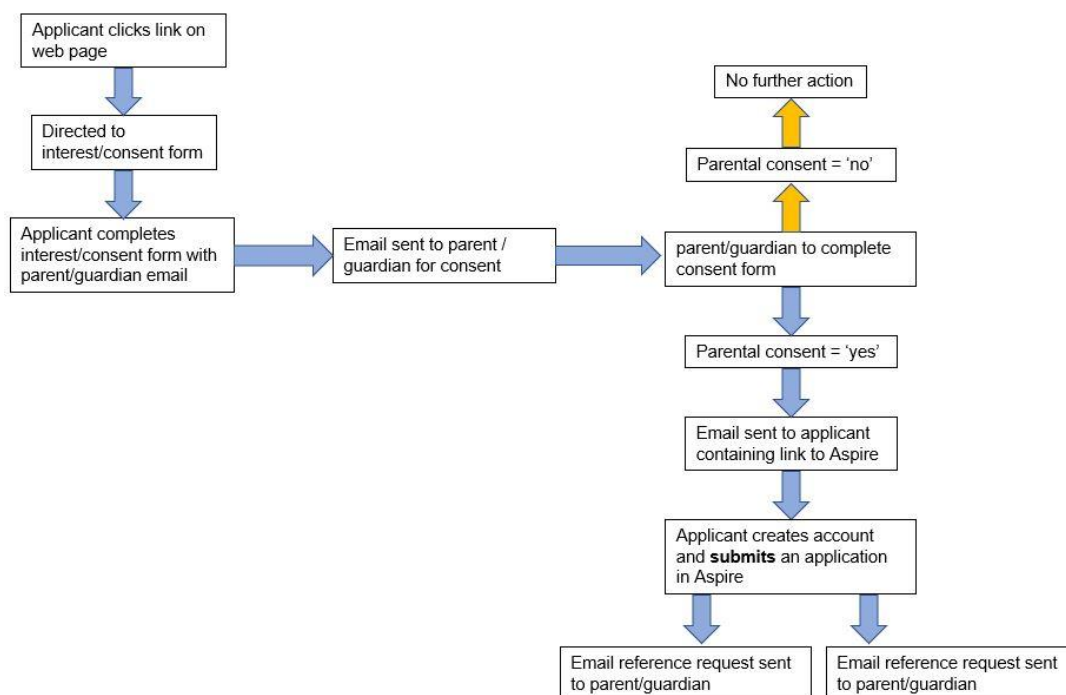


## Q. What is the application process for STEM Scholars (under 13 programme)?



## Q. How do I start the application process?

A. Once we have received consent from your parent / guardian you will be sent a link to create an account in our application system Aspire. You will need an email address and you will be asked to create a password. Once you create an account you will have to verify it by clicking on a link sent to your email address (please check your junk / spam folder). You will then be able to start the application form immediately.

## Q. What is the deadline for submitting my application?

A. The deadline for all STEM Scholars applications is 23.59 on Wednesday 12 February 2020.

## Q. When will I find out if I have been successful?

A. We aim to let everyone know of the outcome of their application by Friday 28 February 2020.

## Q. What information do I need to have to complete my application?

You will need to know:

- Whether you are eligible for free school meals
- Your household income
- Whether your parents/guardians have attended university
- The details of a teacher who will complete your reference – name, position, email

## Q. My school does not come up on the drop down list, what do I do?

A. All schools in England and most schools in Wales are on the list. As the list is long, please keep typing your school name until it comes up. If you are in a school in Wales and your school does not come up or if you are in a school in Scotland, please email us and we will add it – [outreachdata@imperial.ac.uk](mailto:outreachdata@imperial.ac.uk)

## Q. My home postcode does not come up on the drop down list, what do I do?

A. The system can be a little slow in finding your postcode, type the first 3 digits and wait approximately 10 seconds before moving on to the rest. Please make sure that you use the correct format, for example, SW7 2AZ.

**Q. Can I start my application and then finish it at another time?**

A. Yes. You can access your application via the portal to make changes up until the deadline. You will receive automated emails every 3 days after you have started your application to remind you to complete your application.

**Q. Can I change my personal details on the application portal?**

A. Yes. Please log in to the portal to change these details. If you wish to change your email address, please see the 'I want to update my email address' FAQ.

**Q. Can I change details in my application form before I submit it?**

A. Yes, you can return to your application and change anything in it until you submit it. You will have a chance to review your whole application before you submit it.

**Q. Can I change details in my application form after I have submitted it?**

A. Yes, please submit a request through the application enquiry form. You can find the enquiry button in the header of the application portal.

**Q. Who will complete my references?**

A. You will need to give details of a teacher who is willing to complete your reference and all applications have to have a teacher reference to be considered. Your parent/guardian will also receive a reference request they will need to complete for your application to be considered.

**Q. Can I withdraw my application?**

A. Yes, there are 2 ways to withdraw your application:

1. If you have started your application but not yet submitted it, login to the application portal (Aspire), click on the blue cross against the application you wish to withdraw and select a reason as to why you're withdrawing.
2. If you have submitted your application, you need to contact the Outreach office to let us know and we will withdraw your application.

Withdrawing applications will have no impact on any further applications you wish to make.

**Q. I have forgotten my username/password, what should I do?**

A. Your username will be the email address you used to sign up to the application portal. There is a "forgotten password" option on the homepage of the portal.

If you have forgotten the email address that you used to sign up to the application portal, email [outreachdata@imperial.co.uk](mailto:outreachdata@imperial.co.uk) with your full name, date of birth and an idea of what email address you may have used. We will then be in touch and ask you to confirm some personal details before allowing you to change your email address.

**Q. I want to update my email address, is this possible?**

A. Yes and we would ask that you do so if needed as the email address you provide should be the most up to date in order to ensure that any communications reach you promptly.

If for any reason you need to change you email address you will need to submit a change email request through applicant enquiry form. You can find the enquiry button in the header of the application portal. You will need to provide the following:

- Full name
- Date of birth
- Home postcode
- Old email address
- New email address

You will be notified once your email address has been updated and you should log in with the new email address.

**Q. How will I know whether you have received my application?**

A. You will be able to see on the application portal whether your application has been submitted. You will also receive a confirmation email.

**Q. How will I know whether you have received my references?**

A. You can keep track of your references via the application portal. The information will be displayed on your home page.

**Q. Can I apply if I go to a fee-paying school?**

A. The STEM Scholars programme is aimed at students from state schools but you may be eligible if you receive a full bursary or scholarship.

**Q. Can I apply if one or both of my parents/guardians went to university?**

A. Yes. There is a question on the application form that asks you whether your parents/guardians went to university and which course they completed.

**Q. What year should I be in when I apply?**

A. STEM Scholars is currently open to Year 8 students only.

Please note, if you have any further questions or need to inform us about your individual circumstances, please contact us on [outreach.scienceactivities@imperial.ac.uk](mailto:outreach.scienceactivities@imperial.ac.uk)