

Work Experience Bursaries Application Guidance 2017/18

2. Application Process

1. Contact the [Careers Network](#) to confirm the eligibility of your work experience or internship opportunity **if necessary**:
2. Complete the on-line Work Experience Bursary application form, accessible under the relevant bursary web page via <http://www.birmingham.ac.uk/generic/internships/funding/index.aspx>

PLEASE NOTE that you **can** complete part of the application form on-line and then return to it to complete it fully at a later date. **However, if you upload any attachments and try to save them to an incomplete form, they will NOT be saved.** It is recommended to type and save your answers in a word processing software package (such as Microsoft Word) to ensure you have a copy of your answers and attachments. Once an application has been submitted it cannot be accessed.

If it is not possible for you to complete your application on-line, please post or hand in a paper copy of your typed application form and an electronic copy saved to disk to:

Work Experience Bursary Team, Careers Network, Aston Webb Student Hub, University of Birmingham, Edgbaston, Birmingham, B15 2TT.

Once your application has been received you will be sent email confirmation.

Application Support

Careers Network offers application assistance to all students applying for a Work Experience Bursary including workshops and appointments with an application advisor. For further information, visit: www.intranet.birmingham.ac.uk/careers

Any questions regarding how to complete the application form should be emailed to Careers Network: internships@contacts.bham.ac.uk

3. The Work Experience Bursary Team will review your application form and if you pass the short listing process, we aim to invite you to an interview within a month of the application deadline. You will need to be available on at least one of the dates provided to you. (Students engaged on overseas placements may request an interview via Skype).
4. Please indicate on the application which of the following strands you wish to apply for:

University of Birmingham Undergraduate Research Experience Bursary
University of Birmingham International Work Experience Bursary
University of Birmingham UK Professional Work Experience Bursary
University of Birmingham Gateway Work Experience Bursary

PLEASE NOTE that only **one application form** is required to be completed when applying to any of the bursaries. If eligible, you can apply to more than one bursary i.e. if you have a research opportunity and it is the UK, you can apply to UK professional and Research, or if you have an international opportunity and are eligible for Gateway, you can apply to both of these.

[Click here](#) for more information about each bursary.