

Chinese Student 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:

The Application 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.
- All applicants should complete the application form as fully as possible and ensure it is signed. **The form must be signed by 3 people: the applicant, the applicant's supervisor, and the head of the department.**
- Enclose a CV but no more than 4 pages.
- Include confirmation of any offers of scholarships and other supporting documentation, if appropriate.
- Applicants may enclose on separate sheets any additional information that supports their application.
- The form should be completed in black typescript as it will be photocopied.
- Do not submit double-sided pages. Double-side applications will be automatically rejected. This includes the Supervisor's Comments form.
- Do not fax through your form. Please post your form allowing time to meet the deadline. If you email the application you may submit it either in Word, or fixed formats, e.g. PDFs.
- Do not staple the form. It will be photocopied.

Supervisor's Comments Form

- The applicant must provide a minimum of one reference which must be completed by their supervisor. The Supervisor's Comments Form must be completed and signed by the supervisor. Do not submit double-sided pages.
- The completed and signed form may be enclosed with the application or sent under separate cover.
- The form may be emailed as long as it has been signed - trust@gbcc.org.uk.
- Additional information from the supervisor may be included on a separate sheet.
- Applicants should ensure that their references are submitted on time as applications without references will not be considered. This is a strict rule. Late references will automatically lead to the candidate's application being disqualified.
- References supplied, in addition to the supervisor's comments, must not be dated more than six months before the meeting date.