# Scholarship Application Process

## A Guide for Students

**The Process:**

| Complete Online Form | Supervisor approves application | You are emailed Revenue Form | (digitally) Sign Revenue Form | forward signed form to supervisor |
|---|---|---|---|---|
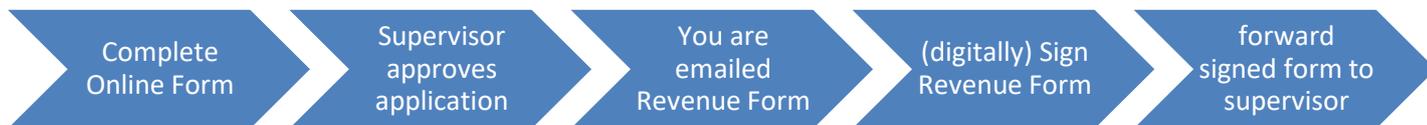
**Important Points to Note**:

- ! The submission of correctly completed forms is the **7th** of each month for payments in that month, except for December when the deadline is **1st** December due to the earlier scheduled Scholarship pay run.
- ! Incomplete / incorrect forms will not be processed and will result in a delay or non-payment.
- ! Contact Your College Office / Supervisor with any queries regarding your scholarship process.
- ! Payment Dates are available here
- ! System generated emails may be tagged as spam, check your junk mail folder.

**Instructions for Students**:

1. **Complete and Submit Online Scholarship Form:**



**NUI Galway OÉ Gaillimh**

## Scholarship Form

**ID Information**

| | |
|---|---|
| Visiting Student?: | No |
| PPS Number: | 8837473H |
| NUIG Student ID: | 09188344 |

**Personal Details**

| | |
|---|---|
| First Name: | Joe |
| Surname: | Bloggs |
| EMail Address: | joe.bloggs1@gmail.com |
| Postal Address: | 10 The City Galway |
| Previous Scholarship Recipient?: | Yes |
| Scholarship Payslip Number: | 113223 |
| Internal University Address: | C/O College Of Engineering NUI Galway |

**Course Details**

| | |
|---|---|
| Summer Student?: | No |
| College: | Engineering |
| Course Year: | 1st Year |
| Course Type: | Masters |
| FULL TIME Course Title: | DERI [Engineering] (MAppSc) |
| Course Summary: | Information Technology |
| Budget Holder Name: | Mary Smith |
| Budget Holder EMail: | mary.smith@nuigalway.ie |

Consult Supervisor/College Office f...

**Bank Details**

| | |
|---|---|
| Bank Name & Address: | Bank of Ireland, Eyre Square, Galway |
| BIC: | BOIIIE2XXX |
| IBAN: | IEBO I546 6546 8787 9879 7987 9879 7987 87 |

Submit

**Valid NUIG email address is required**

**Take particular care in filling in your correct bank details**
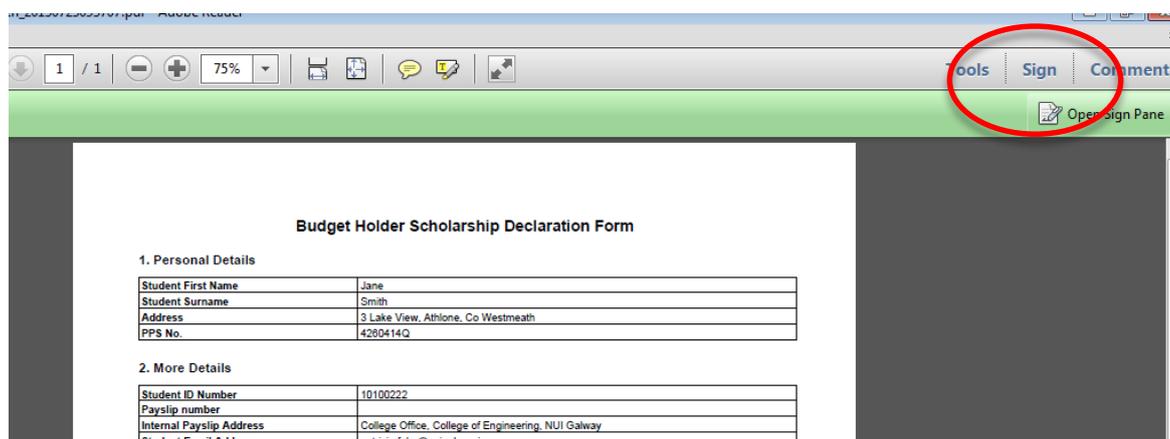
**Click Submit to complete and click ok on the next popup box to confirm. When approved, you will be emailed the Revenue Declaration Form to sign**

**2. When your Supervisor approves the form, you will receive a Revenue Declaration Form. This must be digitally signed and emailed to your supervisor.**

## How to Digitally Sign the Revenue Form

Open the document with Adobe Reader X (available free to download here).

Click on the 'Sign' button on the top right of the screen, or click the 'Open Sign Page' button.





Click 'Place Signature'

If you have already created a signature, the signature will be attached to the cursor and you just click to place it on the signature line.
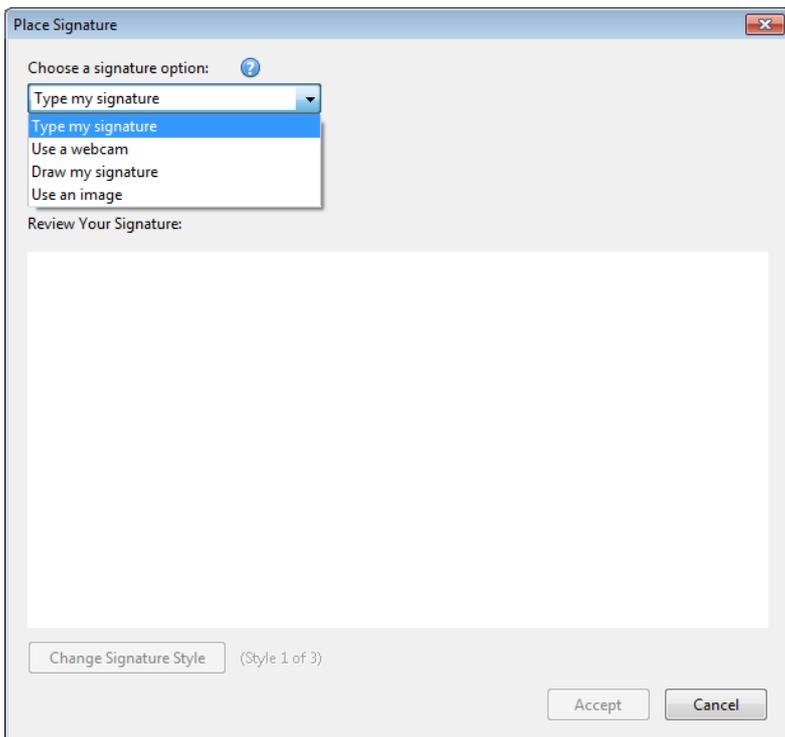
You have various options to create your signature.

The RAO office will accept signatures created with these options:

- Use the mouse to draw your signature with the 'Draw my signature' option;

- Use a webcam to take a picture of an existing handwritten signature; (You will need a working webcam to use this facility)

- You can upload a jpeg of a signature with the 'Use an Image' option



Click on 'Draw my signature'

Then use the cursor to create the signature

Click 'Accept' to save the signature.

This signature will then be available to the user every time they log in and want to sign a document.

(It is possible to have different signatures depending on who has logged in i.e. if different staff use the same PC.)

| Brief summary of course/research undertaken | Wind Energy Systems |
|---|---|
| Hours of attendance | Full Time |

## 3. Scholarship Details

| Name & Address of Sponsor | Health Research Board, 73 Lower Baggot Street, Dublin 2. |
|---|---|
| Amount Of Scholarship | €1,770.00 |
| Period, with dates, of duration of scholarship | FROM 03/06/2013 TO 26/07/2013 |

## 4. Declaration

I declare that -

- I am in receipt of full-time instruction at an educational establishment;
- the object of the scholarship is the promotion of my education rather than the promotion of research throu
- there is no element of service (directly or indirectly) between the sponsor and I or between the colleges/un
- the scholarship does not arise from an office or employment (directly or indirectly) with the sponsor or with
- all the particulars in this form are correct to the best of my knowledge and belief.

Signed: _____ Date _____

Jane Smith

NOTE: It is an offence to make a false declaration for the purposes of obtaining a tax exer

REVENUE

▼ **I Need to Sign**

**Fill & Sign**

IT Add Text

Place Signature ▼

Signed. Proceed to Send ➡

Powered by Adobe EchoSign

▶ **Get Others to Sign**

Click 'Signed. Proceed to Send'

Click 'Send via Email'

Document will be uploaded to your Echosign account, and you will then fill in the following online form to get the form delivered to the budget holder.



Student enters their won email address

Enter the budget holder email address in the recipient email address box;

Optional:
Document
Name; Message

Click 'Deliver'

Email and declaration doc will be sent to budget holder