

BEFORE YOU BEGIN...

This guide is to help you answer any difficult questions you may come across in the application and to provide clarity.

Make sure you have all the information you need to complete your application before you start. This includes your supporting documents:

- NZQA Level 1/2 School Summary Results format (we do not accept KAMAR or Record Achievement format)
- Year 12 Students: **two** Y10/Y11 School Reports
- Year 13 Students: **two** Y11/Y12 School Reports
- **Signed** Declaration of Financial Status & Declaration of Application
- Student Cover Letter
- School Supporting Letter

If you are unsure about your eligibility, please talk to your career's adviser or email first@firstfoundation.org.nz

SECTION 1: REFERRAL INFORMATION

Q 4a/4b – Please provide the name of your referral person (career adviser or school staff member you are working with to complete this application) and their contact details as they will have to help you coordinate times for your interview with First Foundation, should you proceed to this stage.

SECTION 2: PERSONAL INFORMATION

Q 13a/13b – We encourage you to create a personal email address now, if you do not already have one, rather than using your school address. You will not be able to use your school email address once you have finished Year 13 and are starting university so will have to create a personal email address at this time. Should you be awarded one of our scholarships, we will need a reliable way of communicating with you via email.

It is a good idea to get in the habit of checking your emails regularly as this is how we will be sending updates and coordinating interview times, should you proceed to this stage.

SECTION 3: FAMILY EDUCATION HISTORY

Q 1 – Please include any parents or siblings who went to university but did not complete their studies.

Q 2 – If you answered 'Yes', you can scroll to the bottom of the page and move onto the next section. You only need to complete questions 3a to 4e if you are not the first in your immediate family to attend university.

SECTION 4: ACADEMIC HISTORY & FURTHER STUDY

Q 3b/4b/5b – If you are still deciding what degree/s you want to study at university, please select 'Considering'. Only select 'Definite' if you are sure about your intended degree

Q 3c/4c/5c – If you are definite about what degree you want to study, but are still deciding on your university, please enter these as different options. See the example below:

- 3a. First Choice: Intended Degree
 - Bachelor of Science
- 3b. First Choice: How definite are your planes to study this degree?
 - Definite
- 3c. First Choice: At which university will you study this degree?
 - University of Auckland
- 4a. Second Choice: Intended Degree
 - Bachelor of Science
- 4b. Second Choice: How definite are your planes to study this degree?
 - Definite
- 4c. Second Choice: At which university will you study this degree?
 - Victoria University of Wellington

SECTION 5: LEADERSHIP & WORK EXPERIENCE

Q 1a to 3d – A leadership position could be a position at school, such as being a prefect or group leader, or a sports team, such as being captain or coach. It could also include groups outside of school, such as leading your church choir, or being an event organiser.

Q 4a to 6d – A voluntary role is a role that you were not paid for where you contributed to a group or organisation. This could be through your church, or school, or another organisation, such as fundraising.

Q 7a to 8d – A work experience role is any paid role where you were employed by a person outside of your family or an organisation. This could include official employment, such as working part time or during the holidays, as well as casual roles such as babysitting.

SECTION 6: ABOUT YOU

Q 1 to 5 – Please be honest in how you describe yourself and your interests – we want to get to know who you are as a person and what is important to you. There are no wrong answers.

Q 8a to 11 – Think closely about what you want to achieve. These goals can be broader, such as finishing your degree, or they can be more specific, such as saving for a deposit on a house.

- What impact do you want to have on your family?
- Is there a person or organisation that you would like to give back to in the future?
- Think about how you could achieve these goals and why they are important to you.

SECTION 7: SUPPORT ASSESSMENT

Q 5 – Please be honest about the resources that are available to you. There is no wrong answer. This information is important so we know how to best support you through both the application process and as part of our programme, should you be successful

Q 7 to 9 – Think closely about the ways in which a mentor could benefit you and what you would like to get from a mentor relationship. What questions would you like answered?

What sort of advice would be most valuable to you, i.e. study, career, personal?

What sort of mentor personality do you feel you would respond best to and would get the most out of?

Q 10b – For this question, please write 1-2 sentences for each of the 5 areas of support you selected in question 10a. Format it as per the example below:

Problem Solving Skills – I know there will be challenges adapting to new environments, such as university, and I'd like to know how to manage them so the challenges don't end up being barriers to my goals.

Budgeting – I would appreciate advice on how budget so that I have enough to cover my life expenses, with money left over to save for other activities. This is a skill I need to know so I can learn to be wise and good with money.

University Preparation – This is important to me as I don't have anyone in my family who has attended university, so I am not familiar with the challenges I may face. I would like to be prepared so I know the sort of environment I am entering.

Self Confidence – I need to work on feeling confident around new people and in new situations. This skill is important so that I am more open and accepting of myself and am not limiting any opportunities that might come my way.

Career Advice – I would appreciate support from someone who has experience in choosing the right career and can provide an experienced point of view. It is important to me that the job I choose is the right one for me and that I am not limiting myself.

SECTION 8: SUPPORTING DOCUMENTS

- Make sure you upload the correct document to the correct upload file.
- DO NOT attach or scan all of your documents to one upload file. They must be uploaded separately.
- If your document has multiple pages, please make sure you upload it as one file. This may require the use of a scanner if the original document was in hard copy. If you have any issues, please email first@firstfoundation.org.nz
- Remember to make sure your NZQA results are in the correct format (as per the example in the application). If you are unsure of how to find these results, please talk to your career adviser.
- The Declaration of Financial Status / Declaration of Application is a two-page document that needs to be filled out and signed by your parents/caregivers. It should be provided to you by your school contact. Make sure to scan/attach BOTH pages of the Declaration.
- Your Student Cover Letter is a formal letter, written by you. It is your chance to tell us more about yourself and your personal situation and how a First Foundation Scholarship could benefit you. For guidance, please ask your school contact - a writing guide is available in the Information Pack provided to your school
- Your School Supporting Letter should be an official letter, written by a staff member at your school. This does not need to be the career adviser and could be any member of staff who endorses your application. We encourage you to request this letter from a staff member who knows you well and understands the impact a First Foundation Scholarship could have for you.

If you need any assistance, please contact first@firstfoundation.org.nz. Good luck!