Instructions to apply for fellowships 2021-2022

Important Note: It is the responsibility of the applicant to be aware of the fellowships deadlines

Please be aware of the Banner self-service Session time out which is 5 minutes while filling your application. The session time out occurs when no action is taken on the SSB page after login.

New applicants who are in the process of being admitted or have already received their admission decision must follow Step I to sign up to the AUC Banner system.
You will NOT be able to submit a fellowship application unless you have received a valid AUC ID number.

Continuing students who are currently enrolled at AUC do not need to go through Step I and can go directly to step II.

The system will not allow you to apply to fellowships unless we have your graduate application record.
If you have already or recently submitted your graduate application and received a Student Identification Number please allow 10 days before starting the online fellowship web application process.
If one week after receiving your Student Identification Number the system still does not allow you to start the process please contact gradwebapp@aucegypt.edu for technical assistance.

Step I: Create a Banner Account for New Applicants

1. Visit the following **URL**
   https://signup.aucegypt.edu/EmailProvisioning/Prospective/CreateProspective.aspx
2. Enter Your **Student ID** that you have received when applying to a graduate program at AUC
3. Choose your **Birthdate** from the Calendar Icon.
4. Click on **Create Account** Button.

5. Your banner account will be created and you will receive a message stating your **username** and **password**.

6. Keep this window open in your browser or make sure to copy your login credentials. Save these login credentials to check on your fellowship application status at a later time. New applicants should not signup more than once to avoid system error
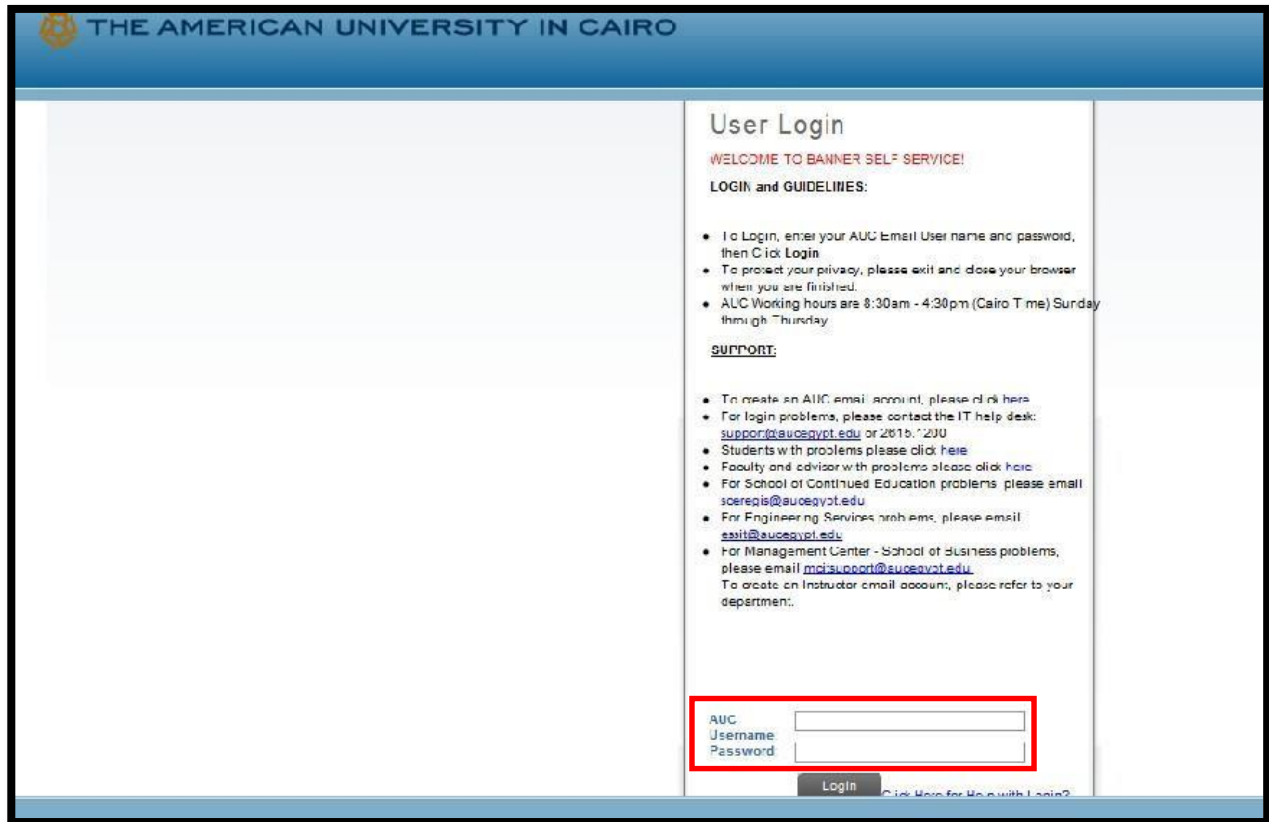

7. Click on **Banner** Hyperlink to be directed to *Banner Self-Service Pages* at AUC.

8. Now you will be able to login to AUC Self Service.

Step II for All (new applicants and already enrolled students)

9. Click on **Enter Secure Area**.

10.   Enter your username and password in the below fields and click **Login**

You are now successfully logged into *AUC Banner Self-Service.*

11. Click on the **Student Awards and Financial Aid** button.

12. Click on **Apply for Student Aid**

13. Choose the **Aid Year** and **Aid Period** as below

14. Select from the list "**Graduate Fellowship Application – Spring 2022**"

Select an Application

Home > Select an Application

Please select the Application you want to apply for

Select an Application

Application: Graduate Fellowship Application- Spring 2022 ⌄

Continue

Or If you fit the eligibility requirements of the Vanessa B. Korany thesis Support fellowship "

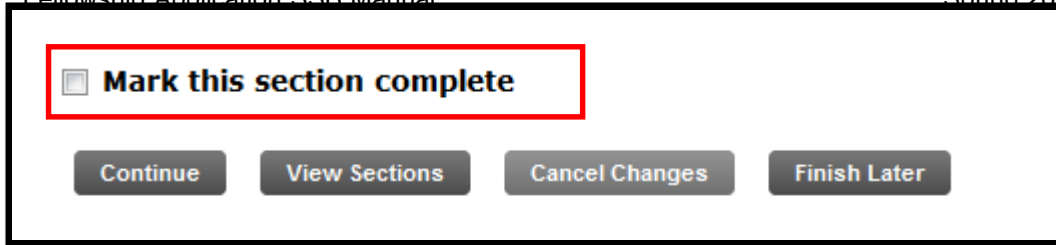**You may select "Graduate Thesis Fellowship Application".**

Select an Application

Home > Select an Application

Please select the Application you want to apply for

Select an Application

Application: The Vanessa Korany Thesis Support Fellowship application ▼

Continue

Press Continue

15. Complete each section of the application. It is mandatory to **check** the box "**Mark this section complete**" When the section is completed press Continue.
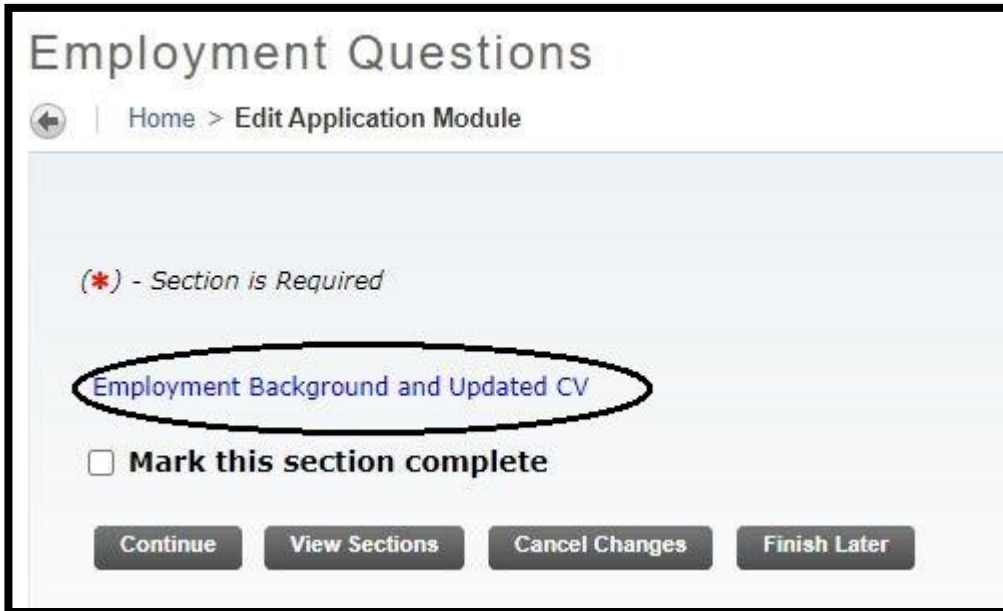
Fellowship Application SSB Manual   Spring 2022

16. In the Employment Questions section, click on Employment Background and Updated CV

17. Make sure after uploading your CV that you marked, "Apply to this award" in the header of the Employment Background page

Employment Background and Updated CV

Home > Show Award Sections and Questions

☐ Apply for this award

Employment Background

1. Employment status:
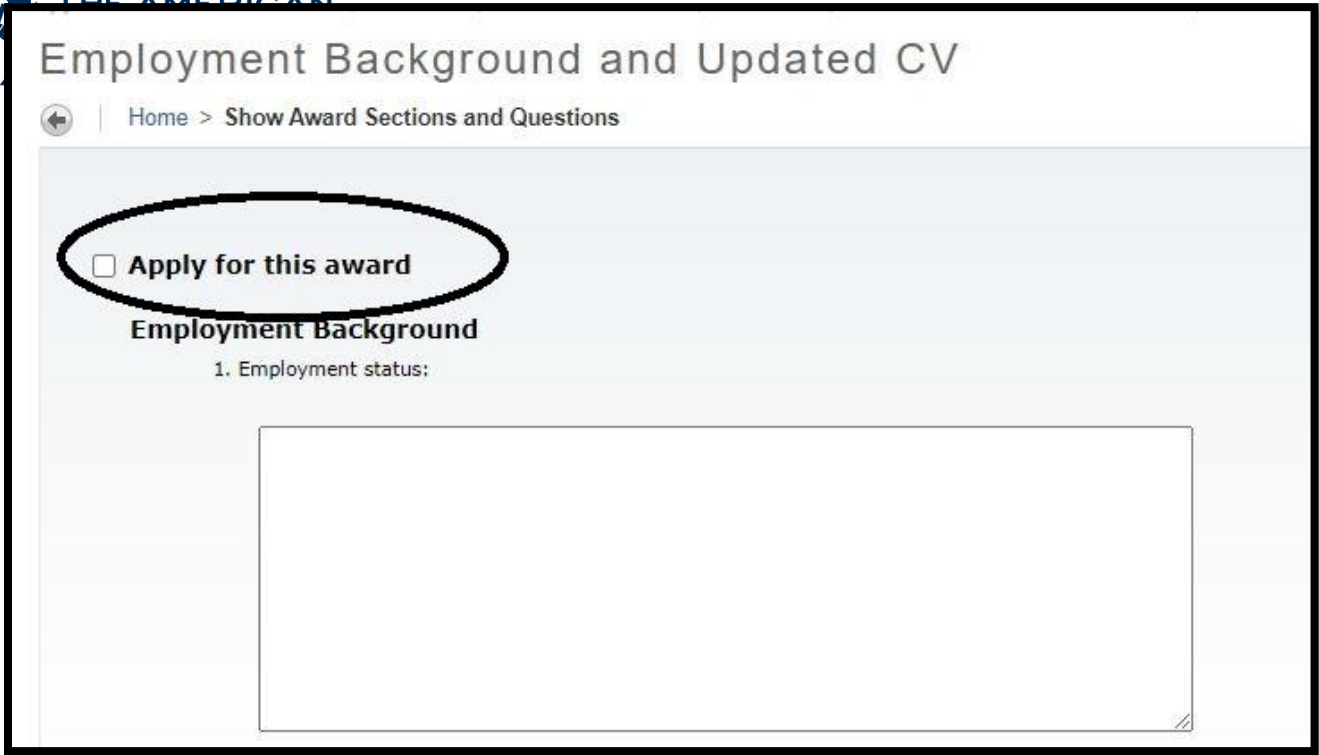
18. Click on Upload your document here

1. Upload here your most updated C   Upload your document here   View your document here

Save and Continue   Continue without saving
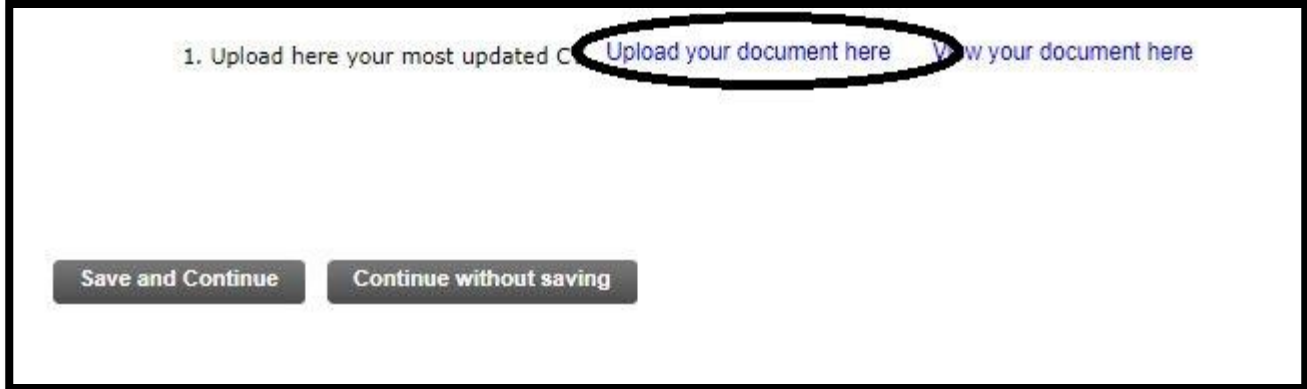
19. Click on add pages then upload your CV then click save
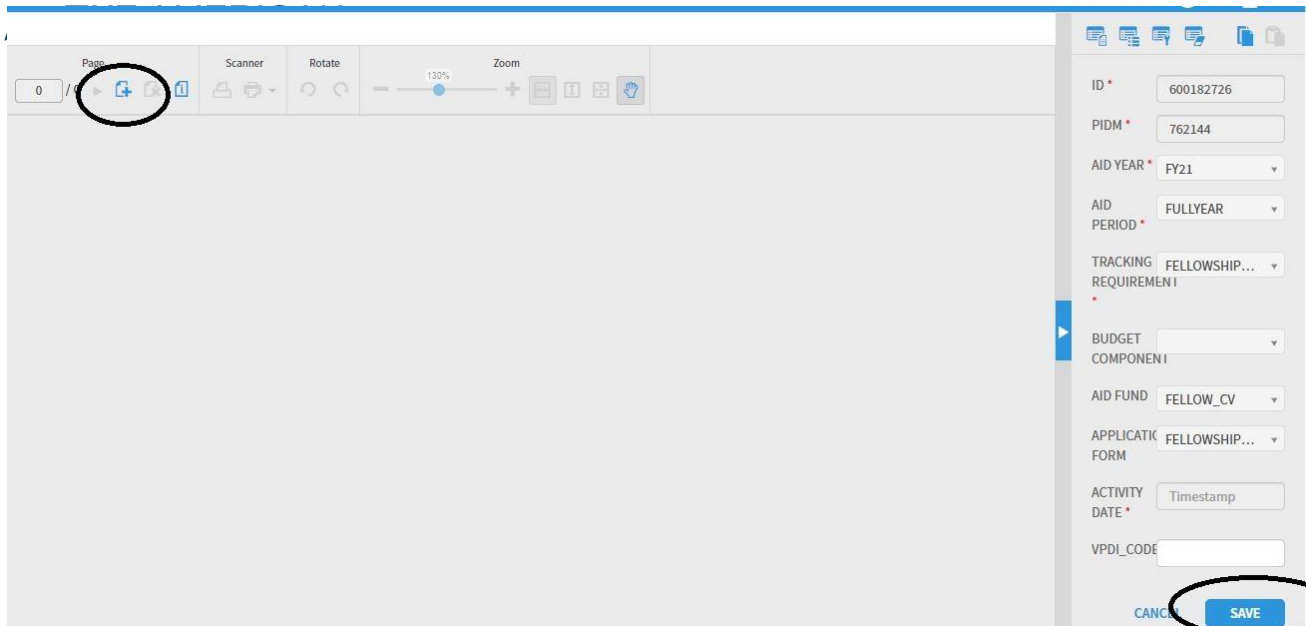
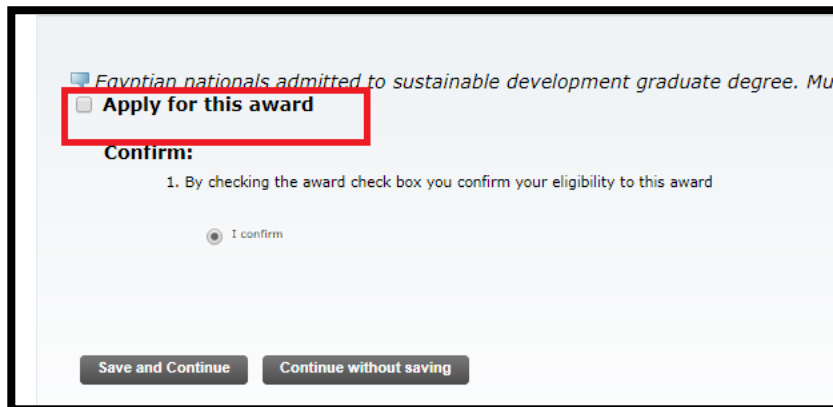20. Make sure you DO select the fellowships you need and mark, "Apply to this award" in the fellowships you choose.

21. Press the "submit" button after finishing all required sections.

22. Please read the awards eligibility criteria section very carefully in order to choose the appropriate fellowship. It is essential to apply to up to three fellowships only.
If you select more than 3 fellowships your web application will not be considered.

23. It is important to view the AUC self-service website to check the status of your application regularly

24. If you want to finish your application at a later time; please press the "Finish Later" button. If you want to view the application sections, press "View Sections" button

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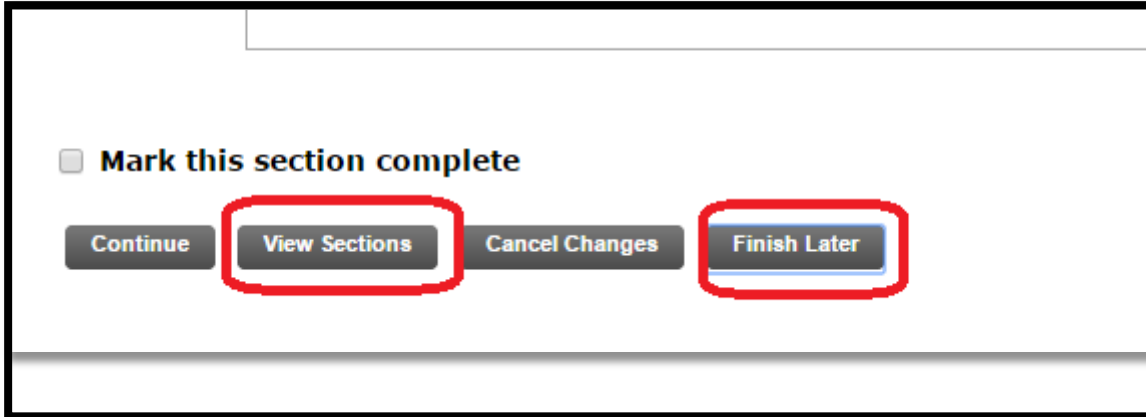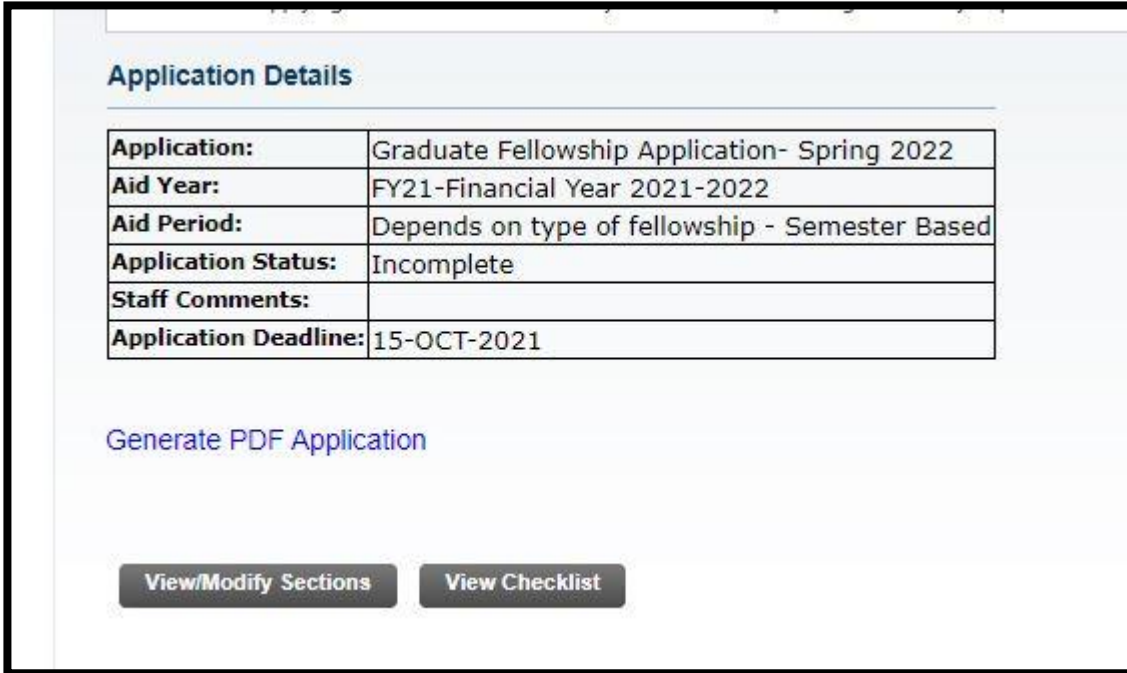

26. If you pressed the "Save Later" button and you want to go back to fill the rest of your application, kindly press the "View/ Modify" link

Aid Year	Aid Period	Application	Status	Application Deadline		
FY21-Financial Year 2021-2022	Depends on type of fellowship - Semester Based	Graduate Fellowship Application- Spring 2022	Incomplete	15-OCT-2021	View/Modify	Generate PDF Application

27. After reviewing all sections, Do NOT forget to press "Submit" button. By pressing the button, it will be ready for evaluation. If the application status is incomplete (see below), it means you did not click the submit button .

Application Details

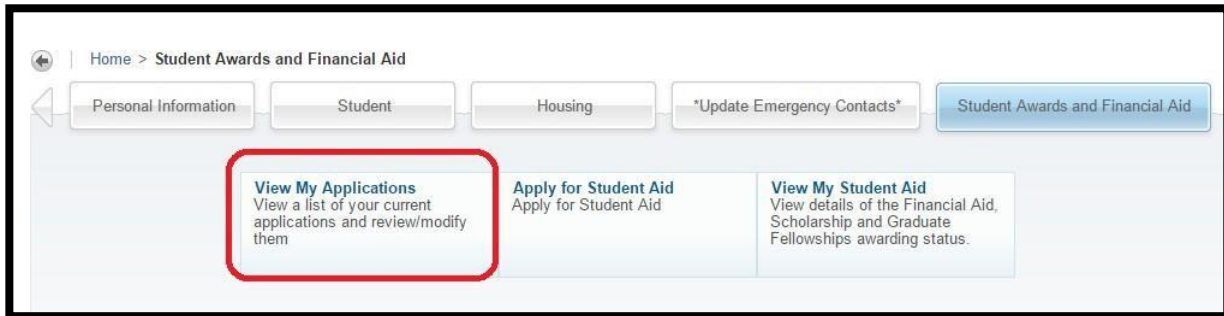| Application:	Graduate Fellowship Application- Spring 2022
Aid Year:	FY21-Financial Year 2021-2022
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	15-OCT-2021

Generate PDF Application

[View/Modify Sections]   [View Checklist]

IMPORTANT NOTE:
You can select "Graduate Fellowship Application" only once which is the first time you enter the system. If you decide at any time to continue the application process, you will need to press on "View My application" button

28. Once the application is submitted and follow-up on your application status using SSB; kindly Press the "View My Applications" Button.

If any, comments will be displayed in the field below

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