

How to Apply for a Santander Scholarship

IMPORTANT

The scholarships are a set amount of money, but not for a set activity. It is up to **you** to find and decide on the activity you want to do. It must take place at one of the Santander Universities and must be of benefit to you academically (students) or to your school/unit (staff). The scholarship funds travel, accommodation and subsistence (day to day living expenses).

STUDENTS: Please note the scholarship cannot be used to contribute towards your studies at Cardiff Metropolitan University. Also, you must be registered as a Cardiff Met student at the time your activity takes place.

Step 1: View the list of universities available and download the application form at www.cardiffmet.ac.uk/santanderscholarships. Read the application form carefully as it explains the procedure you should follow.

Step 2: Decide on the activity that you want to do. To start, think about your role or studies at Cardiff Met and what would be beneficial for you. Are there any universities that are well known for work in your field of interest perhaps? For more inspiration, try using Google to find suitable opportunities in countries you are interested in and then see if any of these take place at a Santander University. Want to take part in a summer school or research specific areas? Look at the international office or collaboration pages of universities' websites. Many have information about visiting universities for this purpose.

Step 3: Contact your chosen host university. You will need evidence of being accepted by them (usually a letter or email) to submit with your application. However, if you are applying to attend an activity that involves payment for registering, e.g. a summer school, we recommend that you do not apply for the activity until the outcome of your scholarship application is known. Please supply details of how you would apply for your chosen activity in the application form instead of the proof of acceptance.

Step 4: Gather the rest of your supporting documents. The documents required depend on whether you are a student or staff member.

- **Students:** You will need to speak to your Programme Leader/Supervisor about what you want to do and get their support. They will need to sign your form and provide you with a **letter of support**. You will also need to submit **a CV, a motivation statement** (explaining your reasons for applying for the activity) and **your transcripts from your previous years of study** (if in first year, A-Level results are acceptable instead).
- **Staff:** You need **a letter (or email) of support from your head of unit or Dean of school**. You will also need **a CV** and **a motivation statement** (explaining your motivation for the activity and providing any extra details).

Step 5 - Complete the application form and submit it with all the required supporting documents to outwardmobility@cardiffmet.ac.uk by the application deadline.

Any questions or further advice needed? Email outwardmobility@cardiffmet.ac.uk