# Applicants: How to apply for a Commonwealth Master's Scholarship

Log On/Register

Apply for a Scholarship

A. Application Details

B. Personal Information

C. Career To Date

D. References

E. Proposed Study

F. Home Country Benefit

G. Future Career

H. Attachments

I. Checklist

J. Submission

# In Tray

A. Continue with saved application

B. View submitted application and amend Referee's email address

C. Amend personal information

# Log On/Register

1. Go to https://csc.do-it-online.org.uk/csc/ElectronicApplicationSystem.htm

and the second sec	COMMONWEALTH SCHOLARSHIPS
Electronic Application System	
Applicant's Portal     Nomination, Advice and Admin Portal     Log Off EAS	

2. Click on **Applicant's Portal**. This takes you to the *Log On* page.

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Email address Password		
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3. If you have not used the Electronic Application System (EAS) before, click on **Register New User**. This takes you to the *Basic Details* page. Fill in the form.

Fields with asterisks (\*) are mandatory and must be completed.

Passwords must be a minimum of 8 characters, and must include upper and lower case letters as well as at least 1 number.

Self Registration Form	COMMONWEALTH SCHOLARSHIPS
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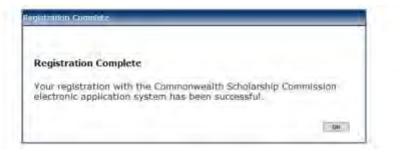
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4. Click on Next. This takes you to the Extra Details page. Fill in the form.

To complete the *Nationality/Citizenship* and *Country of residence* fields, click on the arrow at the right hand end of each field, scroll down the list that appears, and select the appropriate country. Enter the first letter of the country to scroll down the list quickly.

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	EXTRA DETAILS		
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Extra Details	Do you hold a second Nationality / Otizenship?	10 Yes 10 No	
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	Country of residence		
	How many years have you lived in this country?		
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	Religion		
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	Vour application? Marital Status How many children would accompany you, if any? Please state their ages Emergency contact Relationship Telephone E-mail Pather's nationality Is your father: Father's nationality	Single Married Partoer	

5. Click on Submit Registration. This takes you to the Registration Complete page. Click OK.



## Apply for a Scholarship

- 1. After you have logged in or registered, click on the **Start New Application** tab to begin your application for a Scholarship.
- 2. Click on the arrow at the right hand end of *Select Programme Type* to select 'Scholarship'. Click on **Start Application** to move to the next section.

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Wew Existing Applications Start New Applica	bon Feedback	
New Project Select Programme Type	Scholarship	
	Start Approxime	

If you click on HELP or ? on any page, the Notes for Candidates will open.

Your application is automatically saved at intervals. However, if your internet access is slow or unreliable, you are recommended to **Save and Exit** and then **Open** your application regularly.

# A. <u>APPLICATION DETAILS</u>

# 1. Opening the Application Details page, you will see

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<u>Contact Us</u>			~~~
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	Application Details		
Application Details	Application Details		
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Career To Date - cont.			
Career To Date - cont.	Applying for Split-site Doctora	I studies	
References	If you are applying for Split-sit	e Doctoral studies, you must enter	
Future Career	UNITED KINGDOM as the Nar	ne of the country you are applying from an e Nominating Agency you are applying thr	
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- 2. Select the name of the country from which you are applying
- 3. Then enter the name of your Nominating Agency
- 4. Finally, enter *Masters (taught)* as the award for which you are applying. The deadline for submitting your application to your Nominating Agency will then be highlighted.

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Contact Us	
	Print Form Save and Exit Spell Check Exit << Back Next>>
	Application Details
Application Details	Application Details
Personal Information	As you complete this form, you are strongly advised to read the 'Notes for candidates' and the Scholarship Terms and
Career To Date	Conditions http://cscuk.dfid.gov.uk/apply/, which give further advice and outline the eligibility criteria.
Career To Date - cont.	Important: This form must be completed and submitted to your Nominating Agency by 08 February 2018
Career To Date - cont.	Applying for Split-site Doctoral studies
References	If you are applying for Split-site Doctoral studies, you must enter
Proposed Study	UNITED KINGDOM as the Name of the country you are applying from and Split-site Scholarships as the Nominating Agency you are applying through and
Home Country Benefit	Split-Site study as the award you are applying for
Future Career	
Attachments	* Name of the country you are applying UGANDA V
Checklist	
Submission	* Nominating Agency you are applying UGANDA Ministry of Education and Sports v
	What are you applying for? Master's (taught)

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- 5. At this stage you can:
  - a. click on **Print Form** to download and save the whole application form (both completed and uncompleted sections) in PDF format this can then be printed
  - b. click **Save and Exit** followed by **Log off** to end the current session. When you log on again, you can continue from the point at which you exited
  - c. click **Exit** to go to the *In Tray* page, which lists current applications in progress and past applications. You can also log off from the EAS from this page
  - d. click Next to navigate through the sections of the application in order
  - e. click on any item in the left hand menu to go directly to that section

## B. PERSONAL INFORMATION

1. Click on **Next** on the *Application Details* page or on **Personal Information** in the left hand menu. This takes you to the *Personal Information* page. Check and amend the information, if necessary.

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	Section One: Personne Instance.		
Application Details	Personal Information		
Personal Information	Important: All of the following details have been im	ported from your User Profile. Please make sure they are up to cale before you submit the for	m.
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	Email (if different to Email Address above)		
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	If your permanent address is not in the country of yo residence	ur bith, state the year in which you left that country and mention any subsequent change of pe	manent
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2. Click on Next to go the next section.

# C. CAREER TO DATE

1. Click on **Career To Date** in the left hand menu. This takes you to the *Educational Background* page.

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### 2. Question a:

Click on **Add** to enter details of a university-level qualification. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *Educational Background* page. You should add as many university-level qualifications as you have.

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The 3 buttons in the left hand column of each row allow you to:

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## 3. Question b:

If you answer Yes, a row will appear. Click on **Add** to enter the details. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *Educational Background* page.

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### 4. *Question c*:

This is a free-text field.

### 5. Question d:

Click on **Add Row** to enter details of a publication. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *Educational Background* page. You can add details of up to 10 publications, including links to a webpage, if available.

Publication details		
Digital object identifier (doi)/Web		
Address		

## 6. Click on Next. This takes you to the Professional Record page. Fill in the form.

Accessibility Help GENERAL HELP

## Section Two: Your Career To Date - cont.

Application Details	2.2 Profes	sional Re	cord					
Personal Information	a. Please list u	ıp to 30 employı	ments held to date, st	arting with the most recen	t.			
Career To Date	Date(s)	Country	Name of Emplo	yer	Title	Main R	esponsibilities	
Career To Date - cont.	Add							
Career To Date - cont.								
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Proposed Study - cont.	Qualification	D	ate Awarded	Awarding Body	1		Other Information	
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Submission	background ha	as encouraged y	ou to want to make a	n 500 words, that summa contribution to developme coming any personal or co	ent in your	country. Y	ou should indicate areas in	
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### 7. Question a:

Click on **Add** to enter employment details, starting with the most recent. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *Professional Record* page. You can add up to 30 employment details.

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#### 8. Question b:

Click on **Add** to enter details of a professional qualification. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *Professional Record* page. You can add up to 5 professional qualifications.

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2.3 Personal Statement Please supply a personal statement, of no more than 500 words, that summarises the ways in which	
background has encouraged you to want to make a contribution to development in your country. You s which you have already contributed, such as in overcoming any personal or community barriers to hig <u>Note 8</u> )	
	?
A Voluntary and Londorship Experience	
2.4 Voluntary and Leadership Experience	
Please summarise the ways in which you have engaged in voluntary activities and the opportunities y demonstrate leadership (up to 500 words)	you have had to

- 10. Complete the free-text Voluntary and Leadership Experience field
- 11. Click on Next. This takes you to the Other Information page

Woburn House, 20-24 Tavistock Squ London, WC1H 9HF United Kingdom	Application for a Commonwealth Scholarship
Contact Us	
	Print Form         Save and Exit         Spell Check         Exit         << Back
	Accessibility Held General Help Section Two: Your Career To Date - cont.
Application Details	2.5 Other Information
Personal Information	a. Language proficiency (See Note 7)
Career To Date	* Is English your first language?
Career To Date - cont.	
Career To Date - cont.	
References	Please list all languages spoken, stating whether you regard your capability as good, average or poor
Proposed Study	O Good O Average O Poor
Proposed Study - cont.	○ Good ○ Average ○ Poor
Home Country Benefit	○ Good ○ Average ○ Poor
Future Career	Please note that evidence of a minimum IELTS score of 6.5 with no less than 5.5 in each band may be required to obtain
Attachments	a UK visa
Checklist	* b. Have you either been nominated by your agency/home institution for a Commonwealth Scholarship or applied directly to
Submission	the Commonwealth Scholarship Commission for one before? ○ Yes ○ No

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13. Click on **Next** to go the next section.

### D. <u>REFERENCES</u>

1. Click on **References** in the left hand menu. This takes you to the *References* page.

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2. Click on Add to enter the details of a Referee. The Add Table Row pop-up will open. Fill in the form. Click OK to return to the References page. You must add 3 referees.

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- 3. When you submit your application:
  - a. each Referee will automatically be sent an email, containing a link to your application and inviting them to complete their reference online
  - b. you will not be able to see the references, but you will be able to see in your *In Tray* which Referees have completed their references
  - c. you can send a Referee a reminder email
  - d. you can change a Referee's email address and send another email to the new email address
  - e. you will not be able to change the name of any of your Referees

# E. PROPOSED STUDY

1. Click on Proposed Study in the left hand menu. This takes you to the Proposed Study In The UK page.

	Section Four: Proposed Study In The UK	
Application Details	Proposed Study in the UK - Taught Masters Courses	
Personal Information	Please read <u>Notes 9 and 10</u> before completing this section. You should note that this section will form the basi submission to your chosen institution(s). Enter up to 3 courses with your first choice at the <b>top</b> . You can apply fo	
Career To Date	not just those on the drop-down list	ir any course,
Career To Date - cont.	Proposed date of commencement Day V Month V Year 23	
Career To Date - cont.		
References	Preferred Institution of Study Course T	ïtle
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Home Country Benefit		
Future Career	4.1 The Selection Panel will pay particular attention to contact you have had with the institutions listed above. Pl details of any applications submitted, or acceptances obtained.	ease indicate
Attachments		?
Checklist		
Submission		
	4.2 Would you be willing to consider any alternative institution, if recommended by the Commission?	
	4.3 Detailed Plan of Study Although the Selection Panel will be well informed, remember that they are not likely to be specialists in your su should therefore describe clearly the key things you are looking for in a course, your reasons for choosing the a and institutions. If you have a proposed dissertation topic in mind, please do give details. You should also justit want to undertake this study in the U.K. (300 words maximum)	above courses

2. Click on **Add** to enter the details of your preferred institution of study. The *Add Table Row* pop-up will open. Fill in the details. Click on **OK** to return to the *Proposed Study In The UK* page.

Course Title (Masters' candidates) < Select Course> 0 Other	
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- 3. You can enter up to three preferred institutions of study.
- 4. You can apply for any course not just those in the drop-down list

#### 5. Fill in the rest of the page

should therefore describe clearly the key things you are looking for in a course, your reasons for choosing the above courses and institutions. If you have a proposed dissertation topic in mind, please do give details. You should also justify why you want to undertake this study in the U.K. (300 words maximum)

Word Count: 0

4.4 If you have undertaken any of your university education outside your home country, state how it was funded and how the education differed from that in your home country

6. Click on **Next** to go to the next section.

## F. HOME COUNTRY BENEFIT

1. Click on Home Country Benefit in the left hand menu. This takes you to the Home Country Benefit page.

Woburn House, 20-24 Tavistock Squ London, WC1H 9HF United Kingdom	Application for a Commonwealth Scholarship
Contact Us	
	Print Form Save and Exit Spell Check Exit << Back M
	Accessibility Held General Section Five: Benefit To Your Home Country
Application Details	5.1 Subject Themes
Personal Information	
Career To Date	* Which CSC theme are you applying video v
Career To Date - cont.	
Career To Date - cont.	5.2 Benefit To Your Home Country
References	Commonwealth Scholarships in the United Kingdom receive funding from the UK Department for International Development.
Proposed Study	An important selection criterion is therefore the potential contribution that you will make to development if you receive a Commonwealth Scholarship. You must provide a statement explaining how their proposed study relates to a development
Proposed Study - cont.	need. You are advised in your statement to describe how your plan of study or research relates to development in your sector and country, and how it relates to your chosen theme. Please say how, on your return, you will apply your new skills and
Home Country Benefit	qualifications and describe the outcomes that you hope to achieve and the timeframe for their implementation. This could usefully be related to a national development priority or objective. Please also suggest how the impact of the potential
Future Career	benefits of your work might be measured and describe a typical potential beneficiary from the study/research (up to 500 words)
Attachments	
Checklist	?
Submission	

2. You must select one of the Subject Themes from the drop-down list

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	opment Goals		
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3 The Sustainable Deve Please select up to three Sustainable D the first being the one that is <i>most</i> relevan	elopment Goals that you feel best relate	to your future development in	mpact, with
3 The Sustainable Deve Please select up to three Sustainable D the first being the one that is <i>most</i> releval First Sustainable Development Goal	elopment Goals that you feel best relate		mpact, with
<b>3 The Sustainable Deve</b> Please select <b>up to three</b> Sustainable D	elopment Goals that you feel best relate	▼	mpact, with

- 3. Complete the section *Benefit to Your Home Country*
- 4. Select up to 3 Sustainable Development Goals from the drop-down lists

5.3 The Sustainal	ole Development Goals	
	Sustainable Development Goals that you feel best relate to your , with the first being the one that is <i>most</i> relevant	
First Sustainable Development Goal	T	
Second Sustainable	Goal 1: No Poverty Goal 2: Zero Hunger Goal 3: Good Health and Well-being	
Development Goal Third Sustainable	Goal 5: Good Health and Weil-being Goal 4: Quality Education Goal 5: Gender Equality Goal 6: Clean Water and Sanitation	
Development Goal	Goal 7: Affordable and Clean Energy Goal 8: Decent Work and Economic Growth	
	Goal 9: Industry, Innovation and Infrastructure Goal 10: Reduced Inequalities Goal 11: Sustainable Cities and Communities	k Next >>
	Goal 12: Responsible Consumption and Production Goal 13: Climate Action Goal 14: Life Below Water	
	Goal 15: Life on Land Goal 16: Peace, Justice and Strong Institutions	
	Goal 17: Partnerships for the Goals	

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5	.3 The Sustainable Deve	lopment Goals							
	Please select <b>up to three</b> Sustainable D the first being the one that is <i>most</i> releva		u feel best rela	ate to your future	development i	mpact, v	with		
	First Sustainable Development Goal	Goal 13: Climate Action	on		~				
	Second Sustainable Development Goal	Goal 6: Clean Water	and Sanitati	ion	~				
	Third Sustainable Development Goal				¥				
			Print Form	Save and Exit	Spell Check	Exit	<< Back	Next >>	

5. Click on **Next** to go to the next section.

Note that Section 6 (not listed) is reserved for supporting statements from your Potential Supervisors

# G. FUTURE CAREER

1. Click on Future Career in the left hand menu. This takes you to the Future Career Plans page.

4	Application for a Commonwealth Scholarship	COMMONWEALT
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	Postford   Love and	Accessibility Help Committeen
	SECTION SEVENT FITTURE CAREEN PLANE	Provinsi in the second second
opplication Details	Future Career Plans	
Personal Information Career Tir Date	The Commission would like to get a clear little of how the proposed qualification will assist you in your planned career. Please give thef de you expect to gain from this award and of your professional plans once you return home on completion of your award Otherwise during the award.	tails of the sector that
Career Til Date - cont: Career Til Date - cont:		
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uture Career		4
ttachmente	Career plans in the 5 years following the award	
thecklist Submission		
	Long-term career plans	
		For Spel Check Ent de Spel Sector

2. Click on **Next** to go to the next section.

# H. ATTACHMENTS

1. Click on Attachments in the left hand menu. This takes you to the Supporting Documentation page.

This is the only page in your application where you can find your EAS identification number

Woburn House, 20-24 Tavistock Square London, WC1H 9HF United Kingdom	Application for a Commonwealth Scholarship	
<u>Contact Us</u>		
	Print Form Save and Exit Spell Check Exit << Back Next >>	
А	Accessibility Help General Help	
Application Details	Supporting Documentation	
Personal Information		
Career To Date	Your EAS identification number is 436571	
Career To Date - cont.	Attachments must be in either JPEG (.jpg, .jpeg), or Microsoft Word (.doc, .docx) or OpenOffice Writer (.odt) or Acrobat (.pdf) format. Do not attach an Acrobat Portfolio. If you are attaching multiple JPEG documents, first save them into a Microsoft	
Career To Date - cont.	Word document before attaching the Microsoft Word document	
References	No attachment can be larger than 2 megabytes Make sure that the size of the Passport Page is at least 12 kB; if not, it will be unreadable	
Proposed Study		
Proposed Study - cont.	Pages of Passport showing Photograph, Date of Birth and Citizenship Attached Attach	
Home Country Benefit		
Future Career	University / College transcript(s) certified by the awarding body Attached Attach	
Attachments		
Checklist	University / College certificate(s) certified by the awarding body	
Submission	Attached Attach	
	Offer of a place at a UK university Attached Attach	

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 Next >>

- Click on Attach to include a passport page. The Add Attachment pop-up will open. Click on Browse to look for the file on your computer, and then click on OK to return to the Supporting Documentation page. The passport page will be printed in your PDF
- 3. Make sure that the size of the Passport Page is at least 12 kB; if not, it will be unreadable

Choose the file to attach:	
Choose File no file selected	
Files must not be larger than 2 MB.	
	OK Cancel

- 4. Attach the rest of the required supporting documentation. Your university/college transcripts and certificates, your offer of a place at a UK university, and your English language certificate will not be printed in your PDF they are only stored electronically.
- 5. It is important that you check that these files have been attached correctly by clicking on the **Retrieve** button for each one.

	TH HOLDENTO			
	File 'ELCert.pdf' atta	ched successfull	y.	
Application Details	Supporting Doc	umentation—		
Personal Information				
Career To Date	Your EAS identification	number is 436519		
Career To Date - cont.	Writer (.odt) or Acrobat (	(.pdf) format. Do <b>not</b> atta	), or Microsoft Word (.doc, .d ch an Acrobat Portfolio. If you	u are attaching
Career To Date - cont.	multiple JPEG docume the Microsoft Word doc	•	a Microsoft Word document I	before attaching
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Future Career	Pages of Passport show	wing Photograph, Date (	of Birth and Citizenship	
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6. Click on Next to go to the next section

# I. <u>CHECKLIST</u>

1. Click on **Checklist** in the left hand menu. This takes you to the *Checklist and Confirmation* page.

	CHECKLIST
Application Details	Checklist and Confirmation
Personal Information	Before submitting the form, you must confirm that all requirements in the checklist below have been met. Failure to do so
Career To Date	may render the application ineligible.
Career To Date - cont.	The Commission will take any false declaration very seriously and will withdraw a scholarship where it has evidence of a false declaration.
Career To Date - cont.	Checklist and confirmation
References	Please tick all applicable boxes
Proposed Study	I have read and understood the 'Notes for candidates'
Proposed Study - cont.	
Home Country Benefit	I have read and understood the Terms and Conditions
Future Career	I am a Commonwealth citizen or refugee residing in:
Attachments	* Country
Checklist	* Country
Submission	I confirm that all information in this application is true to the best of my knowledge, and unless otherwise stated is my own work ?
	🗌 I have read the data protection statement and specifically confirm my consent to the terms outlined <table-cell></table-cell>
	🗌 I have read the health statement and, if selected, I note that I will have to undertake a medical examination ?
	Neither I nor my family have sufficient funds to pay for my study in the United Kingdom without this scholarship
	<ul> <li>The Commonwealth Scholarship Commission (CSC) wishes to add further rigour to its programme of evaluation by collecting complementary data from applicants not ultimately selected for an award. In order to do this, the CSC asks for your consent to contact you in the future, regardless of the outcome of your application</li> <li>Yes, the CSC may contact me for the purposes of programme evaluation even if my application is unsuccessful</li> <li>No, I do not wish to be contacted by the CSC in the future if my application is unsuccessful</li> </ul>
	* Date Day V Month V Year 23
	Print Form         Save and Exit         Spell Check         Exit         <<< Back         Next >>

2. Click on **Next** to go to the next section.

## J. SUBMISSION

1. Click on **Submission** in the left hand menu. This takes you to the Submission page.

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Application Details Personal Information Career To Date Career To Date - cont. Career To Date - cont. Career To Date - cont. Career To Date - cont. References Proposed Study Home Country Benefit Future Career Attachments Checklist Submission	Important We strongly recommend that you save a PDF copy of the application for your own records You can do this using the "Pmit Form" button on the blae tooldar at the top of the screen Once you are satisfied that you have a complete printfold of the form, you must go ahead and automit your application. Failur application is incomplete and it cannot therefore be considered for an award	re to cick "Submit" means your

- 2. Click on **Print Form** to download and save a PDF of the final version of your application form.
- 3. Click on Submit to send your application to your Nominating Agency.
- 4. If you have failed to enter essential information, the *Errors On The Form* pop-up will open. When you have made your corrections, click on **Print Form** again to download a PDF of the final version of your application form, and then click on **Submit**.

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Application for a Common	nwealth Scholarship	COMMONWEALTH SCROLARSHIPS
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5. If your application has been submitted successfully, the *Application Submitted* pop-up will open.

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6. Click on Exit to Portal to return to the *In Tray*.

## <u>In Tray</u>

- 1. Each time you log into the EAS, you are taken to the *In Tray* page.
- 2. In the *In Tray*, you can:
  - a. click on View Existing Applications to view current and past applications
  - b. click on **My Details** to amend your personal information
  - c. click on Start New Application to start a new application
  - d. click on Log Off to log off from the EAS
- 1. In the View Existing Applications tab in the In Tray, you can see:
  - a. *ID*: the identification number of your application
  - b. Originated: the date you initiated your application
  - c. Type: the type of award for which you applied
  - d. Stage: the stage to which your application has progressed
  - e. Now With: who is currently dealing with your application
  - f. Since: the date your application moved to its latest stage
  - g. Received So Far: which of your Referees have completed their references online. For example, 'References: 1 & of 3' means that Referee 1 has completed his/her reference online, but Referees 2 and 3 have yet to do so. Similarly, 'References: 2 & 3 of 3' means that Referees 2 and 3 have completed on-line references, but that Referee 1 has yet to do so

View Existing Applications Start Them Application Electronic	ant's Portal					
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322769 07/Apr/36 14:30 Distance Learning Scholarship Nuministing Agency 1 50AS - Financial & Management Studies 07/Apr/36 36:00 References: 0 of 2	2 of 2 (Live and Completer Forms) Originated Type	Stage				Form

This image shows that the candidate has submitted applications for 2 different Distance Learning Scholarships. Both the referees for application with ID 324219 have submitted online references. However, the referees for application ID 322769, who could be the same referees as for application ID 324219, have yet to submit online references

# A. CONTINUE WITH SAVED APPLICATION

1. To continue working on a current application, click **Open**. The *Application Details* page will appear, with a reminder of the application deadline.

Voburn House, 20-24 Tavistock Squai .ondon, WC1H 9HF Jnited Kingdom	* Application for a Commonwealth Scholarship
<u>Contact Us</u>	
	Print Form     Save and Exit     Spell Check     Exit     Seck     Next>>
	Application Details
Application Details	Application Details
Personal Information	As you complete this form, you are strongly advised to read the 'Notes for candidates' and the Scholarship Terms and
Career To Date	Conditions http://cscuk.dfid.gov.uk/apply/, which give further advice and outline the eligibility criteria.
Career To Date - cont.	Important: This form must be completed and submitted to your Nominating Agency by 08 February 2018
Career To Date - cont.	Applying for Split-site Doctoral studies
References	If you are applying for Split-site Doctoral studies, you must enter
Proposed Study	UNITED KINGDOM as the Name of the country you are applying from and Split-site Scholarships as the Nominating Agency you are applying through and
Home Country Benefit	Split-Site study as the award you are applying for
Future Career	
Attachments	* Name of the country you are applying UGANDA V
Checklist	* Nominating Agency you are applying
Submission	* Nominating Agency you are applying through
	What are you applying for? Master's (taught) 🗸

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### B. VIEW SUBMITTED APPLICATION AND AMEND REFEREE'S EMAIL ADDRESS

1. Click on View Form to go back into your application. You can make changes on the References page only.

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2. Click on **Change**. The *Edit referee email address* pop-up will open. Fill in the form. Click on **OK** to return to the *References* page.

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ogeveri Stanly me Country Benefit	MMPORTANT: Be careful To samply the correct ensail address, otherwise you will have To ask the referee To send the reference headed paper.	De	avend.
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3. Click on **Resend** to send an email to the new email address. A pop-up will appear. Click on **OK** to confirm.

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## 4. Click on **OK** to close the pop-up.

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If one of your Referees has difficulty submitting their reference using the online form, you should ask them to send a signed reference, preferably on headed paper, scanned in PDF format as an attachment to an email to references.scholarships@cscuk.org.uk

The EAS Helpdesk will upload the reference into your online application if:

- 1. the reference is sent directly to <u>references.scholarships@cscuk.org.uk</u> from the same email address to which the invitation to submit a reference was sent via the EAS
- 2. the reference is less than 2 MB in size
- 3. the email to which the reference is attached quotes the EAS Number of the only application into which the reference is to be uploaded

There is no deadline in the EAS for referees

# C. AMEND PERSONAL INFORMATION

1. Click on **My Details** in the top right corner to go to the *Basic Details* page to change your personal information.

	CSC Self Registration Form		COMMONWEALTH SCHOLARSHIPS
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Basic Details Extra Details	BASTIC DETAILS E-mail Address Tick here if you wish to change your	Change Password	Captor & Back as
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	* Country for correspondence about this application Telephone	India	
	Permanent address (# different) Permanent Country (if different) Permanent E-mail (# different from above) Permanent Telephone		
	Mobile number		Cascal Singlet

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2. Click on **Next** to go to the *Extra Details* page to change other personal information.

	CSC Self Registration Form		COMMONWEA SCHOLARSE
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	Are there any health/disability issues relating your application?	g to your ability to complete the proposed course that you	would like to include in $\mathbb{IZ}[\frac{2}{44c}]$
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	vour application? Marital Status How many children would accompany you, # any? Please state their ages Emergency contact Relationship Telephone E-mail Father's nationality Is your father: Father's occupation	Single Married Rattner	

3. Once you have made your changes, click on **Submit New Details**. This returns you to the *In Tray* page.