

Application Process

1. Contact [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 and virtual video interview, accessible under the relevant bursary web page via <http://www.birmingham.ac.uk/generic/internships/funding/index.aspx>; both the online application form and virtual video interview require completing to be considered for the bursary.

PLEASE NOTE: you **can** complete part of the online application form 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**. You will receive a link via email that allows you to return to your application, please note Careers Network cannot access your incomplete application. 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 again.

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

Application Support

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

If you have any questions regarding how to complete the application form please email the Work Experience Team on internships@contacts.bham.ac.uk

3. The Work Experience Bursary Team will review your application form and your recorded answers to your online interview, following which a decision will be made on your suitability to receive a bursary.
4. Please indicate on the application which of the following strands you wish to apply for:
University of Birmingham Work Experience Bursary
University of Birmingham Gateway Bursary

PLEASE NOTE that only **one application form** is required to be completed when applying to any of the bursaries. **Students can only apply for one bursary strand, not both.**