps we may need to take to support you. If you are unsure of your current immigration status, you can check this by contacting UKVI or by visiting <https://www.gov.uk/view-prove-immigration-status>. If you are in the process of renewing Home Office documentation, please select 'other' and provide details of your current situation and any relevant information regarding the pending decision dates.*

11. People with your immigration status may be eligible for Student Finance. Do you qualify for Student Finance? **Guidance:** *You can view the residency status criteria for Student Finance eligibility at <https://www.gov.uk/student-finance/who-qualifies>.*

12. Are you receiving Legal Aid in relation to your Asylum Claim? **Guidance:** *We ask this as the awarding of a Sanctuary Scholarship can jeopardise asylum support and eligibility to access Legal Aid-funded legal representation (subject to income and capital assessment). Upon receipt of funds, there is a risk that you will be deemed not destitute and asylum support can be withdrawn.*

13. **(only if 'No' to previous question)** How are you funding your legal costs associated with your Asylum Claim? (e.g. loan, family, charity)

#### Your Family Details

14. Please describe your current living arrangements.

15. Will you live at the same address during term time?

16. **(only if no to previous question)** Please describe your living arrangements during term time.

17. Please provide details of any dependents you may have. If you do not have any dependents, please answer with 'N/A'. **Guidance:** *If awarded the Sanctuary Scholarship, any Asylum Support your family or dependents are in receipt of may be affected. Please be aware, the Sanctuary Scholarship only covers the costs of the student in receipt of the Scholarship - it does not cover the costs of any dependents, however it may impact any Asylum Support dependents are in receipt of. If you or your family are in receipt of Asylum Support, please discuss with your Solicitor/Legal Representative. You can find regulated legal advisers through:*

- *The Immigration Law Practitioners' Association - <https://ilpa.org.uk>*
- *The Law Society for England and Wales - <https://solicitors.lawsociety.org.uk>*

#### Residential History

18. Please give us a basic history of the locations you have lived since birth and the reasons you lived there. **Guidance:** *We are aware that your circumstances may not always be straight forward, however we do need the information requested to make an accurate assessment of your eligibility. This application will only be seen by Queen Mary panel members as part of the decision-making process. Please provide as much detail as possible.*

#### Your Funding

19. Please tell us about any charities, trusts and foundations you have applied for funds from – if you do not know the outcome of your application, please tell us when you expect to receive a

decision.

### Higher Education History

20. Please give us a history of any degrees that you have started (complete or incomplete).

**Guidance:** *We ask for this as this information helps us understand the barriers you may have encountered when accessing HE in the past.*

### Supporting Statements

21. Why do you want to study at Queen Mary, and why this course in particular? **Guidance:** *Please explain why you wish to study your chosen subject, and how this may help you achieve any ambitions you may have for the future. Please also explain what attracted you to Queen Mary as a university.*

22. Do you participate in any community or volunteering groups? **Guidance:** *Think about your hobbies, interests, and how you have participated in local groups. Please also detail any volunteering you have done.*

23. Queen Mary and the Students Union offer a lot of opportunities for students to get involved on campus, can you tell us if you would like to participate in anything in particular?

### Your Declaration

*By applying for the Sanctuary Scholarship, Queen Mary University of London will be required to conduct a right to study check with UK Visas and Immigration (UKVI), a department of the Home Office (UK Government). You must therefore give your consent to this check to proceed with your application.*

*If it is found that you do not have the right to study confirmed by UKVI, you will not be eligible for the scholarship and therefore not permitted to start your programme of study. Any decision made on the outcome of the check will be final and cannot be appealed.*

*If you are awarded a Sanctuary Scholarship and are subject to immigration control, your acceptance of the scholarship will give further consent for Queen Mary to conduct right to study checks periodically during your registration.*

24. I give permission for the Home Office (part of the UK Government) to provide information about my immigration history and status to Queen Mary University of London as part of the right to study check.

25. ID document provided.