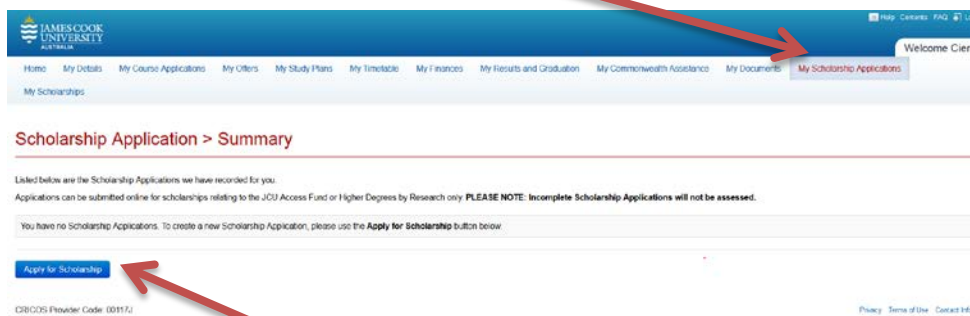


Applying for the JCU Access Fund / Commonwealth Scholarships through eStudent

Useful Tips before you start:

- Have all your documents stored on your device in an easy place to find (ready for uploading)
- Name your documents relevant to what they are, i.e. financial, children, residential etc.
- Take your time, sometimes it can take a while to upload.
- If you really cannot get the uploading to work, you can email the documents to scholarships@jcu.edu.au

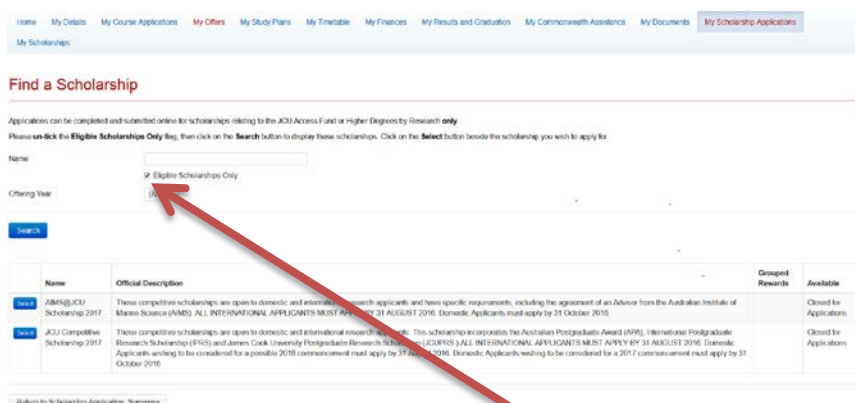
1. Click on **My Scholarship Applications**



The screenshot shows the JCU eStudent portal navigation menu. The 'My Scholarship Applications' link is highlighted with a red arrow. Below the menu, the page title is 'Scholarship Application > Summary'. A message states: 'Listed below are the Scholarship Applications we have recorded for you. Applicants can be submitted online for scholarships relating to the JCU Access Fund or Higher Degrees by Research only. PLEASE NOTE: Incomplete Scholarship Applications will not be assessed.' Below this, it says 'You have no Scholarship Applications. To create a new Scholarship Application, please use the Apply for Scholarship button below.' A red arrow points to the 'Apply for Scholarship' button.

2. Click on Apply for Scholarship

You should then see as below:



The screenshot shows the 'Find a Scholarship' page. It includes a search form with fields for 'Name' and 'Offering Year'. A red arrow points to the 'Eligible Scholarships Only' checkbox, which is currently checked. Below the search form is a table of available scholarships.

Name	Official Description	Grouped Rewards	Available
JMS/JCU Scholarship 2017	These competitive scholarships are open to domestic and international research applicants and have specific requirements, including the agreement of an Advisor from the Australian Institute of Marine Science (AIMS). ALL INTERNATIONAL APPLICANTS MUST APPLY BY 31 AUGUST 2016. Domestic Applicants must apply by 23 October 2016.		Closed for Applications
JCU Competitive Scholarship 2017	These competitive scholarships are open to domestic and international research applicants. This scholarship incorporates the Australian Postgraduate Award (APA), International Postgraduate Research Scholarship (IPRS) and James Cook University Postgraduate Research Scholarship (JCU-IPRS). ALL INTERNATIONAL APPLICANTS MUST APPLY BY 31 AUGUST 2016. Domestic Applicants wishing to be considered for a possible 2016 commencement must apply by 31 August 2016. Domestic Applicants wishing to be considered for a 2017 commencement must apply by 31 October 2016.		Closed for Applications

So that the Access Fund appears you have to **UNTICK** the 'Eligible Scholarships Only' box

3. Then Search

Search

Name	Official Description	Grouped Rewards	Available
Select Access Scholarships	This scholarship includes the JCU Access Fund and Indigenous Commonwealth Scholarships.	Indigenous Education Scholarship, Indigenous Relocation Scholarship, JCU Access Scholarship, JCU Access Bursary, JCU Support Grant	Open for Application
Select AIMS@JCU Scholarship 2017	These competitive scholarships are open to domestic and international research applicants and have specific requirements, including the agreement of an Advisor from the Australian Institute of Marine Science (AIMS). ALL INTERNATIONAL APPLICANTS MUST APPLY BY 31 AUGUST 2016. Domestic Applicants must apply by 31 October 2016.		Closed for Applications

4. the Access Scholarships should appear as above

Click Select

5. The Apply button should be available on the relevant Round that is open.

Select the Scholarship Round you wish to apply for from the list below:

Note: The Online Application Dates below show the period of time in which applications can be submitted.

	Year	Study Period	Available	Online Application Dates
	2017	Teaching Period 1	Not Open	
Apply	2017	Teaching Period 1	Open for Application	01-Dec-2016 - 28-Feb-2017
	2017	Teaching Period 2	Not Open	

Steps to completing the Online application

6. Scroll down to the Application **Questions** section first

Application Questions

Question	Mandatory	Answer
Have you previously completed a bachelor degree which is not a pre-requisite for your current course?	Yes	<input type="text"/>
Do you identify as Australian Aboriginal and/or Torres Strait Islander? Documentation required as above.	Yes	<input type="text"/>
Are you the first in your immediate family to attend university?	Yes	<input type="text"/>

7. Answer the questions, each one will state whether or not you need to provide documentary evidence.
8. Once you have answered all the questions scroll back up to

Application Date

13/12/2016

Supporting Documentation

Number 1

9. Upload the documents as required, based on the questions you answered.

Uploading Documents

Go to

Document Attachments

Alternatively, add one or more document attachments to upload by selecting

File/Note Attachment	Comment	Date	Action
Financial docs.JPG		13-Dec-2016	<input type="button" value="Delete"/>

No file selected. [Add Another](#)

10. Click Browse, and select the document from where it is stored on your computer/tablet/phone
Once you have selected the correct document to upload, click on Upload File

The name of the document you have uploaded should then appear as above

11. Repeat these steps to upload all the documents that are required.