

Adelaide University | Scholarships and Grants

SUPPORTING DOCUMENTATION GUIDE

A guide to providing supporting documentation for applications of AU Scholarships & Grants.

As of 1 January 2026

SUPPORTING DOCUMENTATION GUIDE

When applying for an Adelaide University scholarship or grant, you may need to provide documents that support your application and verify your claims.

The documents that you need to provide must be relevant and specific. It's better to submit one relevant, specific example rather than numerous documents that don't meet our guidelines

If you do not provide all requested documentation, then it may affect the assessment of your application, and you may not be considered as a viable recipient for the grant or scholarship.

We have created this guide to assist you in your application process.

This guide provides Adelaide University scholarship applicants and ongoing scholarship recipients with information that is specific to supporting documentation.

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What supporting documentation do I need to provide?

When you submit your responses to the eligibility criteria, if you have met the eligibility criteria for the scholarship, you will be given an opportunity to upload your supporting documentation to your online application.

Please read the list of required documentation carefully and provide the supporting documentation as per our instructions in the email and the guidelines in this manual.

How to submit?

- Once you have submitted your responses to the eligibility criteria, accept the declaration at the bottom of the page by ticking. “I accept”
- Then click “Progress”.
- You will then be given an opportunity to upload your supporting documentation.


[Home](#)
[my Applications](#)
[my Awarded Scholarships](#)

Scholarship Process - Confirm Application

Home / Confirm Application


 Please upload the required documents and click on the "Upload selected files" button to progress the application. Use the CTRL/Command key on desktop to select multiple files.

Scholarship Title	Term Name	Application Opening Date	Application Closing Date
Mary Potter Foundation Palliative Care Grant	2025	10 Sep 2025	28 Sep 2025

Documentation Required

In order for your application to be considered, you must supply the Scholarship Office with the supporting documentation if they are listed below. Failure to do so will result in rejection of your application.

Documentation Required (Please click on "Upload selected files" after selecting your files)
 Written statement (500-750 words) as detailed in the question answered (refer to your application confirmation email).

Choose Documents

No files selected.

Uploaded Documents

Due Date: 28 Sep 2025

For further information about your application, please contact the following person(s).

Scholarships and Prizes Officer (Nursing and Midwifery)
 UniSA Clinical and Health Sciences
 Adelaide
 SA Australia
 Tel: 830 22674
 Email: CHS-Scholarships@unisa.edu.au

Application Answers

Question	Answer
Are you willing to provide a written statement (500-750 words) detailing: 1)	Yes
Are you willing to provide a written statement (500-750 words) detailing: 1) Knowledge of RSASA and the Institute Building and interest in the artworks displayed within. 2) Reasons for studying your contemporary art program and how the degree supports your future aspirations. 3) A summary of your art practice and achievements. 4) How the grant would enhance your learning experience. 5) Academic achievements including current Grade Point Average (GPA) and any prizes or awards received. 6) How the grant funds are likely to be used and initial proposal on project direction (the work or body of work that responds to RSASA)?	Yes

Application relates to Program: Bachelor of Teaching (Early Childhood Education)

Submission

I agree to be bound by the conditions as set out in this application, and the University of South Australia's Guidelines (of which I have read and understand). I understand that by submitting this form, I am electronically signing this declaration.

I accept ☐ *

* denotes mandatory entry.

Document format

• All documentation must be in one of the following file formats:

• Microsoft Word (.docx)

• Adobe PDF (.pdf)

• JPG Image file (.jpg)

• PNG Image file (.png)

• Please ensure you do not upload documents that are password protected or encrypted.

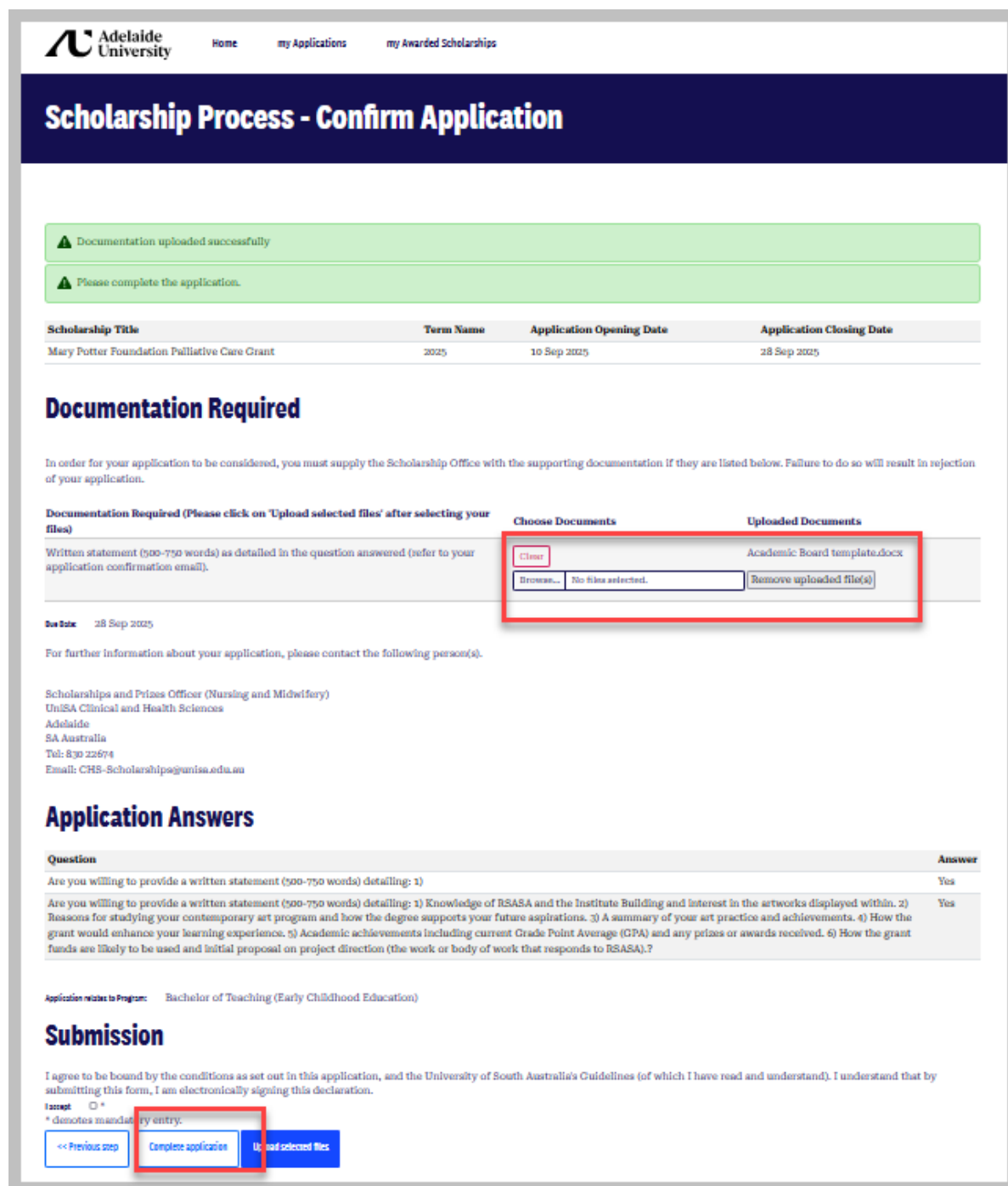
• It is also important to name your documentation clearly and concisely to help Adelaide University staff identify the documents that you have provided. Please try to keep the name length of the document to a minimum.

i.e. “First name Surname_Written Statement” “First name Surname_Youth Allowance Statement”

Finalising your application

Before you submit your application, you can always **SAVE** the documentation you have partially uploaded and come back later to submit the full documentation. You can also remove the ones that you are not happy with and reupload.

Once you have uploaded documentation, remember to click “Complete Application” to submit your application. Or if you are not ready, please click “Save”.



Scholarship Process - Confirm Application

Documentation uploaded successfully

Please complete the application.

Scholarship Title	Term Name	Application Opening Date	Application Closing Date
Mary Potter Foundation Palliative Care Grant	2025	10 Sep 2025	28 Sep 2025

Documentation Required

In order for your application to be considered, you must supply the Scholarship Office with the supporting documentation if they are listed below. Failure to do so will result in rejection of your application.

Documentation Required (Please click on 'Upload selected files' after selecting your files)

Written statement (500-750 words) as detailed in the question answered (refer to your application confirmation email).

Choose Documents	Uploaded Documents
Clear Browse... No files selected.	Academic Board template.docx Remove uploaded file(s)

Due Date: 28 Sep 2025

For further information about your application, please contact the following person(s).

Scholarships and Prizes Officer (Nursing and Midwifery)
 UNISA Clinical and Health Sciences
 Adelaide
 SA Australia
 Tel: 830 22674
 Email: CHS-Scholarships@unisa.edu.au

Application Answers

Question	Answer
Are you willing to provide a written statement (500-750 words) detailing: 1)	Yes
Are you willing to provide a written statement (500-750 words) detailing: 1) Knowledge of RSASA and the Institute Building and Interest in the networks displayed within. 2) Reasons for studying your contemporary art program and how the degree supports your future aspirations. 3) A summary of your art practice and achievements. 4) How the grant would enhance your learning experience. 5) Academic achievements including current Grade Point Average (GPA) and any prizes or awards received. 6) How the grant funds are likely to be used and initial proposal on project direction (the work or body of work that responds to RSASA).?	Yes

Application relates to Program: Bachelor of Teaching (Early Childhood Education)

Submission

I agree to be bound by the conditions as set out in this application, and the University of South Australia's Guidelines (of which I have read and understand). I understand that by submitting this form, I am electronically signing this declaration.

I accept ☐ *

* denotes mandatory entry.

If your documentation is rejected for any reason by staff, you will be advised via your student email account with the rejection reason and how to reupload. You may then log in to myScholarships to re-upload your document. The below screen shows where to find the scholarship/grant you have applied for. Please click the Continue button to progress.

Home

Welcome Mr Wicket Warrick

Home

Toggle All Group

my Offered scholarships

my Documentation submitted

my Scholarships for Review

Scholarship groups open for applications

Individual scholarships open for applications

Scholarship Name	Application Opening Date	Application Closing Date	
Built Environs Construction Management Grant	21 Jul 2025	05 Oct 2025	Continue
Korvest Mechanical Engineering and Advanced Manufacturing Scholarship	11 Aug 2025	12 Oct 2025	Apply
Mary Potter Foundation Palliative Care Grant	10 Sep 2025	28 Sep 2025	Continue
Royal South Australian Society of Arts UniSA Grant (supported by the Malcolm and Margaret Carbins Trust)	11 Aug 2025	27 Oct 2025	Apply
Saara Fabig Scholarship	14 Jul 2025	03 Nov 2025	Apply
Sarah Constructions Grant	01 Sep 2025	26 Sep 2025	Continue
Swanbury Penglase Interior Architecture Grant	15 Sep 2025	27 Oct 2025	Apply
Trevor Nickolls Aboriginal Student Art Grant	05 Aug 2025	27 Sep 2025	Apply
UniSA Equipment Grant for Invigilated Online Exams	28 Jul 2025	20 Sep 2025	Apply

Glossary of Supporting Documentation

Evidence of academic record / Registrations / Record of experience and achievements

ATAR (Australian Tertiary Admission Rank)
Advice Notice

An ATAR is an indicator of how well a student has performed relative to other students in secondary education.

If you are asked to provide your ATAR scores, you must also provide evidence of your ATAR score. You can provide your ATAR Advice Notice, which is available from [SACE \(South Australian Certificate of Education\)](#).

Proof of Cross Institution Course

You will need to provide a letter of enrolment, or some other form of confirmation of enrolment at another tertiary institution. Your enrolment at the other tertiary institution **MUST** specific to the relevant timeframe.

Registration to Industry board

Some industries (i.e. Education, Health, Sporting) have Registration Boards that you are required to register with in order to practice in your chosen field. If you have been asked to provide evidence of your registration (e.g.: “Provisional psychologist registration”) you will need to provide either:

- Registration Certificate
- Evidence of application submission (followed by your certificate once you have been registered)

Resume / Curriculum Vitae (CV)

This document is usually provided to potential employers when applying for a job.

A typical resume will contain your name and contact details, education and qualifications, work experience and volunteering experience, and achievements.

If you do not have a current resume and require assistance to write one, [Adelaide University Career Hub](#) provide self-help career resources, such as “Building your CV”.

Example template: [Figure 7](#).

Unofficial Academic Transcript

Your unofficial academic transcript is a record of study of your complete enrolment history at Adelaide University, including the results for each course you have studied.

This is different from your Notification of Results / Program Details.

For Adelaide University students, your unofficial academic transcript is available via the student portal. To obtain a copy of your unofficial transcript:

1. Login to your myAdelaide
2. Click on Manage study
3. Click on Academic record
4. Under the Generate a Record of study heading, click on the “Generate now” button.

For an academic transcript (official or unofficial) from a different tertiary institution, please contact the tertiary institution directly

Glossary of Supporting Documentation - continued

Evidence of financial hardship

Concession Card – various

If you have been asked to provide a copy of your concession card to support your application for a scholarship or grant, please ensure you photocopy **BOTH** sides of your card.

The [Australian Department of Human Services](#) provides information on the various types of concession cards available, including eligibility and entitlements.

Please note, your Medicare Card is not a Concession Card.

Example image: [Figure 4](#)

Centrelink allowance/Income statement

When a person is in receipt of an allowance / benefits from Centrelink, they receive an income statement with the type of benefit and the amount received. The income statement must be dated within the last two months.

Please note, Centrelink Income Statements are available to download from your myGov account. For further information about myGov, including how to register for an account, please click [here](#).

Example image: [Figure 3](#)

Proof of Carer Responsibility

When a person is in receipt of a Carer Pension, they receive a Centrelink Income Statement. This statement must clearly detail the Carer Pension and it must be dated within the last two months.

Please note, Centrelink Income Statements are available to download from your myGov account. For further information about myGov, including how to register for an account, please click [here](#).

Health Care Card (HCC)

A Health Care Card is a concession card that is given to eligible people via Centrelink.

If you have been asked to provide a copy of your HCC to support your application for a scholarship or grant, please ensure you photocopy BOTH sides of your card.

Please note, your Medicare Card is not a Health Care Card.

Example image: [Figure 4](#)

Income Tax Return

The most recent tax return will be for the previous financial year. This document will have been completed by your tax accountant or yourself and will have your taxable income for that financial year (1 July – 30 June). This document is available via your myGov account.

Payment Summary

A Payment Summary (also known as a PAYG Summary or a Group Certificate) is a compulsory document that is provided by an employer to an employee at the end of the financial year. This document provides a summary of all income earned by the employee. A person may have multiple Payment Summaries if they have multiple places of employment.

Example image: [Figure 2](#)

Glossary of Supporting Documentation - continued

Notice of Assessment	The most recent Notice of Assessment will be for the previous financial year. This document will have been provided by the ATO upon the lodgement and finalisation of your income tax for that financial year (1 July – 30 June). Please note, Notices of Assessment are available to download from your myGov account. For further information about myGov, including how to register for an account, please click here. Example image: Figure 1
Payslip	The most recent payslip is a document that provides your income for the pay period (weekly, fortnightly, monthly etc.,) and will also include the total income received for the current financial year to date.
Financial Details for Scholarship Eligibility	This online form is an alternative way for us to assess your financial situation, and your application for a scholarship. Detailed information regarding this online form and supporting documentation can be found below.

Evidence of location

Evidence of metro / rural location	To provide proof of your metro / rural address, you can submit any of the following: • Drivers Licence with metro / rural address • Residential Lease agreement • Official Letters addressed to you at your metro / rural residence. For metro these letters are to be dated no earlier than 3 months before the application date: • Council rates • Utility bill (electrical / gas / phone) • Government letters • Letter from Secondary School (rural only) (please see below) A PO Box is NOT accepted.
Letter from Secondary School	Upon completion of secondary schooling, students may be provided with a letter of reference from their high school. This letter will typically be on the school's letter head, indicating the location of the school. The location of the school in a rural area is sufficient evidence of rural living circumstances for an applicant. The letter from the school must state the student's full name and be on the school's letterhead.

Glossary of Supporting Documentation - continued

Evidence for equity-based scholarships or medical hardship

Access Plan

An [Access Plan](#) provides information about the impact of a student's disability, mental health or medical condition on their studies. The Access Plan helps students to negotiate reasonable adjustments with University staff, so they can study successfully at Adelaide University.

To arrange an Access Plan students should follow the [Disability Service Registration](#) process.

Medical Statement

In lieu of an [Access Plan](#), a recent statement from a medical practitioner, psychologist, psychiatrist or other appropriate professional detailing your medical hardship can be provided.

Identification / Clearance documentation

Confirmation or Affirmation of Aboriginality

You may be asked to provide confirmation of Aboriginal and/or Torres Strait Islander heritage when applying for *Aboriginal specific scholarships or grants.

The [Australian Institute of Aboriginal and Torres Strait Islander Studies](#) provides further information and advice on obtaining a Confirmation of Aboriginal heritage.

Adelaide University's [First Nations student services](#) is also a valuable resource. A First Nations Student Support Officer may be able to provide you with further assistance and guidance when applying for a Adelaide University scholarship or grant.

* Please note: Aboriginal is inclusive of Aboriginal and Torres Strait Islander people

Identification

Photo identification may include:

- student ID card
- current drivers' licence
- proof of age card
- passport

The scanned copy of your photo ID must be in colour.

National Police Check

A National Police Check (NPC) is a document that lists an individual's disclosable court outcomes and pending charges sourced from the databases of all Australian police jurisdictions. Certain convictions, such as spent or juvenile convictions, may not be disclosed on an NPC in accordance with the legislation of the various police jurisdictions.

The [Australian Federal Police \(AFP\)](#) provide National Police Checks, printed on secure paper for a fee.

Statements / References / Letters

Personal Written Statement

A well written personal statement can help to increase your chances of standing out from other applicants! We have dedicated a whole section in this guide to help you to write a personal statement that will get you noticed!

Detailed information regarding written personal statements, including examples, can be found [below](#).

Character Reference/Character Statement

A character reference is a detailed description of your character by a (usually) non-related person. Ideally, this reference is a few paragraphs in length and addresses your character and abilities.

For the applicant, please ensure:

- you address any criteria specified when selecting people to write your character reference, i.e.: someone not related, someone who is not connected to your secondary school, a Program Director, etc.
- you provide any specific criteria that needs to be addressed to the person who is writing your character reference
- are mindful of timeframes; give the person ample time to write the reference prior to the due date of your application

For the person writing the character reference, please ensure:

- you address any specified criteria in the character reference
- are mindful of the due date for the candidate's application

You may wish to consider behaviours such as:

- passion for the program
- skills
- drive
- enthusiasm
- ability to lead
- teamwork

Some key points that might be included are:

- state your relationship with the candidate and how long you have known them
- the candidate's ability and skills
- the candidate's character
- any of the candidate's achievements that you are aware of
- any additional information that you think will help the candidate's application stand out in a highly competitive field.

Example image: [Figure 6](#)

Letter of Proof from Program Director

A letter (or email) from your Program Director is required as both evidence and a substantive reason for a student's part-time enrolment status, as opposed to a full-time enrolment status. In order to assist Program Directors when writing this letter, we have created a template as a guide.

Template: [Figure 5](#)

Adelaide University's Financial Details for Scholarship Eligibility Form

This is an alternative way for us to assess your financial situation, and your application for a scholarship. During your application process, you may be asked to submit this form.

You will be required to complete the form and provide relevant supporting documentation to verify your financial circumstances.

Relevant supporting documentation must be provided for **each person that you list on the form as having an income**. More information is provided below in the glossary.

Please refer to the Adelaide University website for this form.

Glossary of Supporting Documentation for the Financial Details for Scholarship Eligibility Form:

Most recent tax return

The most recent tax return will be for the previous financial year. This document will have been completed by your tax accountant and will have your taxable income for that financial year (1 July – 30 June).

OR

The most recent Notice of Assessment will be for the previous financial year. This document will have been provided by the ATO upon the lodgement and finalisation of your income tax for that financial year (1 July – 30 June).

Most recent Notice of Assessment

Please note, Notices of Assessment are available to download from your myGov account. For further information about myGov, including how to register for an account, please click [here](#).

Example image: [Figure 1](#)

OR

Payment Summary

A Payment Summary (also known as a PAYG Summary or a Group Certificate) is a compulsory document that is provided by an employer to an employee at the end of the financial year. This document provides a summary of all income earned by the employee. A person may have multiple Payment Summaries if they have multiple places of employment.

Example image: [Figure 2](#)

Most recent payslip

The most recent payslip is a document that provides your income for the pay period and will also include the total income received for the current financial year to date.

Personal Written Statement – Handy Hints!

A personal written statement is a great opportunity for you to personalise your scholarship application. Your written statement is a summary of YOU! A few minutes spent writing a good statement may earn you a few thousand dollars in your bank account. A few points to remember:

- **Check your eligibility and address the criteria:** When you are asked to provide a personal statement, you will be advised what points you need to address in your statement. The criteria points may be unique to each scholarship or grant, so you must ensure you read carefully. There are some examples below of the different criteria to be addressed within a personal statement.
- **Write in an engaging manner:** You may write about your achievements but try to spice it up with different sentence structures that are clear and concise, especially as written statements must align with the disclosed maximum word count. Note that the maximum word count will vary depending on the scholarship or grant you are applying for. Please ensure that this is considered when putting together your application. As part of this document, consider providing examples of how you meet the listed criteria and elaborate on the skills you have learnt. There are some examples below of previously submitted statements.
- **Share yourself:** Make sure your personality shines through. Your uniqueness and your values, and things that you are interested in. Remember, your application is based on the information you provide during this process, and highlighting aspects of yourself and your life that align with the criteria listed will help the selection panel assess your candidacy.
- **Show your passion:** Your passion in your field of study is important. Why are you interested in this area? How have you been involved in this area previously? Share your dreams and aspirations for the future.

Examples of written statements

Below you will find some good examples, taken from successful applications. You will also find some examples that didn't give us enough detail to contribute to a successful application. Notice the details included in the good examples and the difference between those and the examples beside them. Use these as a guide to help you start writing.

Good Examples

I am from a regional area and I have moved to Adelaide to study since January 2018. Currently I am in receipt of a Centrelink benefit Youth Allowance and I am working part time in a supermarket for 5 hours a week. A scholarship would help a great deal in achieving my career goals.

I am currently living with my parents and not in receipt of any Centrelink Benefit. I am happy to provide income histories and my parents' taxable income for the last two financial years.

In year 10, I completed work experience in a nursing home and I enjoyed the experience so much that I volunteered to return this year. I have visited the local nursing home, reading to three aged persons (once/week for 10 weeks), and participated in a concert, playing the violin and singing in a small choir.

Poor Examples

I'm struggling for money as I don't get any help from family or anyone else.

I live with my family and they support me with food and other daily expenses.

I have provided care and company to the aged community by visiting a nursing home a lot. I like talking to the elderly people.

I undertook the following as a member of my school Committee:
I led the organisation in an awareness raising week highlighting the plight of refugees in our country. I ran five meetings and attended daily lunchtime forums during the awareness week.

The school Principal met with me and acknowledged the success of the project. I've spent in total 20 hours in the project.

I took part in my schools' trip to Cambodia in March 2018. After applying and being chosen to participate in July 2017, my team of eight students was required to raise \$2000 in funds to be used on our project of building a new classroom. We attended seven preparatory meetings prior to departure. The week in Cambodia included eight-hour days of physical work and classroom support for the students in the village. Since returning I have continued to fund raise for this community and I've maintained communication with the teachers in the school which we supported.

I was in a school committee where I helped poor refugees.

I went to Cambodia for a week in March this year and raised money for a project for kids.

Appendix: Examples of Documents

Figure 1 Example of a Notice of Assessment

[Back to glossary](#)



Australian Government
Australian Taxation Office



Tax period ending **30 June 2016**

Tax file number

Date of issue **02 August 2016**

Our reference

Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 2016

Income Tax Assessment Act 1936 and Income Tax Assessment Act 1997

Description	Debits \$	Credits \$
<i>Your taxable income</i>		
Tax on your taxable or net income		
Less non-refundable tax offsets		
Low income offset calculated by us		
Assessed tax payable		
Plus other liabilities		
Medicare levy		
Less tax offset refunds		
Less Pay as you go (PAYG) credits and other entitlements		
PAYG withholding (eg tax deducted by your employer or bank)		
Result of this notice		

! Your refund

Robert Ravanello
Deputy Commissioner of Taxation

Outcome of this notice
forwarded to your nominated financial institution.

Please keep this notice for future reference

Please see over for important information about your assessment

Other information relevant to your assessment:

The Commissioner rounds down certain small amounts that may be owed by you or may be refunded to you. You may have transactions on your account where this has occurred.

Figure 2 Example of Payment Summary

[Back to glossary](#)

PAYG payment summary - individual non-business

Payment summary for year ending 30 June 2017

Payee details
Jane Doe

NOTICE TO PAYEE

If this payment summary shows an amount in the total tax withheld box, you must lodge a tax return. If no tax was withheld, you may still have to lodge a tax return.

For more information on whether you have to lodge, or about this payment and how it is taxed, you can:

- visit ato.gov.au
- phone 13 28 61 between 8.00am and 6.00pm, Monday to Friday.

Period of payment Day/Month/Year to Day/Month/Year

5/12/2016 to 30/06/2017

Payee's tax file number 111-111-111

TOTAL TAX WITHHELD \$ 489

Gross payments \$ 2284 Type ☒ S

CDEP payments \$ Type ☐

Reportable employer superannuation contributions \$ Type ☐

Reportable fringe benefits amount FBT year 1 April to 31 March \$ 100 Type ☐

Is the employer exempt from FBT under section 57A of the FBTA 1986? No ☒ Yes ☐

Total allowances \$ 85

Lump sum payments

A \$ Type ☐

B \$ Type ☐

D \$ Type ☐

E \$ Type ☐

Total allowances are not included in Gross payments above. This amount needs to be shown separately in your tax return.

Figure 3 Example of Centrelink Income Statement

[Back to glossary](#)

Lb 3 Regents Park Dc NSW 2143



CLK1LETTERB105828656

Reference:



Australian Government
Department of Human Services



27 May 2014

This Income Statement shows information we hold about you on your Centrelink record. If you decide to show this information to anyone else for any reason, you can choose to show all the information or to block some information out.

Income Statement

DOB	28 Jul 1949
Customer Partnered	Y
Maximum Rate Disability Support Pension	Y
Number of Children Assessed	0

Previous regular entitlements and payments

Payment Type	Amount	Date Paid	Date of Grant
Disability Support Pension	\$577.40	16 May 2014	7 Jul 2008
Clean Energy Supplement	\$10.50	16 May 2014	7 Jul 2008
Pension Supplement	\$47.40	16 May 2014	7 Jul 2008

Previous irregular payments

There are no previous irregular payments to report.

Deductions from your payment

Payment Type	Deduction	Amount	Date Paid
Disability Support Pension	Centrepay Deductions	\$40.00	16 May 2014

Continued on the back

Contact information

If you have any questions about this letter please ring:



132 717 OR
13 1202 for Multilingual Services

Monday — Friday 8.00 am — 5.00 pm
(Please quote reference number)



Your local Centrelink Office:



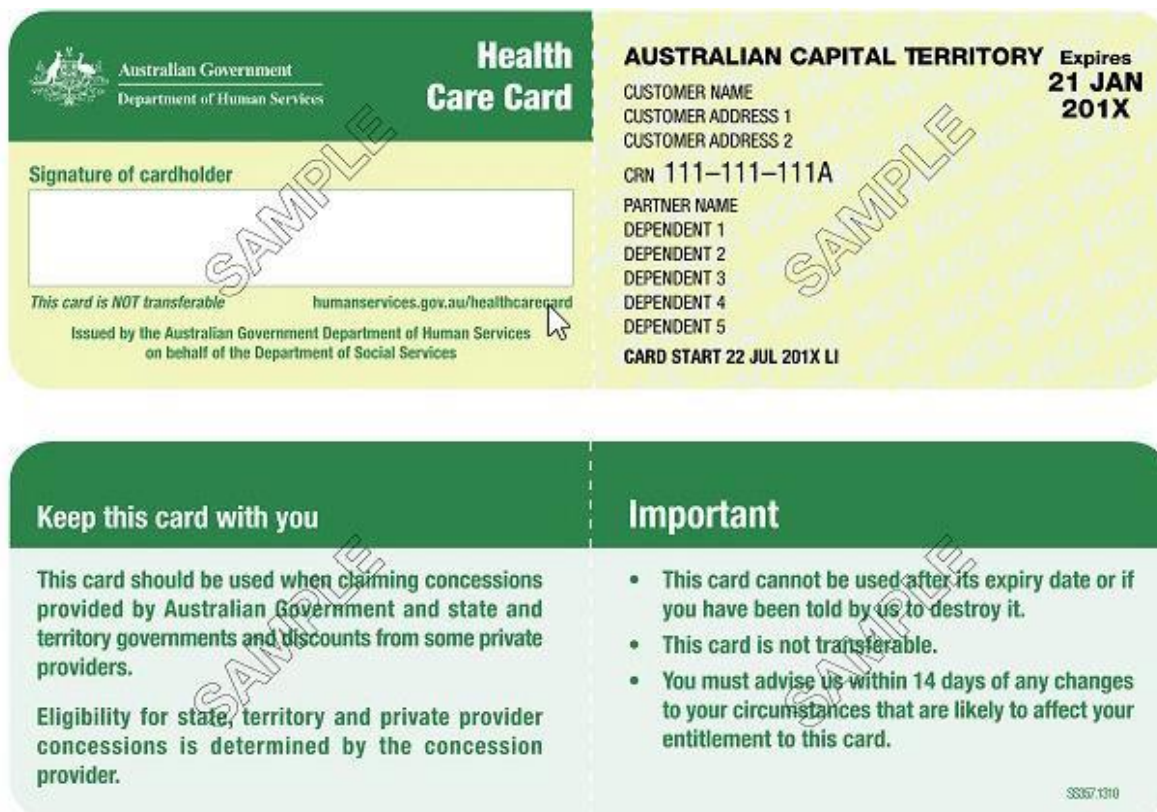
Office Hours:
Monday to Friday 8:30am — 4:30pm

www.centrelink.gov.au

1/1-1

Figure 4 Example of a Health Care Card (HCC)

[Back to glossary](#)



Health Care Card

Australian Government
Department of Human Services

Signature of cardholder

This card is NOT transferable humanservices.gov.au/healthcarecard

Issued by the Australian Government Department of Human Services
on behalf of the Department of Social Services

AUSTRALIAN CAPITAL TERRITORY Expires **21 JAN 201X**

CUSTOMER NAME
CUSTOMER ADDRESS 1
CUSTOMER ADDRESS 2
CRN 111-111-111A
PARTNER NAME
DEPENDENT 1
DEPENDENT 2
DEPENDENT 3
DEPENDENT 4
DEPENDENT 5
CARD START 22 JUL 201X LI

Keep this card with you

This card should be used when claiming concessions provided by Australian Government and state and territory governments and discounts from some private providers.

Eligibility for state, territory and private provider concessions is determined by the concession provider.

Important

- This card cannot be used after its expiry date or if you have been told by us to destroy it.
- This card is not transferable.
- You must advise us within 14 days of any changes to your circumstances that are likely to affect your entitlement to this card.

SS357.1310

TO BE COMPLETED ON ADELAIDE UNIVERSITY
LETTERHEAD

OR EMAILED FROM AU STAFF EMAIL ACCOUNT

Confirmation of Studies

Student Name: XXXXXXXXX

Student ID: XXXXXXXXX

This letter is to confirm that the above-mentioned student is currently enrolled in the *PROGRAM CODE* – *PROGRAM NAME* at Adelaide University.

The student is enrolled in a part-time load for *STUDY PERIOD* due to *SELECT AN OPTION / DELETE OPTIONS*

- prerequisites that need to be met in order to enrol in further courses
- a specific course is not offered in the study period
- nearing completion of current program and will have less than a full-time load in order to complete studies.
- other – please elaborate

ANY ADDITIONAL INFORMATION

Kind regards

Name

Title

1. **Student name:**
2. **Your relationship to the student:**
3. **How long have you known the student?**
4. **Please describe the student's demonstrated abilities / skills:**
5. **Please comment on the student's character:**
6. **Other comments:**
7. **Name:**

Position/ Title:

Signature:

Date:

Full Name

Full Name

| email address | phone number |

PROFILE

Edit for each job application, matching where possible the language used in the job description. Ensure this is no longer than 5 lines.

KEY SKILLS

It is important to back up each point with an example or evidence. You may wish to combine your key skills and key achievements under one heading. Keep to your strongest points only. It is usually better to make a few powerful statements than a long list. If you are changing career or have limited work experience, this section is key. Tailor for each job application by prioritising your skills against those required by the employer.

KEY ACHIEVEMENTS

You may wish to combine your key skills and key achievements under one heading if you have limited information. Keep your strongest points only and back up with statistics or facts where possible. It is usually better to make a few powerful statements than a long list. If you are changing career or have limited work experience, this section is key. Tailor for each job application by prioritising your achievements against those required by the employer.

WORK EXPERIENCE

Decide whether or not to include sub-headings to separate your responsibilities and achievements. The sub-headings help when you make a large number of points or want to accentuate your achievements. You may wish to insert the sub-headings only for your most recent job. Write less about irrelevant or older jobs; concentrate on recent and relevant experience.

If you've had a number of jobs within the same company, consider having one header with the company name and sub-headings with the roles and dates.

EDUCATION & QUALIFICATIONS

Think about the relevance to the job you are applying for. If you have limited or no work experience, a description of skills and achievements gained during your most recent studies can help. Otherwise, keep this section short and factual.

ADDITIONAL INFORMATION

Keep to relevant skills, training or languages only. If a job requires specific skills you may wish to elaborate on your capabilities e.g. Fluent French speaker capable of conducting business meetings. If not appropriate, delete this section.

INTERESTS

Remember to make this section interesting not just a list of predictable things. If possible link your interests to the company, industry or role.

REFERENCES

Decide whether to state "References available on request" or to insert the details of one or two references. Do not include contact details at this stage.

References available on request.

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