

## **Guidelines for the preparation and submission of a New Zealand application for a Rhodes Scholarship**

**Applications for a Rhodes Scholarship for 2014  
close on 1 August 2013**

These guidelines are intended to help you with the New Zealand application process for a Rhodes Scholarship. If you have any questions that are not answered here you should contact the Scholarships Office at your university. The Scholarships Office can also put you in touch with the Chair of your university's Rhodes Scholarship Committee.

### **General information:**

Up to three Rhodes Scholarships are awarded to New Zealand students each year.

You must submit your application to the Scholarships Office at the New Zealand university from which you graduated or at which you are currently enrolled by 1 August 2013.

Any applications which are submitted direct to Universities NZ will be returned.

After the application closing date, by which time all referee reports must have been received by the Scholarships Office, your university's Rhodes Scholarship Committee will prepare a short list of candidates to be interviewed. These preliminary university interviews take place as soon as possible after the closing date.

From these local interviews each university committee may nominate up to three candidates for further consideration by the New Zealand Rhodes Scholarship Selection Committee.

This committee reviews the application papers for all the university nominations and determines on a short list of candidates to be interviewed. The New Zealand interviews are held in October or November.

From these national interviews the Rhodes Scholars for 2014 will be elected.

## Rhodes Scholars - Characteristics

Rhodes's vision in founding the Scholarship was to develop outstanding leaders who would be motivated to fight 'the world's fight' and to 'esteem the performance of public duties as their highest aim', and to promote international understanding and peace.

His will outlines four criteria to be used in the election of Scholars:

- literary and scholastic attainments.
- energy to use one's talents to the full.
- truth, courage, devotion to duty, sympathy for and protection of the weak, kindness, unselfishness and fellowship.
- moral force of character and instincts to lead, and to take an interest in one's fellow beings.

Rhodes Scholarship selection committees will be seeking young women and men of outstanding intellect, character, leadership, and commitment to service. The Rhodes Scholarships support students who demonstrate strong potential to emerge as 'leaders for the world's future'.

## Age Limit

There is a very strict and specific age limit for Rhodes Scholarship applicants.

Applicants must have passed their 19th birthday and not have passed their 25<sup>th</sup> birthday by 1 October in the year of election.

In the current application round:

- 2013 is the year of application.
- 2014 is the year of election.

So candidates applying in 2013 for election in 2014 must not have passed their 25<sup>th</sup> birthday by 1 October 2014.

To put it another way the date of birth must be on or after 1 October 1989, but no later than 1 October 1995.

For those applicants undertaking an MB,ChB programme and pre-registration year the age limit is extended by one year.

Such applicants must have passed their 19th birthday and not have passed their 26<sup>th</sup> birthday by 1 October in the year of election – a date of birth on or after 1 October 1988, but no later than 1 October 1995.

## Referees

You should choose your referees carefully.

At each stage in the selection process the selection committees place significant weight on what the referees say about a candidate.

You are required to provide the names of six referees:

- at least three should be from academics under whom you have studied at university level.
- at least one should be from someone who can write about and comment on your secondary school years (such as your school principal or a senior subject teacher).
- at least one should be from someone who can write about and comment on your participation and achievements in 'extra curricular' activities.

Once these minimum requirements are satisfied the final combination of referees is up to you.

Your Scholarships Office can offer guidance but the final decision is yours.

All the referees that you choose should know you well enough to be able to write informed and considered comments.

You must send each of your referees a copy of the ['Letter for Referees'](#) found on the Universities New Zealand website.

Please make sure that your referees receive these letters in good time and that they know to send their references to your university Scholarships Office by the application deadline.

## Curriculum Vitae

Your Curriculum Vitae, while having a conventional intent, gives you the opportunity to include details about yourself which may not appear elsewhere in your application documents. It helps the selection committees form a balanced view of you as an applicant for a Scholarship.

The Curriculum Vitae enables you to tell the selection committee about any academic, cultural or sporting achievements at school; also any prizes, scholarships and other distinctions you may have earned at university.

You can include sporting achievements, outdoor activities, community and voluntary work and your other interests.

The Curriculum Vitae is not a means of extending your personal statement.

The Curriculum Vitae must not be longer than two pages

## **Your Statement**

In the application form this is described as a “statement on your general interests and activities, the course of study you wish to pursue at Oxford and the character of work you intend to pursue in your career.”

This is an important document.

It is your opportunity to ‘talk’ to the selection committees and it is their opportunity to find out what you have to say about yourself.

Your statement can reflect your views and aspirations, can explain the events and people that have been the major influences on your life, can describe what drives you, why you have chosen the path you have, what your plans are for the future, and so on.

As with the Curriculum Vitae presentation and layout are important.

Paragraphs in your statement should have lines spaced at 1.5, the font should be no smaller than 12 point and the whole statement should not exceed 1,500 words.

## **Academic Transcript**

Make sure that you ask the Scholarships Office to add a certified copy of your academic transcript to your application paperwork.

## **NZ Citizenship**

If it is easier for you take the original of your Birth Certificate or Passport to the Scholarships Office - staff there will be able to take a copy and return the original to you immediately.

## **Medical Certificate.**

A Medical Certificate is no longer required as part of the application process.

## Presentation

After you have submitted your application the various elements will be arranged, rearranged, photocopied and scanned.

Useful notes:

- use standard office A4 size paper.
- do not use or insert coversheets.
- all documents should be single sided (but some academic transcripts will be double sided).
- use a paper clip or other strong clip – do not staple.
- include two photographs in an envelope:
  - head and shoulder shots.
  - approx. 12 cm x 10 cm.
  - 'portrait' orientation.
  - put your name on the back of each photograph and on the envelope.
- do not 'reformat' the Application Form.
- submit your application to your Scholarships Office in an envelope.

## Is your application complete?

Before you submit your application to the Scholarships Office you should check that it is complete, that everything is in place.

On the front page of the application form there is a checklist for the documents that need to be included. The following list covers those and other important things:

- have you included a certified copy of your birth certificate?
- have you included, or asked the Scholarships Office to add, a certified copy of your academic record?
- have you included your Curriculum Vitae?
- have you included your Statement?
- have you signed your Statement?
- for your referees have you included all the requested information?
- have you sent the "Letter for Referees" to your referees?
- have you included the photographs?
- have you put your name on the back of the photographs?
- have you signed and dated the application form?
- have you kept a copy of the application form and all the other documents?

When you are confident that your application is complete make sure that it reaches the Scholarships Office at your university by the application close date - 1 August 2013.