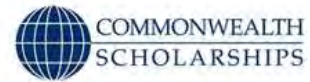


Guide for candidates applying for a Commonwealth Scholarship for PhD study

Go to website: <http://csc.do-it-online.org.uk/csc/ElectronicApplicationSystem.htm>

Start by clicking on **Applicant's Portal**

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Electronic Application System

Options:

- [Applicant's Portal](#)
- [Nomination, Advice and Admin Portal](#)
- [Log Off EAS](#)

The following screen appears

The screenshot shows a web browser window titled "OfficeForms: Log On". The main heading is "Log On". In the top right corner, there is a link for "Accessibility Help". The central area contains a text box with the instruction: "Please supply an Email Address and Password to log on to the system, or if you want to register as a new user, please click the appropriate button below." Below this text are two input fields: "Email Address" and "Password". A "Log On" button is positioned below the password field. At the bottom of the form area, there are three buttons: "Register New User", "Forgotten Password", and "Change Registration Details". A "Cancel" button is located in the bottom right corner of the window.

If you are a new user, click on **Register New User** and the following screen appears

The screenshot shows the 'CSC Self Registration Form' for Commonwealth Scholarships. The page header includes the Commonwealth Scholarships logo and the text 'COMMONWEALTH SCHOLARSHIPS'. The form is titled 'CSC Self Registration Form' and has a 'Cancel' button and a 'Next >>' button at the top right. The main content area is titled 'BASIC DETAILS' and contains a form with the following fields:

- * E-mail Address
- * Please enter a password
- * Please re-enter your password
- Title
- * First Name
- Middle Names
- * Family Name
- Your address for correspondence
- * Country for correspondence about this application
- Telephone
- Permanent address (if different)
- Permanent Country (if different)
- Permanent E-mail (if different from above)
- Permanent Telephone
- Mobile number

At the bottom right of the form, there are 'Cancel' and 'Next >>' buttons.

Fields with asterisks (*) must be completed. The screenshot below shows the minimum number of fields completed

The screenshot displays the 'CSC Self Registration Form' for Commonwealth Scholarships. The 'BASIC DETAILS' section is active, showing a form with the following fields and values:

- E-mail Address:** jaspa1.singh2@boudillon.plus.com
- Please enter a password:** [Redacted with asterisks]
- Please re-enter your password:** [Redacted with asterisks]
- Title:** [Dropdown menu]
- First Name:** jaspa1
- Middle Names:** [Empty]
- Family Name:** Singh
- Your address for correspondence:** [Empty]
- Country for correspondence about this application:** Kenya
- Telephone:** [Empty]
- Permanent address (if different):** [Empty]
- Permanent Country (if different):** [Dropdown menu]
- Permanent E-mail (if different from above):** [Empty]
- Permanent Telephone:** [Empty]
- Mobile number:** [Empty]

Navigation buttons 'Cancel' and 'Next >>' are visible at the top right and bottom right of the form area.

When you click **Next >>** you will be directed to the **Extra Details** screen. The top half partially completed looks like

CSC Self Registration Form COMMONWEALTH SCHOLARSHIPS

Basic Details
Extra Details

EXTRA DETAILS

Nationality / Citizenship: Kenya

Do you hold a second Nationality / Citizenship? Yes No

Place of birth: Kenya

Country of residence: Kenya

How many years have you lived in this country?: 23

Sex: Male Female Other

* Date of birth: 9 July 1988

Religion: _____

Ethnicity: _____


Are there any health/disability issues relating to your ability to complete the proposed course that you would like to include in your application? _____

Marital Status: Single Married Partner

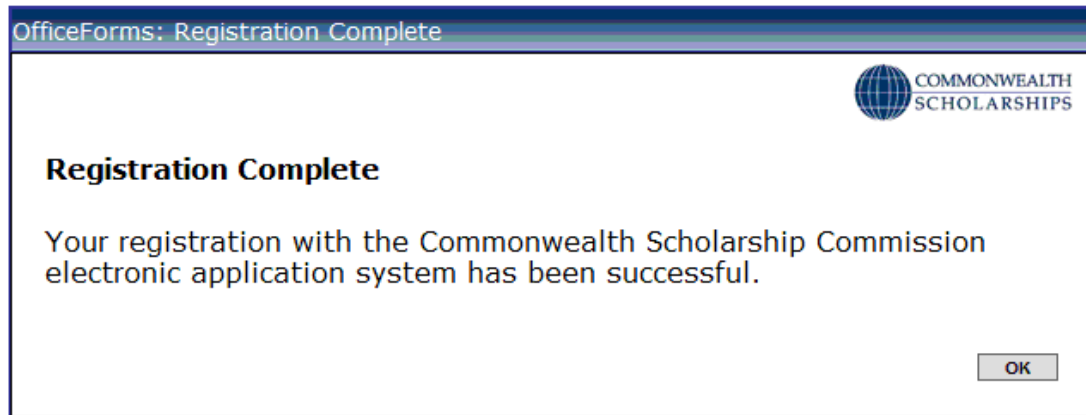
How many children would accompany you, if any? Please state their ages: _____

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 highlight the appropriate country. You can enter the first letter of the country to get close to the required country quickly.

The bottom half looks like

Country of residence	<input type="text" value="Kenya"/>
How many years have you lived in this country?	<input type="text" value="23"/>
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
* Date of birth	<input type="text" value="9"/> <input type="text" value="July"/> Year <input type="text" value="1988"/> 
Religion	<input type="text"/>
Ethnicity	<input type="text"/>
Are there any health/disability issues relating to your ability to complete the proposed course that you would like to include in your application?	
<input type="text"/>	
Marital Status	<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Partner
How many children would accompany you, if any?	<input type="text"/>
Please state their ages	<input type="text"/>
Emergency contact	<input type="text"/>
Relationship	<input type="text"/>
Telephone	<input type="text"/>
E-mail	<input type="text"/>
Father's nationality	<input type="text"/>
Is your father:	<input type="radio"/> Pre-retirement <input type="radio"/> Retired <input type="radio"/> Deceased
Father's occupation	<input type="text"/>
Mother's nationality	<input type="text"/>
Is your mother:	<input type="radio"/> Pre-retirement <input type="radio"/> Retired <input type="radio"/> Deceased
Mother's occupation	<input type="text"/>

Clicking on **Submit Registration** at the top or at the bottom of the screen leads to the next screen

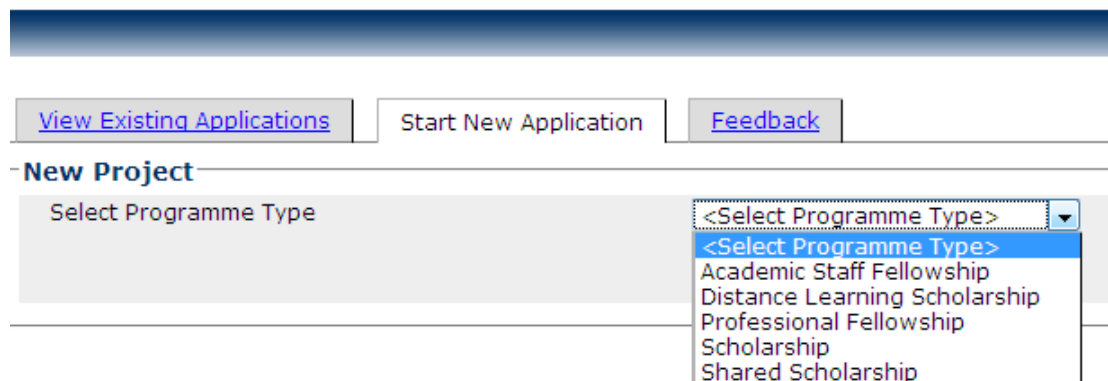


On clicking **OK** you are taken to the next screen where you start completing an application for an award

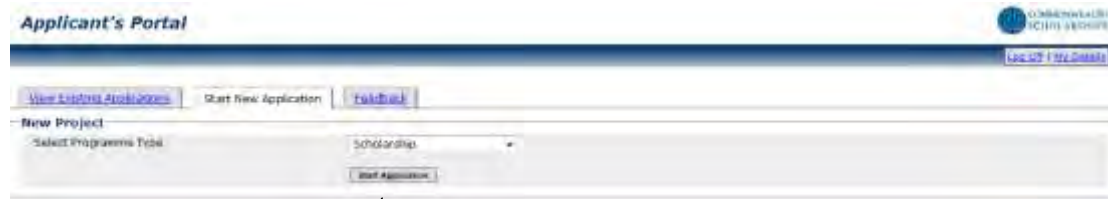
By clicking on the arrow at the right hand end of *<Select Programme Type>* you choose the award you wish to apply for

- Academic Staff Fellowship
- Distance Learning Scholarship
- Professional Fellowship
- Scholarship
- Shared Scholarship

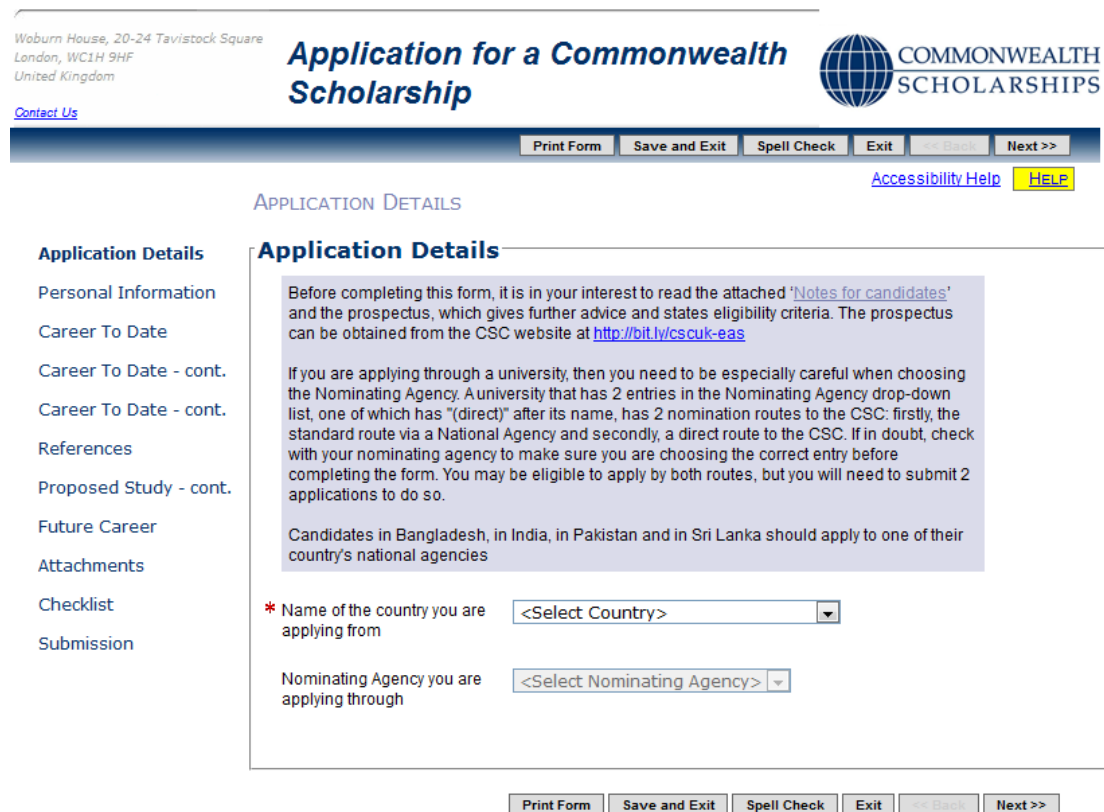
Applicant's Portal



In this example *Scholarship* has been chosen



Clicking on the **Start Application** button below *Scholarship* opens the next screen



After entering the *Name of the country you are applying from* you are asked to choose the *Nominating Agency you are applying through*

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Application for a Commonwealth Scholarship



[Contact Us](#)

[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [Previous <<](#) [Next >>](#)

[Accessibility Help](#) [HELP](#)

APPLICATION DETAILS

Application Details

[Personal Information](#)

[Career To Date](#)

[Career To Date - cont.](#)

[Career To Date - cont.](#)

[References](#)

[Proposed Study - cont.](#)

[Home Country Benefit](#)

[Future Career](#)

[Attachments](#)

[Checklist](#)

[Submission](#)

Application Details

Before completing this form, it is in your interest to read the attached ["Notes for candidates"](#) and the prospectus, which gives further advice and states eligibility criteria. The prospectus can be obtained from the CSC website at <http://bit.ly/cscuk-eas>

If you are applying through a university, then you need to be especially careful when choosing the Nominating Agency. A university that has 2 entries in the Nominating Agency drop-down list, one of which has "(direct)" after its name, has 2 nomination routes to the CSC: firstly, the standard route via a National Agency and secondly, a direct route to the CSC. If in doubt, check with your nominating agency to make sure you are choosing the correct entry before completing the form. You may be eligible to apply by both routes, but you will need to submit 2 applications to do so.

Candidates in Bangladesh, in India, in Pakistan and in Sri Lanka should apply to one of their country's national agencies

* Name of the country you are applying from

* Nominating Agency you are applying through

What are you applying for?

[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [Previous <<](#) [Next >>](#)


Many Commonwealth countries have more than one Nominating Agency. In this example the Nominating Agency is the Kenya Ministry of Education, Science and Technology. If the deadline is approaching you receive a warning message. Click on **OK** to continue

The screenshot shows a web application for Commonwealth Scholarships. A modal dialog box titled "Important: Deadline Approaching" is centered on the screen. The dialog text reads: "The deadline for submission of this form to your Nominating Agency (KENYA Ministry of Education, Science and Technology) is **02 August 2011**. You therefore have only **1 day** remaining to complete the application and submit it to the Nominating Agency." An "OK" button is located at the bottom right of the dialog. An arrow points from the text "Click on OK to continue" to this button. The background application shows a sidebar with a menu including "Application Details", "Personal Information", "Career To Date", "References", "Proposed Study - cont.", "Home Country Benefit", "Future Career", "Attachments", "Checklist", and "Submission". The main content area contains instructions and form fields, including a dropdown menu for "Name of the country you are applying from" set to "KENYA" and another for "Nominating Agency you are applying through" set to "KENYA Ministry of Education, Science and Technolo...". At the bottom of the page are buttons for "Print Form", "Save and Exit", "Spell Check", "Exit", "Previous <<", and "Next >>".

On this screen the candidate has selected *Doctoral* studies

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Application for a Commonwealth Scholarship



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Print Form Save and Exit Spell Check Exit << Back Next >>

[Accessibility Help](#) **HELP**

APPLICATION DETAILS

Application Details

- Personal Information
- Career To Date
- Career To Date - cont.
- Career To Date - cont.
- References
- Proposed Study
- Home Country Benefit
- Future Career
- Attachments
- Checklist
- Submission

Before completing this form, it is in your interest to read the attached '[Notes for candidates](#)' and the prospectus, which gives further advice and states eligibility criteria. The prospectus can be obtained from the CSC website at <http://bit.ly/cscuk-eas>

If you are applying through a university, then you need to be especially careful when choosing the Nominating Agency. A university that has 2 entries in the Nominating Agency drop-down list, one of which has "(direct)" after its name, has 2 nomination routes to the CSC: firstly, the standard route via a National Agency and secondly, a direct route to the CSC. If in doubt, check with your nominating agency to make sure you are choosing the correct entry before completing the form. You may be eligible to apply by both routes, but you will need to submit 2 applications to do so.

Candidates in Bangladesh, in India, in Pakistan and in Sri Lanka should apply to one of their country's national agencies

Important: This form must be completed and submitted to your Nominating Agency by **21 August 2011**

* Name of the country you are applying from

* Nominating Agency you are applying through

What are you applying for?

Print Form Save and Exit Spell Check Exit << Back Next >>

At this stage you can

1. click **Print Form** which displays, and lets you print the whole application form – the completed and the uncompleted parts - in Acrobat format
2. click **Save and Exit** followed by **Log off EAS** to end the current session. When you log on again you can continue where you left off
3. click **Exit** which takes you to a screen which lists the applications you have in progress and ones you have made in the past. This screen also enables you to **Log Off**
4. click **Next** which takes you to the **Personal Information** screen so that you can check it and amend it, if necessary
5. click on an item from the menu on the left hand side of the screen

The screen you see if you click on **Save and Exit** (it's also the screen you see when you log on again) is

Applicant's Portal

[Log Off](#) | [My Details](#)

View Existing Applications[Start New Application](#)[Feedback](#)

Show records per page

Saved Forms Not Yet Submitted:
Click "Open..." to continue filling in the form

Records 1 - 1 of 1

Started	Last Viewed	Type	
01/Aug/11 11:35	01/Aug/11 11:48	Scholarship	Open...

Page 1 << Previous Next >>

Submitted Forms In Process:

Records 1 - 1 of 1 (*Live and Completed Forms*)

ID	Originated	Type	Stage	Now With	Since	Received So Far	Form
48838	01/Aug/11 11:35	Scholarship	Not Submitted	Jaspal Singh	01/Aug/11 11:35		View Form

Page 1 << Previous Next >>

This screen is your [In Tray](#)

If you click on **My Details** in the top right corner, the screen that appears allows you to change your password as well as any other **Personal Information**.

The screenshot displays the 'CSC Self Registration Form' interface. At the top, the title 'CSC Self Registration Form' is centered, with the Commonwealth Scholarships logo on the right. A navigation bar at the top right contains 'Cancel' and 'Next >>' buttons. The main content area is titled 'BASIC DETAILS' and contains a form with the following fields:

- E-mail Address:** jaspal.singh2@boudillon.plus.com
- Change Password:**
- Title:** (dropdown menu)
- First Name:** Jaspal
- Middle Names:** (text input)
- Family Name:** Singh
- Your address for correspondence:** (text input)
- Country for correspondence about this application:** Kenya
- Telephone:** (text input)
- Permanent address (if different):** (text input)
- Permanent Country (if different):** (dropdown menu)
- Permanent E-mail (if different from above):** (text input)
- Permanent Telephone:** (text input)
- Mobile number:** (text input)

At the bottom right of the form, there are 'Cancel' and 'Next >>' buttons.

To continue with the application either click on **Submit New Details** then on **OK** or on **Cancel**. This returns you to the [In Tray](#)

Applicant's Portal

[Log Off](#) | [My Details](#)

View Existing Applications[Start New Application](#)[Feedback](#)

[Refresh](#)Show records per page

Saved Forms Not Yet Submitted:
Click "Open..." to continue filling in the form

Records 1 - 1 of 1

Started	Last Viewed	Type	
01/Aug/11 11:35	01/Aug/11 11:48	Scholarship	Open...

Page 1 << Previous Next >>

Submitted Forms In Process:

Records 1 - 1 of 1 (*Live and Completed Forms*)

ID	Originated	Type	Stage	Now With	Since	Received So Far	Form
48838	01/Aug/11 11:35	Scholarship	Not Submitted	Jaspal Singh	01/Aug/11 11:35		View Form

Page 1 << Previous Next >>

To continue working on your application, click **Open**

When you click on **Open** you see the **Application Details** screen again. Note that you are reminded of the date by which the form must be completed and submitted

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Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

[Contact Us](#)

Print Form Save and Exit Spell Check Exit Back Next >>

[Accessibility Help](#) **HELP**

APPLICATION DETAILS

Application Details

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Endorsement
Proposed Study
Home Country Benefit
Future Career
Attachments
Checklist
Submission

Before completing this form, it is in your interest to read the attached 'Notes for candidates' and the prospectus, which gives further advice and states eligibility criteria. The prospectus can be obtained from the CSC website at <http://bit.ly/cscuk-eas>

If you are applying through a university, then you need to be especially careful when choosing the Nominating Agency. A university that has 2 entries in the Nominating Agency drop-down list, one of which has "(direct)" after its name, has 2 nomination routes to the CSC: firstly, the standard route via a National Agency and secondly, a direct route to the CSC. If in doubt, check with your nominating agency to make sure you are choosing the correct entry before completing the form. You may be eligible to apply by both routes, but you will need to submit 2 applications to do so.

Candidates in Bangladesh, in India, in Pakistan and in Sri Lanka should apply to one of their country's national agencies

Important: This form must be completed and submitted to your Nominating Agency by **21 August 2011**

* Name of the country you are applying from

* Nominating Agency you are applying through

What are you applying for?


Print Form Save and Exit Spell Check Exit Back Next >>

In the next screen **Career to Date** has been chosen from the menu on the left hand side

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Application for a Commonwealth Scholarship



**COMMONWEALTH
SCHOLARSHIPS**

Print Form Save and Exit Spell Check Exit << Back Next >>

[Accessibility Help](#) HELP

SECTION TWO: YOUR CAREER TO DATE

- Application Details
- Personal Information
- Career To Date**
- Career To Date - cont.
- Career To Date - cont.
- References
- Endorsement
- Proposed Study
- Home Country Benefit
- Future Career
- Attachments
- Checklist
- Submission

2.1 Educational Background

a. Please list all undergraduate and postgraduate university qualifications obtained.
Do not include pre-university qualifications ([See Note 6](#))

Name of Institution	Dates Attended	Subject	Language of Instruction	Qualifications Awarded	Class of Award	Date of Award	Awarding Body
<input type="button" value="Add..."/>							

* b. Are you currently registered for any higher education qualification?
 Yes No

c. Academic distinctions or prizes

Click on the **Add** button to enter a *university-level qualification* you have gained. The following pop-up appears with the page you were on darkened in the background

Add Table Row

* Country of Institution

* Name of Institution

Dates Attended

* From Day Month Year

To Day Month Year

To present

* Subject

Language of Instruction

Qualifications Awarded

Class of Award

Date of Award Day Month Year

Awarding Body

OK Cancel




When you've entered the qualification, click **OK** to return to the previous page

[Accessibility Help](#) [HELP](#)

SECTION TWO: YOUR CAREER TO DATE

2.1 Educational Background

a. Please list all undergraduate and postgraduate university qualifications obtained.
Do not include pre-university qualifications ([See Note 6](#))

	Name of Institution	Dates Attended	Subject	Language of Instruction	Qualifications Awarded	Class of Award	Date of Award	Awarding Body		
  	Nairobi University	06/10/2006 to 04/07/2009	Information Technolog	Language	BSc	Upper Second	13/11/2010	Nairobi University	Up	Down

* b. Are you currently registered for any higher education qualification?

Yes No

The 3 buttons to the left of each *university-level qualification* allow you to insert a row, to edit the row and to delete the row



Add as many *university-level qualifications* as you have.

You must answer the question *Are you currently registered for any higher education qualification?* If you answer *Yes*, you will be asked to fill in the details.

If you click on



or on  in any screen the **Notes for Candidates** will open

Reminder: fields with asterisks (*) beside them are mandatory

Your application is automatically saved from time-to-time. However, if your Internet access is slow or unreliable, you are recommended to **Save and Exit** and then to **Open** your application regularly

The bottom of this screen shows

Proposed Study - cont.
 Home Country Benefit
 Future Career
 Attachments
 Checklist
 Submission

* b. Are you currently registered for any higher education qualification?
 Yes No

c. Academic distinctions or prizes:

d. List up to 10 publications, including titles of anytheses submitted. For publications, please give the names and initials of all authors. Authors' names should be followed by the year of publication, article title, journal title, volume number, and first and last page numbers. References to books should give the names of any editors, place of publication, editor, and year. If the publication or its abstract is available on the World Wide Web, include the web address.

Examples:
 - Seber A, Wasserman SI, Austen KF (1976) Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *New England Journal of Medicine*. 294: 887-90
 - Osier AG (1976) Complement: mechanisms and functions. Englewood Cliffs: Prentice-Hall

Publication details	Web address

Add Row

Print Form Save and Exit Spell Check Exit << Back Next >>

While *Academic distinctions or prizes* is a free-text field, *Publication details* is a tabular field asking you to enter the details of up to 10 publications together with the link of each to a website, if available. Click **Add Row** to add a publication

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 Next >>
[Help](#) [Help](#)

Application D
 Personal Info
 Career To Date
 Career To Date - cont.
 Career To Date - cont.
 References
 Endorsement
 Proposed Study
 Home Country Benefit
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 Submission

Do not include pre-university qualifications (See Note b)

Name of Institution	Dates Attended	Subject	Language of Instruction	Qualifications Awarded	Class of Award	Date of Award	Awarding Body

Add...

* b. Are you currently registered for any higher education qualification?
 Yes No

c. Academic distinctions or prizes

Add Table Row

Publication details

Web address

OK Cancel

The second and third parts of **Career To Date** look like

[Accessibility Help](#) [HELP](#)

SECTION TWO: YOUR CAREER TO DATE - CONT.

2.2 Professional Record

a. Please list up to 30 employments held to date, starting with the most recent.
If you are applying to undertake clinical training, you must include details of your employment during your first year after medical or dental qualification.

Date(s)	Country	Name of Employer	Title	Main Responsibilities

Add...

b. Please list up to 5 professional qualifications obtained. A professional qualification is awarded by a professional body; an example is Membership of the Institute of Mechanical Engineers.
Do not include university qualifications in this section

Qualification	Date Awarded	Awarding Body	Other Information

Add...

c. Please list up to 5 short courses attended that you consider relevant to the application

Subject	Place of Study	Date(s)	Organising Body / Qualification Awarded

Add...

d. Voluntary activity - please list up to 4 examples of charitable/voluntary or public activity undertaken

Date(s)	Organisation	Activities / Achievements

Add...

[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [<< Back](#) [Next >>](#)

2.3 Other Information

a. Language proficiency [\(See Note 7\)](#)

* Is English your first language? Yes No

Please list all languages spoken, stating whether you regard your capability as good, average or poor

<input type="text"/>	<input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor
----------------------	---

<input type="text"/>	<input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor
----------------------	---

<input type="text"/>	<input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor
----------------------	---

Please note that evidence of a minimum IELTS score of 6.5 may be required as a condition of eligibility

* c. Have you been nominated by your agency/home institution for a Commonwealth Scholarship before?
 Yes No

d. Other information - please include any other information about your career to date that you consider relevant to this application.

The **References** screen starts with

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Application for a Commonwealth Scholarship



[Contact Us](#)

Print Form Save and Exit Spell Check Exit << Back Next >>

[Accessibility Help](#) **HELP**

SECTION THREE: REFERENCES

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Endorsement
Proposed Study
Home Country Benefit
Future Career
Attachments
Checklist
Submission

References


Did you take a Master's degree in the United Kingdom? Yes No

Print Form Save and Exit Spell Check Exit << Back Next >>

Depending on your answer, you are either asked to name 4 or 3 referees

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United Kingdom

Application for a Commonwealth Scholarship



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Print Form Save and Exit Spell Check Exit << Back Next >>

[Accessibility Help](#) **HELP**

SECTION THREE: REFERENCES

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Endorsement
Proposed Study
Home Country Benefit
Future Career
Attachments
Checklist
Submission

References

Did you take a Master's degree in the United Kingdom? Yes No

Please list the names and positions of four referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching. The fourth referee listed must be your UK Master's degree supervisor.

Click the Add... button to add each referee in turn.
[Please refer to Note 16 for guidance in this area.](#)

Referees

Name	Job Title	Organisation	Email Address	Phone	Fax
Add...					

Do you consent to your application form being visible to these referees? Yes No

Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award? Yes No

Print Form Save and Exit Spell Check Exit << Back Next >>

When you click on **Add** the following pop-up appears

The screenshot shows a pop-up window titled "Add Table Row" with a sub-header "Referees". It contains several input fields:

- * Name
- * Job Title
- * Organisation
- * Email Address
- * Repeat email address
- Phone
- Fax

 An important note states: "IMPORTANT: Be careful to supply the correct email address, otherwise you will have to ask the referee to send the reference on headed paper." At the bottom right of the pop-up are "OK" and "Cancel" buttons. The background shows a navigation menu on the left and a main form area with consent questions.

After adding 3 referees this looks like

The screenshot shows the "References" section of the application form. At the top, it says "SECTION THREE | REFERENCES". Below this, there is a heading "References" and a paragraph: "Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching." It also includes a note: "Click the Add... button to add each referee in turn. Please refer to Note 15 for guidance on this area." Below this is a table with the following data:

	Name	Job Title	Organisation	Email Address	Phone	Fax
<input checked="" type="checkbox"/>	Referee1	CEO	Acme plc	referee1@bourdillon.plus.com		
<input checked="" type="checkbox"/>	Referee2	IT Director	Acme plc	referee2@bourdillon.plus.com		
<input checked="" type="checkbox"/>	Referee3	Finance Director	Acme plc	referee3@bourdillon.plus.com		

Below the table are two consent questions:

- Do you consent to your application form being visible to these referees? Yes No
- Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award? Yes No

 At the bottom of the page are navigation buttons: "Print Form", "Save and Exit", "Spell Check", "Exit", "<< Back", and "Next >>".

When you submit your application:

1. each of these referees will automatically receive an email. The email will contain a link to your application and each will be invited to complete the reference on-line
 2. you will not be able to see the references, but any time you log on you will see on your [In Tray](#) which referees have and which have not written a reference on your behalf
 3. you can send a referee a reminder email
 4. you can also change a referee's email address and send another email to the referee's new email address
 5. you **cannot change the name** of any of your referees
-

If you are employed by or have an academic position in a university, your application needs to have the support of the Vice-Chancellor/Rector/Executive Head of the university. To obtain this support, you are asked to include the name and email address of the Vice-Chancellor/Rector/Executive Head in your application as well as the names and email addresses of 3 referees. The Vice-Chancellor/Rector/Executive Head must not be one of your 3 referees. When you submit the application the Vice-Chancellor/Rector/Executive Head will receive an email. The email includes a link to your application that enables the Vice-Chancellor/Rector/Executive Head to look at your application as well as to enter the supporting information.

The **Endorsement** page looks like

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Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

Contact Us

Print Form Save and Exit Spell Check Exit << Back Next >>

Accessibility Help HELP

SECTION THREE: REFERENCES

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Endorsement
Proposed Study
Home Country Benefit
Future Career
Attachments
Checklist
Submission

Vice-Chancellor/Rector or Executive Head Endorsement

The application requires the endorsement of your Vice-Chancellor/Rector or your employing Executive Head.

Please enter details of the Vice-Chancellor/Rector or Executive Head so that he/she can be sent an email with a link to your application (see [Note 17](#)).

* Name of home institution supplying endorsement

* Name and position of the Vice-Chancellor/Rector or Executive Head of your Home University

* Email address of the Vice-Chancellor/Rector or Executive Head of your Home University

* Confirm Email

Print Form Save and Exit Spell Check Exit << Back Next >>

You cannot see the supporting information the Vice-Chancellor/Rector/Executive Head has entered. However, by looking at your In Tray you can tell when the Vice-Chancellor/Rector/Executive Head has entered the supporting information. It is your responsibility to ensure that the Vice-Chancellor/Rector/Executive Head does complete the supporting information. If you make a mistake entering the email address of the Vice-Chancellor/Rector/Executive Head, you can go back into your application after you have submitted it, edit the email address and send the Vice-Chancellor/Rector/Executive Head another email. However, you cannot change the name of the Vice-Chancellor/Rector/Executive Head at this stage, so it is imperative that you know who will write the supporting information before you submit your application.

The following item in the menu on the left hand side is **Proposed Study**. The top part of the **Proposed Study** screen looks like

[Accessibility Help](#) [HELP](#)

SECTION FOUR: PROPOSED STUDY IN THE UK

Proposed Study In The UK - Research Degrees Only

(UK Registered PhDs and Research Masters')

[Please read Notes 9 and 10 before completing this section.](#)

You should note that this section will be given a special grade in assessing your application and will form the basis of any submission to your chosen institution(s).

Proposed qualification

Proposed length of stay

Subject or field of study

Proposed date of commencement

Day Month Year 

Institution of study

Please select up to three institutions of study, and name your intended supervisor in each.

Unless there is at least one supporting statement from a UK Supervisor, your application will not be considered

Preferred Institution of Study	Supervisor	Supervisor's email address		

[Add...](#)

4.1 What factors led you to choose the above institutions? (100 words maximum)

Word Count: 0

4.2 The Committee will pay particular attention to contact you have had with institutions listed above. Please indicate details of any applications submitted, or acceptances obtained.

When you click on **Add** to enter *Preferred Institution(s) of Study* the following pop-up opens

Add Table Row

* Preferred Institution of Study

* Supervisor's Name

IMPORTANT: Your supervisor will be emailed to request a supporting statement. Be careful to supply the correct email address for the supervisor, otherwise you will have to ask him/her to send the supporting statement on headed paper.

* Supervisor's email address

* Repeat email address

OK Cancel

Proposed length of stay

Subject or field of study

Proposed date of commencement Day Month Year

Institution of study
Please select up to three institutions of study, and name your intended supervisor in each.
Unless there is at least one supporting statement from a UK Supervisor, your application will not be considered

Preferred Institution of Study	Supervisor	Supervisor's email address

Add...

4.1 What factors led you to choose the above institutions? (100 words maximum)

You can add up to 3 *Preferred Institutions of Study*

The bottom of the **Proposed Study** screen shows

4.2 The Committee will pay particular attention to contact you have had with institutions listed above. Please indicate details of any applications submitted, or acceptances obtained.



4.3 Would you be willing to consider any alternative institution, if recommended by the Commission? ([See Note 14](#))

Yes No

* 4.4 Has the following plan of study been discussed with, or produced in conjunction with, any prospective supervisor or host institution in the UK?


Yes No

4.5 Detailed Plan of Study

Although the final selection committee will be well informed, remember that they are not likely to be specialists in your subject. You should therefore describe clearly the aim of your research; the methodology that you will use, and the potential significance of this study to your discipline. You should also justify why you want to undertake this study in the UK. (500 words maximum)

The **Home Country Benefit** screen looks like

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Application for a Commonwealth Scholarship  COMMONWEALTH SCHOLARSHIPS

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Print Form Save and Exit Spell Check Exit << Back Next >>

[Accessibility Help](#) **HELP**

SECTION FIVE: BENEFIT TO YOUR HOME COUNTRY


Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Endorsement
Proposed Study
Home Country Benefit
Future Career
Attachments
Checklist
Submission

Benefit To Your Home Country

Commonwealth Scholarships in the United Kingdom receive funding from the U.K. Department for International Development. Preference will therefore be given to candidates who can demonstrate that their work will help achieve the development objectives of their home country.

Candidates are asked to provide a statement explaining how the proposed study will benefit their home country, and how the skills and qualifications obtained will be applied on their return. References to any existing national shortages or needs would be particularly welcome.


Note that this section will be given a specific grade in assessing your application (500 words maximum).



Note: Section 6 is reserved for Supporting Statements from your Potential Supervisors in the UK

The **Future Career Plans** screen looks like

Without Internet Explorer 8.0 or higher, you cannot view this page.
Custom: 10/27/2008
Internet Explorer

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[Go to: All](#)

Print Form Save and Exit Spell Check Exit < Back Next >

[Accessibility Help](#) **HELP**

SECTION SEVEN: FUTURE CAREER PLANS

Future Career Plans

The Commission would like to get a clear idea of how the proposed qualification will assist you in your planned career. Please give brief details of the skills that you expect to gain from this award and of your professional plans once you return home on completion of your award.

Objectives during the award

Career plans in the 5 years following the award

Long-term career plans

Print Form Save and Exit Spell Check Exit < Back Next >

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Proposed Study
Proposed Study - cont.
Home Country Benefit
Future Career
Attachments
Checklist
Submission

The **Attachments** screen looks like

The screenshot shows the 'Attachments' screen of the Commonwealth Scholarship application. At the top, there is a header with the text 'Application for a Commonwealth Scholarship' and the Commonwealth Scholarships logo. Below the header, there is a navigation bar with buttons for 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', '<< Back', and 'Next >>'. A 'Go Back' link is also visible. The main content area is titled 'ATTACHMENTS' and 'Supporting Documentation'. It contains a text box with the following information: 'Your EAS identification number is 48838', instructions on how to attach documents, and a list of attachments to be submitted. The list includes: 'Passport Photograph', 'University / College transcript(s) and certificate(s), certified by the awarding body', 'Birth Certificate', and 'Offer of a place at a UK university and Certificate of English Language proficiency, if required'. Each item has an 'Attached' checkbox and an 'Attach' button. At the bottom, there is another navigation bar with buttons for 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', '<< Back', and 'Next >>'. A 'Go Back' link is also visible.

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form Save and Exit Spell Check Exit << Back Next >>

Go Back

ATTACHMENTS

Supporting Documentation

Your EAS identification number is 48838

For each of the documents below attach a scanned image of the document. Only include transcripts of undergraduate and, if relevant, postgraduate university degrees. Do not include either transcripts of pre-university education or certificates showing attendance at short courses. If you do not have access to a scanner, send the documents to your nominating agency.

Attachments must be in JPEG (.jpg, .jpeg), Microsoft Word (.doc, .docx) or Acrobat (.pdf) format. If you are attaching multiple JPEG documents, first save them into a Microsoft Word document before attaching the Microsoft Word document.

The passport photograph must be in JPEG format.

No attachment can be larger than 2 megabytes.

Passport Photograph
Attached Attach

University / College transcript(s) and certificate(s), certified by the awarding body
Attached Attach

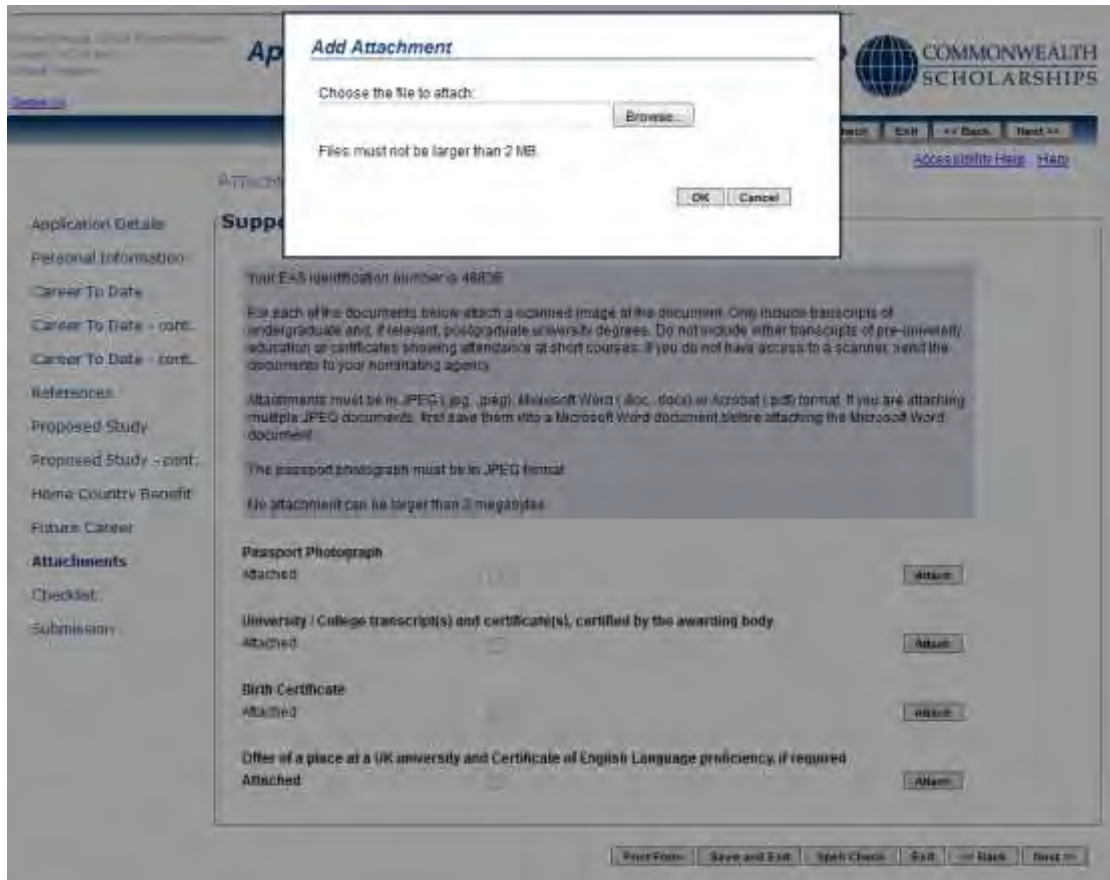
Birth Certificate
Attached Attach

Offer of a place at a UK university and Certificate of English Language proficiency, if required
Attached Attach

Print Form Save and Exit Spell Check Exit << Back Next >>

Note: this is the only page within your application where you can find your EAS identification number

Clicking on **Attach** for the *Passport Photograph* field opens the pop-up



Browse on your computer to find the photo to attach and then click **OK**

Application for a Commonwealth Scholarship

File 'Photograph.jpg' attached successfully.

Supporting Documentation

Your EAS identification number is 48838

For each of the documents below attach a scanned image of the document. Only include transcripts of undergraduate and, if relevant, postgraduate university degrees. Do not include either transcripts of pre-university education or certificates showing attendance at short courses. If you do not have access to a scanner, send the documents to your nominating agency

Attachments must be in .JPEG (.jpg, .jpeg), Microsoft Word (.doc, .docx) or Acrobat (.pdf) format. If you are attaching multiple .JPEG documents, first save them into a Microsoft Word document before attaching the Microsoft Word document

The passport photograph must be in JPEG format

No attachment can be larger than 2 megabytes

Passport Photograph
Attached Photograph.jpg

University / College transcript(s) and certificate(s), certified by the awarding body
Attached

Birth Certificate
Attached

Offer of a place at a UK university and Certificate of English Language proficiency, if required
Attached

Print Form Save and Exit Spell Check Exit <> Back Next >>

The Passport Photograph will be printed within your PDF. Your University/College Transcripts and Certificates, your Birth Certificate and your English Language Certificate will not be printed within your PDF and are only stored electronically. It is therefore important that you check they have been attached correctly by clicking on the **Retrieve** button for each one in turn

The Checklist page looks like

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Application for a Commonwealth Scholarship



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SCHOLARSHIPS

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Print Form Save and Exit Spell Check Exit << Back Next >>

[Accessibility Help](#) [HELP](#)

CHECKLIST

- Application Details
- Personal Information
- Career To Date
- Career To Date - cont.
- Career To Date - cont.
- References
- Endorsement
- Proposed Study
- Home Country Benefit
- Future Career
- Attachments
- Checklist**
- Submission

Checklist and Confirmation

Before submitting the form, you must confirm that all requirements in the checklist below have been met. Failure to do so may render the application ineligible.

Checklist and confirmation

Please tick all applicable boxes

I have read and understood the 'Notes for candidates' and the prospectus


I am a Commonwealth citizen or refugee residing in:

Country

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 [?](#)

I have read the health statement and, if selected, I note that I will have to undertake a medical examination [?](#)

* Date Day Month Year 

Print Form Save and Exit Spell Check Exit << Back Next >>

The **Submission** page looks like

The screenshot shows the 'Submission' page of the Commonwealth Scholarships application. At the top left, the address 'Woburn House, 20-24 Tavistock Square, London, WC1H 9HF, United Kingdom' and a 'Contact Us' link are visible. The main header features the text 'Application for a Commonwealth Scholarship' and the Commonwealth Scholarships logo. A blue toolbar at the top contains buttons for 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', and '<< Back'. Below the toolbar, the word 'SUBMISSION' is centered. On the left side, a vertical menu lists various application sections: 'Application Details', 'Personal Information', 'Career To Date', 'Career To Date - cont.', 'References', 'Endorsement', 'Proposed Study', 'Home Country Benefit', 'Future Career', 'Attachments', 'Checklist', and 'Submission' (which is highlighted in bold). The main content area contains an 'Important!' notice: 'We strongly recommend that you save a PDF copy of the application for your own records. You can do this using the "Print Form" button on the blue toolbar at the top of the screen. Once you are satisfied that you have a complete printout of the form, you must go ahead and submit your application. Failure to click 'Submit' means your application is incomplete and it cannot therefore be considered for an award'. A 'Submit' button is located at the bottom of this notice. A second toolbar at the bottom of the page contains buttons for 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', and '<< Back'.

If you have failed to enter essential information, you will see a pop-up like this

The screenshot shows the same 'Submission' page as above, but with a white pop-up dialog box titled 'Errors On The Form' overlaid on the main content. The dialog box contains the following text: 'The following form sections have errors which need to be corrected:', followed by a bulleted list: '• Career To Date - cont.' and '• Checklist'. Below the list, it says 'Click OK to go to the first of these sections.' and an 'OK' button is positioned at the bottom right of the dialog. The background page is dimmed, showing the same navigation menu and toolbar as in the previous screenshot.

When you have made the corrections, click on **Print Form** to print the final version of your application form and click on **Submit**

A successful submission will result in the following screen

The screenshot shows a web browser window with a confirmation message. The page title is "Application Submitted". The message text reads: "Your application has been submitted successfully to your Nominating Agency. The Commission welcomes Feedback from candidates on the application process, and will use this to inform and improve changes to the process In the future. The Feedback questions are optional, though by answering them you will be helping the Commission improve its application process For future applicants. Please note that this form will be kept separate from your application. The information you provide in this section is anonymous, and will in no way affect your application for a Scholarship. If you do not wish to fill in the Feedback form now, you may do so later by following the link from the CSC Portal form." Below the text are two buttons: "Go to Feedback form" and "Exit to Portal". The page also features a navigation menu on the left with items like "Application D", "Personal Inf", "Career To D", "Career To D", "Career To D", "References", "Proposed Study", "Proposed Study - cont.", "Home Country Benefit", "Future Career", "Attachments", "Checklist", and "Submission". At the bottom right, there are buttons for "Print Form", "Save and Exit", "Spell Check", "Exit", "<< Back", and "Next >>". The Commonwealth Scholarships logo is visible in the top right corner.

If you click on **Exit to Portal** you will see

Applicant's Portal

Log Off | My Details

View Existing Applications | Start New Application | Feedback

Refresh Show 20 records per page

Submitted Forms In Process:

Records 1 - 1 of 1 (Live and Completed Forms)

ID	Originated	Type	Stage	Now With	Since	Received So Far	Form
48838	01/Aug/11 11:35	Scholarship	Nominating Agency 1	KENYA: Ministry of Education, Science and Tech.	01/Aug/11 15:45	References: 0 of 3	View Form

Page 1 << Previous Next >>

Your **In Tray** – the tab **View Existing Applications** - shows you:

1. the identification number of your application („ID’)
2. the date you initiated the application („Originated’)
3. the type of application („Type’)
4. where the application is terms of the process („Stage’ and „Now With’)
5. when the application last moved („Since’)
6. which of the Referees have completed their references on-line („Received So Far’)

You can:

1. view your application („**View Form**’)
2. amend your Personal Information („**My Details**’)
3. start a new application („**Start New Application**’)
4. log off („**Log Off**’)

Every time you log on you will see your **In Tray**

At the same time as your application is forwarded to the Nominating Agency, emails are automatically generated and sent to your Referees asking each of them for a reference. Emails are also automatically generated and sent to your Potential Supervisors in the UK.

From the *Received So Far* field on your [In Tray](#), you can see which of your Referees have completed an on-line reference about you.

In the first example, “References: 3 & _ of 3” means that Referee 3 has completed the reference on-line

Log Off | My Details

Show 20 records per page

Received So Far	Form
References: 3 & _ of 3	View Form

In the second example, “References: 1 & 3 of 3” means that Referees 1 and 3 have completed their references on-line

Log Off | My Details

Show 20 records per page

Received So Far	Form
References: 1 & 3 of 3	View Form

In the third example “References: all 3” means that all 3 referees have completed their references on-line

Log Off | My Details

Show 20 records per page

Received So Far	Form
References: all 3	View Form

You go back into your application by clicking **View Form**

Applicant's Portal

[Log Off](#) | [My Details](#)

View Existing Applications [Start New Application](#) [Feedback](#)

[Refresh](#) Show 20 records per page

Submitted Forms In Process:

Records 1 - 1 of 1 (Live and Completed Forms)

ID	Originated	Type	Stage	Now With	Since	Received So Far	Form
48838	01/Aug/11 11:35	Scholarship	Nominating Agency 1	KENYA: Ministry of Education, Science and Tech.	01/Aug/11 15:45	References: 0 of 3	View Form

Page 1 << Previous Next >>

This is what the **References** page looks like when you go back into your application after you have submitted it. It is the only page on which you can make changes. You do this by clicking on **Change**

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United Kingdom

Application for a Commonwealth Scholarship

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[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [<< Back](#) [Next >>](#)

[Accessibility Help](#) [HELP](#)

SECTION THREE: REFERENCES

References

Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.

Click the Add... button to add each referee in turn.
[Please refer to Note 16 for guidance in this area.](#)

Referees

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
Referee1	CEO	Acme plc	referee1@bourdillon.plus.com			Change	Resend
Referee2	IT Director	Acme plc	referee2@bourdillon.plus.com			Change	Resend
Referee3	Finance Director	Acme plc	referee3@bourdillon.plus.com			Change	Resend

Do you consent to your application form being visible to these referees? Yes No

Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award? Yes No

[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [<< Back](#) [Next >>](#)

If you click on **Change** the following pop-up will open

[Accessibility Help](#) **HELP**

Edit referee email address for Referee2

IMPORTANT: Be careful To supply the correct email address, otherwise you will have To ask the referee To send the reference On headed paper.

* Email Address

* Repeat email address

On selecting OK the Referee will be updated but will not be contacted again until the Resend action is taken.

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
Referee1	CEO	Acme plc	referee1@bourdillon.plus.com			Change	Resend
Referee2	IT Director	Acme plc	referee2@bourdillon.plus.com			Change	Resend
Referee3	Finance Director	Acme plc	referee3@bourdillon.plus.com			Change	Resend


Do you consent to your application form being visible to these referees? Yes No

Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award? Yes No

In the screen below the email address of Referee2 has been changed

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Application for a Commonwealth Scholarship



[Accessibility Help](#) **HELP**

SECTION THREE: REFERENCES

References

Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.

Click the Add... button to add each referee in turn.
[Please refer to Note 16 for guidance in this area.](#)

Referees

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
Referee1	CEO	Acme plc	referee1@bourdillon.plus.com			Change	Resend
Referee2	IT Director	Acme plc	referee2a@bourdillon.plus.com			Change	Resend
Referee3	Finance Director	Acme plc	referee3@bourdillon.plus.com			Change	Resend

Do you consent to your application form being visible to these referees? Yes No

Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award? Yes No

If you now click on **Resend** you will see this pop-up

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[Accessibility Help](#) **HELP**

Application for a Commonwealth Scholarship

Are you sure you wish to resend the details to this Referee?

Commonwealth
Scholarships

[Help](#) [Help](#)

Application Details

Agency Input

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

References

Proposed Study

Proposed Study - cont.

Home Country Benefit

Future Career

Attachments

Checklist

References

Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.

Click the Add... button to add each referee in turn.
[Please refer to Note 16 for guidance in this area.](#)

Referees

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
Referee1	CEO	Acme plc	referee1@bourdillon.plus.com			Change	Resend
Referee2	IT Director	Acme plc	referee2a@bourdillon.plus.com			Change	Resend
Referee3	Finance Director	Acme plc	referee3@bourdillon.plus.com			Change	Resend


Do you consent to your application form being visible to these referees? Yes No

Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award? Yes No

If you click **OK** this pop-up appears

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SCHOLARSHIPS**

Exit << Back Next >>

[Accessibility Help](#) [Help](#)

Info

Your referee has been emailed with the appropriate details

References

Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.

Click the Add... button to add each referee in turn.
[Please refer to Note 16 for guidance in this area.](#)

Referees

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
Referee1	CEO	Acme plc	referee1@bourdillon.plus.com			Change	Resend
Referee2	IT Director	Acme plc	referee2a@bourdillon.plus.com			Change	Resend
Referee3	Finance Director	Acme plc	referee3@bourdillon.plus.com			Change	Resend

Do you consent to your application form being visible to these referees? Yes No

Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award? Yes No

Finally click on **Exit** to return to your **In Tray**

SECTION THREE: REFERENCES

- Application Details
- Agency Input
- Personal Information
- Career To Date
- Career To Date - cont.
- Career To Date - cont.
- References**
- Proposed Study
- Proposed Study - cont.
- Home Country Benefit
- Future Career
- Attachments
- Checklist

References

Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.

Click the Add... button to add each referee in turn.
[Please refer to Note 16 for guidance in this area.](#)

Referees

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
Referee1	CEO	Acme plc	referee1@bourdillon.plus.com			Change	Resend
Referee2	IT Director	Acme plc	referee2a@bourdillon.plus.com			Change	Resend
Referee3	Finance Director	Acme plc	referee3@bourdillon.plus.com			Change	Resend

Do you consent to your application form being visible to these referees? Yes No

Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award? Yes No