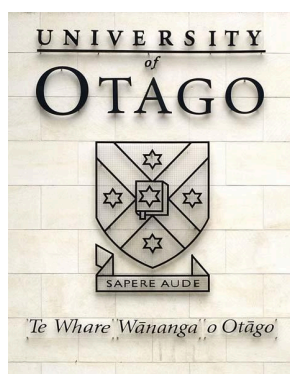


# A 2024 GUIDE TO SCHOLARSHIP & HALLS OF RESIDENCE APPLICATIONS MAHURANGI COLLEGE



# TABLE OF CONTENTS

TIMELINE AND STEPS.....	3
STEP 1 - CREATE A UNIVERSITY LOGIN FOR EACH UNIVERSITY YOU ARE CONSIDERING.....	3
STEP 2 - START WORKING ON YOUR PERSONAL STATEMENT.....	3
STEP 3 - APPLY FOR SCHOLARSHIPS.....	5
STEP 4 - APPLYING FOR UNIVERSITY HALLS OF RESIDENCE.....	9
STEP 5 - ENROLLING FOR YOUR UNIVERSITY COURSE.....	11
STEP 6 - COURSE PLANNING.....	12
ALL THINGS MONEY.....	12
WAYS TO PREPARE FOR UNIVERSITY.....	13

## TIMELINE AND STEPS

STEP NUMBER	ACTIVITY	DATE
Step 1	Create a University Account	Now!
Step 2	Start working on your personal statement	Now!
Step 3	Apply for Scholarships	Open: May/June Close: Aug/Sept
Step 4	Apply for Halls of Residence	Open: 1 Aug Close: 15 Sept
Step 5	Enrol for University degree course	Various Check individual websites
Step 6	Complete the Course Planning (Library, Mahurangi College)	Tuesday 20 August, Periods 1&2, College Library

### STEP 1 - CREATE A UNIVERSITY LOGIN FOR EACH UNIVERSITY YOU ARE CONSIDERING

Before you can apply for a University School Leavers Scholarship, you must complete the first stage of enrolment. If you are wanting to apply for a number of universities, that is not a problem, as the enrolment can be cancelled at any stage.

You start by setting up a personal account such as an 'eVision' account at Otago, a 'myUC' account at Canterbury, 'MyWaikato', 'MyLinc' and so on. This is your personalised application portal. You will be asked to choose your major / selected course and while this may seem like a big commitment, you can change this easily, later on. Note - you will be applying for an **undergraduate course**.

### STEP 2 - START WORKING ON YOUR PERSONAL STATEMENT

1. Start on your personal statement early.
2. Be clear. Be focused. Be organised. Use specifics.
3. Make it personal and use 'I' statements.
4. Make it authentic (remember your referees will be writing confidential references as well).
5. Be careful with humour and cliches.
6. Be reflective.
7. Use specific examples to illustrate your ideas.
8. Give yourself plenty of time for drafting and redrafting.
9. Keep it simple. Use the words and language you would naturally use in writing a thoughtful, intelligent piece of personal writing.

About you ... think about what you believe your best characteristics and accomplishments are. Some ideas to get you thinking:

- **Communication skills - verbal and written** - able to follow instructions, confident in speaking in front of others, able to write / speak fluently and with clarity, strong sense of inquiry.
- **Ability to mix with people - interpersonal skills - empathy** - community / voluntary work, take an active interest in people, able to be an effective group member, support others in the whanau, able to see others' points of view, able to respond to others in ways that show understanding, cultural awareness, compassionate, helpful.
- **Organisational skills** - ability to time manage, methodical, self motivated, well organised, able to meet deadlines, able to balance school work with part time work and sports / cultural obligations, conscientious and hard working, problem solving approach.
- **Creative / practical skills** - built, crafted, devised, implemented, pioneered, initiated, established, remodelled, transformed, patience, eye for detail, practical application, contribution to drama/ music / art.
- **Leadership - how have you demonstrated leadership?** Coordinated, managed, organised, led by example, positive role model, Prefect, Student Executive, captain of a sports team, umpire/referee, coach, Peer Support, Peer Mediator / Mentor, whanau representative, Church Youth Leader.
- **Personal Attributes** - high personal standards, respectful, evidence of initiative, honest, hard working, self motivated, calm under pressure, able to accept a challenge, enthusiastic, respectful, adaptable, ability to relate well with peers, perseverance.



Remember that every school has sports captains, head students and high achievers - how are you different from all the others?

## **DON'TS**

- **Don't** write to impress. Your credentials and awards speak for themselves. Use your personal statement to talk to the readers about the things that motivate, inspire and shape you. Help them to understand what your specific accomplishments have meant to you or how they have shaped you. Help them to understand why you care about the things you care about.
- **Don't** over exaggerate your achievements. For example, 'I organised ...' when in reality you helped to organise.
- **Don't** go over the suggested word limit (keep it to a page maximum / 1000 words).
- **Don't** use abbreviations or text language.
- **Don't** forget to use capital letters at the start of sentences and for all words that should have a capital including *proper nouns*.
- **Don't** mix your tenses.
- **Don't** use long sentences.
- **Don't** use poor grammar.

## CHECKLIST FOR EVALUATING YOUR PERSONAL STATEMENT DRAFT

Does your opening paragraph quickly engage the reader? Does it convey a distinct picture or impression of you as a person?

- Is your guiding theme or idea clearly expressed? Is there a thread that runs through the statement, unifying it?
- Is there evidence of what motivates you in your studies and choice of degree?
- Are your more important commitments to community service, sports, cultural and leadership roles effectively addressed?
- Is the closing paragraph effective? Does it leave the reader with a sense of completeness? Does it suggest to the reader something of the spirit with which you are going forward in life? Your passion and determination to achieve your goals?
- **PROOFREAD, PROOFREAD AGAIN AND SUBMIT ON TIME!**

## STEP 3 - APPLY FOR SCHOLARSHIPS

Please make sure you check out the university websites. Most of the scholarships that you can apply for come under the categories of 'School Leaver Scholarships', 'Secondary School Scholarships' or 'Undergraduate Scholarships'.

One of **THE** most useful websites (for many things, not just scholarships) is Moneyhub. Also visit Moneyhub for scholarship details and application advice. In essence, Moneyhub searches and compiles a list of **ALL** scholarships across New Zealand, including university, tertiary and private scholarships. The link is below.



<https://www.moneyhub.co.nz/scholarships-nz.html>

## 2023 UNIVERSITY SCHOLARSHIP OPEN AND CLOSING DATES

	OPENS	CLOSES
Auckland University	Open	23 August at 5pm
AUT	1 June	1 September
Canterbury University	20 June	15 August at 11.59pm
Lincoln University	Open	15 August
Massey University	Open	20 August
Otago University	1 July	15 August
Victoria University	13 June	1 September at 4.30pm
Waikato University	Open	31 August

**NEW DATES FOR 2024 ARE NOT ALL PUBLISHED YET BUT THIS GIVES YOU A GUIDE. DATES IN 2024 WILL BE SIMILAR. REGULARLY CHECK UNIVERSITY WEBSITES SO YOU DON'T MISS AN IMPORTANT DEADLINE.**

## ESSENTIAL TIPS WHEN APPLYING FOR SCHOLARSHIPS

### 1. BE ORGANISED

There are **NO** extensions for scholarship applications so make sure that you give yourself plenty of time to complete your application and watch those deadlines. You stand a much better chance of being successful if your application is not rushed!

*Remember, Mrs Jessop will need to have received the reference request from the university at least three working days **BEFORE** the closing date. This will give her time to write your reference, without being rushed and to have it signed by Mr Giles.*

### 2. SEARCH

Know what's on offer, only apply if you are eligible and use the correct application form! Check the eligibility criteria carefully and only select scholarships that fit your skills and personal attributes. Remember you can apply for more than one.

*Note: Most scholarships will expect you to have an excellence endorsement at Level 2 and be tracking well at Level 3. Exceptions will be if you have outstanding leadership and community involvement or if you are playing sport or involved in cultural activities at a very high level. Realistically, the Scholarship Selection Committee will still be looking for a minimum of a merit endorsement in these instances.*

*Otago University has **one** application form and the Scholarship Selection Committee will then match your strengths to the most appropriate scholarship. In their application you must complete the section on 'Education' and then you only complete the sections that are relevant to you; 'Leadership', 'Academic Achievement', 'Sport and Cultural', 'Extra-Curricular Activity', 'Maori', 'Pacific', 'Financial Circumstances', 'Family Circumstances' or 'Disability'. Canterbury University is also moving to the one application form.*

*Note: If you are applying for a Maori or Pacific Scholarship, you will need to provide ancestry verification e.g. iwi registration or Whakapapa endorsement form or for Pacific ancestry, a birth certificate, passport or citizenship papers etc.*

### 3. GATHER

Collect all your information so you can efficiently complete every scholarship application. You may have to fill out forms and supply documents to support your application. Sometimes you may be asked to attend an interview with the selection panel. Some things you may be asked to provide with your application are:

- proof of citizenship or residency status, e.g. birth certificate / passport
- evidence of continued community involvement, financial hardship or ethnic background
- list of referees
- record of learning - download a detailed record of learning from NZQA
- bank details and your IRD number if you have one.

You need to collect and certify **ALL** necessary documents. If necessary, to certify your documents, take the original and a photocopy to an authorised person\* who will check both documents and sign the copy to show it is a true reproduction of the original. \*An authorised person could be a kaumātua, minister of religion, police officer, registered

medical professional, solicitor or Justice of the Peace. This may depend on the individual scholarship, so it is best to check.

Department of Internal Affairs website (for birth certificates, citizenship and passports) - <https://www.dia.govt.nz/For-people-and-businesses?OpenDocument>

Royal Federation of NZ Justices' Associations (for JPs) - <https://justiceofthepeace.org.nz/Page/Search?Location=0910&Surname=>

Locate a JP - <https://jpauckland.org.nz/locate-jp/>

#### 4. **ARRANGE**

Organise and arrange your references / referees early. Ask key people now if they are able to provide you with a written reference or to act as your referee. Let your referee know of the closing date for references. This will, in most cases, be a day or two BEFORE the closing date. You will require an academic reference which is written by Mrs Jessop, Head of Year 13, using additional information provided by teachers you have nominated. They may also require a personal referee and this could be a sports coach, external music / dance teacher, employer or youth worker. You may be under the impression that adults meet deadlines and are never late but, unfortunately, this is not the case in many situations. While your scholarship application(s) are very important to you, they are less so to other referees who may be focused on so many different things. Many applications have failed due to references and supporting statement not being received on time or the referee being unable or unprepared to comment. Give them a **CLEAR** deadline well in advance of the scholarship application due date.

#### 5. **PARTICIPATION**

Participation in extracurricular activities is **ESSENTIAL!** In most instances, grade point average (GPA) will be very important, however, many Scholarship Selection Committees do not simply choose the student with the highest GPA. They will be looking for students who are well-rounded and who demonstrate leadership qualities. Are you / have you:

- continually involved in the community?
- volunteered your time to assist others?
- Have / had a part-time job?
- Been involved in other activities that show an ability to manage your time and willingness to become involved and clear on the goals that you are working towards?

#### 6. **APPLYING**

Follow **ALL** the instructions carefully. If you don't, your application may be rejected in the preliminary check. Follow this checklist to ensure you don't miss anything:

- Have you included **ALL** the information asked for?
- Do not leave anything blank.
- Ensure every question on the application form has been answered but answered directly. Use examples to support your statement. For example, if one of the criteria is leadership potential, then make sure you mention your leadership skills and give an example of when you have used them.
- Is your contact information correct? And appropriate (e.g. email address).
- Adapt each application to suit the specific scholarship criteria.
- Remember that you can save what you have written and come back to it.

## 7. **PROOFREAD!**

By proofreading your application statements and your personal statement (if one is required) carefully, you can increase your chances of success. After you have proofread the application, ask someone else to go over it as well such as a family member. Use this checklist to help:

- Are there any spelling errors?
- Is it grammatically correct?
- Have you used capital letters where appropriate - including your own name?
- Have you used any abbreviations or 'txt' spelling - remove if you have. This is a formal document.
- Have you dated and signed the privacy statement?

## 8. **ONLINE PROFILE**

Be aware of your online profile as the Scholarship Selection Committee may Google you. Make sure the image presented is one that you are proud of.

## 9. **SO...WHAT IS A PERSONAL STATEMENT?** (see Step 2)

This is a written statement of your strength in terms of your personal qualities and specific skills. It provides the Scholarship Selection Committee with an opportunity to learn more about you. Below is a list of ideas to get you started:

- What are your study goals and/or career goals/aspirations?
- What makes you passionate about the course you want to study?
- What work or personal experience in this field do you have?
- Have you identified any barriers that might be relevant to the scholarship and how this particular scholarship will help?
- Any personal characteristics? (leadership, community, voluntary, church involvement will strengthen your application). Many consider this to be the **MOST** important part of your application so take the time to write it well.

Make sure you provide accurate and current contact details. It is better not to use your school email address as you may forget to change this when you leave school. Please make sure your email address is appropriate! It is also important to check your emails regularly so that you respond to the scholarship offer in sufficient time and that you do not miss the closing deadline.

Note that **MANY** scholarship applications no longer require a personal statement but clear statements related to the scholarship criteria.

## 10. **PROOFREAD, PROOFREAD, PROOFREAD!!!**



## STEP 4 - APPLYING FOR UNIVERSITY HALLS OF RESIDENCE

***Halls of Residence applications open on 1 August and close on 15 September.***

### WHAT SHOULD I DO BEFORE I APPLY?

Applying for accommodation is more than just heading to the website of the tertiary provider you want to study or train at and going through the application process. Before you even think about that, there are several things you need to tick off so you know what kind of place is right for you. These include:



- Deciding where you want to go and the course you want to study.
- Going to an open day.
- Thinking about whether you would prefer catered or non-catered accommodation (if there is an option).
- Do you prefer catered or non-catered accommodation (if there is an option)?
- Researching where the accommodation is and how that fits into the experience you are looking for.

Depending on where you apply, there will be a range of different options available to you. For example, universities will generally offer several different halls of residence for you to pick from and some will have homestay options. Remember that where you live is going to be an important part of your time during your first year at university.

### GET STARTED EARLY!

All of the universities advise you to start your application early as the earlier you submit your application, the faster it can be processed and there will be more time to sort out any issues. Remember that it does not have to be completed in one go - as long as you save what you have done, you can go back to your application as often as you wish.

Each year the universities receive more hall applications than the number of beds available and because they work towards creating a diverse hall community by considering gender balance, cultural diversity, degree type and geographical representation, you will be asked to rank - 1 to 3 - your preferences.

(e.g. Canterbury University had over 1,000 more applications than they had beds available).

### WHAT INFORMATION WILL YOU NEED TO FILL OUT YOUR APPLICATION?

- an emergency contact person's details
- your Year 12 results - official results from NZQA
- details of any other significant qualifications or awards you hold and positions of responsibility or leadership
- your proposed course of study
- a personal statement
- your National Student Number (NSN)
- any special requirements e.g. dietary, medical, cultural, religious, impairment or disability, (this information helps the university to make sure you have selected the best hall for your needs).

## WRITING A GOOD PERSONAL STATEMENT / PROFILE FOR YOUR APPLICATION

Your statement / profile is an important part of the selection process. It gives the university some idea of who you are and what you would bring to the hall community.

Try to write at least 3 sentences for each question, where possible. Before you start, think about:

- How you will describe yourself - how do you interact with new people? Are you sociable or do you prefer to spend time on your own? What is your study / sleep pattern like? i.e. do you prefer to stay up late and study?
- Occasions where you've got involved and helped others / what do you like to do in your free time? - What sports, recreational or community / volunteer activities are you involved in?
- Why have you chosen the course of study you plan to undertake? Where do you hope your study will lead to / what are your aspirations based on your proposed study?
- Have you had your 5 minutes of fame - i.e. have you received any awards, made headlines (in a positive way)?
- Is there any other information about you, you may want the university to be aware of that will help them to place you in accommodation that is appropriate to you?

You will be required to pay a deposit to secure your place in a Hall of Residence. Part of this deposit is an administrative fee so if you change your mind this is **NON-REFUNDABLE**. Below is a comparison of fully-catered accommodation costs for 2024, across New Zealand institutions:

Institution	Example of Residence	Room	Total for the Year	Deposit (This includes Bond, Admin Fee and Activity / Student Association Fee)
AUT	Wellesley Student Apartments	Standard Large	\$13,520 \$14,280	Approximately \$520
Lincoln University	Hudson Hall	Single	\$17,900	Approximately \$809
Massey University	Matai (Palmerston North) Whanake Hall (Wellington)	Single Studio Budget Studio	\$17,360 \$16,674 \$14,364	Approximately \$762
University of Auckland	Waipārūrū Hall Grafton Hall	Single Large Single Single	\$20,400 \$21,600 \$19,600	Approximately \$900
University of Canterbury	Tupuānuku	Single Ensuite	\$21,418 \$22,894	Approximately \$1,000
University of Waikato	College Hall	Single	\$18,040	Approximately \$400
Victoria University of Wellington	Te Puni Village	Single	\$18,924	Approximately \$600
Otago University	University College	Single	\$19,266	Approximately \$920

### Halls of Residence Accommodation

- [Auckland University of Technology \(AUT\)](#)
- [Lincoln University](#)
- [Massey University](#)
- [University of Auckland](#)
- [University of Canterbury](#)
- [University of Otago](#)
- [University of Waikato](#)
- [Victoria University of Wellington](#)

### ITPs (Institutes of Technology and Polytechs/Te Pukenga) Accommodation

- [Ara Institute of Canterbury](#)
- [Eastern Institute of Technology](#)
- [Manukau Institute of Technology](#)
- [Otago Polytechnic](#)
- [Southern Institute of Technology](#)
- [Ta Poutini Polytechnic](#)
- [Toi-Ohomai Institute of Technology](#)
- [UCOL – Universal College of Learning](#)
- [Unitec](#)
- [Wintec – Waikato Institute of Technology at Taranaki](#)
- [WITT – Western Institute of Technology at Taranaki](#)

### WHAT NEXT?

Most applications will open on 1 August and **all** will require the completion of a confidential reference which is completed by Mrs Jessop. Most universities use what is called the **Common Confidential Reference Form (CCRF)** - [Request a CCRF](#).

This is completed online. Even if you are applying to more than one university, only **ONE** CCRF is required as all of the universities access this reference, excluding AUT.

**Please remember to tick ALL the universities that you are applying for more than one.** They will not access your application if this is not done.

You are able to check the status of your online application at any stage. If you use your **school email address** you must remember to update your details at the end of the year when you leave school. If you use your personal email address, please make sure that your email address is appropriate.

The closing date for the completion of the CCRF by Mrs Jessop is 15 September so you need to complete your application **at least three working days BEFORE** this date, allowing Mrs Jessop time to complete your reference.

**AUT does not** use the CCRF system so Halls of Residence applications open on **1 October** and there is no close off date, as it operates a 'first in first' served policy.

## STEP 5 - ENROLLING FOR YOUR UNIVERSITY COURSE

Check the **University Undergraduate Prospectus** for the published closing dates for the online applications for **NZ Universities' courses** - these are generally around the **beginning of December but some are earlier**. (Individual university websites will have the **MOST** up-to-date information).

Note: Art and Design portfolios are usually due around the end of **September**. (These are required if you did not achieve an Excellence endorsement for your portfolio in Yr 12). Medical Imagery, Medicine, Optometry and Pharmacy are usually around **1 October**.

## STEP 6 - COURSE PLANNING

All of the University Liaison Officers will be back in school in August to assist you with the planning of your courses and are always available via email to assist you with any queries. They will also be happy to organise a zoom meeting with you.

This year, the University Course Planning will take place in the library during Periods 1 & 2 on Tuesday 20 August. Make a note of this in your calendar now.

Remember - You will only receive a provisional offer of place and this will not be confirmed until your NZQA results are released in January.

## ALL THINGS MONEY

### FEES FREE

Remember that “fees free” for your first (or last) year of tertiary education **DOES NOT** include your accommodation. Some of you may be fortunate enough to win a university scholarship that you will be able to put towards the cost of your accommodation. The majority of you will not, so you need to plan accordingly and know exactly how much you will need to pay **BEFORE** you commence your course or move into a Hall of Residence.

### STUDYLINK

There are two ways Studylink can help students - a Student Allowance which is, essentially, a benefit (does not need to be paid back) or a Student Loan (has to be paid back).

**Student Allowance** - Student allowance is dependent on the combined income of your parents and this is regardless of the fact that your parents may not be living together. If your parents' joint earnings are more than \$55,958 after tax, the rate you get for your Student Allowance decreases. If you are eligible for a student allowance, you **DO NOT** have to pay this money back. You will **NOT** be eligible for a student allowance if your parents' joint earnings while you study is:

a) more than \$118,936.35, if you are still living at home or b) more than \$127,808.07, if you are not living at home but are living in Halls of Residence/flatting etc. Please visit the website below to see if you eligible for a student allowance -

<https://www.studylink.govt.nz/products/a-z-products/student-allowance/index.html>. Note:

The weekly student allowance rate is usually around \$269.52 (after tax) or \$303.85 (before tax), if you live at home. If you don't live at home it is around \$314.15 (after tax) , \$357.94 (before tax). However, if you earn more than \$357.94 a week, before tax, in your part time job, this will affect your weekly student allowance rate.

**Student Loan** - A student loan is different to the student allowance as you have to borrow the money and pay it back later. Depending on your circumstances, you can get a student loan to help pay for compulsory course fees, course-related costs and living costs. For more information about the difference between **Student Allowance** and a **Student Loan**, click the following link:

<https://www.moneyhub.co.nz/student-loans.html#:~:text=Student%20Allowances%20%2D%20up%20to%20%24242.53,into%20your%20bank%20account%20weekly>

## WAYS TO PREPARE FOR UNIVERSITY

Here are a couple of helpful websites:

<https://studytime.co.nz/articles/how-to-prepare-for-university/>

<https://www.eduexperts.co.nz/kr/post/166>

A few other tips:

- Learn to work through problems on your own, before asking for help when you really need it.
- Maintain the best grades you possibly can. Getting an excellence endorsement at year 12 may give you an automatic scholarship at some universities or a guaranteed place in a Hall of Residence.
- Work on improving your attendance, if it is not good at the moment. Attendance at your university tutorials will often form part of your final grade.
- Keep up a good relationship with your teachers. This is important in terms of getting help / advice when you need it and also for those reference comments they will write.
- Prioritise your own wants and needs over your friends. Do not pick a university or degree just because your friends are doing it. You are planning for **YOUR** future, not theirs.
- Start pulling your weight around the house. Learn how to cook, how to work a washing machine / dishwasher, how to change a light bulb, how to keep your bedroom tidy, how to use a vacuum cleaner, how to read a bus timetable...all important things when you leave home and eventually go flatting.
- Brush up on your financial literacy and learn how to pay bills, such as power and WIFI. Have a basic understanding of how to budget and complete a tax return etc.

Come and see Mrs Jessop, Head of Year 13 or Mrs McNaughten, Careers Advisor, in A4 if you need help with anything.