

Chinese Language Awards Application Instructions

Before completing the application form, it is important that you read this document, and the [GBCET webpages](#).

The application form may be [downloaded](#) from the website. When completing it please note the following points:

References

- It is the applicant's responsibility to ensure that references are received by the deadline. They may arrive separately or be included with the application. We do not contact referees for references.
- At least one reference should be from your supervisor or a teacher at your principle institution who knows you well. If you have just begun your course, your supervisor from a previous institution will suffice.
- References must be either signed or be submitted on headed paper, preferably both.
- References should not be dated more than six months before the application deadline.
- References written in Chinese must be on headed paper and be accompanied by a translation.
- References may be addressed to the "Trustees".

When you complete the form

- Applicants must ensure they are using the current application form, downloaded from this website. Applications submitted on old forms will be rejected. If you cannot download the form please contact trust@gbcc.org.uk and an up-to-date form can be emailed to you.
- Do not submit double-sided pages. Double-sided applications will be automatically rejected.
- If completing in pen, only use black ink. But we recommend that, if possible, you do not submit hand-written applications.
- Do not staple the form. It will be photocopied.

Submitting your application

- All applicants must include with their application proof of matriculation for their main degree course. PhD applicants, whose course does not include Chinese language as part of the degree, must also provide evidence of application to their chosen language course.*
- You may send your application by post or by email to trust@gbcc.org.uk.
- If you email the application you may submit it either in Word, or fixed formats, e.g. PDFs.
- Please do not send in your application until after the "Call for Applications" date.

*Successful PhD applicants must provide proof of enrolment before the grant will be paid out. We realise this could be many months later.