

Instructions to Apply for Graduate Fellowships 2021-2022

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

- The system will not allow you to apply for a fellowship unless we have already submitted a graduate admission application.
- You do NOT need to receive your admission decision prior to your submission of a graduate fellowship application online
- If you have already or recently submitted your graduate application and received a Student Identification Number please allow 5 working 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.**

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.

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.

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.



THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

Student ID:

Birth Date: 

Create Account

5. Your banneraccount 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 sign up 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 currently enrolled students)

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

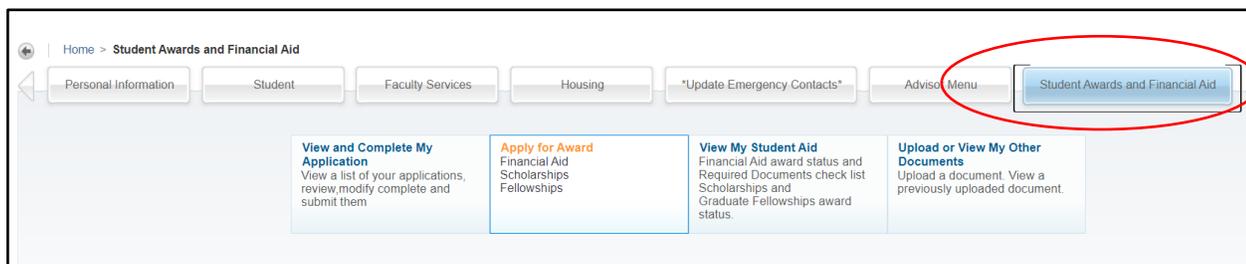
<p>Prospective Students Tell us about yourself and request information about our institution.</p>	<p>Enter Secure Area Login here to view your personal information.</p>	<p>Financial Aid and Scholarships Applications Instructions Financial Aid and Scholarships Applications Instructions</p>	<p>Class Schedule View the current schedule of classes.</p>
<p>Course Catalog View course information, including course description.</p>	<p>Graduate Fellowships Instructions For New and Enrolled Applicants</p>		

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

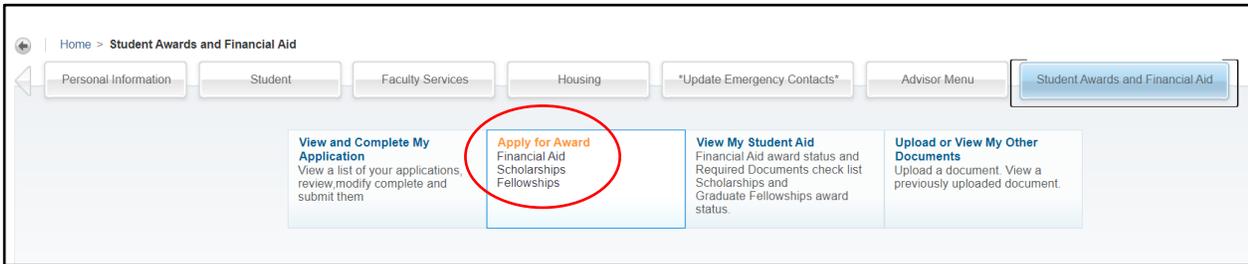


You are now successfully logged into *AUC Banner Self-Service*.

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



12. Click on **Apply for Award** option



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



14. Select from the list “Graduate Fellowship Application – Fall 2021”, then press Continue to view the application details as follows



15. Click on **View/Modify section** to start your application.

Application Summary

Home > Application Summary

The scholarship application deadline is Nov 1st, students applying after the deadline will only be considered pending availability of places.

Application Details

Application:	Graduate Fellowship Application - Fall 2021
Aid Year:	FY21-Financial Year 2021-2022
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	11-JAN-2021

[Generate PDF Application](#)

View/Modify Sections
View Checklist

[View My Student Aid](#)
[View My Applications](#)

16. All sections in the Graduate Fellowship Application shown below are **mandatory**

Graduate Fellowship Application - Fall 2021

Home > Application Form Modules

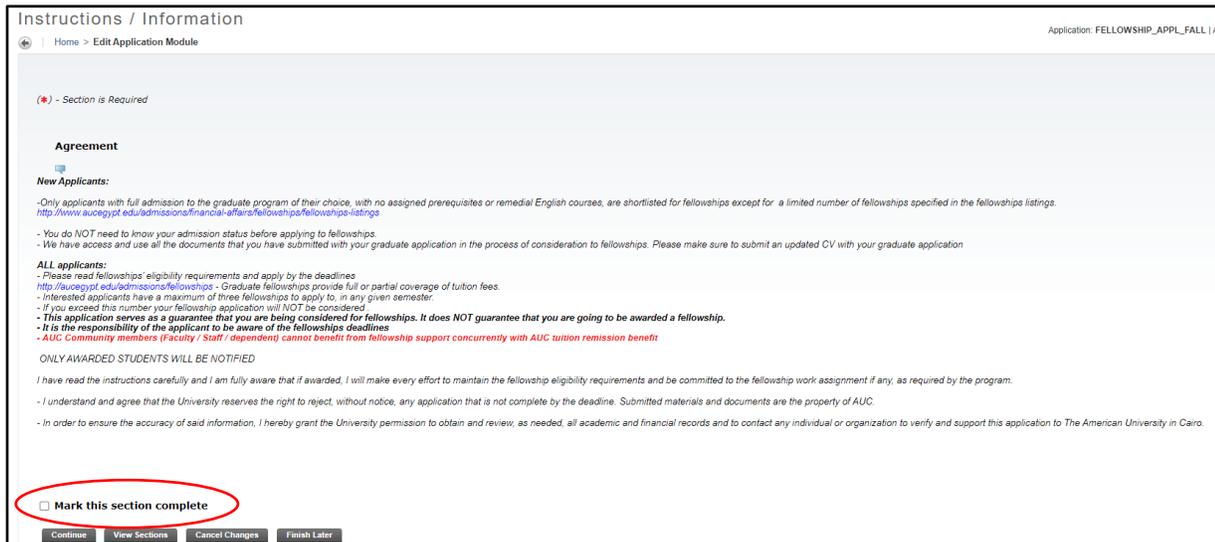
Financial Support Questions

(i) - Section is Pending Completion
(✓) - Section is Complete
()* - Section is Required

- i Instructions / Information *
- i Employment Questions: *
- i Fellowship / Financial Support Questions *
- i Essay Questions *
- i Available Fellowships
- i Confirmation *

View Application Summary
View Checklist
Submit Application

17. Read carefully the first section of the application; the “**Instructions/Information**” section. In this section you will find information regarding the eligibility criteria and conditions for graduate fellowships. Press Mark complete then Continue to proceed with the application



Instructions / Information

Home > Edit Application Module

Application: FELLOWSHIP_APPL_FALL | AUC

(*) - Section is Required

Agreement

New Applicants:

- Only applicants with full admission to the graduate program of their choice, with no assigned prerequisites or remedial English courses, are shortlisted for fellowships except for a limited number of fellowships specified in the fellowships listings. <http://www.aucgypt.edu/admission/financial-affairs/fellowships/fellowships-listings>
- You do NOT need to know your admission status before applying to fellowships.
- We have access and use all the documents that you have submitted with your graduate application in the process of consideration to fellowships. Please make sure to submit an updated CV with your graduate application

ALL applicants:

- Please read fellowships' eligibility requirements and apply by the deadlines. <http://www.aucgypt.edu/admission/fellowships> - Graduate fellowships provide full or partial coverage of tuition fees.
- Interested applicants have a maximum of three fellowships to apply to, in any given semester.
- If you exceed this number your fellowship application will NOT be considered.
- This application serves as a guarantee that you are being considered for fellowships. It does NOT guarantee that you are going to be awarded a fellowship.
- It is the responsibility of the applicant to be aware of the fellowships deadlines
- AUC Community members (Faculty / Staff / dependent) cannot benefit from fellowship support concurrently with AUC tuition remission benefit

ONLY AWARDED STUDENTS WILL BE NOTIFIED

I have read the instructions carefully and I am fully aware that if awarded, I will make every effort to maintain the fellowship eligibility requirements and be committed to the fellowship work assignment if any, as required by the program.

- I understand and agree that the University reserves the right to reject, without notice, any application that is not complete by the deadline. Submitted materials and documents are the property of AUC.

- In order to ensure the accuracy of said information, I hereby grant the University permission to obtain and review, as needed, all academic and financial records and to contact any individual or organization to verify and support this application to The American University in Cairo.

Mark this section complete

Continue View Sections Cancel Changes Finish Later

18. In the second section, the “**Employment Questions**” section you are required to provide information regarding your employment status and upload your **most recent CV**. Click on **Employment Background and upload CV** button, then fill out all the questions in this section



Employment Questions

Home > Edit Application Module

Application: FELLOWSHIP_APPL_FALL | AUC

(*) - Section is Required

Employment Background and Updated CV

Mark this section complete

Continue View Sections Cancel Changes Finish Later

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22. The third section is the **Fellowship/Financial Support Questions** section. In this section you are required to provide information, where relevant, regarding the status of your previous fellowship and financial aid awards

Fellowship/ Financial Support Questions

Home > Edit Application Module

(*) - Section is Required

Fellowship Questions

1. Explain why you need a fellowship to pursue graduate studies at AUC?

2. Have you been awarded a graduate fellowship at AUC before?

No Yes

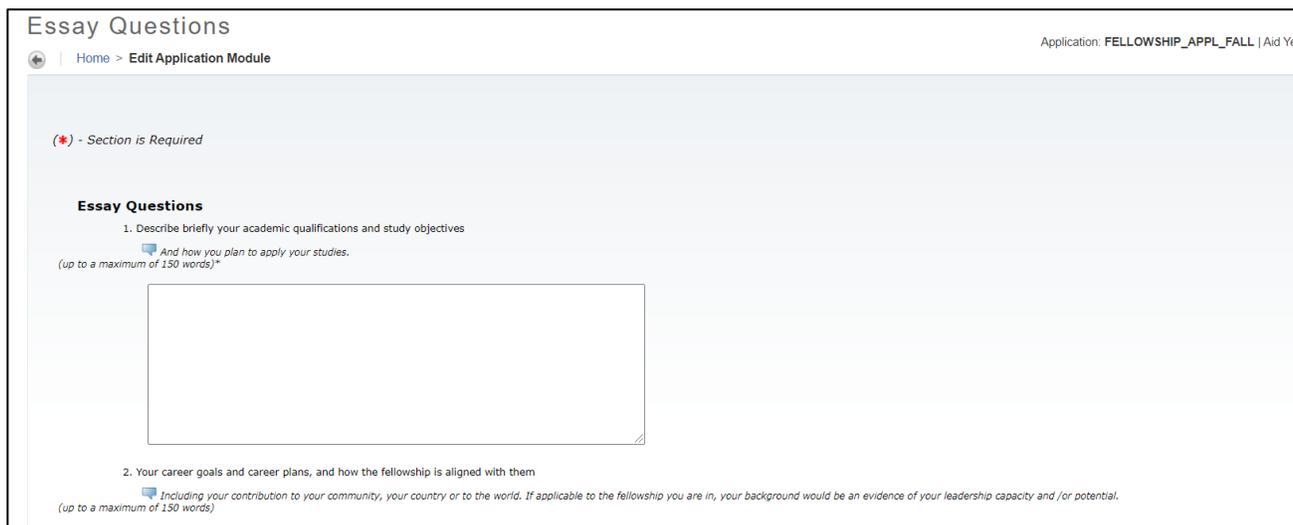
3. If yes, mention the Fellowship name:

23. Make sure you always click on “Mark this section complete” button after filling out all questions in each section

Mark this section complete

Continue **View Sections** **Cancel Changes** **Finish Later**

24. The “**Essay Questions**” is the fourth section. This is an important section. You are encouraged to fill out each question carefully with relevant and clear information, for better assessment of your fellowship application. Again, don’t forget to click on “Mark this section complete” then “Continue” buttons once you are done with all Essay questions.



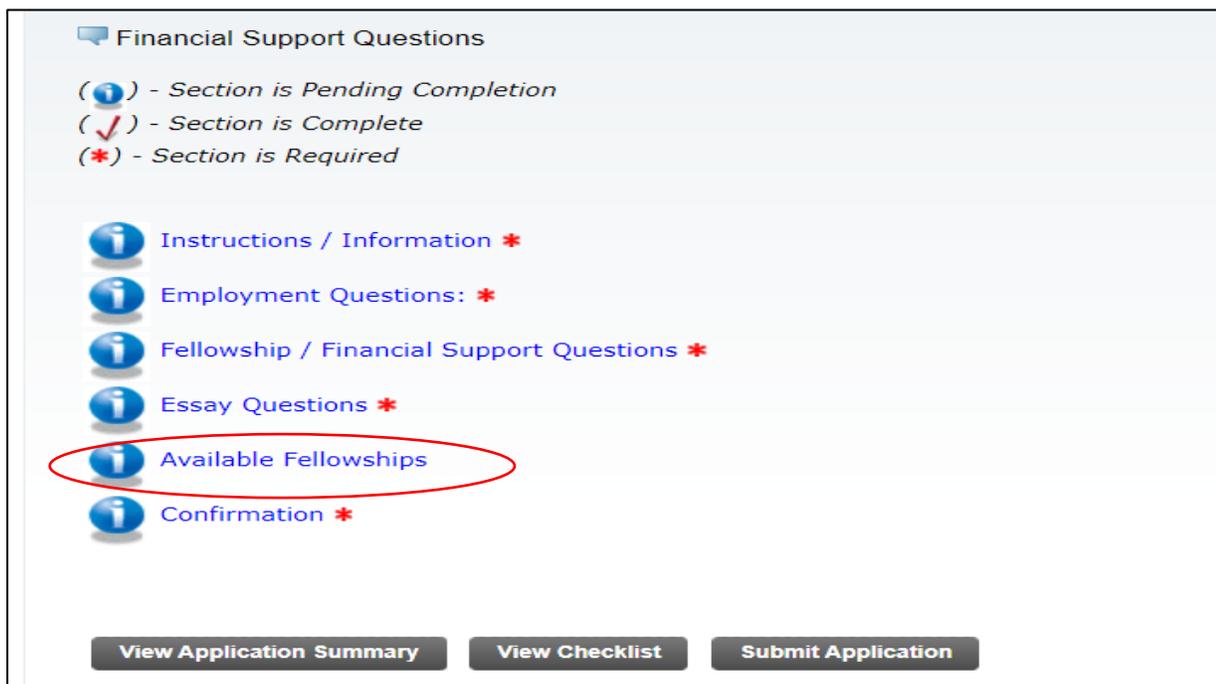
The screenshot shows the 'Essay Questions' section of the application. At the top, it says 'Essay Questions' and 'Application: FELLOWSHIP_APPL_FALL | Aid Year'. Below that, there is a breadcrumb 'Home > Edit Application Module'. A red asterisk icon indicates that the section is required. The section title is 'Essay Questions'. There are two questions listed:

1. Describe briefly your academic qualifications and study objectives
And how you plan to apply your studies.
(up to a maximum of 150 words)*

A large text input area is provided for the first question. Below it, the second question is listed:

2. Your career goals and career plans, and how the fellowship is aligned with them
Including your contribution to your community, your country or to the world. If applicable to the fellowship you are in, your background would be an evidence of your leadership capacity and /or potential.
(up to a maximum of 150 words)

25. The fifth “**Available Fellowships**” section is the **most important** section in the Graduate Fellowship application. **This is where you choose which fellowship you want to apply for.**



The screenshot shows the 'Financial Support Questions' section. At the top, it says 'Financial Support Questions'. Below that, there are three status indicators:

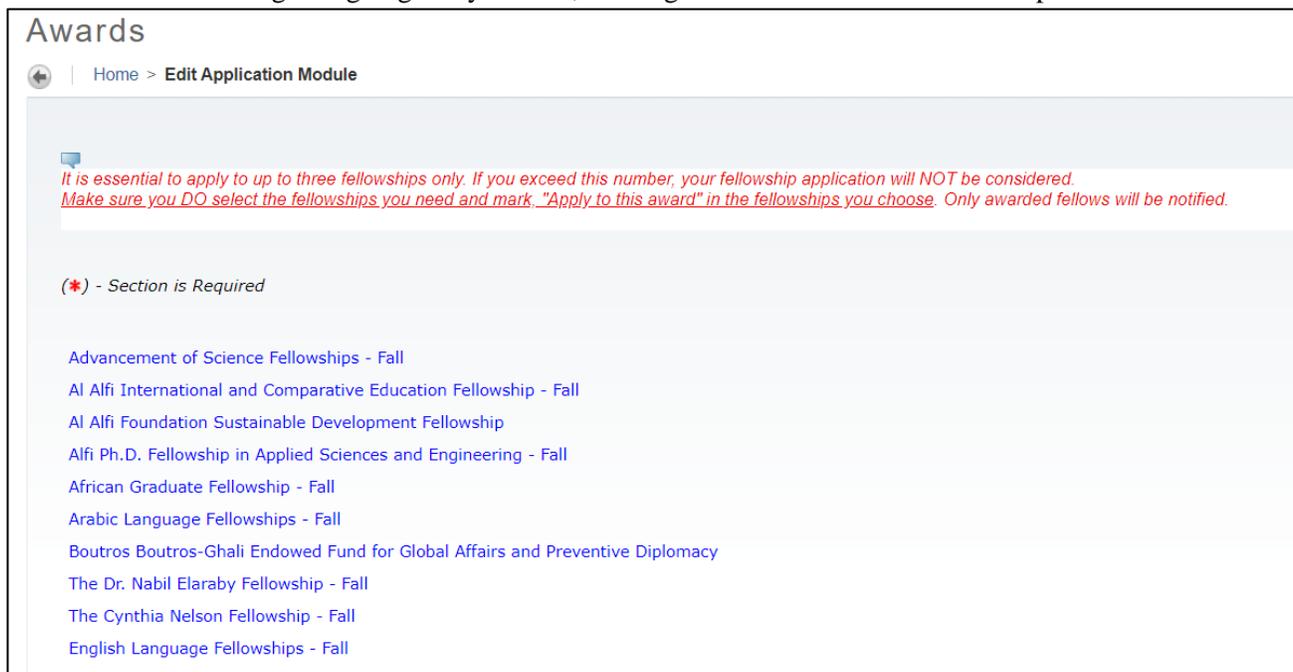
- (🕒) - Section is Pending Completion
- (✓) - Section is Complete
- (*) - Section is Required

Below these indicators, there is a list of sections, each with an information icon (i) and a red asterisk (*):

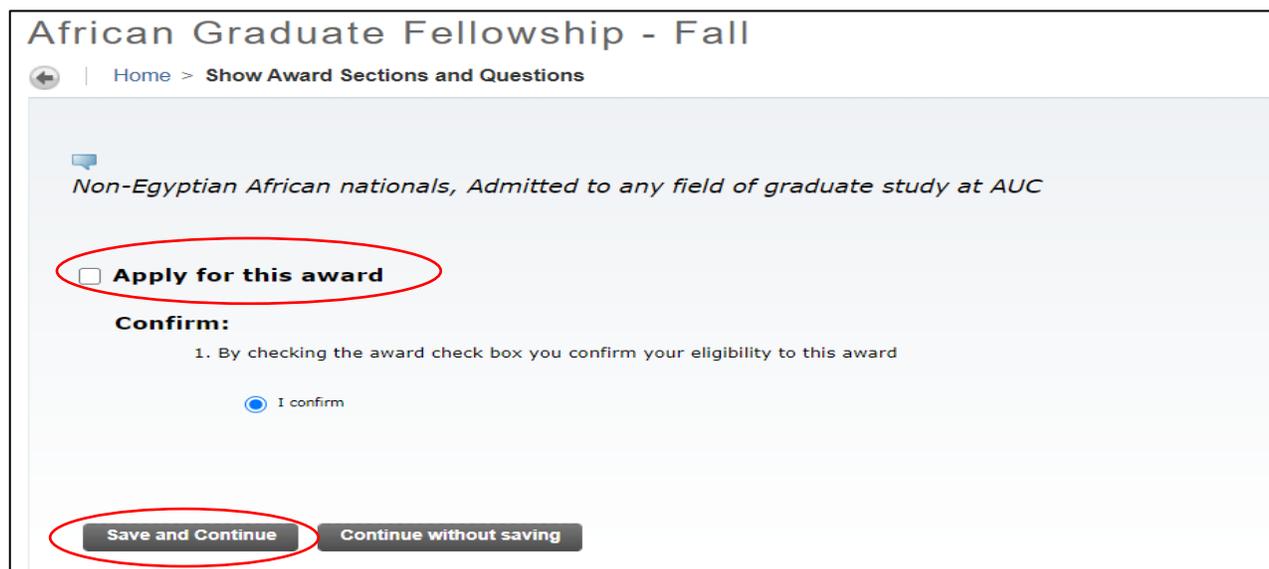
- Instructions / Information *
- Employment Questions: *
- Fellowship / Financial Support Questions *
- Essay Questions *
- Available Fellowships** *
- Confirmation *

The 'Available Fellowships' section is circled in red. At the bottom of the page, there are three buttons: 'View Application Summary', 'View Checklist', and 'Submit Application'.

26. You will find here the list of available fellowships for a given semester. Please remember **not** to apply for more than three fellowships. If you select more than 3 fellowships your fellowship application will not be considered. If in doubt of which fellowship to apply for, please refer to the [Fellowships Listing](#) webpage for detailed information regarding eligibility criteria, coverage and duration of the fellowship.



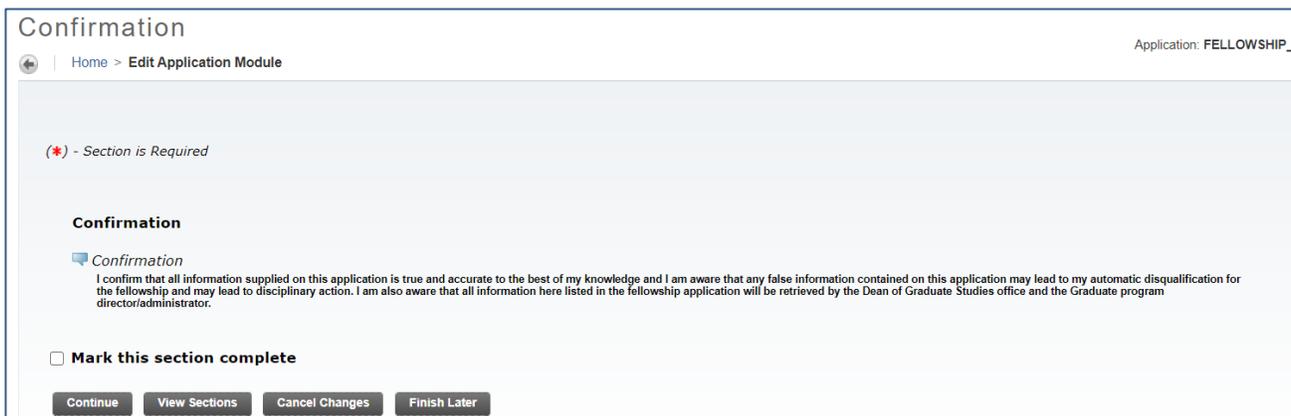
27. Once you decide on which fellowships to apply for, click on the name of the fellowship for a brief description of eligibility criteria and the relevant graduate program(s) then the “Apply for this Award” button., followed by the **Save and Continue** button.



If you do not click on the “Apply for this award” button, it will not appear in your fellowship

application and accordingly you will not be considered for this fellowship

28. The last section in the Graduate Fellowship application is the “**Confirmation**” section. Read carefully and click on Mark this section complete button, then continue.



Confirmation

Application: FELLOWSHIP_A

Home > Edit Application Module

(*) - Section is Required

Confirmation

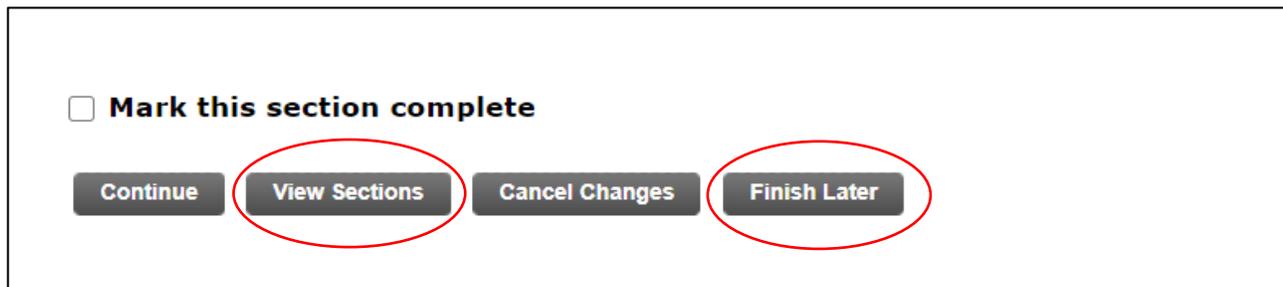
Confirmation

I confirm that all information supplied on this application is true and accurate to the best of my knowledge and I am aware that any false information contained on this application may lead to my automatic disqualification for the fellowship and may lead to disciplinary action. I am also aware that all information here listed in the fellowship application will be retrieved by the Dean of Graduate Studies office and the Graduate program director/administrator.

Mark this section complete

Continue View Sections Cancel Changes Finish Later

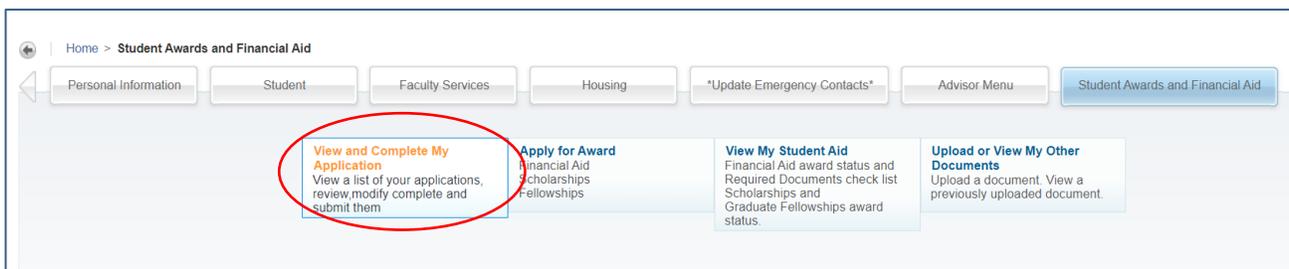
29. At any given point, while you are filling out your application, If you decide to finish it at a later time; press the “**Finish Later**” button. If you want to view the application sections, press “**View Sections**” button



Mark this section complete

Continue View Sections Cancel Changes Finish Later

30. To proceed with filling out a graduate fellowship application that has already been started, choose the “**View and Complete my Application**” option in the “Student Awards and Financial Aid” tab, then the “View/Modify” option next to your Graduate fellowship application to continue with filling out your application.



Home > Student Awards and Financial Aid

Personal Information Student Faculty Services Housing *Update Emergency Contacts* Advisor Menu Student Awards and Financial Aid

View and Complete My Application
View a list of your applications, review, modify complete and submit them

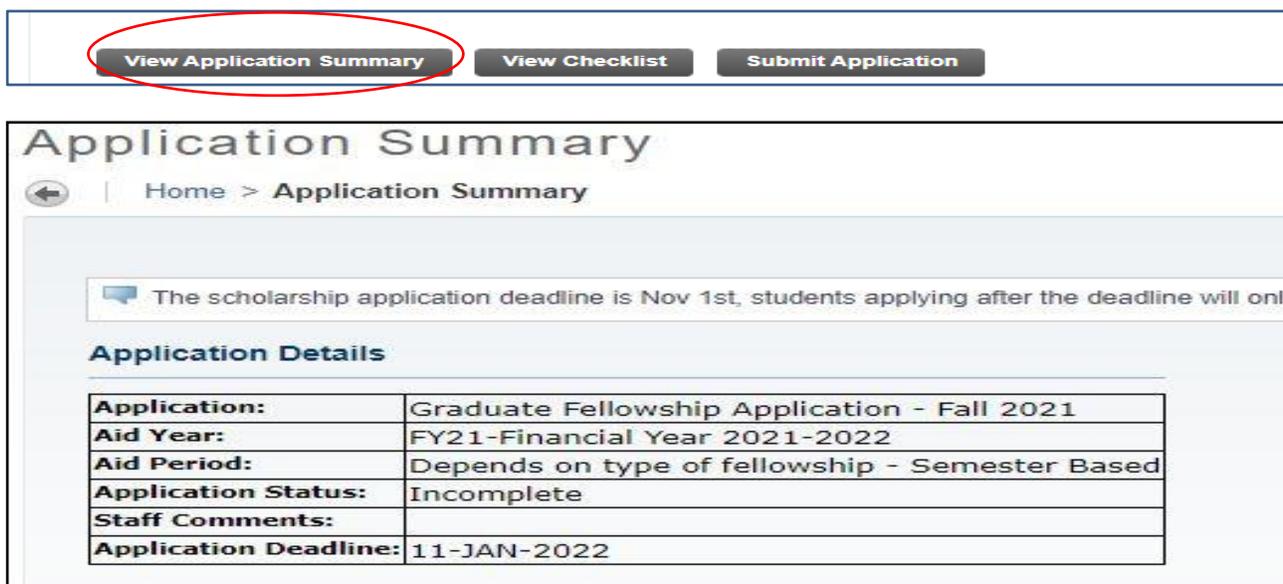
Apply for Award
Financial Aid Scholarships Fellowships

View My Student Aid
Financial Aid award status and Required Documents check list Scholarships and Graduate Fellowships award status.

Upload or View My Other Documents
Upload a document. View a previously uploaded document.

Aid Year	Aid Period	Application	Status	Application Deadline	
FY21-Financial Year 2021-2022	Depends on type of fellowship - Semester Based	Graduate Fellowship Application - Fall 2021	Incomplete	11-JAN-2022	View/Modify Generate PDF Application

31. You can always review your application summary if you click on the “View Application Summary” button. If the application status is incomplete (see below), it means you did not submit your fellowship application.



The screenshot shows a navigation bar with three buttons: "View Application Summary" (circled in red), "View Checklist", and "Submit Application". Below this is the "Application Summary" page, which includes a breadcrumb trail "Home > Application Summary" and a notification: "The scholarship application deadline is Nov 1st, students applying after the deadline will only". The main content is an "Application Details" table:

Application:	Graduate Fellowship Application - Fall 2021
Aid Year:	FY21-Financial Year 2021-2022
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	11-JAN-2022

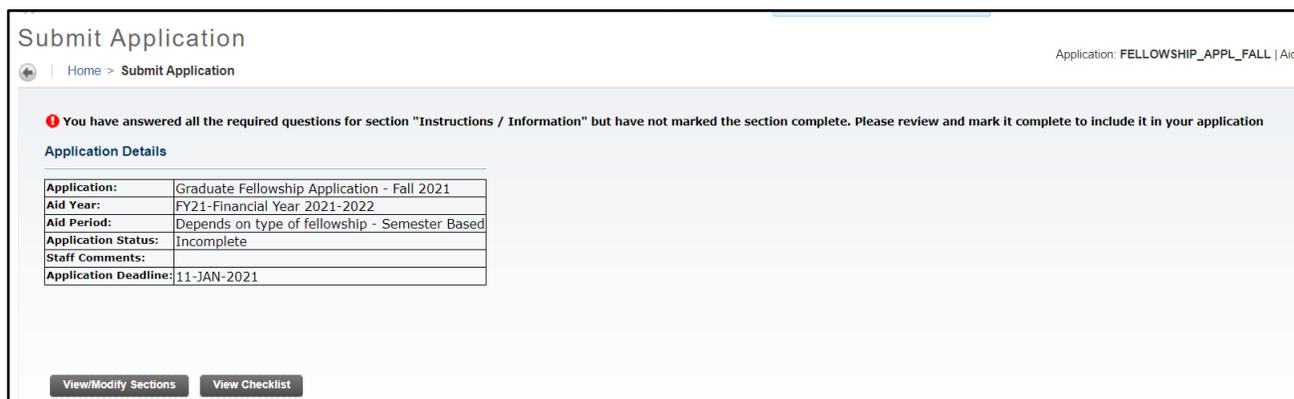
32. Once you are done with completing all sections of the application and you are sure of all information provided and fellowships selected, Press the “Submit Application”. By pressing the submit button, your application will



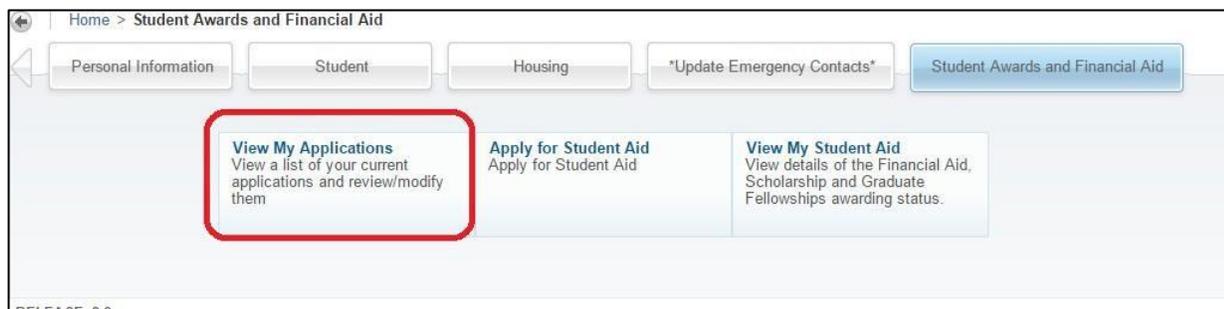
The screenshot shows the "Graduate Fellowship Application - Fall 2021" page with a breadcrumb trail "Home > Application Form Modules". It features a "Financial Support Questions" section with a legend: "(i) - Section is Pending Completion", "(✓) - Section is Complete", and "(*) - Section is Required". A list of modules follows, each with an information icon and a red asterisk indicating it is required: "Instructions / Information *", "Employment Questions: *", "Fellowship / Financial Support Questions *", "Essay Questions *", "Available Fellowships", and "Confirmation *". At the bottom, there are three buttons: "View Application Summary", "View Checklist", and "Submit Application" (circled in red).

be ready for evaluation.

33. If you attempt to submit your application, while there is one or more section that are not marked as complete, the system will alert you (see below). Please make sure you fill out **all** sections of the Graduate fellowship application



34. Once the application is submitted you may follow up on your application status. Press the “View My Applications” tab. Any comments will be displayed in the application summary

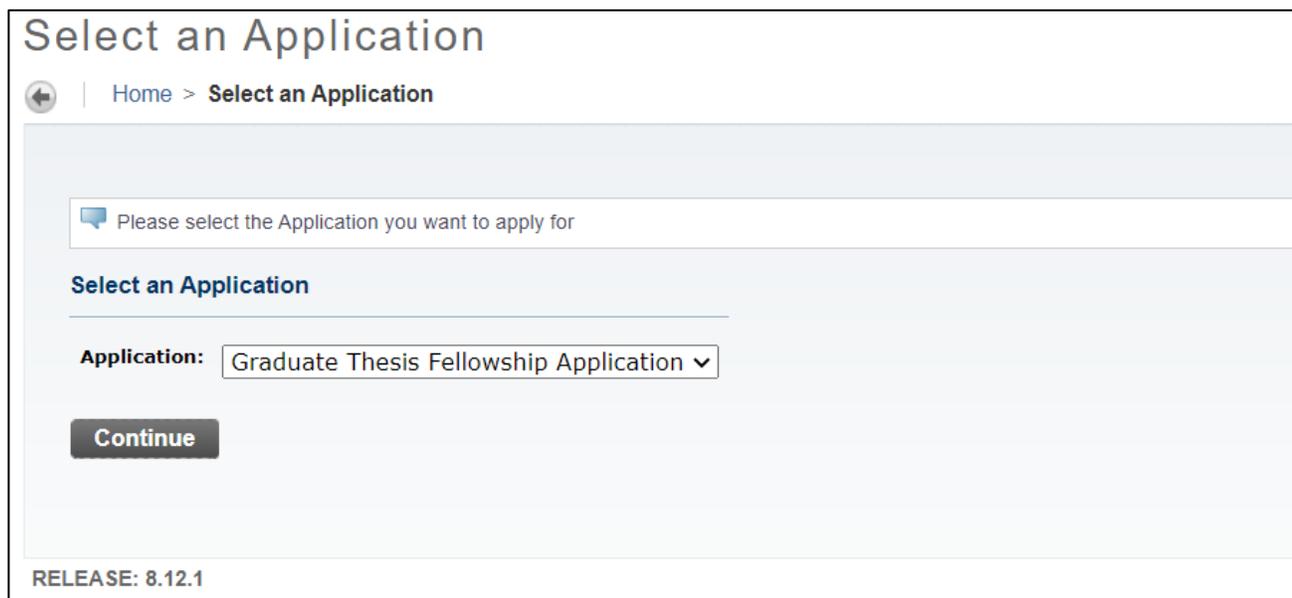


IMPORTANT NOTES:

- 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 as mentioned above in page 11
- Do not press the “Submit Application” button except **after** you fill out **all** the required sections and review all your answers. Once the application is submitted you cannot edit it.
- It is the responsibility of the applicant to be aware of the fellowship’s deadline
- Only awarded fellows will be notified

Instructions on how to apply for the Graduate Thesis Fellowship Application 2021-2022

If you fit the eligibility requirements of the [Vanessa B. Korany thesis Support fellowship](#), have successfully completed all required coursework and currently working full time on your theses, you may apply for the “Graduate Thesis Fellowship Application”



Select an Application

Home > Select an Application

Please select the Application you want to apply for

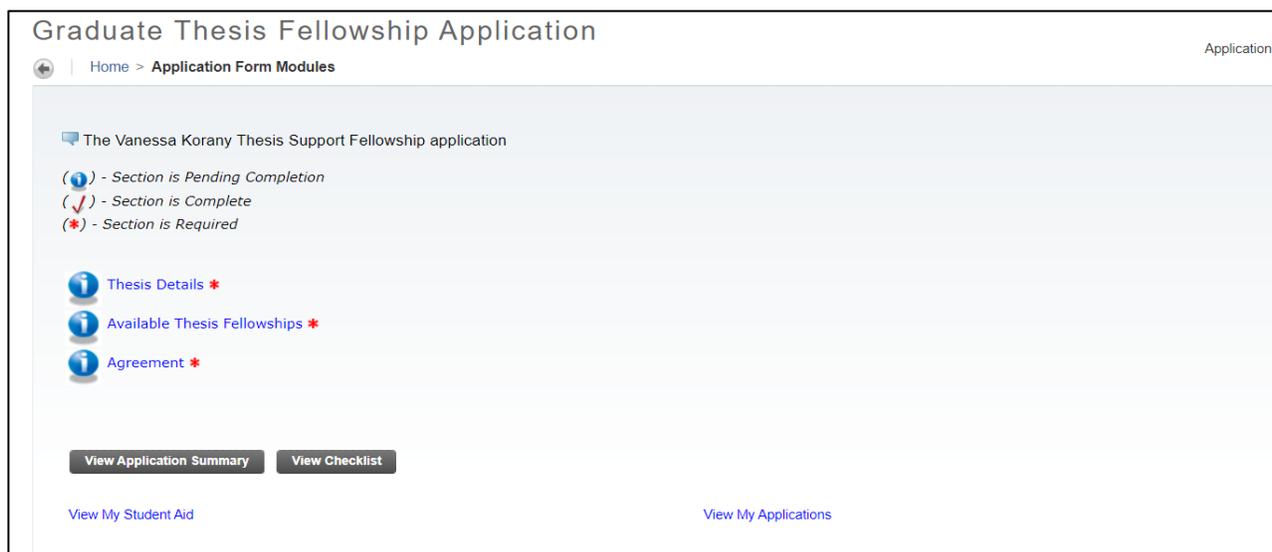
Select an Application

Application: Graduate Thesis Fellowship Application

Continue

RELEASE: 8.12.1

Make sure to complete all sections of the application



Graduate Thesis Fellowship Application

Home > Application Form Modules

The Vanessa Korany Thesis Support Fellowship application

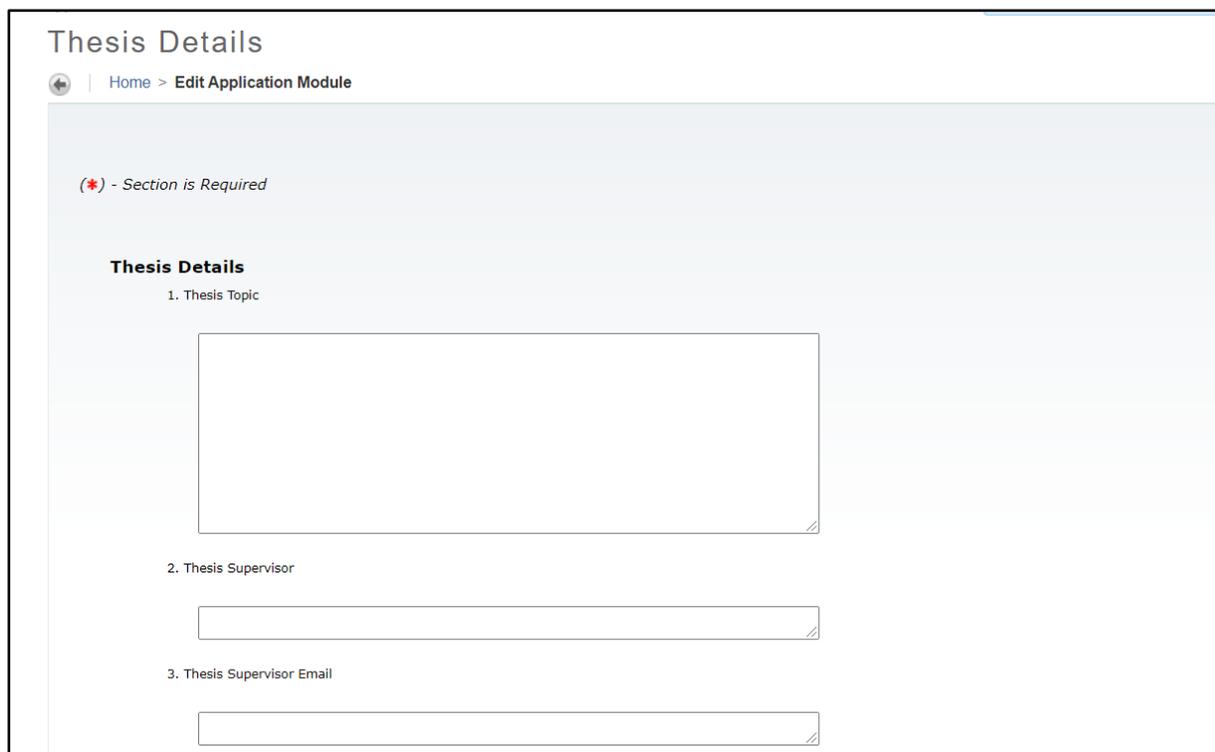
(i) - Section is Pending Completion
(✓) - Section is Complete
(*) - Section is Required

Thesis Details *
Available Thesis Fellowships *
Agreement *

View Application Summary View Checklist

View My Student Aid View My Applications

35. The first section “**Thesis Details**” you must answer all questions providing the information needed regarding your Thesis



The screenshot shows a web form titled "Thesis Details". At the top left, there is a breadcrumb trail: "Home > Edit Application Module". Below this, a red asterisk icon is followed by the text "(*) - Section is Required". The main heading "Thesis Details" is followed by three numbered sections:

1. Thesis Topic: A large, empty text area for input.
2. Thesis Supervisor: A single-line text input field.
3. Thesis Supervisor Email: A single-line text input field.

36. The second section, “**Available Thesis Fellowships**” is the important section in the Graduate Thesis Fellowship application. This is where you choose the fellowship.



The screenshot shows a web page titled "Graduate Thesis Fellowship Application". At the top left, there is a breadcrumb trail: "Home > Application Form Modules". Below this, the text "The Vanessa Korany Thesis Support Fellowship application" is displayed. A legend indicates the status of sections:

- (🟦) - Section is Pending Completion
- (✓) - Section is Complete
- (*) - Section is Required

The checklist items are:

- ✓ Thesis Details *
- ✓ Available Thesis Fellowships *
- ✓ Agreement *

At the bottom, the text "Please **SUBMIT** your application" is followed by three buttons: "View Application Summary", "View Checklist", and "Submit Application".

37. Click on the “Vanessa B. Korany thesis support fellowship Fall”

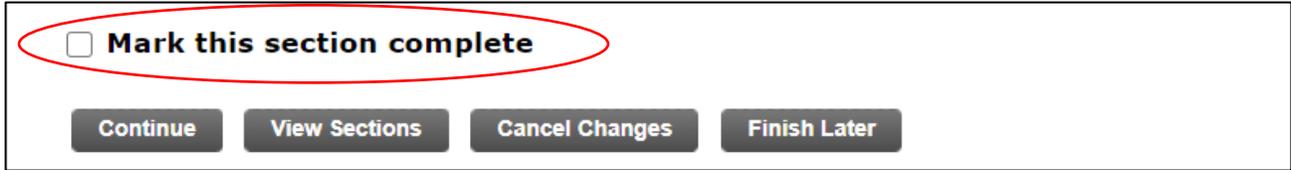


38. You will find a brief description of eligibility criteria and the relevant graduate programs. Click on “Apply for this Award” button., then the **Save and Continue** button.

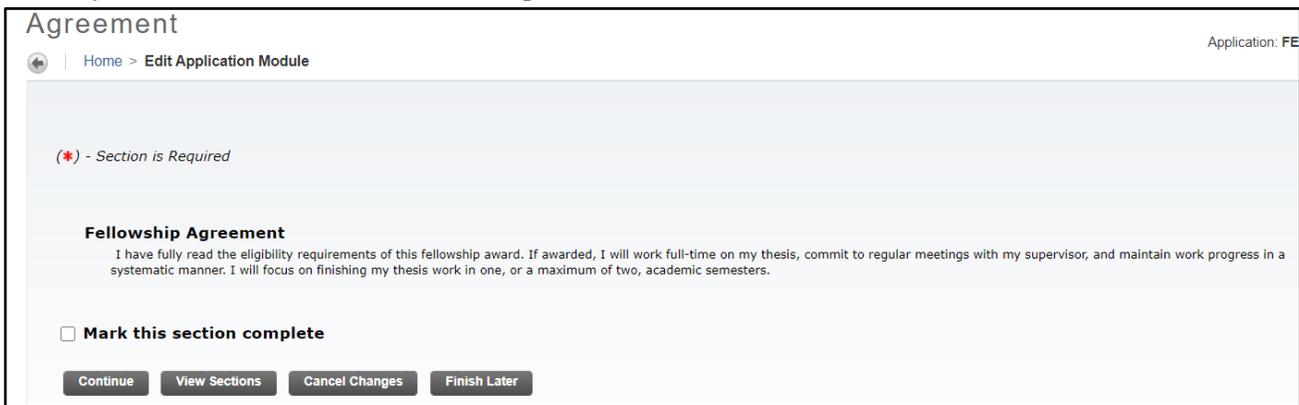


If you do not click on the “Apply for this award” button, it will not appear in your fellowship application and accordingly you will not be considered for this fellowship

39. Make sure you always click on “Mark this section complete” button after filling out all questions in each section



40. The last section in the Graduate Thesis Fellowship application is the “Agreement” section. Read carefully and click on Mark this section complete button, then continue.



41. Once you are done with completing all sections of the application and you are sure of all information provided and fellowships selected, Press the “Submit Application”. By pressing the button, your application will be ready for evaluation.



