

**The New Zealand Law Foundation  
Ethel Benjamin Scholarship (for Women)**

**Application Checklist**

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If you are currently enrolled at a New Zealand university, or if you graduated from a New Zealand university within the last five years, please send your application to the Scholarships Office at that university.

Otherwise please send your application to Universities New Zealand.

You must correctly fill out the application form and include all documents listed below and requested in the Regulations. Incomplete applications will not be considered.

Check that the following are included:

Application Checklist

Application Form pages 1 to 6

Evidence of NZ citizenship or Permanent Residency (see page 1)

Certified copy of your Academic Transcript (see page 3)

Details of alternative proposed universities (see page 3)

Statement giving details of your proposed course of study (see page 3)

Statement giving details of how you propose to disseminate the results of your research/study (see page 4)

An example of your legal writing (see page 4)

Your Curriculum Vitae (see page 4)

Your photograph (see page 4)

Completed budget information (see page 5)

Universities New Zealand Privacy Declaration

SURNAME.....

Student I.D. Number.....

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**PERSONAL DETAILS**

Full name  
Mr/Miss/Ms/Mrs \_\_\_\_\_

Email Address \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Address  
Include Post Code  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number  
\_\_\_\_\_  
\_\_\_\_\_

Address for correspondence (if different from that given above):

Address  
Include Post Code  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number  
\_\_\_\_\_  
\_\_\_\_\_

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Are you a New Zealand citizen?

(Please circle one) Yes No

If you are not a New Zealand citizen are you a Permanent Resident of New Zealand?

(Please circle one) Yes No

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**DECLARATION**

*I have read and I understand the Regulations for the New Zealand Law Foundation Ethel Benjamin Scholarship (for Women) and agree to abide by them.*

Date: .....

Signature: .....

SURNAME.....

Student I.D. Number.....

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**REFEREES**

Give the names of two people whom you have asked to provide confidential references

If you are applying through your university your referees should send their reports to the Scholarships Office at your university

If you are applying directly to Universities New Zealand your referees should send their reports to the Scholarships Manager at Universities New Zealand.

Your referees must ensure that their reports are received by **1 March**.

**Title/Name**

Address

Phone Number

Email

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**Title/Name**

Address

Phone Number

Email

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SURNAME.....

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**TERTIARY EDUCATION**

Institution	Years Attended		Qualification (gained or in progress)
	From	To	

**ACADEMIC TRANSCRIPT**

A copy of your Academic Transcript can be provided by the Scholarships Office through which you are applying.

If you are applying directly to Universities New Zealand you must include a certified copy of your Academic Transcript with this application.

**PROPOSED UNIVERSITY**

At which university do you intend to study? \_\_\_\_\_

In which department? \_\_\_\_\_

For which qualification/degree? \_\_\_\_\_

If you have not yet made a final decision about which degree at which university and are still considering alternatives please attach a separate page which identifies each university, department and qualification that you currently have under consideration.

**PROPOSED COURSE OF STUDY - STATEMENT**

Attach a statement giving details of your proposed postgraduate research or programme of study.

For research programmes start this statement with the title of the thesis/dissertation.

Identify the specific areas of study and, for a research programme, include an outline of the methods of investigation you propose to adopt.

Attach a list of publications, if applicable.

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**TITLE OF THESIS (if applicable)**

If a thesis or dissertation will be part of your programme of study what is the proposed title?

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**DISSEMINATION OF RESEARCH - STATEMENT**

Attach a statement giving details of how you propose to disseminate the results of your research.

**EXAMPLE OF LEGAL WRITING**

Attach an example of your legal writing.

This example must not be more than 15,000 words in length.

**CURRICULUM VITAE**

Attach a brief Curriculum Vitae, no more than two pages in length.

**PHOTOGRAPH**

Attach a good quality colour photograph of yourself.

This should be a head and shoulders view and approximately 12cm by 10cm in size.

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**SCHOLARSHIPS/AWARDS**

List any scholarships or awards that you have already been given to support your postgraduate study:

Scholarship/Award	Value (NZ\$)	Date Awarded

List any scholarships or awards for which you have applied to support your postgraduate study, where the decision has not yet been made:

Scholarship/Award	Potential Value (NZ\$)	Date of Application



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**Universities New Zealand Privacy Declaration**

I understand that:

- the information I have provided in this application form and in the attached documents will be used for the purposes of assessing my application for this scholarship.
- Universities NZ may obtain any personal information about me that is necessary to assess my application, including academic results from organisations such as NZQA.
- personal information contained in my application will be made available to members of the Selection Committee for this scholarship.
- in assessing my application members of the Selection Committee will use references received from the individuals that I have nominated.
- Universities NZ undertakes to store and dispose of my application in accordance with the Records Management policies and procedures of Universities NZ. No part of the application can be returned.

Should I have reason to believe that information held about me is incorrect I have the right of access to, and correction of, that information.

I acknowledge that the personal references from the persons I have named are obtained on the strict understanding that they are confidential and that I may not have access to those references through Universities NZ.

I agree to co-operate with any publicity for this scholarship and understand that such publicity may include material supplied with my application.

I, \_\_\_\_\_,  
agree to the above conditions in respect of this scholarship application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Advice for Applicants**

### Application Due Date

Applications must arrive by the date shown on the application form. No undertaking is given to accept late applications.

### Referees

It is the applicant's responsibility to contact referees and ask them to submit their reports on time and to the correct office.

References must be clearly marked with the applicant's full name and the name of the scholarship for which it is being submitted.

It is preferred that references are on the appropriate letter head paper.

### Curriculum Vitae

The Curriculum Vitae should be succinct and no more than two pages.

### Eligibility - 'a New Zealand University law degree'

Subject to all other eligibility criteria being satisfied 'a New Zealand law degree' is taken to mean the Bachelor's degree or the first New Zealand law degree.

### Eligibility - 'gained the qualifying degree within the past five years'

Note that the time limit has been extended from 3 to 5 years.

The date from which the five years are counted is the 'conferred', 'awarded' or 'granted' date of the qualifying degree as recorded on the applicant's university academic transcript.

Any 'exceptional circumstances' that an applicant wishes the committee to consider in order to achieve eligibility outside the five year limit must be included with the application.

### Budget Information

Applicants must use the table on page 6 of this application form.

A layout of different design must not be substituted.

If notes are needed to explain elements of the budget these can be added on a separate sheet.

If alternative universities are still being considered a budget should be included for each one.

Applicants who are invited for interview will be asked to provide an updated budget.

### Documentation

Do not send original birth certificates or other original documents. Send only copies that have been certified by a J.P., a solicitor or a university staff member.

Universities New Zealand accepts no responsibility to return any documents.



### Application Layout

Do not put the application into any sort of folder.

Do not double side any pages.

Attach all pages with ONE staple in the top left hand corner.

All pages should be A4 size.

### Questions

Any questions regarding eligibility or how to apply should be directed to the Scholarships Office at your university or to [scholarships@universitiesnz.ac.nz](mailto:scholarships@universitiesnz.ac.nz)