



Financial Support Office

Postgraduate Research Scholarship Application Form | 2014-15

Office use only	
Departmental code	
Reference	

Please read the accompanying Guidance Notes before completing this form.

This form requires you to provide detailed information about your financial circumstances. All figures given must be in UK pounds sterling (£).

Section 1 | Personal Information

1.1 LSE/student ID number

1.2 Title (eg, Miss/Ms/Mr/Mrs)

1.3 Surname or family name

1.4 First name(s)

1.5 Date of birth (DD/MM/YYYY)

1.6 Address(es) in July and August 2014. Please give the dates that you will be at this address or addresses.

If you would prefer us simply to send all correspondence to the contact address on the central LSE system, please tick this box ☐

We will then use whichever address we have on record at the time the correspondence is being sent out. You are responsible for keeping your address up to date on the central LSE system.

Address 1	Address 2
<input type="text"/>	<input type="text"/>
Dates	Dates

1.7 Contact details

Home tel	Email
Mobile tel	Fax

1.8 Country of permanent domicile

1.9 Nationality

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Name of Award	Decision (circle)	Taken by	Date	Initials	Amount Awarded (£)/Code
1	Award/Decline*	P/D/O			
2	Award/Decline*	P/D/O			
3	Award/Decline*	P/D/O			
4	Award/Decline*	P/D/O			
5	Award/Decline*	P/D/O			

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*Reason behind decision to award/not award	
1	
2	
3	
4	
5	

Section 2 | Study Details 2014-15

It is important that we know as much as possible about your degree programme in order to consider you for the right award. Please provide us with the following information:

Please indicate:

2.1 The date you **started** your MRes/MPhil/PhD programme?
(MM/YYYY)

2.2 Title of your MRes/MPhil/PhD programme

2.3 Department

2.4 Name of supervisor (if known)

2.5 Attendance status for 2014-15 Full-time ☐ Part-time ☐

[Note: Anyone studying in the UK with a student visa is normally required to study full-time.]

2.6 Fee status for 2014-15

Home (UK) ☐ Home (EU) ☐ Overseas ☐

2.7 Please note any plans to take Leave of Absence, interrupt your studies or submit your thesis during the 2014-15 academic session.

Section 3 | Your Education To Date

3.1 Please give full details of your attendance at, and qualifications obtained from, institutions of higher education (most recent first):

Qualification and class	Principal subjects	Institution name and address (city and country)	From (mm/yy)	To (mm/yy)

3.2 Please give details of any scholarships, bursaries or prizes awarded during your higher education:

Institution	Scholarship or prize name	Value	From (mm/yy)	To (mm/yy)

Section 4 | Your Personal Financial Situation

Please refer to Guidance Notes, Section 4

4.1 Please provide details of any previous or current employment.

Start date	End date	Name of employer	Position held	Nature of work

4.2 In the 12 months immediately **preceding** the start of the 2014-15 academic year (ie, October 2013 to September 2014) have you been/are you currently/will you be:

Working Full-time ☐ Working Part-time ☐ Studying Full-time ☐ Studying Part-time ☐

Other ☐ (Please tick all that apply)

4.3 What is your expected total net income during the 12 months immediately **preceding** the start of the 2014-15 academic year (ie, October 2013 to September 2014)?

£

Please provide evidence of income from employment.

4.4 Do you intend to work whilst studying?

Term-Time No ☐ Yes, Full-time ☐ Yes, Part-time ☐

Vacation/Summer No ☐ Yes, Full-time ☐ Yes, Part-time ☐

[**Note:** The School strongly recommends that full time students work no more than 15 hours a week during term time. Anyone studying in the UK with a student visa can work up to 20 hours a week.]

4.5 If you intend to work, please provide a reasonable estimate of how much you expect to earn from work during the 2014-15 academic session (term time and vacation/summer):

[**Note:** the 2014-15 academic session covers the period October 2014 – September 2015].

£

4.6 How did you arrive at this figure (eg, type of work, number of hours per week, hourly pay)? Is it reasonable to assume that you will earn similar amounts in subsequent years of your programme? If not, please explain.

4.7 Do you have any other sources of **personal** income (eg, savings, savings returns, trust fund, social security benefits) which will be available during the course of your programme?

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Please provide evidence of other income.

4.8 Please give details of any loans you have previously taken out to support your education to date:

Academic year	Amount borrowed £	Amount outstanding £	Lender

4.9 Please provide details of any existing obligations or costs (eg, debts, support for dependants, loan repayments, medical bills), which will affect your financial situation during the course of your programme:

Description of obligation/cost	Annual payment

Please provide evidence of any obligatory payments.

Section 5 | Your Household Financial Situation

Please refer to *Guidance Notes, Section 5*.

5.1 Please provide the following details for all members of your household:

[Note: Your household is the group of people you ordinarily live with as a family.]

Name	Relationship to you	Age	Occupation	Annual gross income from all sources £
1				
2				
3				
4				
5				
6				
7				
Total household income				

5.2 Please provide details of any other individuals supported by you or your household income, but not living with you (e.g. grandparents).

Name	Relationship to you	Age	Circumstances
1			
2			
3			
4			
5			

5.3 If you expect to receive contributions from anyone during the course of your programme please provide details. You should include members of your household or anyone else including your employer (other than pay which you earn).

Name	Relationship to you	Contribution to your studies			
		2014-15 £	2015-16 £	2016-17 £	2017-18 £
1					
2					
3					
4					

5.4 Please provide details of any other members of your household who are or will be studying overseas and/or in higher education during the course of your programme:

Name of household member	Age	Level of Study	Institution name and address (city and country)	From (mm/yy)	To (mm/yy)
1					
2					
3					
4					

Section 6 | Other Financial Support

6.1 Please list all known sources of financial support, including scholarships, grants, bursaries and loans, for which you can apply to fund your postgraduate research studies.

[**Note:** LSE expects you to make all reasonable efforts to secure funding to enable you to study at the School.]

Source of financial support	Amount applied for £	Amount secured, or date result expected	Contact details of awarding/ lending body
1			
2			
3			
4			
5			
6			
7			
8			
9			

[**Note:** Results of the outcome of unsuccessful applications may be requested at our discretion. In the event of successful applications, copies of notification letters **must** be submitted to us.]

6.2 If you have not applied for financial support from other sources or there is no financial support available to you please explain why:

6.3 Please provide details of **all** efforts, not already included above, that you have made to secure financial support:

Section 7 | Total Funding Available For Your Studies

7.1 Please summarise the funding you have **already secured** for your programme from the following sources:

	2014-15 £	2015-16 £	2016-17 £	2017-18 £
Self (eg, personal savings)				
Financial assistance (as in 6.1)				
Funding from members of your household				
Funding from other sources				
Subtotal A				

Loans from members of your household				
Loans from other sources				
Subtotal B				

Total amount available (A+B)

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7.2 What is the minimum amount of financial support that you need from LSE in each year to enable you to take up your place?

2014-15	2015-16	2016-17	2017-18

[**Note:** Students who have completed six terms in full-time registration on an MPhil/PhD programme (at the full fee rate) pay 75 percent of the normal tuition fee level. Students who have completed nine terms in full-time registration pay a continuation fee level (£624 for 2014-15).]

7.3 Please explain fully why you have applied for financial support from the School. Please specify how you will use the money if your application is successful.

[**Note:** Please do not exceed 250 words. You may use a separate sheet if preferred, but you must include a word count at the top of the page. *Failure to complete this section will prevent proper consideration of your application.*]

Section 8 | Your Research Project and Future Plans

Please refer to Guidance Notes, Section 8

8.1 Do you intend to return to your country of domicile upon completion of your studies? (Overseas applicants only)

Yes ☐

No ☐

8.2 Please write a full statement in which you:

- a) provide a brief description of your proposed research project and projected date of completion;
- b) describe any relevant work experience (paid or unpaid) related to your programme of study;
- c) outline your career objectives and demonstrate how the studies you plan to undertake at LSE will contribute to these objectives;
- d) give details of the work you aim to pursue after completing your studies at LSE; and
- e) if applicable, explain how it will contribute to the future development of your country

[Note: Please do not exceed 750 words and please do not attach your CV. You may use a separate sheet if preferred, but you must include a word count at the top of the page.]

Section 9 | Declaration

- 9.1** I have provided all details required and I confirm that the information provided in this application is, to the best of my knowledge, true and correct. I undertake to notify the School's Financial Support Office of any changes in my circumstances without delay. I understand that false information will invalidate this application.
- 9.2** I give my permission for the information provided in this form (and the supporting documentation) to be shared with scholarship donors if they request it.
- 9.3** I have read the criteria of the scholarships for which I wish to be considered and the relevant Guidance Notes. I confirm that I have enclosed or have arranged to send all required supporting documentation.

Signature

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Date

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Please keep a copy of this form for your records. The Financial Support Office is not able to provide copies.

Please return to: Financial Support Office
LSE
Houghton Street
London WC2A 2AE

You will be sent an email acknowledgement of your application.

Checklist

Sections 1-9 completed ☐

Evidence of your own income ☐

Evidence of obligatory payments ☐

Academic reference attached ☐

OR

Academic reference being sent separately to the Financial Support Office ☐

Name(s) of referee(s)

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Evidence of any exceptional costs (eg, high medical bills) affecting your household (eg, medical certificates and associated bills) ☐

Please refer to the Guidance Notes for more information about appropriate forms of supporting evidence.

Financial Support Office Guidance Notes

Postgraduate Research Scholarship Application Form



Part A General Guidance

- 1 This application form is for **current** LSE postgraduate research students. New starters cannot be considered.
- 2 This form will be used to consider you for **all** of the awards offered by LSE for which you are eligible. Please submit one form and one set of supporting documents only. You only need to complete this form **once** regardless of how many awards you would like to be considered for or are eligible for.
- 3 The Financial Support Office can only guarantee that you will be considered for all awards for which you are eligible providing you have submitted the supporting documentation requested. It is very important that you read the web information about the awards you are interested in to ensure that you have submitted all the necessary documentation for us to consider you.
- 4 You are required to provide supporting documentation relating to income, appropriate to your circumstances (please refer to Part B for more information about this). If photocopied documents are submitted, original copies may be requested from you at a later stage. If documentation is not in English, a certified translation must be supplied.
- 5 We also require an academic reference from a current supervisor (MRes/MPhil/PhD). You do not need to provide a separate reference for each scholarship you wish to be considered for, unless explicitly stated.

For more information about references, please follow the **Information for Referees** link on the A–Z site index from the home page of the FSO website: www.lse.ac.uk/financialSupport

- 6 Please complete all sections of the form clearly, in black ink or type, and return it to the Financial Support Office together with any evidence or references required. All questions must be answered. Do not leave sections blank. If a section does not apply to you, please indicate that it is not applicable (N/A).
- 7 All sums of money referred to must be in UK pounds sterling (£).
- 8 If you have been offered a scholarship, government award, or any other financial assistance for your education, please attach a copy of the letter notifying you of your award/loan.
- 9 **Application deadline:** The application deadline for each scholarship appears in the relevant section of the FSO website and it is your responsibility to ensure that your application form is submitted in time.

The final deadline for Postgraduate Research Scholarship applications to be received in the Financial Support Office is **9 June 2014**.
- 10 Forms can be left in the Student Services Centre drop box or posted to Financial Support Office, LSE, Houghton Street, London WC2A 2AE, United Kingdom.
- 11 We do not accept incomplete, late, emailed or faxed applications.
- 12 We will write to advise you about the outcome of your application as soon as we are able, and by the end of August at the latest.
- 13 The decision of LSE is final. Regrettably, we cannot participate in any individual correspondence with students before or after that decision.

PART B Guidance for Completing the Application Form

Section 1 | Personal Information

1.1 LSE student ID number

This is your unique identification number within LSE.

1.6 Address

You will only be advised of the outcome of your application in writing. It is therefore important that you provide a contact address or addresses where you can be reached in July and August 2014.

1.8 Country of domicile

This is the country where you are ordinarily resident. If you are currently living in another country solely for the purpose of receiving higher education, this would not be considered your country of permanent domicile.

Section 4 | Personal Financial Situation

We require evidence of:

- your total gross income from all sources during the 12 months immediately preceding the start of the 2014-15 academic year (ie, October 2013 to September 2014).
- any obligatory payments which will continue during the course of your programme

For income from employment, please provide one of the following:

- a P60 (where work is being undertaken in the UK)
- an annual accountant's statement
- a copy of your employment contract or letter from your employer
- a tax return summary

Please do not send multiple payslips.

For income from other sources, please provide copies of your bank statements and/or other documentation showing the income level and its source. Evidence of any social security benefits you are in receipt of should be provided.

For obligatory payments, please provide documentation appropriate to the circumstances. Please provide copies of any regular payment agreements (excluding utilities). Please include any credit card or loan repayments. If you have any exceptional costs (eg, high medical bills) affecting you or your household, please provide evidence (eg, medical certificates and associated bills).

Section 5 | Your Household Financial Situation

5.1 Your household

In the table, please provide

- the name of each person in your household
- their relationship to you (eg, parent, grandparent, spouse, partner, child)
- their current occupation status
(eg, homemaker, student, retired, in employment, incapacitated)

5.2 In the table, please provide

- the name of any other individual(s) supported by your household income
- their relationship to you (eg, parent, grandparent, child)
- the circumstances (eg, a child living with other parent, family member in residential care)

