

Instructions to Apply for Graduate Fellowships 2022-2023

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

- The system will not allow you to apply for a fellowship unless you 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
- 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 application process.
- **If one week after receiving your Student Identification Number the system still does not allow you to start the process please email 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: 

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 sign up more than once to avoid system error



THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

Student ID: 900155555

Birth Date: 26-04-2003

Create Account

Your account has been successfully created. Please go to [Banner](#) and log in using the below credentials:

User Name: app_*****
Password: ****

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**.



Prospective Students
Tell us about yourself and request information about our institution.

Enter Secure Area
Login here to view your personal information.

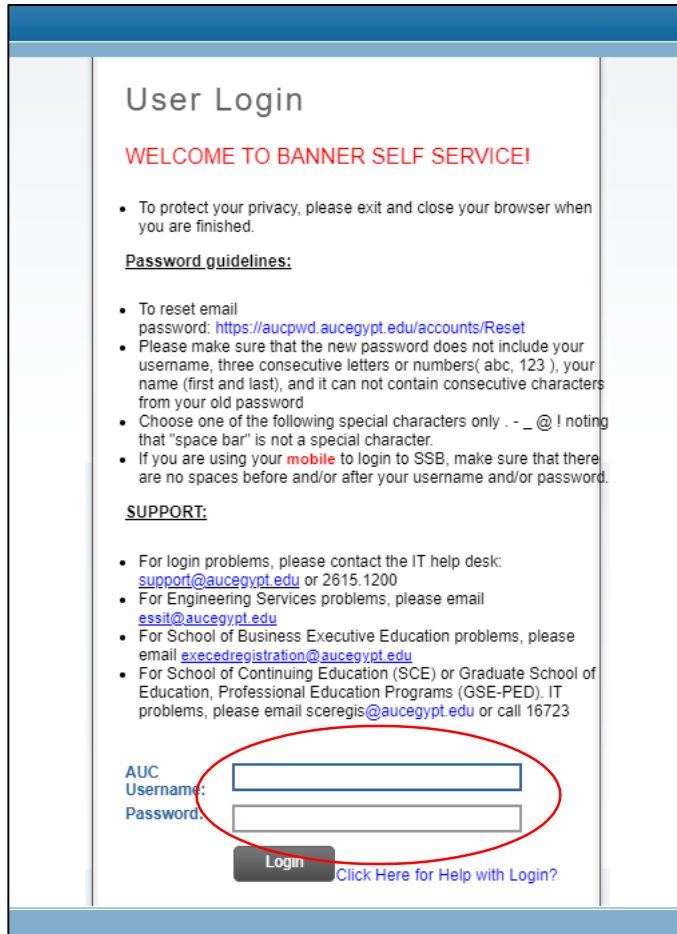
Financial Aid and Scholarships Applications Instructions
Financial Aid and Scholarships
Applications Instructions

Class Schedule
View the current schedule of classes.

Course Catalog
View course information, including course description.

Graduate Fellowships Instructions
For New and Enrolled Applicants

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



User Login

WELCOME TO BANNER SELF SERVICE!

- To protect your privacy, please exit and close your browser when you are finished.

Password guidelines:

- To reset email password: <https://aucpwd.aucegypt.edu/accounts/Reset>
- Please make sure that the new password does not include your username, three consecutive letters or numbers(abc, 123), your name (first and last), and it can not contain consecutive characters from your old password
- Choose one of the following special characters only . - _ @ ! noting that "space bar" is not a special character.
- If you are using your **mobile** to login to SSB, make sure that there are no spaces before and/or after your username and/or password.

SUPPORT:

- For login problems, please contact the IT help desk: support@aucegypt.edu or 2615.1200
- For Engineering Services problems, please email essit@aucegypt.edu
- For School of Business Executive Education problems, please email execedregistration@aucegypt.edu
- For School of Continuing Education (SCE) or Graduate School of Education, Professional Education Programs (GSE-PED). IT problems, please email sceregis@aucegypt.edu or call 16723

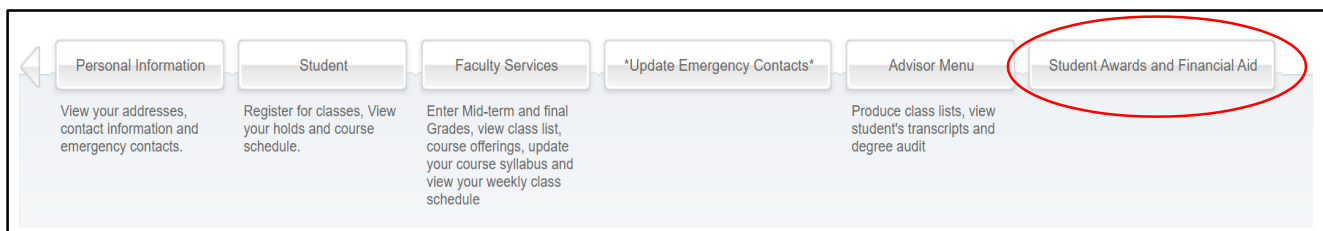
AUC Username:

Password:

Login [Click Here for Help with Login?](#)

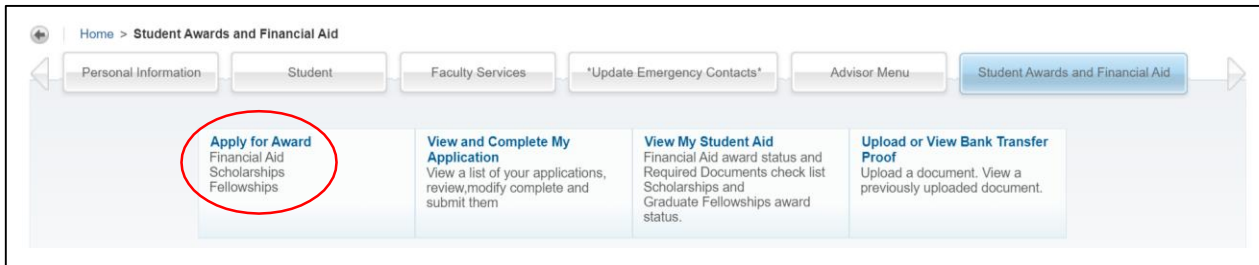
You are now successfully logged into *AUC Banner Self-Service*.

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



Personal Information View your addresses, contact information and emergency contacts.	Student Register for classes, View your holds and course schedule.	Faculty Services Enter Mid-term and final Grades, view class list, course offerings, update your course syllabus and view your weekly class schedule	*Update Emergency Contacts*	Advisor Menu Produce class lists, view student's transcripts and degree audit	Student Awards and Financial Aid
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12. Click on **Apply for Award** option



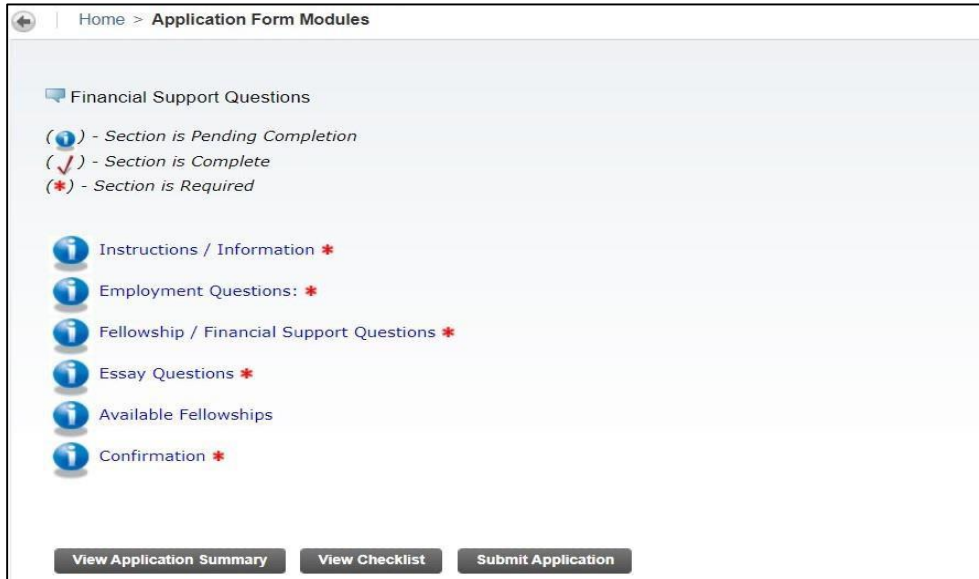
13. Choose the **Aid Year** and **Aid Period** as below



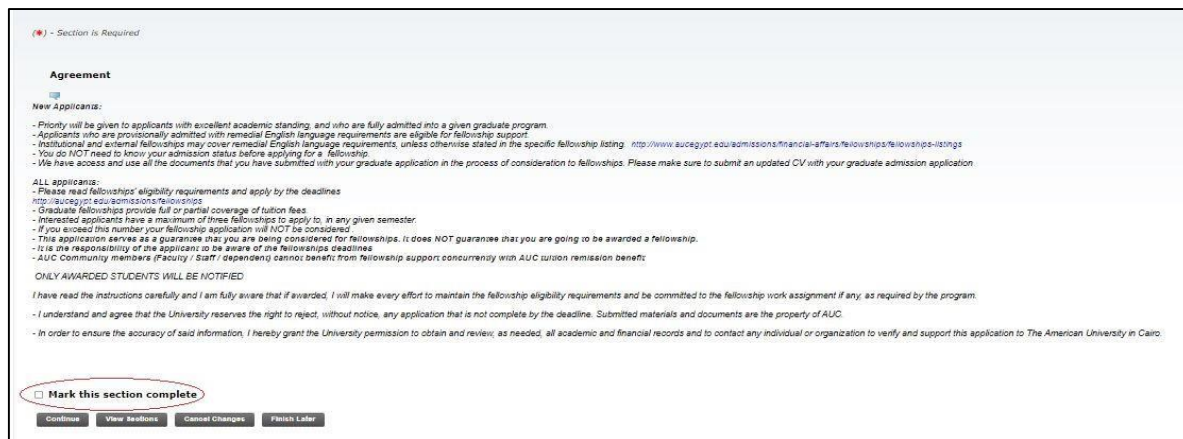
14. Select from the list “Graduate Fellowship Application – Fall 2022”, then press Continue to view the application details as follows



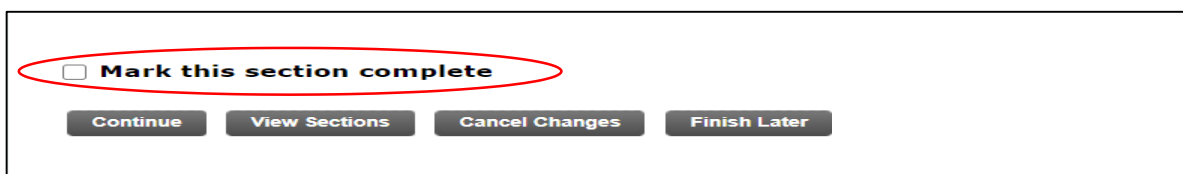
15. All sections in the Graduate Fellowship Application shown below are **mandatory**.



16. 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. Select **“Mark this section complete”** then continue to proceed with the application



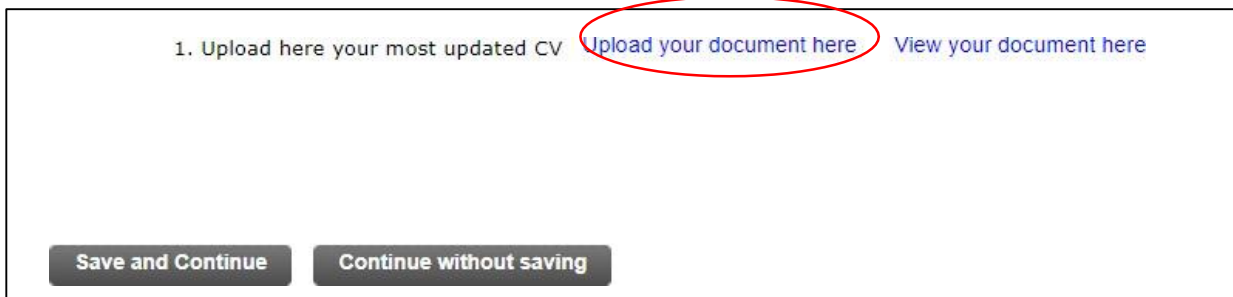
17. Make sure you always click on **“Mark this section complete”** button after filling out all questions in each section



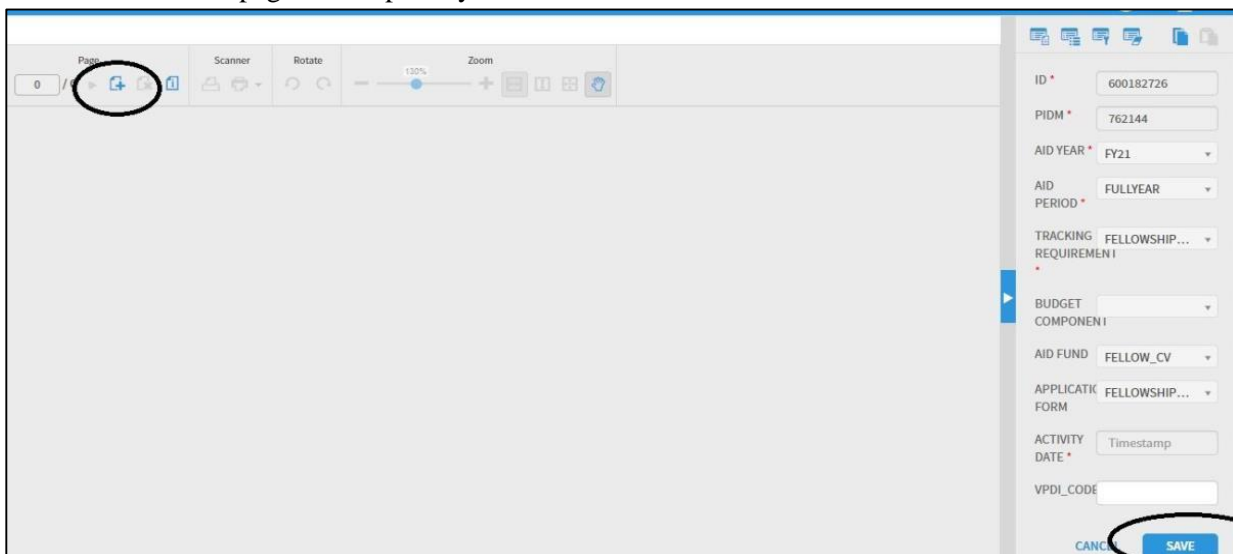
18. In the second section, the **“Employment Questions”** section you are required to provide information regarding your employment status and upload your **most recent CV**. Click on **Employment Background and upload CV** button, then fill out all the questions in this section



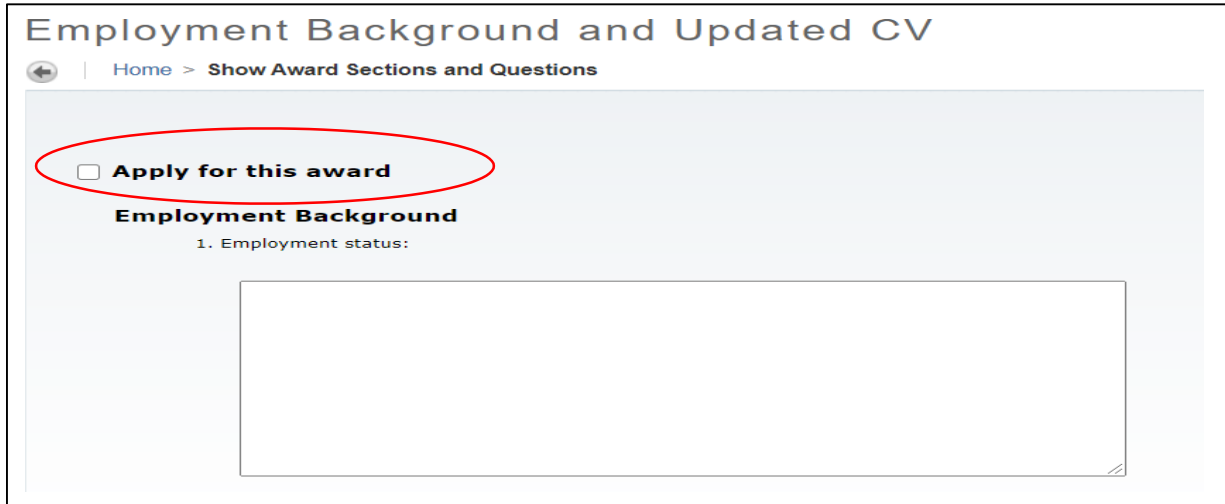
19. Click on “Upload your document here” to upload your CV



20. Click on add pages then upload your CV then click save

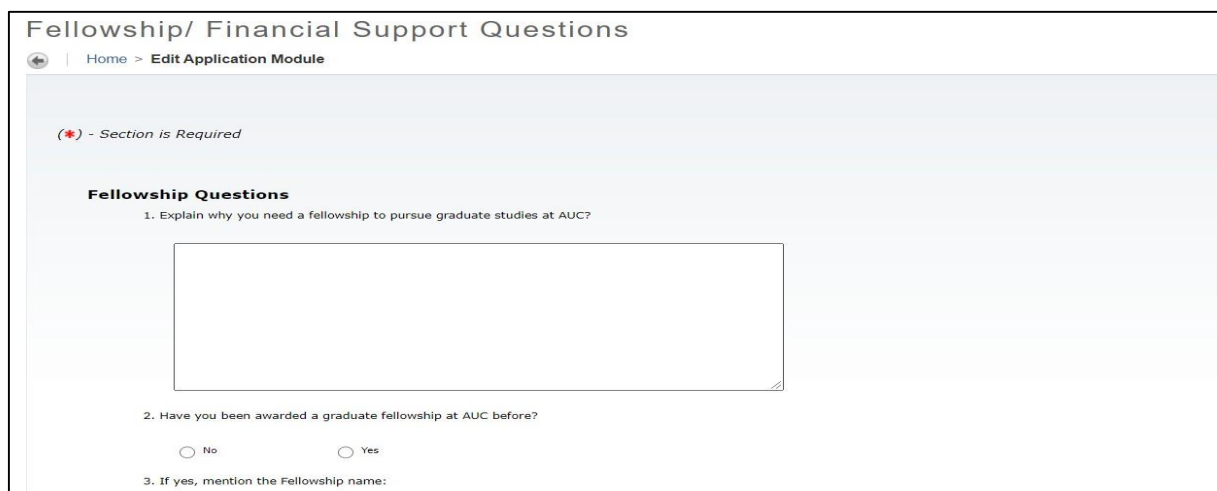


21. After uploading your most recent CV, make sure to click on “Apply for this award” button found at the top of the Employment Background section, then save and continue button.



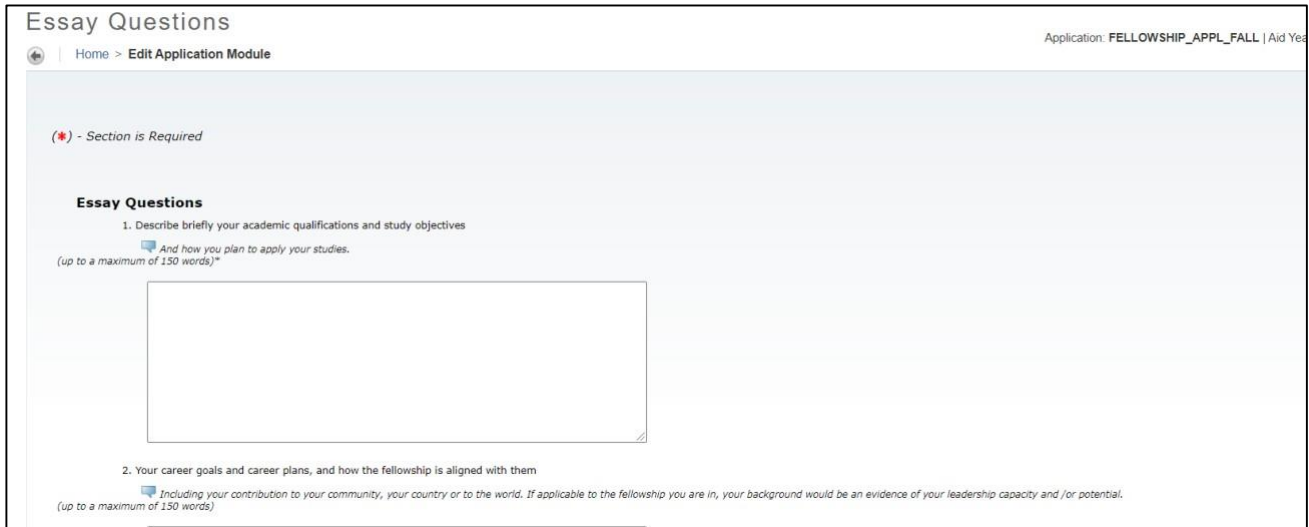
The screenshot shows a web interface titled "Employment Background and Updated CV". At the top, there is a breadcrumb trail: "Home > Show Award Sections and Questions". Below this, there is a button labeled "Apply for this award" which is circled in red. Underneath the button is the section header "Employment Background" followed by the question "1. Employment status:". A large, empty text input box is provided for the user to answer this question.

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



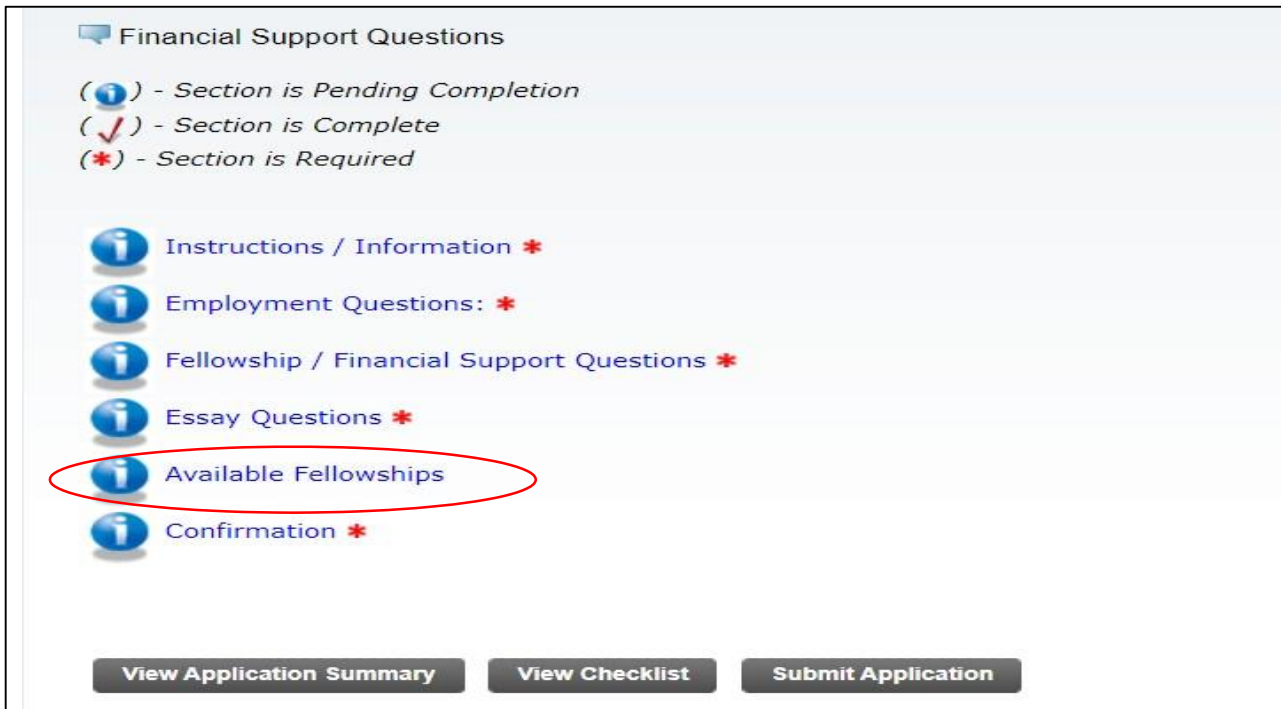
The screenshot shows a web interface titled "Fellowship/ Financial Support Questions". At the top, there is a breadcrumb trail: "Home > Edit Application Module". Below this, there is a red asterisk icon followed by the text "(*) - Section is Required". The section header is "Fellowship Questions". The first question is "1. Explain why you need a fellowship to pursue graduate studies at AUC?". A large, empty text input box is provided for the user to answer this question. The second question is "2. Have you been awarded a graduate fellowship at AUC before?". Below this question are two radio button options: "No" and "Yes". The third question is "3. If yes, mention the Fellowship name:", which is partially visible at the bottom of the screenshot.

23. 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.



Essay Questions Application: FELLOWSHIP_APPL_FALL | Aid Year
 Home > Edit Application Module
 (*) - Section is Required
Essay Questions
 1. Describe briefly your academic qualifications and study objectives
And how you plan to apply your studies.
 (up to a maximum of 150 words)*
 [Text Input Area]
 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)

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

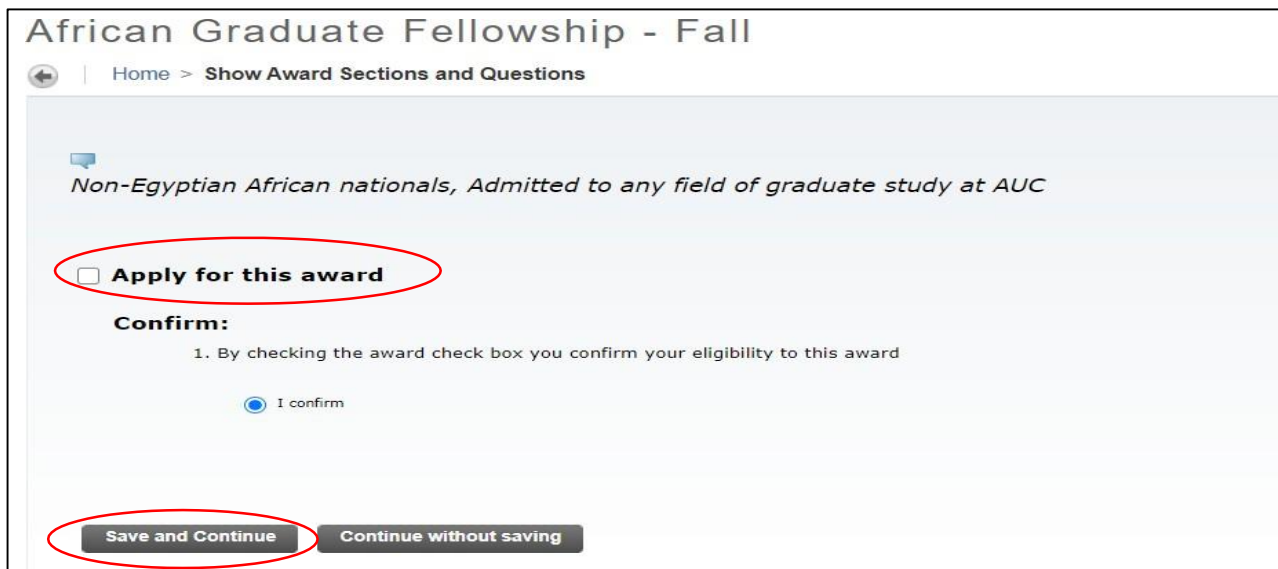


Financial Support Questions
 () - Section is Pending Completion
 (✓) - Section is Complete
 (*) - Section is Required
 i Instructions / Information *
 i Employment Questions: *
 i Fellowship / Financial Support Questions *
 i Essay Questions *
 i **Available Fellowships**
 i Confirmation *
 View Application Summary View Checklist Submit Application

25. 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.

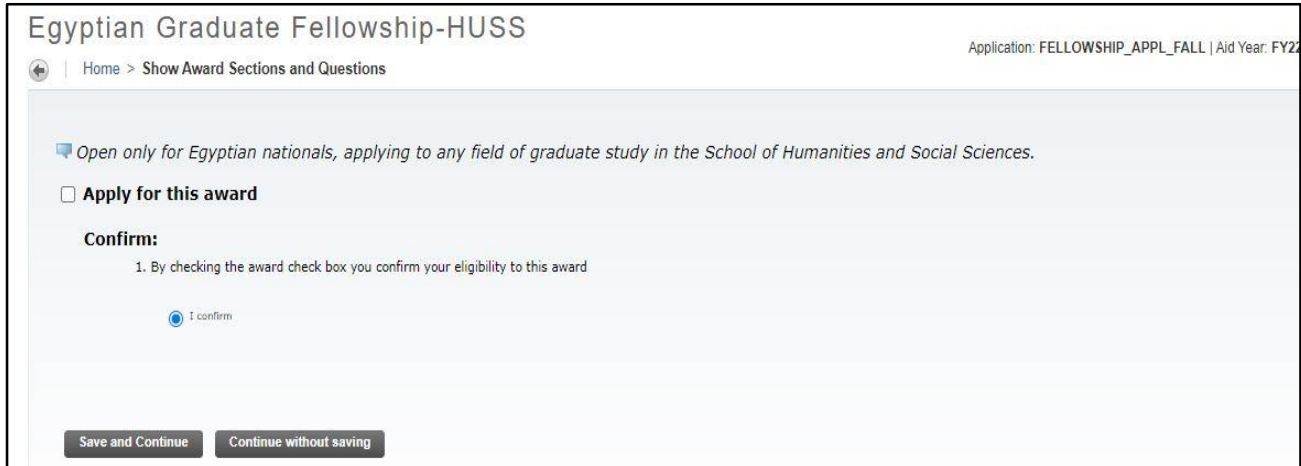


26. Once you decide on which fellowships to apply for, click on the name of the fellowship for a brief description of eligibility criteria and the relevant graduate program(s) then the **“Apply for this Award”** button., followed by the **Save and Continue** button.



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

27. **For New students only:** If you wish to apply for the **Egyptian Graduate fellowship**, please make sure you select the fellowship relevant to your graduate program and school. For example, Egyptian Graduate Fellowship-HUSS is available for applicants who wish to pursue their master’s degree in any discipline at the School of Humanities and Social Sciences.

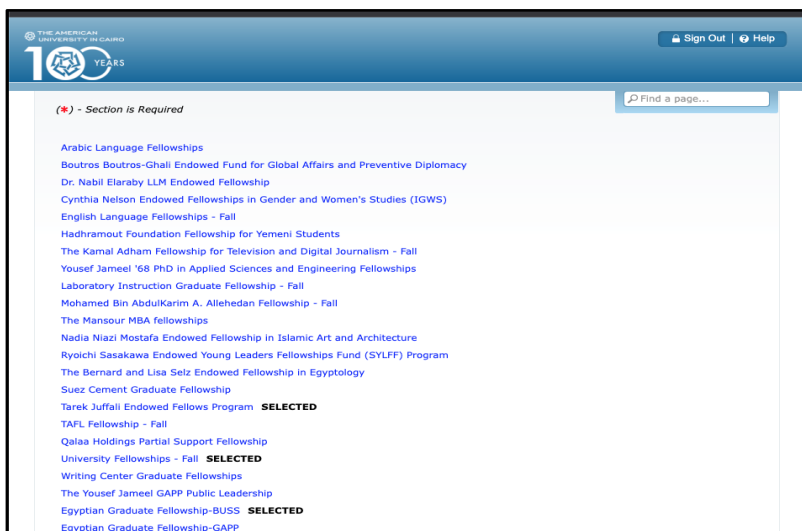


Egyptian Graduate fellowship – BUSS: is available for applicants who wish to pursue their master’s degree in any discipline at the School of Business

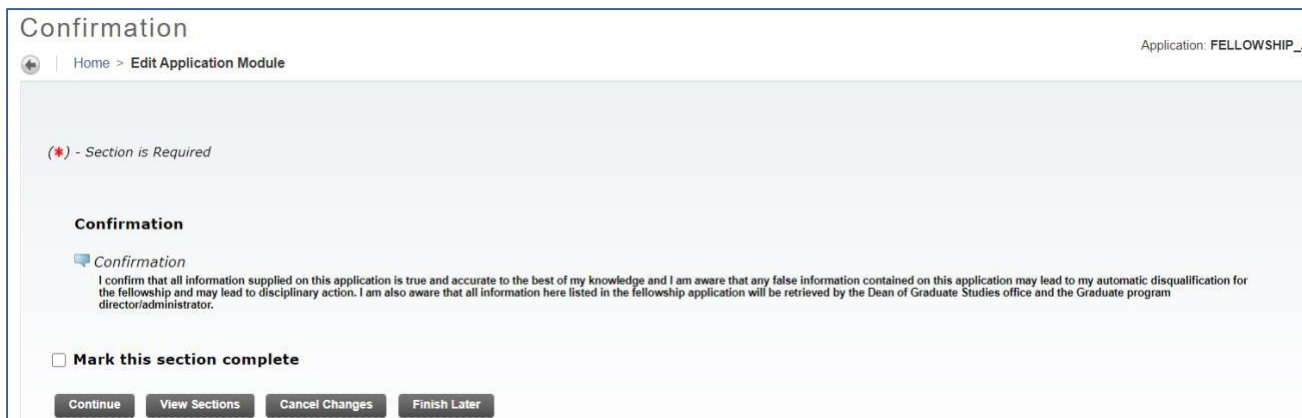
Egyptian Graduate fellowship – GAPP: is available for applicants who wish to pursue their master’s degree in any discipline at the School of Global Affairs and Public Policy

Egyptian Graduate fellowship – SSE: is available for applicants who wish to pursue their master’s degree in any discipline at the School of Sciences and Engineering

28. **Make sure the word "SELECTED" appears next to the name of the fellowship you wish to apply for; otherwise, your fellowship selection will be unrecognizable.**



29. 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

Home > Edit Application Module

Application: FELLOWSHIP_A

(*) - Section is Required

Confirmation

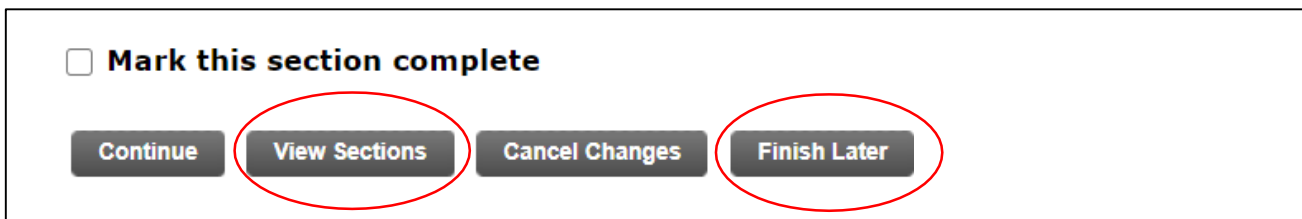
Confirmation

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

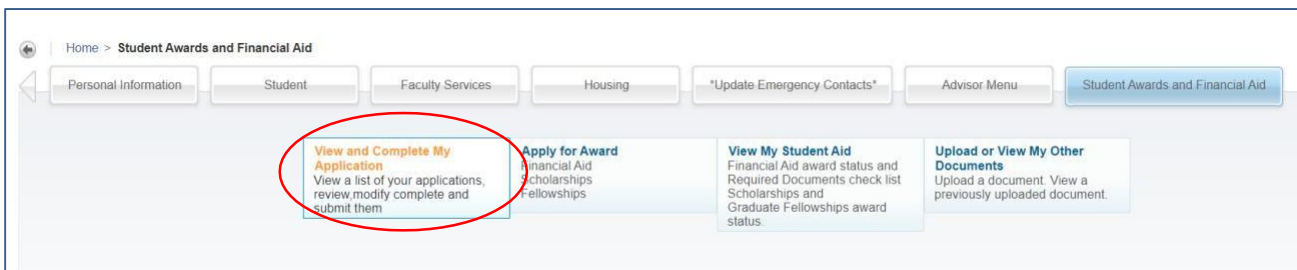
30. At any given point, while you are filling out your application, If you decide to finish it at a later time; press the “Finish Later” button. If you want to view the application sections, press “View Sections” button



Mark this section complete

Continue View Sections Cancel Changes Finish Later

31. 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

32. 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.**

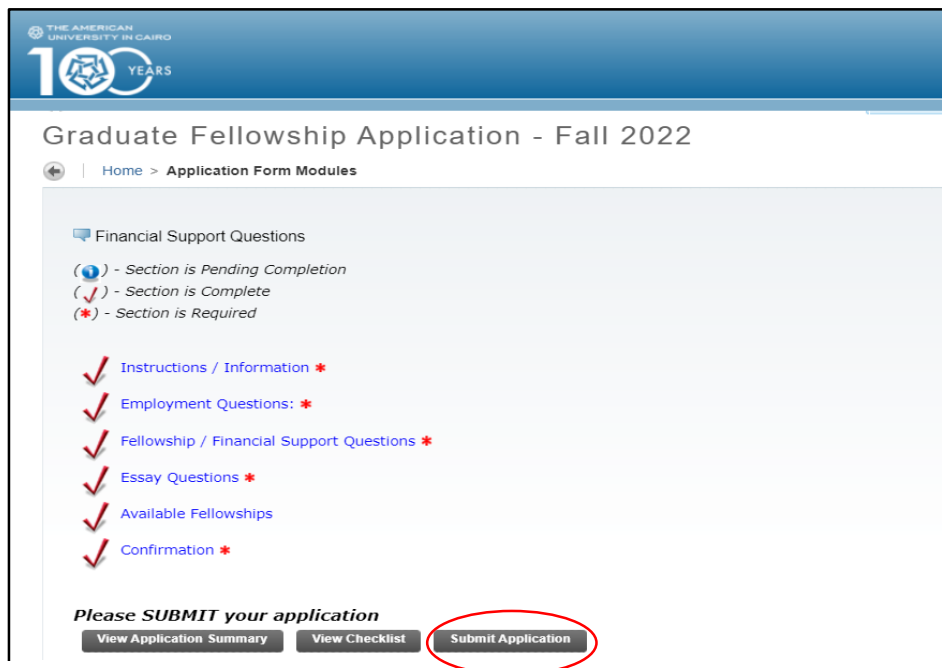


The screenshot shows a navigation bar with three buttons: "View Application Summary" (circled in red), "View Checklist", and "Submit Application". Below this is the "Application Summary" page. A breadcrumb trail shows "Home > Application Summary". A notification states: "The scholarship application deadline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

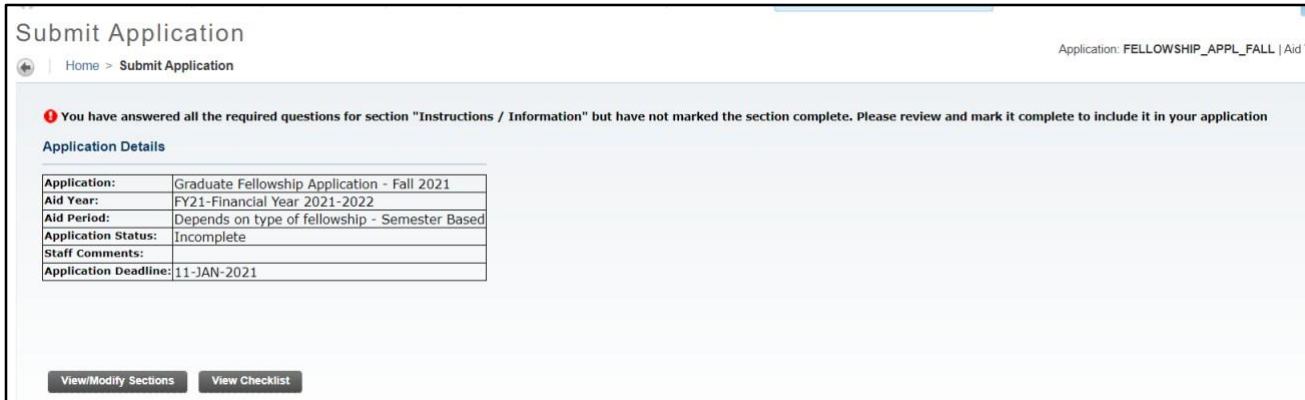
33. Once you are done with completing all sections of the application and you are sure of all information provided and fellowships selected, Press the “Submit Application”.

By pressing the submit button, your application will be ready for evaluation.



The screenshot shows the "Graduate Fellowship Application - Fall 2022" page. A breadcrumb trail shows "Home > Application Form Modules". A section titled "Financial Support Questions" includes a legend: "(i) - Section is Pending Completion", "(✓) - Section is Complete", and "(*) - Section is Required". Below the legend is a list of modules, each with a red checkmark and a red asterisk: "Instructions / Information *", "Employment Questions: *", "Fellowship / Financial Support Questions *", "Essay Questions *", "Available Fellowships", and "Confirmation *". At the bottom, a message says "Please SUBMIT your application" followed by three buttons: "View Application Summary", "View Checklist", and "Submit Application" (circled in red).

34. 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**



Submit Application Application: FELLOWSHIP_APPL_FALL | Aid

Home > Submit Application

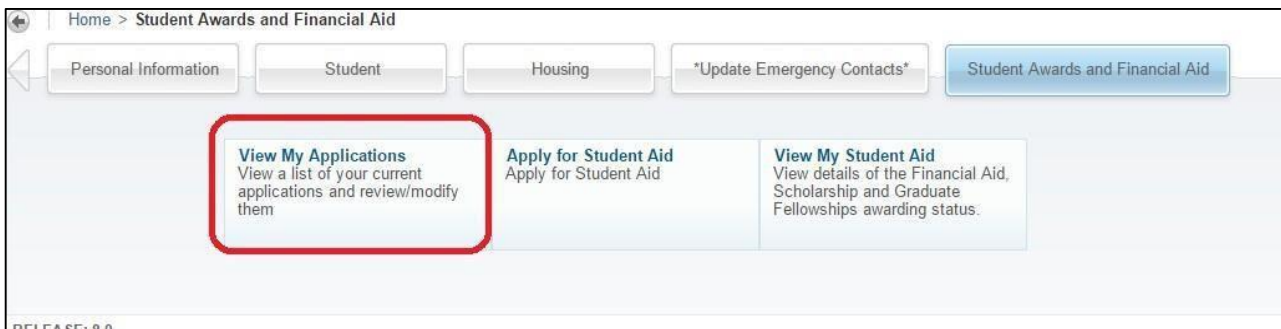
You have answered all the required questions for section "Instructions / Information" but have not marked the section complete. Please review and mark it complete to include it in your application

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

View/Modify Sections View Checklist

35. Once the application is submitted you may review your application status. Press the “View My Applications” tab. Any comments will be displayed in the application summary (refer to point 32)



Home > Student Awards and Financial Aid

Personal Information Student Housing *Update Emergency Contacts* Student Awards and Financial Aid

View My Applications
View a list of your current applications and review/modify them

Apply for Student Aid
Apply for Student Aid

View My Student Aid
View details of the Financial Aid, Scholarship and Graduate Fellowships awarding status.

RELEASE: 9.0

IMPORTANT NOTES:

- You can select “Graduate Fellowship Application” only once which is the first time you enter the system. If you decide to continue the application process at any other time, you will need to press on “View My application” button as mentioned above in point 31
- 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 application deadlines
- Only awarded fellows will be notified

Instructions on how to apply for the Graduate Thesis Fellowship

[Vanessa B. Korany thesis Support fellowship](#)

Application 2022-2023

If you fit the eligibility requirements of the [Vanessa B. Korany thesis Support fellowship](#), and you have successfully completed all required coursework and currently working full time on your thesis, 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

Application:

The Vanessa Korany Thesis Support Fellowship application

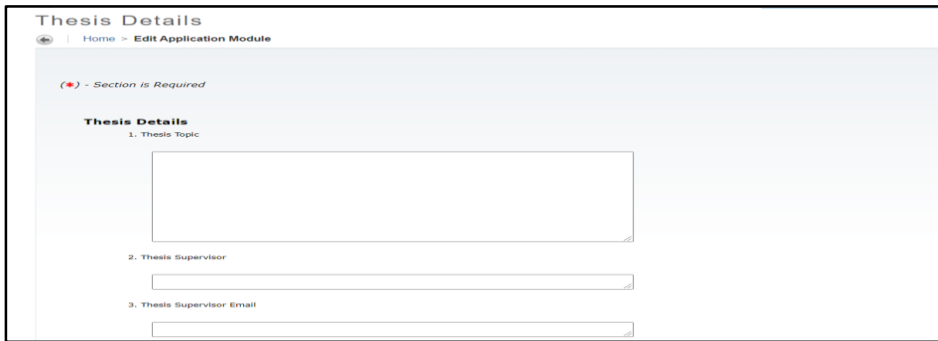
(🕒) - Section is Pending Completion
(✓) - Section is Complete
(*) - Section is Required

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

View Application Summary **View Checklist**

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

1. In 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" with a breadcrumb "Home > Edit Application Module". A red asterisk icon indicates a required section. The form contains three input fields: "1. Thesis Topic" (a large text area), "2. Thesis Supervisor" (a text field), and "3. Thesis Supervisor Email" (a text field).

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



The screenshot shows a checklist titled "Graduate Thesis Fellowship Application" with a breadcrumb "Home > Application Form Modules". It lists three sections: "The Vanessa Korany Thesis Support Fellowship application" (with a globe icon and "Section is Pending Completion"), "Thesis Details" (with a checkmark and "Section is Complete"), and "Available Thesis Fellowships" (with a checkmark and "Section is Complete"). A red circle highlights the "Available Thesis Fellowships" section. Below the checklist, there is a "Submit Application" button and a "View Checklist" button.

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



Available Thesis Fellowships

Home > Edit Application Module

Make sure to click on the fellowship of your choice

(*) - Section is Required

Vanessa B. Korany thesis support fellowship Fall

Mark this section complete

Continue View Sections Cancel Changes Finish Later

4. 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.



The Vanessa B. Korany Thesis Support Fellowship- Fall

Home > Show Award Sections and Questions

Application: FELLOWSHIP_THESIS_APPL | Aid Year:

Apply for this award

Confirm

All nationalities enrolled and at the thesis level in one of the graduate programs in the Political Science department or the Educational Studies department

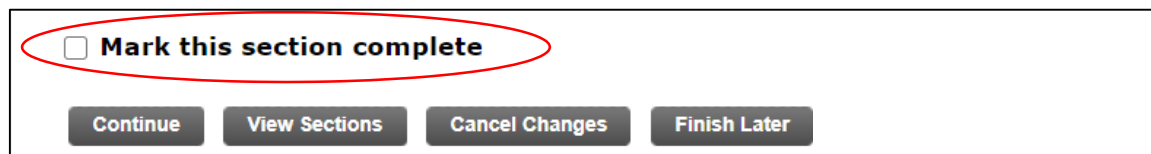
1. By checking the award check box you confirm your eligibility to this award

I confirm

Save and Continue Continue without saving

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

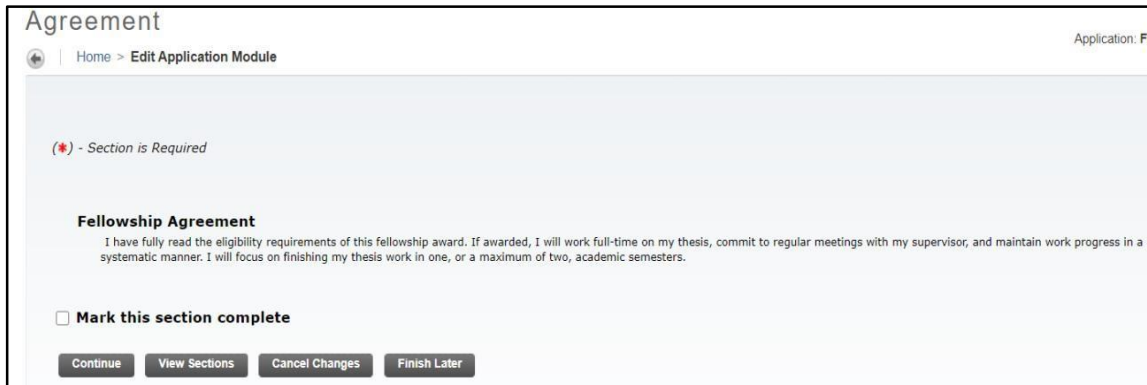
5. Make sure you always click on “Mark this section complete” button after filling out all questions in each section



Mark this section complete

Continue View Sections Cancel Changes Finish Later

6. 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.



The screenshot shows the 'Agreement' section of the application form. At the top, it says 'Agreement' and 'Application: FE'. Below that, there is a breadcrumb 'Home > Edit Application Module'. A red asterisk icon indicates a required section. The main heading is 'Fellowship Agreement', followed by a paragraph of text: 'I have fully read the eligibility requirements of this fellowship award. If awarded, I will work full-time on my thesis, commit to regular meetings with my supervisor, and maintain work progress in a systematic manner. I will focus on finishing my thesis work in one, or a maximum of two, academic semesters.' Below the text is a checkbox labeled 'Mark this section complete'. At the bottom, there are four buttons: 'Continue', 'View Sections', 'Cancel Changes', and 'Finish Later'.

7. 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.



The screenshot shows the 'Graduate Thesis Fellowship Application' summary page. At the top, it says 'Graduate Thesis Fellowship Application' and 'Home > Application Form Modules'. Below that, there is a heading 'The Vanessa Korany Thesis Support Fellowship application'. A legend indicates the status of sections: a blue circle with a checkmark for 'Section is Pending Completion', a red checkmark for 'Section is Complete', and a red asterisk for 'Section is Required'. Below the legend, there are three items with red checkmarks and red asterisks: 'Thesis Details *', 'Available Thesis Fellowships *', and 'Agreement *'. At the bottom, there is a bold instruction: 'Please SUBMIT your application'. Below this instruction are three buttons: 'View Application Summary', 'View Checklist', and 'Submit Application'. The 'Submit Application' button is circled in red.