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1. Supporting your scholarship application

Before submitting your application, please ensure you have attached all required supporting documents. UNSW Scholarships team can only assess claims in applications that have been backed up by appropriate documentation/evidence, and unfortunately cannot consider any claim that has not been supported with appropriate documentation/evidence.

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.

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

Claim	Primary supporting document	Other acceptable documents
Rural/Regional/Remote	<p>Proof of address* eg:</p> <ul style="list-style-type: none"> - bank statement - utility bill - letter of attendance from your high school or education provider - centrelink letter - electoral commission enrolment form <p>*dated within two years of commencement of tertiary studies</p>	<ul style="list-style-type: none"> - Current drivers license* - Current NSW photo card* <p>*if uploading these documents please cover your licence number or PC number</p>
Academic Achievement - high school	ATAR/IB result	Most recent High School report card
Academic Achievement - university	Most recent transcript	NA
Academic award/s	Certificate	NA
School captain/vice-captain/prefect	High school report card (must include confirmation of position)	<ul style="list-style-type: none"> - 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)	<ul style="list-style-type: none"> - Certificate - Reference letter from school principal/teacher - Photo of position badge
House captain/vice-captain	High school report card (must include confirmation of position)	<ul style="list-style-type: none"> - 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



<i>ADF Long Tan</i>	<i>Certificate of participation</i>	<i>Reference letter from organisation</i>
<i>Surf lifesaving</i>	<i>Medallion certificate</i>	<i>Reference letter from organisation</i>
<i>Rural fire service</i>	<i>Certificate of participation</i>	<i>Reference letter from RFS organiser</i>
<i>Scouts/Girl Guides</i>	<i>Queen's scout/guide award Troop Leader certificate</i>	<i>Reference letter from scout troupe</i>
<i>St Johns Ambulance Cadets</i>	<i>Certificate of participation/recognition outlining your involvement/achievements</i>	<i>Reference letter from St John's Ambulance outlining your involvement/achievements</i>
<i>Rotary/Lions</i>	<i>Youth of the year award certificate Youth of the year competition participation certificate</i>	<i>Reference letter from rotary/lions outlining your involvement</i>
<i>Sports</i>	<i>Certificate of participation</i>	<i>- Reference letter from coach - Photo of school sport badge - Photo of sport trophy or medal</i>
<i>Music</i>	<i>Certificate of most recent level achieved</i>	<i>Reference letter from music teacher</i>
<i>Performing Arts</i>	<i>Certificate of participation Performance program showing your name</i>	<i>Reference letter from relevant organisation/teacher/director</i>
<i>Premier's volunteer programs</i>	<i>Letter of recognition</i>	<i>Reference letter from volunteer organisation</i>
<i>Ballet/Dance</i>	<i>Certificate of most recent level achieved</i>	<i>Reference letter from teacher</i>
<i>Debating</i>	<i>Certificate of participation in competition</i>	<i>Reference letter from teacher/debate leader</i>
<i>Paid Work</i>	<i>Most recent payslip showing usual hours worked</i>	<i>Reference letter from employer/manager outlining position and regular hours</i>
<i>Unpaid Work/Internship</i>	<i>Letter of recognition</i>	<i>Reference letter from employer/manager</i>

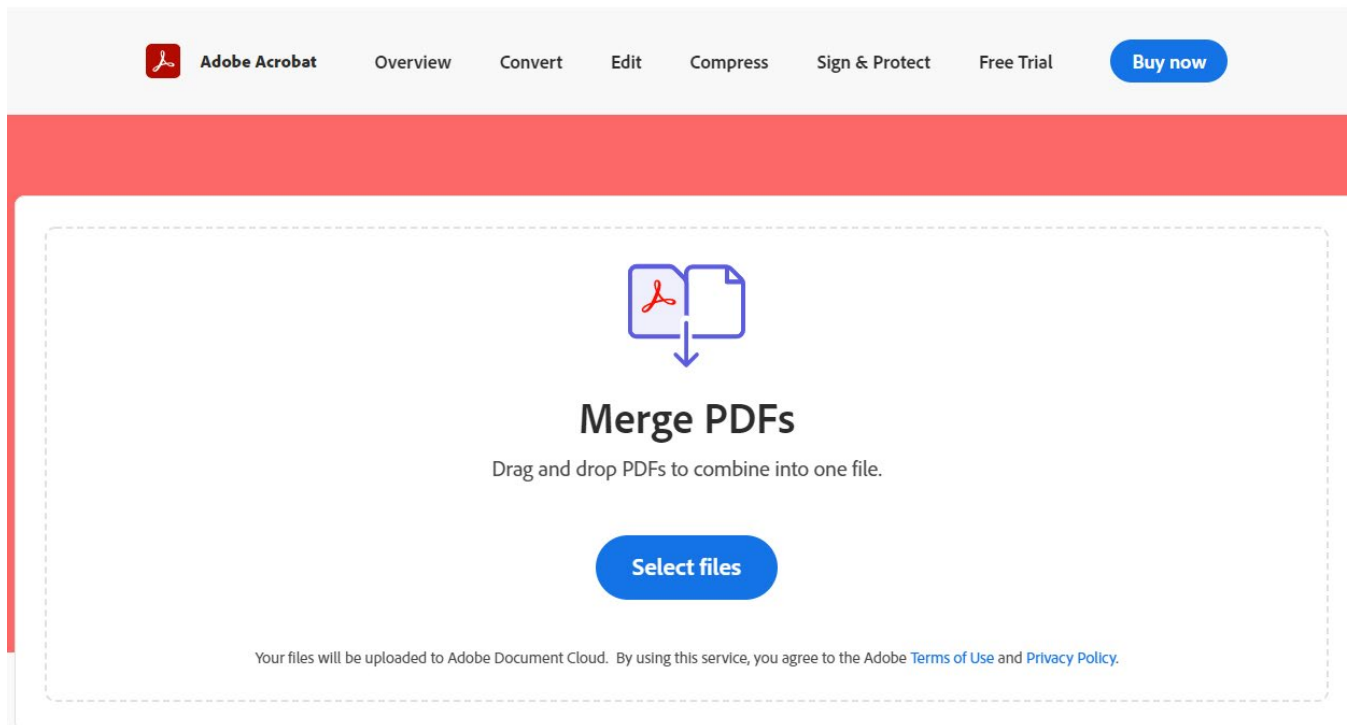


3. How to combine multiple files into one PDF

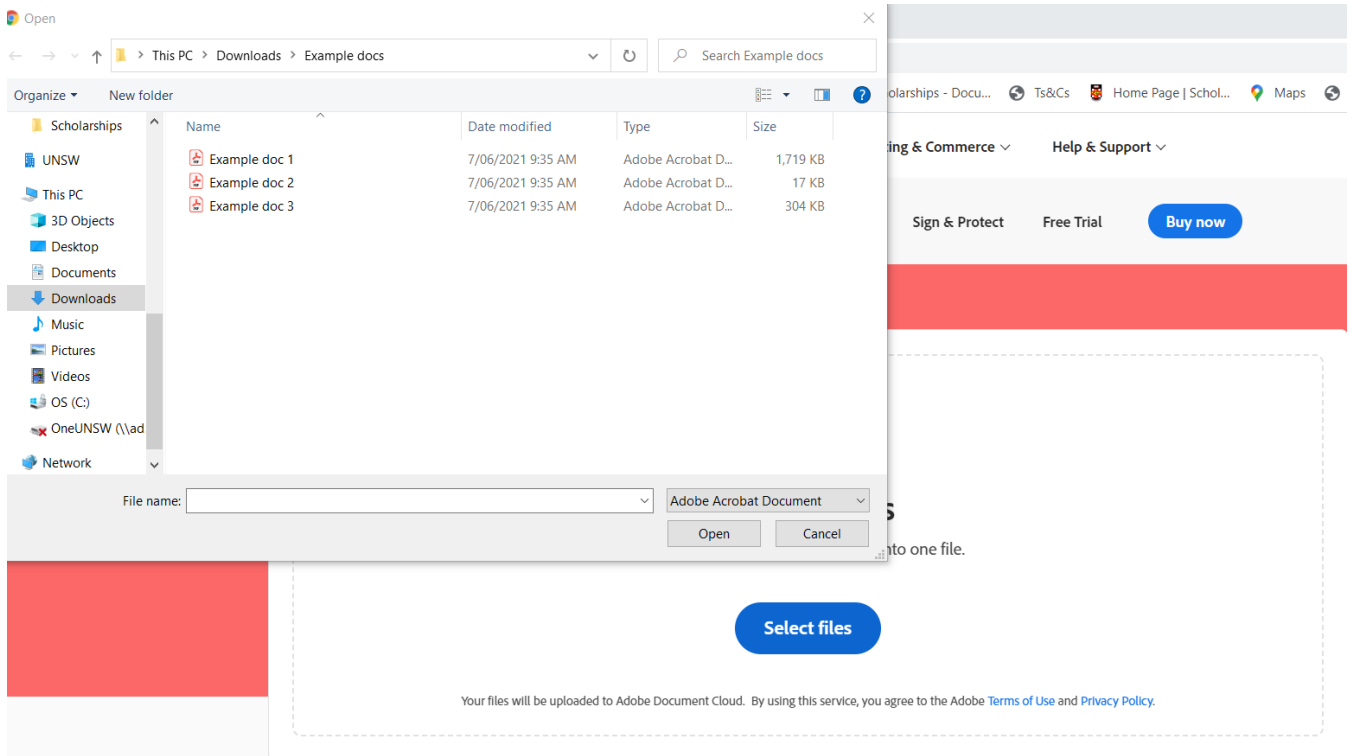
The UNSW scholarship application system is only able to take one file per applicant for supporting documents. As such you will need to combine all your supporting documents into one file before uploading.

How to combine files:

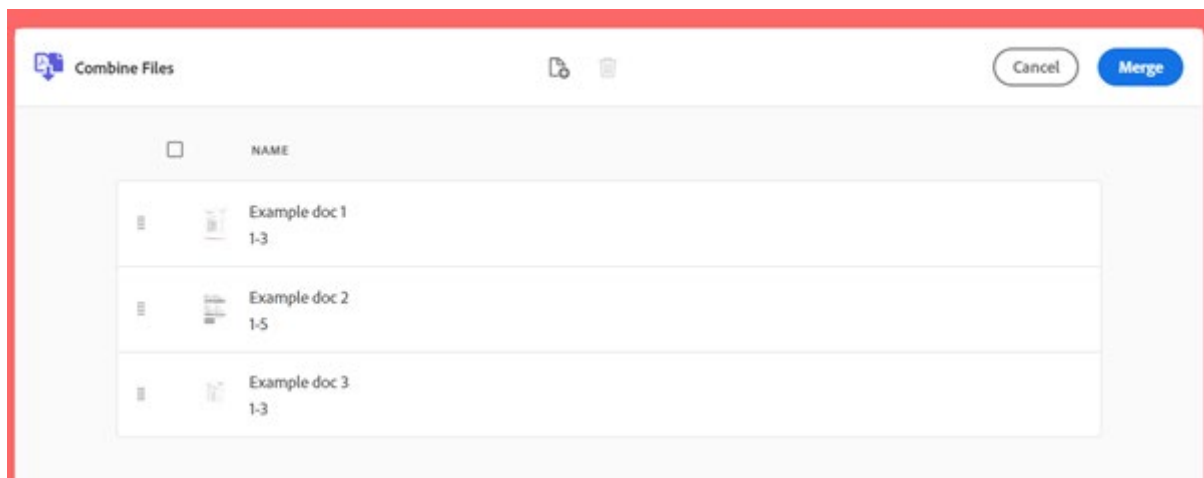
1. Save all your supporting documents into one location on your computer.
2. Go to Adobe Acrobat's free [Merge PDF Files](#) webpage:



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.*



Your PDF is ready

Download it now, or sign in to:

- Organise pages or share your file
- Store it online to access anywhere
- Convert, compress or sign a file

Download

Sign in

Sign in to save your file or it will be deleted from our servers to respect your privacy.

9. Find your merged documents in your downloads folder.

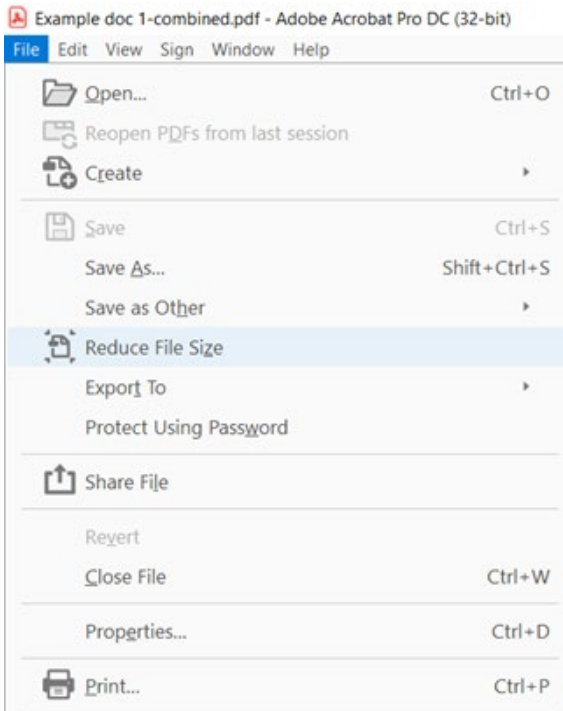
10. Check everything is readable in the file and then upload to your scholarship application.

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:

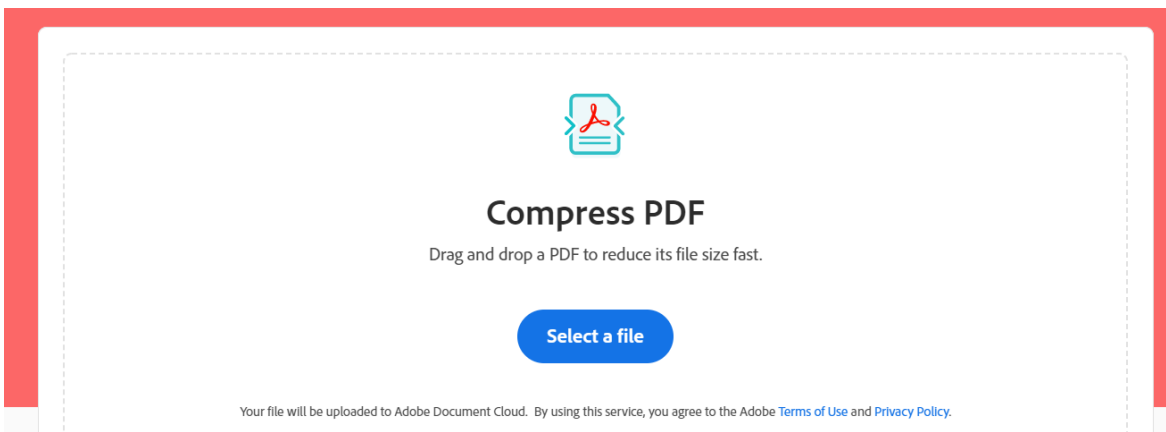
1. Open your PDF.
2. Click file and select reduce file size.



3. Choose a location and save the reduced file size.
4. Check that the file is readable and then upload to your scholarship application.

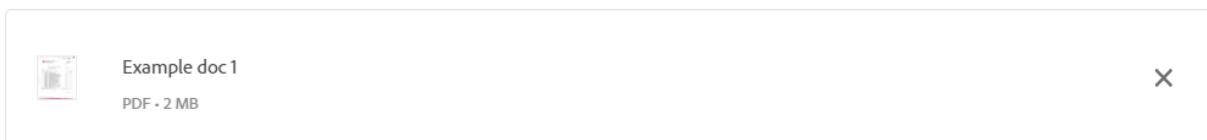
Files can also be compressed online, one way to do this is using the Adobe website outlined below. There are many other online file compression websites that you may choose to use at your discretion.

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



Set compression level:

High compression
Smallest size, lower quality

Medium compression
Medium size, good quality

Low compression
Larger size, best quality

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.