

Graduate Fellowship Application Instructions Manual

*Manual for Graduate
Students*

Office of the Dean of Graduate Studies

Fall 2024

Table of Contents

<i>How to Apply for Graduate Fellowships</i>	3
<i>Important Notes:</i>	3
New applicants	3
New applicants who were AUC Undergraduates	3
Continuing graduate students	3
Step I: Create a Banner Account for New Applicants	3
Step II: For all Graduate Students (new applicants and currently enrolled students)	5
<i>Fellowship Application Sections</i>	7
Instructions / Information Section:	8
Employment Questions Section:	8
Fellowship/Financial Support Questions Section	10
Essay Questions Section	10
Available Fellowships Section	11
Confirmation Section	13
<i>Reviewing / editing your Fellowship Application:</i>	14
<i>Frequently Asked Questions:</i>	16
<i>THE GRADUATE THESIS FELLOWSHIP (Vanessa B. Korany Thesis Support fellowship)</i>	17
Thesis Details Section	18
Available Thesis Fellowships Section	18
Agreement Section	19

How to Apply for Graduate Fellowships

Important Notes:

- 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 the system still does not allow you to begin your application one week after receiving your Student Identification Number, please email gradwebapp@aucegypt.edu. This email address is for technical assistance, which you may contact at any time during the application process.**

New applicants

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.

New applicants who were AUC Undergraduates

If you are not be able to access the application after 5 working days of submitting your graduate admission application, please send an email to gradwebapp@aucegypt.edu

Continuing graduate students

Graduate 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



THE AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

Student ID:

Birth Date: 

Create Account

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.

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:

Birth Date: 

Create Account

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

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

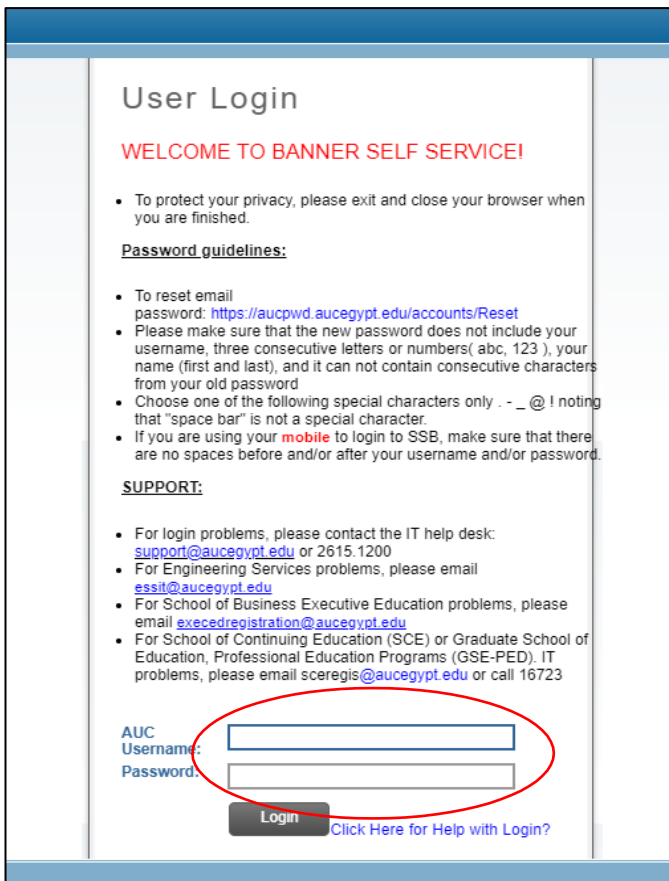
7. Click on **Banner** Hyperlink to be directed to Banner *Self-Service Pages* at AUC.
8. Now you will be able to login to AUC Self Service.

Step II: For all Graduate Students (new applicants and currently enrolled students)

10. Click on **Enter Secure Area**.



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



The screenshot shows the 'User Login' page. It includes a welcome message, password guidelines, and support information. The 'AUC Username:' and 'Password:' input fields are circled in red, and the 'Login' button is also highlighted with a red box.

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:

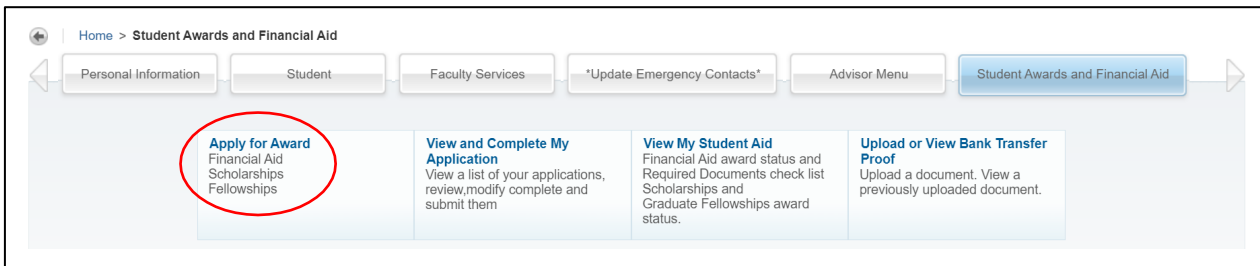
Login [Click Here for Help with Login?](#)

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

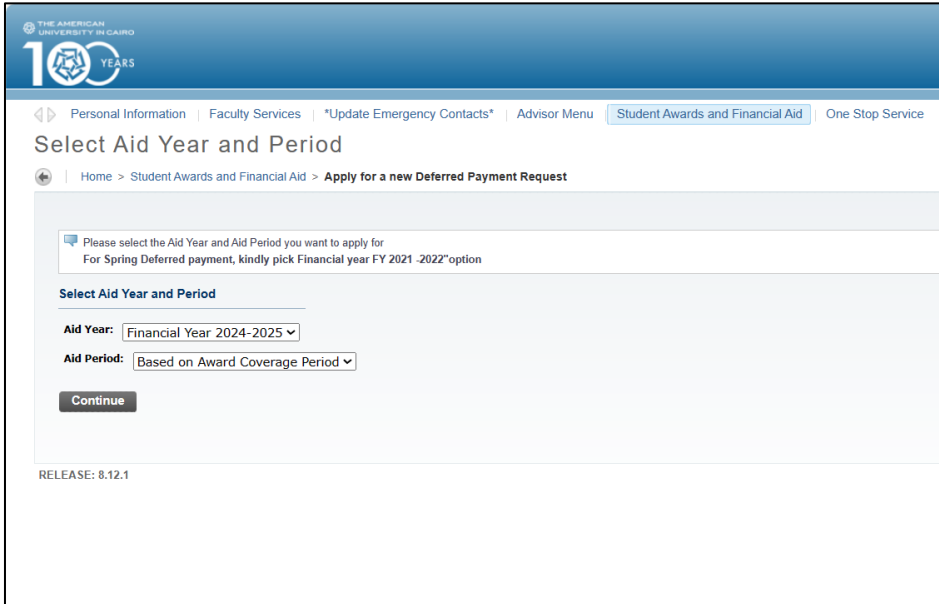
12. Click on the **Student Awards and Financial Aid** tab.



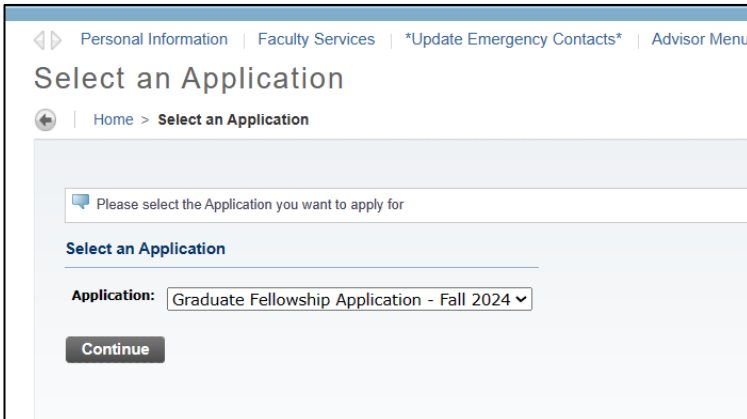
13. Click on **Apply for Award** option



14. Choose the **Aid Year** and **Aid Period** as below (2024-2025) then press continue.

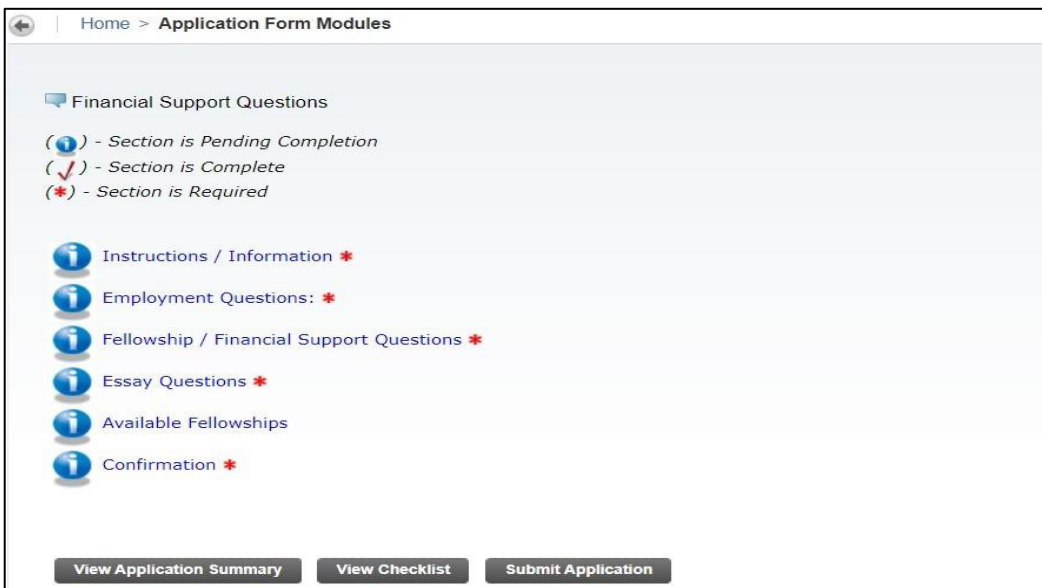


15. Select from the list “Graduate Fellowship Application – Fall 2024”, then press Continue to view the application details as follows



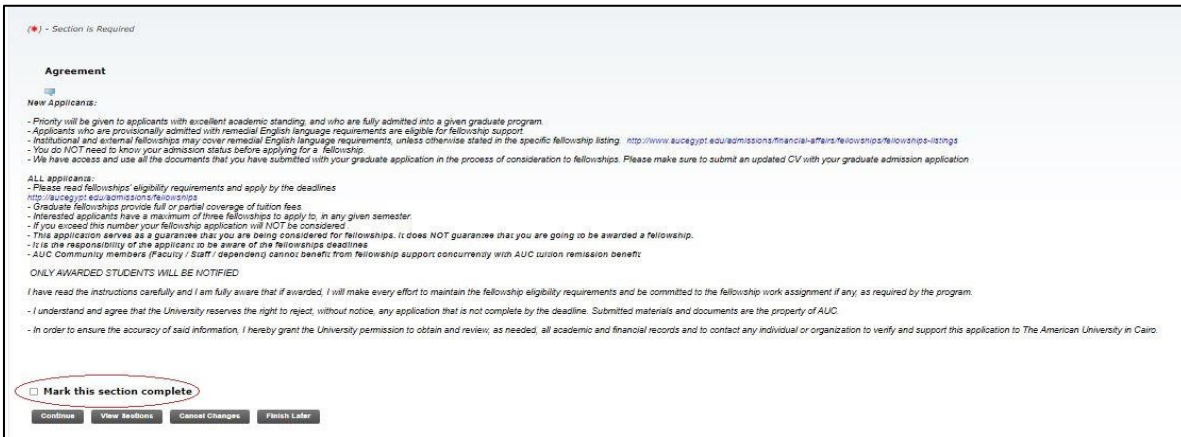
Fellowship Application Sections

All sections in the Graduate Fellowship Application shown below are **mandatory**. Make sure you answer all questions in every section.

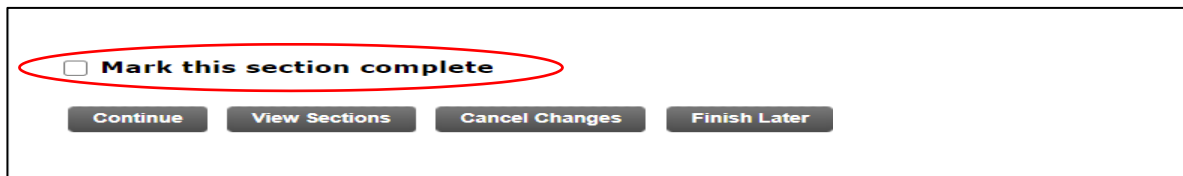


Instructions / Information Section:

1. 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



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

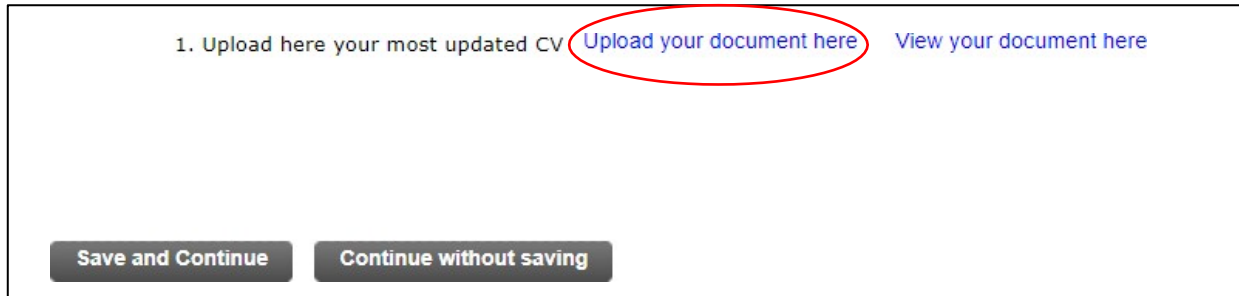


Employment Questions Section:

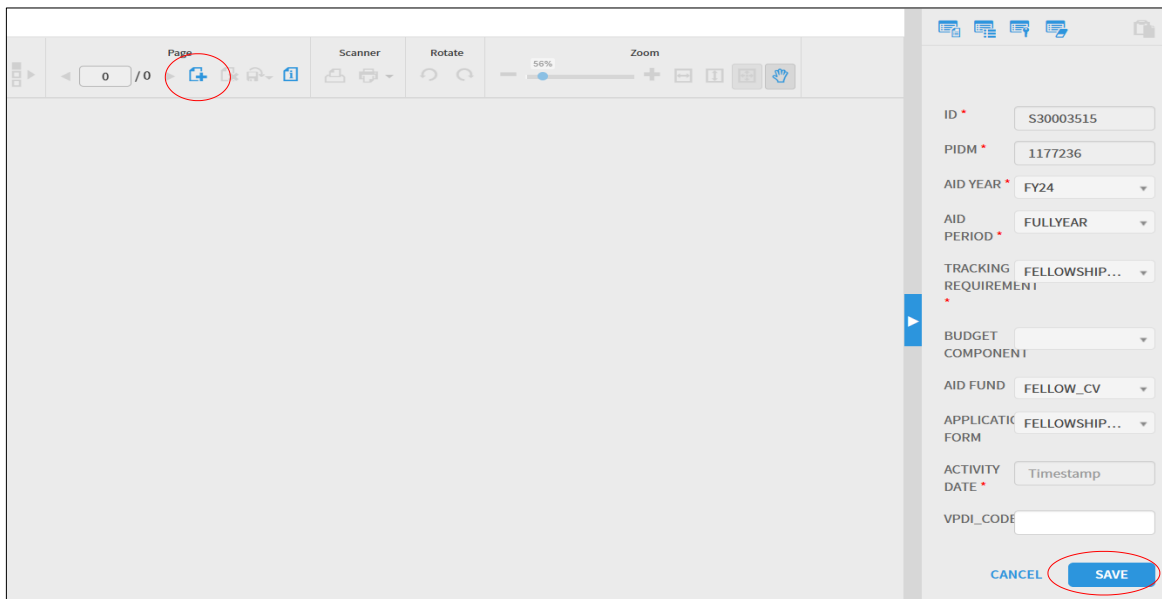
1. In the second section, the “**Employment Questions**” section you are required to provide information regarding your employment status and upload your **most recent CV**. Click on **Employment Background and upload CV** button, then fill out all the questions in this section



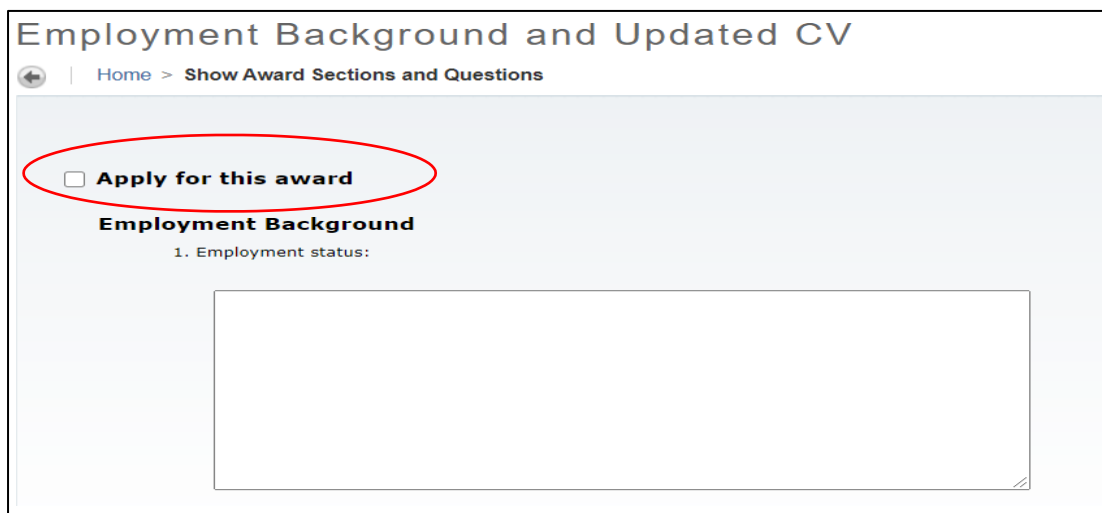
2. Click on “Upload your document here” to upload your CV



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

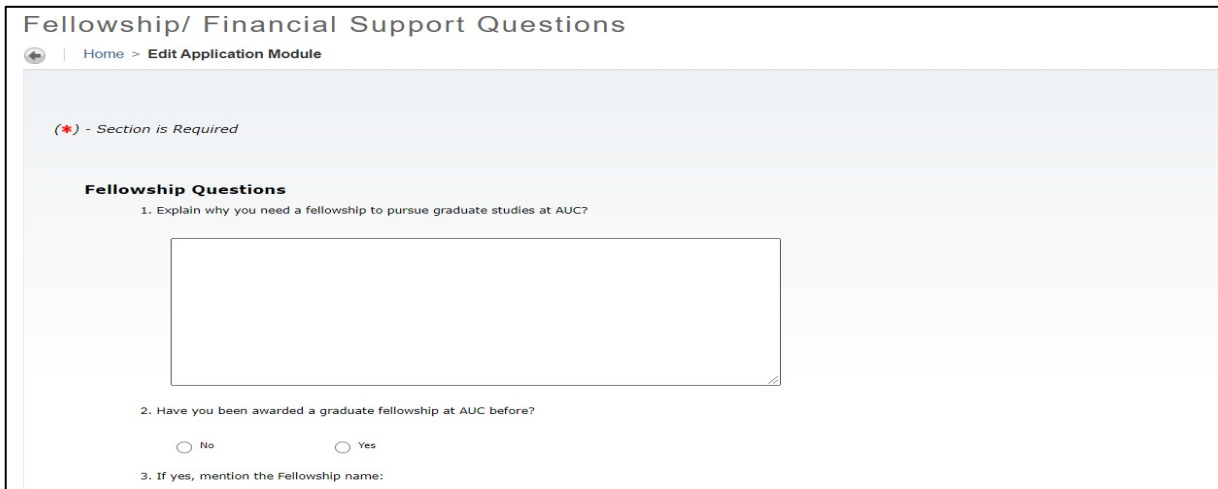


4. After uploading your most recent CV, make sure to click on “Apply for this award” button found at the top of the Employment Background section, then save and continue button.



Fellowship/Financial Support Questions Section

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, as well as your current financial status. Do not forget to click on the “Mark this section Complete” button, then the “Continue” button

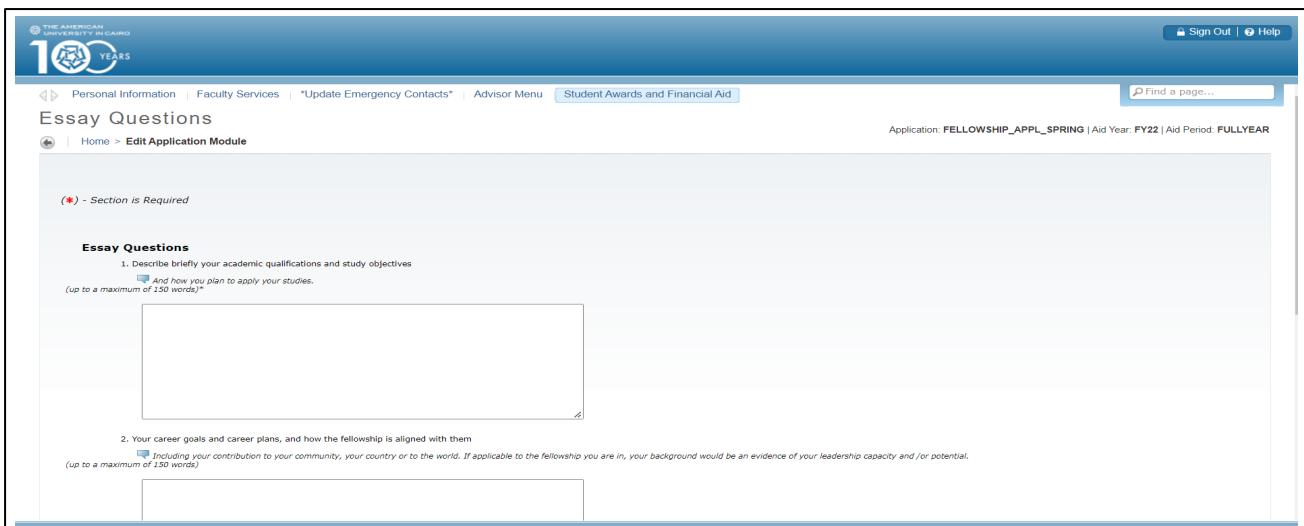


The screenshot shows a web interface titled "Fellowship/ Financial Support Questions". At the top, there is a breadcrumb trail: "Home > Edit Application Module". Below this, a red asterisk icon indicates that the section is required. The main heading is "Fellowship Questions".

1. Explain why you need a fellowship to pursue graduate studies at AUC?
A large text input area is provided for this question.
2. Have you been awarded a graduate fellowship at AUC before?
Two radio buttons are available: "No" and "Yes".
3. If yes, mention the Fellowship name:
A text input area is provided for this question.

Essay Questions Section

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.

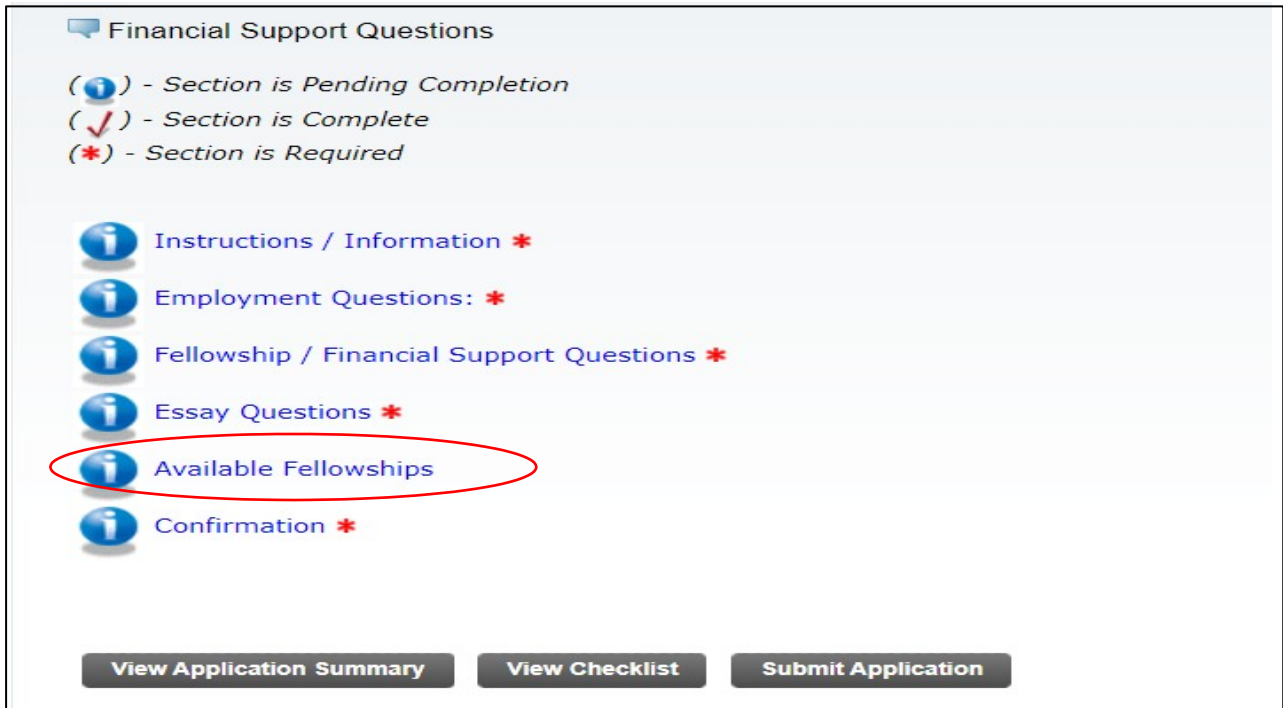


The screenshot shows a web interface titled "Essay Questions". At the top, there is a breadcrumb trail: "Home > Edit Application Module". Below this, a red asterisk icon indicates that the section is required. The main heading is "Essay Questions".

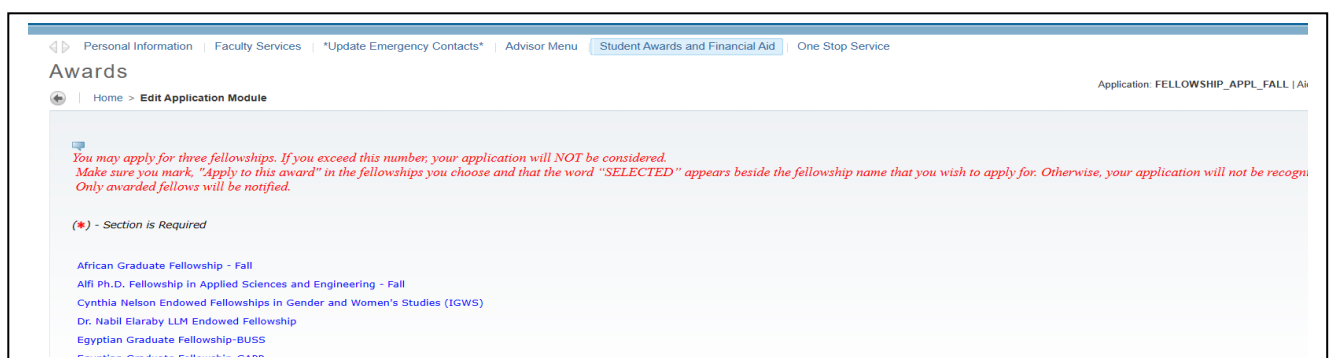
1. Describe briefly your academic qualifications and study objectives
And how you plan to apply your studies.
(up to a maximum of 150 words)*
A large text input area is provided for this question.
2. Your career goals and career plans, and how the fellowship is aligned with them
Including your contribution 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)
A large text input area is provided for this question.

Available Fellowships Section

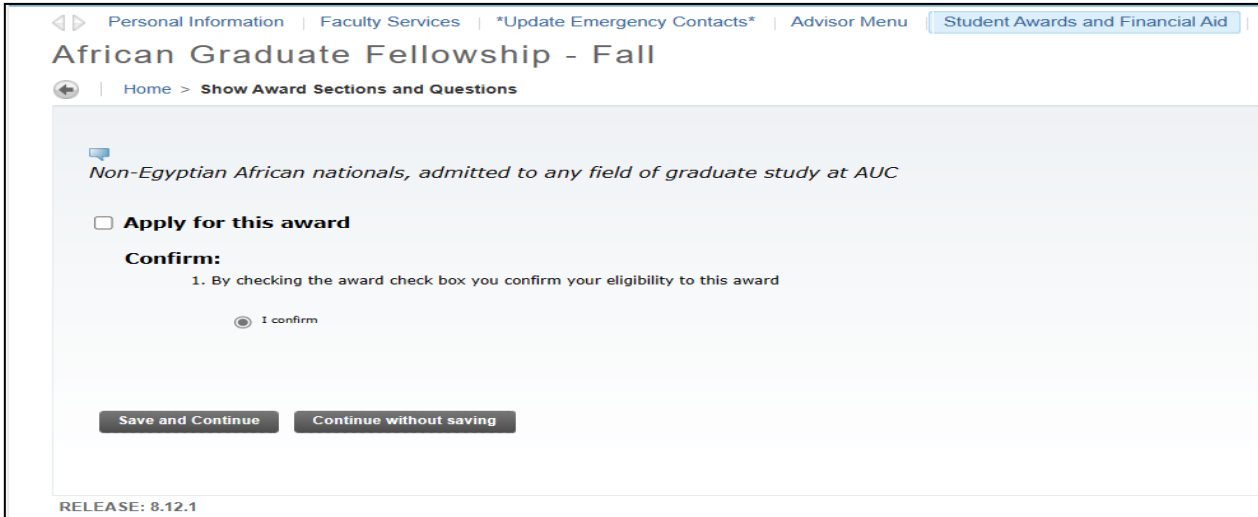
1. The fifth section **“Available Fellowships”** is the **most important** section in the Graduate Fellowship application. **This is where you choose which fellowship you want to apply for.**



2. 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.



3. 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.



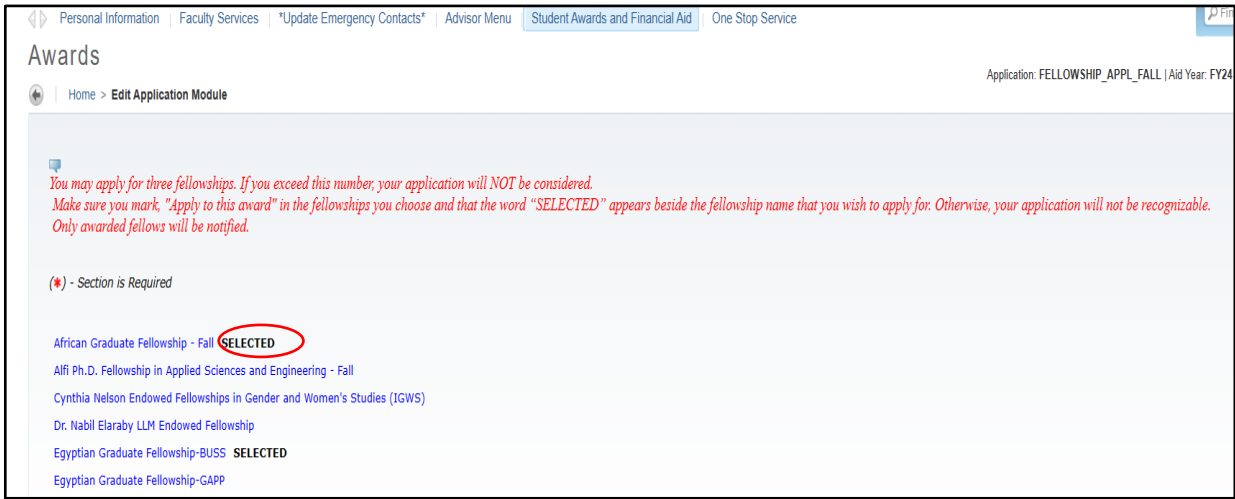
*If you do not click on the **“Apply for this award”** button, your selection will not appear in your fellowship application and accordingly you will not be considered for this fellowship*

4. **For New applicants to AUC 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.



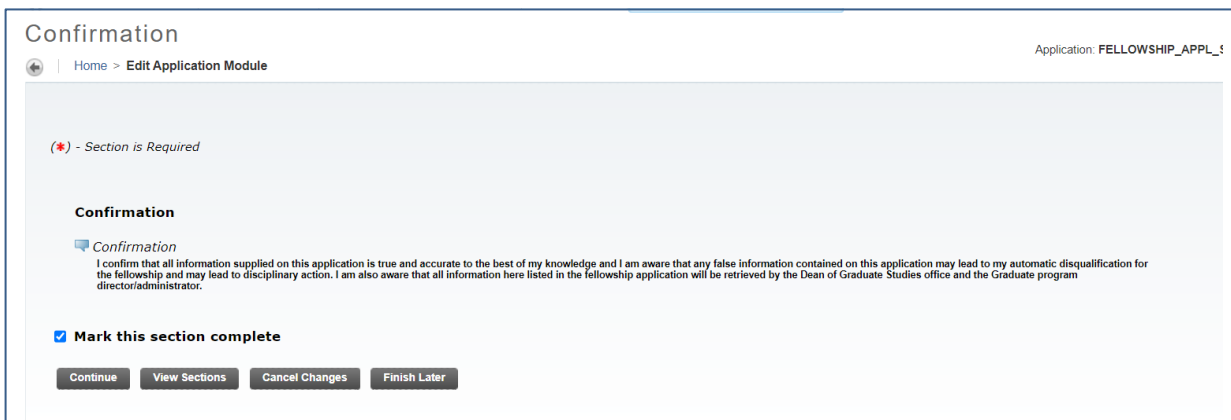
- **Egyptian Graduate Fellowship-HUSS:** is available for applicants who wish to pursue their master’s degree in any discipline at the School of Humanities and Social Sciences.
- **Egyptian Graduate fellowship – BUSS:** is available for applicants who wish to pursue their master’s degree in any discipline 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

5. **Make sure the word "SELECTED" appears next to the name of the fellowship you wish to apply for; otherwise, your fellowship selection will not be recognized.**



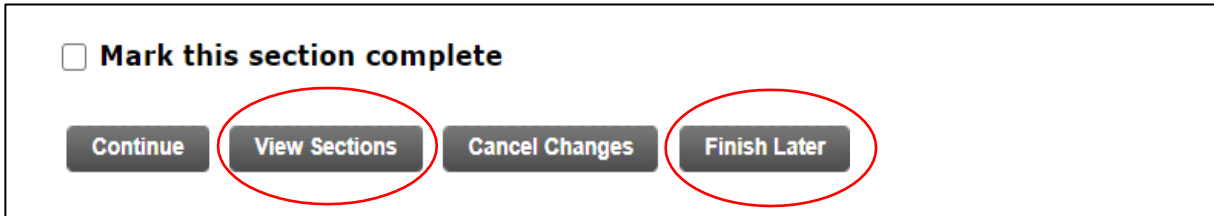
Confirmation Section

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

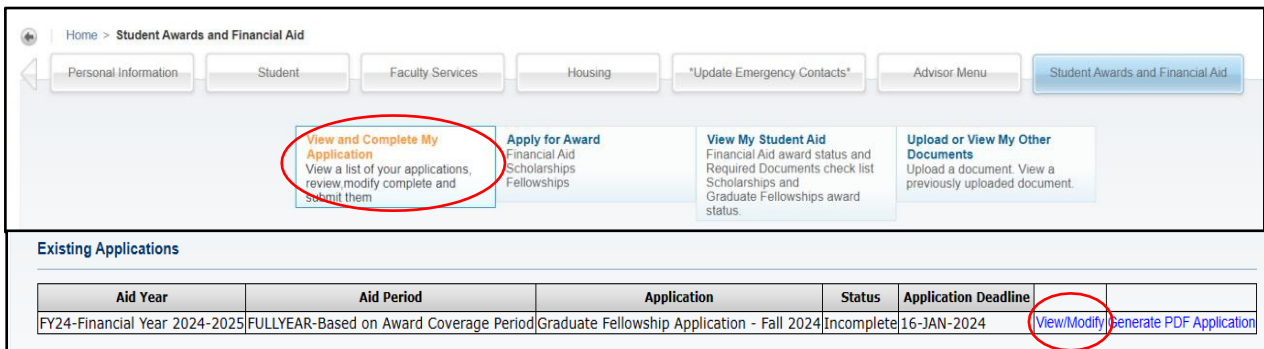


Reviewing / editing your Fellowship Application:

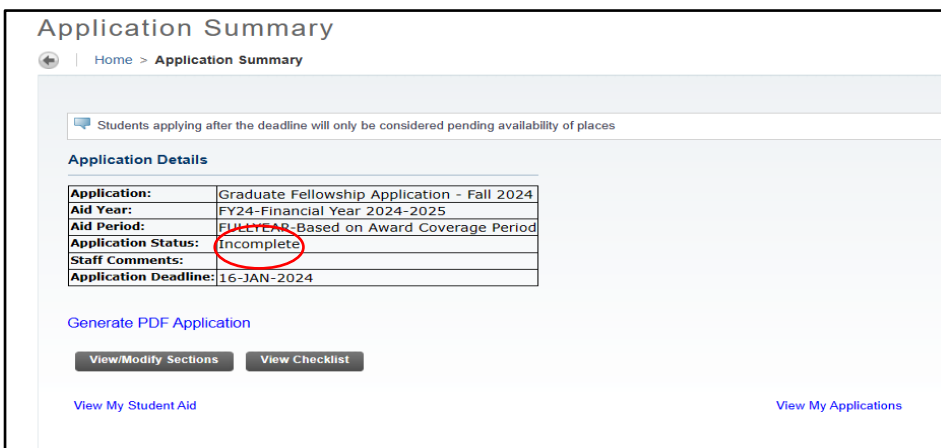
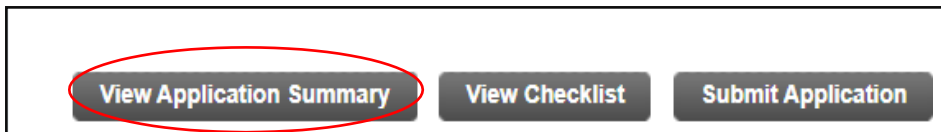
- At any given point, while you are filling out your fellowship application, If you decide to finish it at a later time; press the “Finish Later” button. If you want to view the application sections, press “View Sections” button



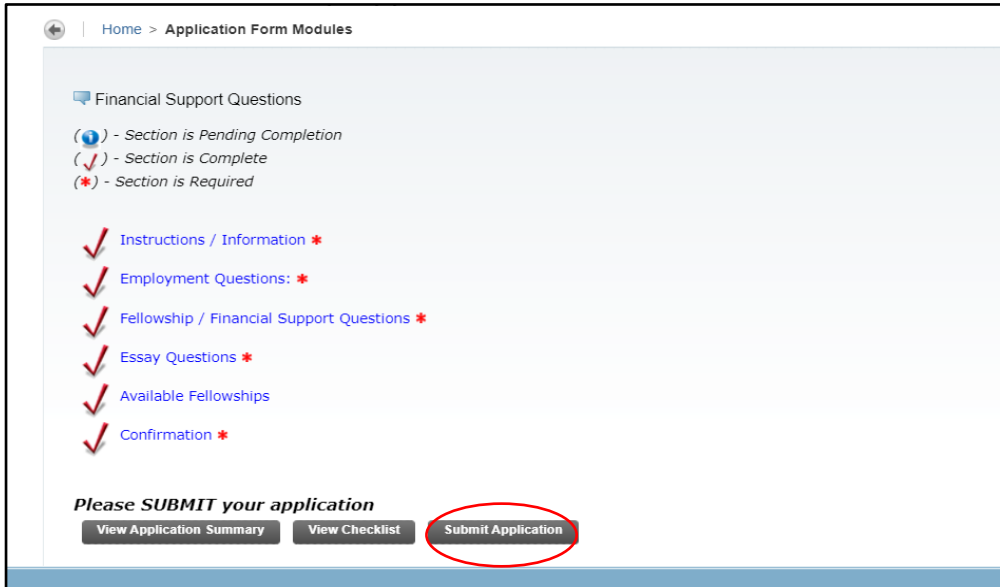
- To proceed with filling out a graduate fellowship application that has already been started, choose the “View and Complete my Application” option in the “Student Awards and Financial Aid” tab, then the “View/ Modify” option next to your Graduate fellowship application to continue with filling out your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



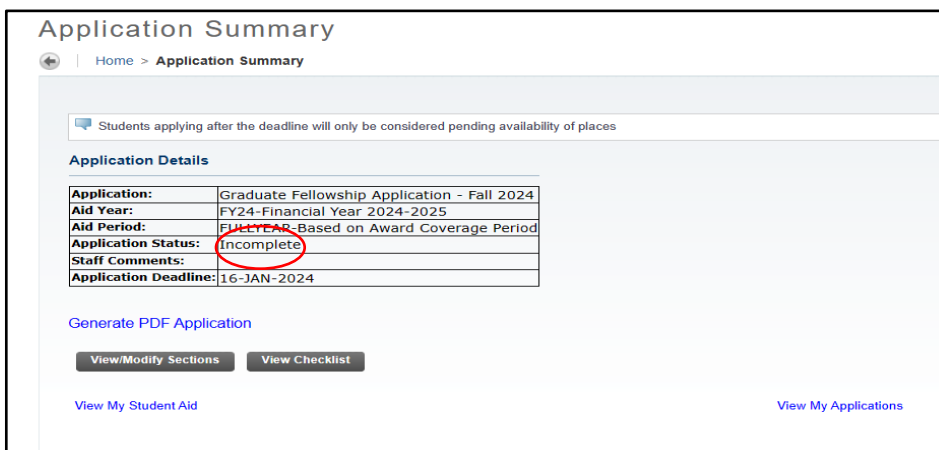
- You can always review your application summary if you click on the “View Application Summary” button. **If the application status is incomplete (see below), it means that you did not submit your fellowship application.**



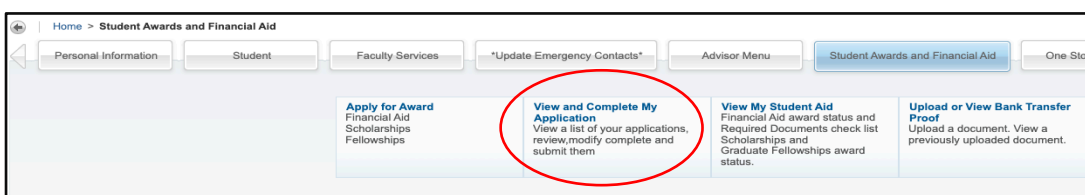
- Once you are done with completing all sections of the application and you are sure of all information provided and fellowships selected, Press the “Submit Application”. **By pressing the submit button, your application will be ready for evaluation.**



- 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

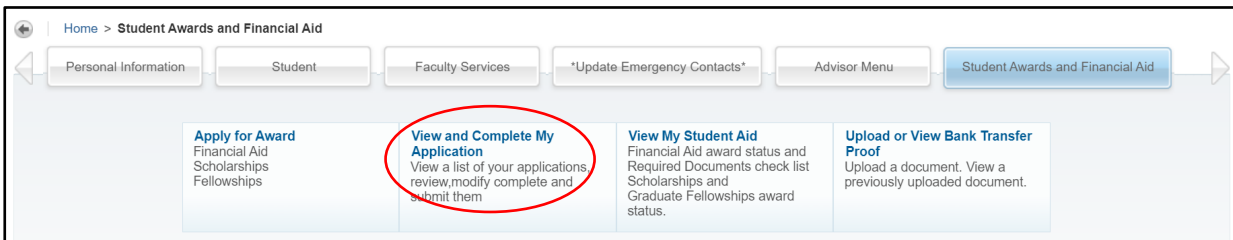


- You may always review your application status after it is submitted. Press the “View My Applications” tab. Any comments will be displayed in the application status.



Frequently Asked Questions:

- I started filling out my fellowship application, but now I cannot find it on Banner?***
 You select “Graduate Fellowship Application” from the “Apply for Award” tab, the first time you enter Banner. If during filling out the application you decided to continue the application process in another time, you will then find your application in the “View and Complete My application” tab.



- How can I check the fellowships I have applied for?***
 You can always check the fellowships you have applied for by choosing the “View My Student Aid” tab

My Student Aid	
Description	Status
University Fellowships - Fall	Applied

- Can I modify my fellowship application after submitting it?***
 You may, edit or modify your fellowship application during the application cycle period, even if you have already submitted it. It is advisable that you do not click the "Submit Application" button until you have completed all of the required sections and reviewed all of your answers. After the deadline, you will not be able to edit or modify your fellowship application. If you reopen your fellowship application after submitting it, you must resubmit it. Otherwise it will be marked as an incomplete fellowship application.

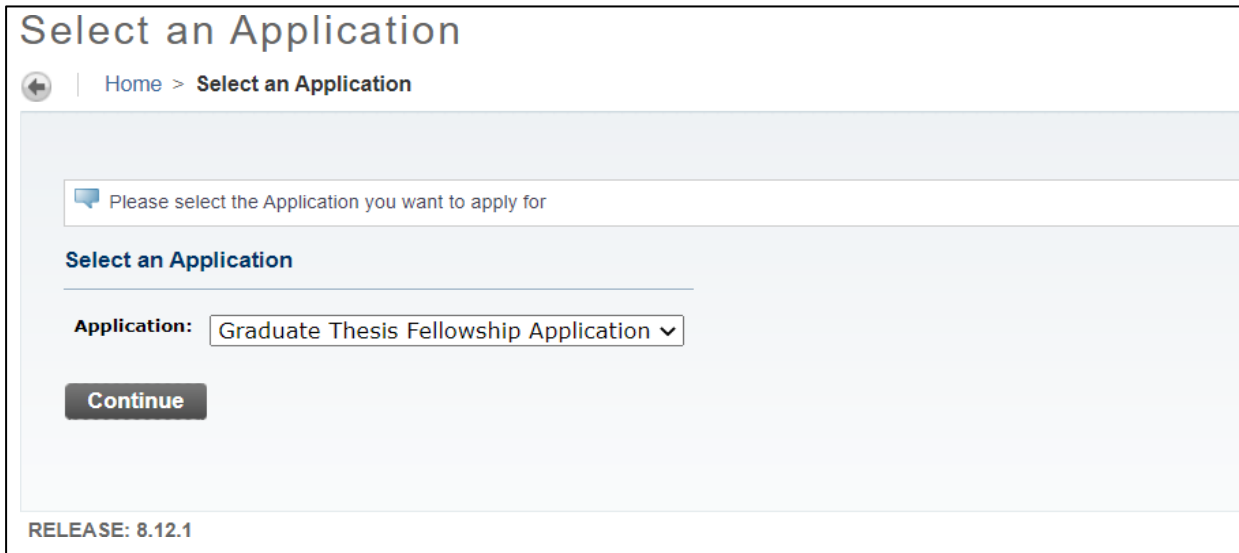
- How can I check the status of my application?***
 The status of your fellowship application can be checked in the ‘View and complete my application’ tab’

Existing Applications						
Aid Year	Aid Period	Application	Status	Application Deadline		
FY23-Financial Year 2023-2024	Depends on type of fellowship - Semester Based	Graduate Fellowship Application - Fall 2023	Incomplete	05-APR-2023	EXPIRED	
FY21-Financial Year 2021-2022	Depends on type of fellowship - Semester Based	Graduate Fellowship Application- Spring 2022	Submitted	05-OCT-2021	EXPIRED	Generate PDF Application

Please note, only awarded fellows will be notified

THE GRADUATE THESIS FELLOWSHIP (Vanessa B. Korany Thesis Support fellowship)

If you are eligible for 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

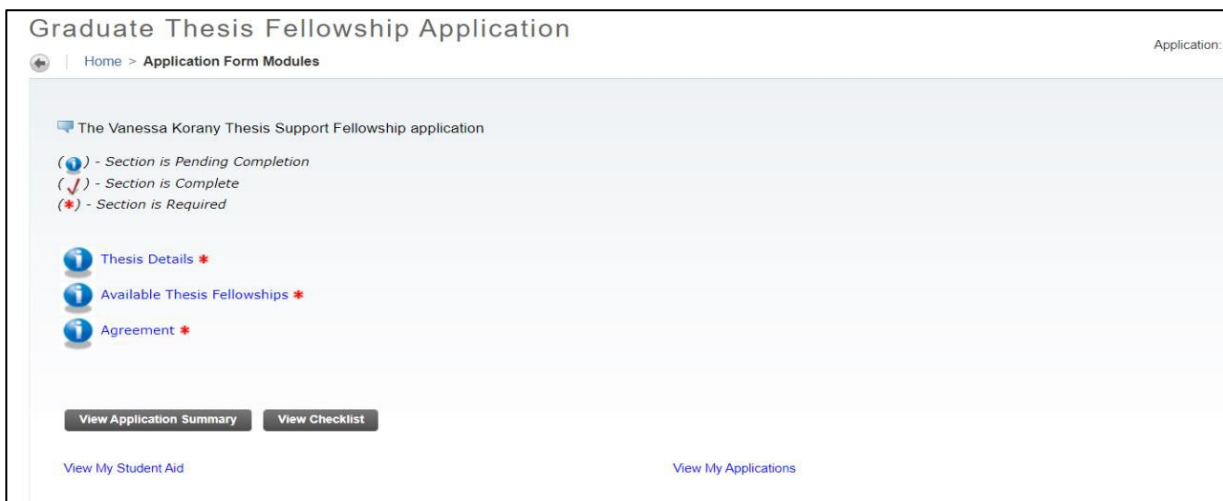
Select an Application

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

The Vanessa Korany Thesis Support Fellowship application

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

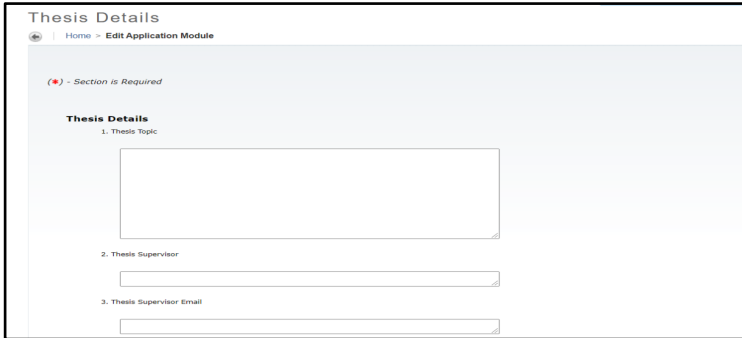
Thesis Details *
Available Thesis Fellowships *
Agreement *

View Application Summary View Checklist

View My Student Aid View My Applications

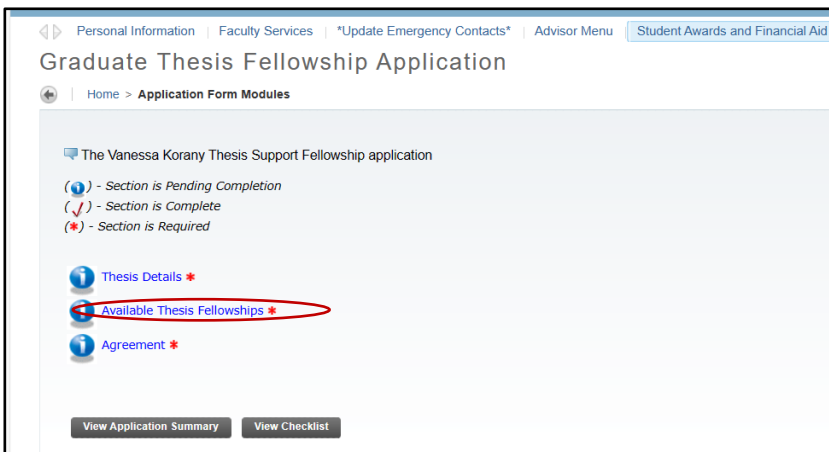
Thesis Details Section

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

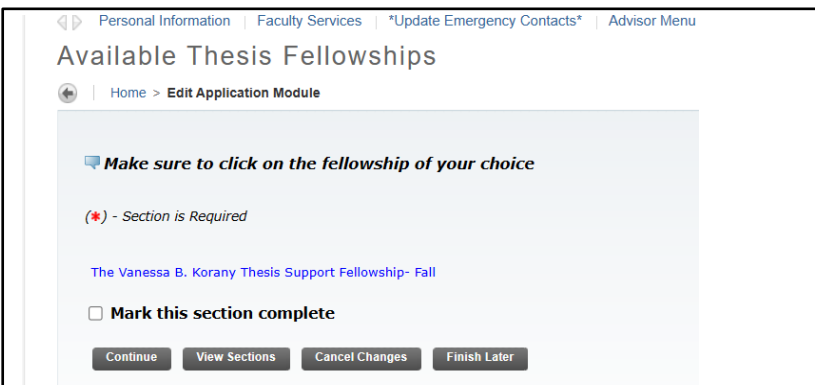


Available Thesis Fellowships Section

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



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

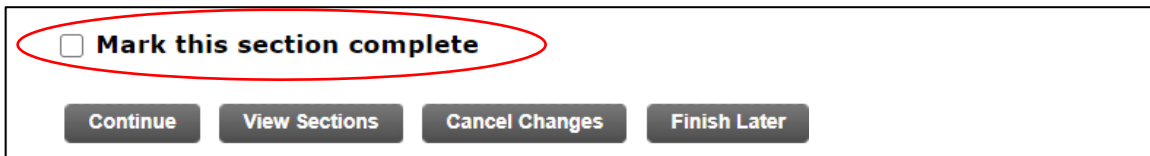


- You will find a brief description of eligibility criteria and the relevant graduate programs. Click on “Apply for this Award” button., then the Save and Continue button.



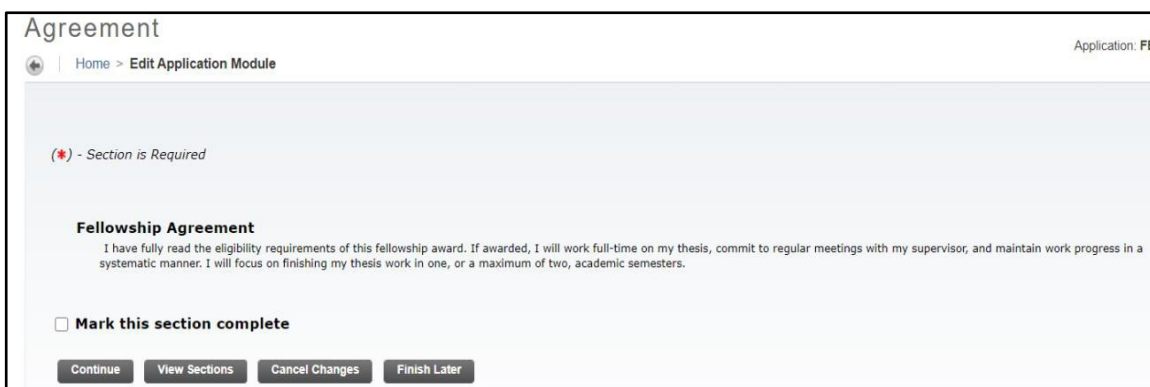
If you do not click on the “Apply for this award” button, your selection will not appear in your fellowship application and accordingly you will not be considered for this fellowship

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



Agreement Section

- 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.



2. 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.



Graduate Thesis Fellowship Application

Home > Application Form Modules

The Vanessa Korany Thesis Support Fellowship application

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

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

Please SUBMIT your application

View Application Summary View Checklist **Submit Application**