Tomorrow's Leaders Graduate (TLG) Studies Program

Application Instructions Manual

Fall 2021

Instructions to Apply for TLG program 2021-2022

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

- *The system will not allow you to apply to a fellowship unless you have already submitted a graduate admission application.*
- *You do NOT need to receive your letter of admission decision prior to your submission of a fellowship application online.*
- *If you have already or recently submitted your graduate admission application and received a Student Identification number, please allow 3 working days before starting the online fellowship web application process.*
- *If one week after receiving your Student Identification Number the system still does not allow you to start the process please contact gradwebapp@aucegypt.edu for technical assistance.*

New applicants who are in the process of being admitted or have already received their admission decision must follow Step I to sign up to the AUC Banner system.

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.

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

and **password**.

6. Keep this window open in your browser or make sure to copy your login credentials. Save these login credentials to check on your fellowship application status at a later time. New applicants should not signup more than once to avoid system error.
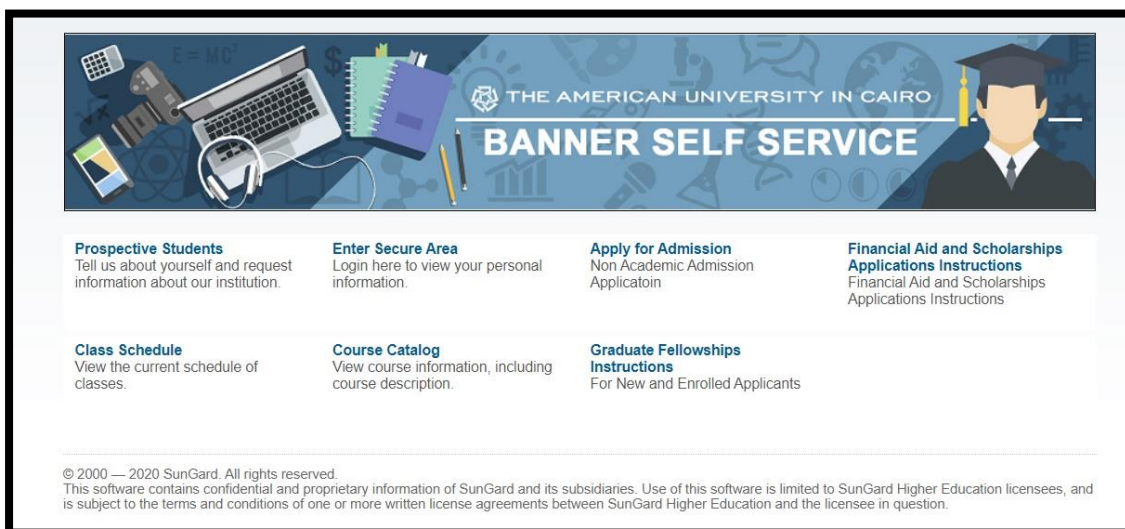
7. Click on **Banner** Hyperlink to be directed to *Banner Self-Service Pages* at AUC.

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

Step II

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

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

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

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

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

13. Choose the **Aid Year** and **Aid Period** as below.
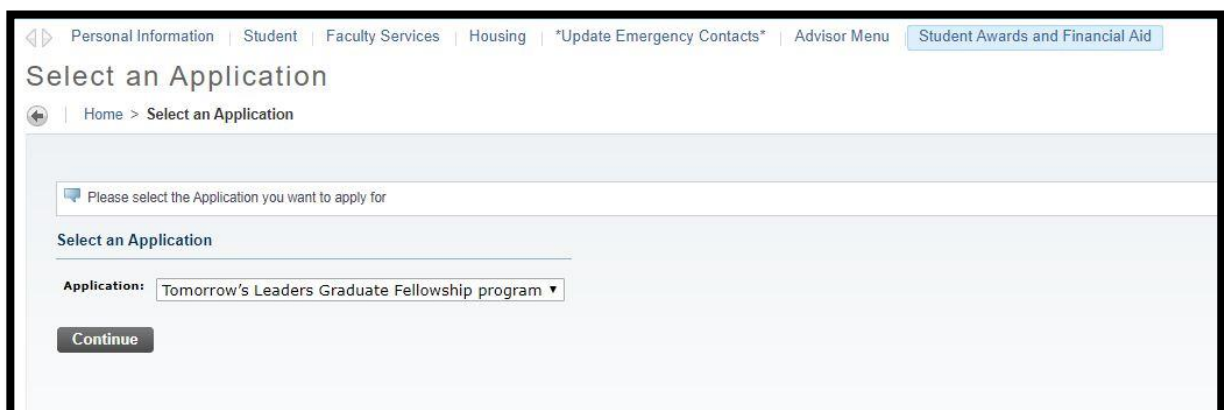
14. Select from the list "**Tomorrow's Leaders Graduate Fellowship program**".
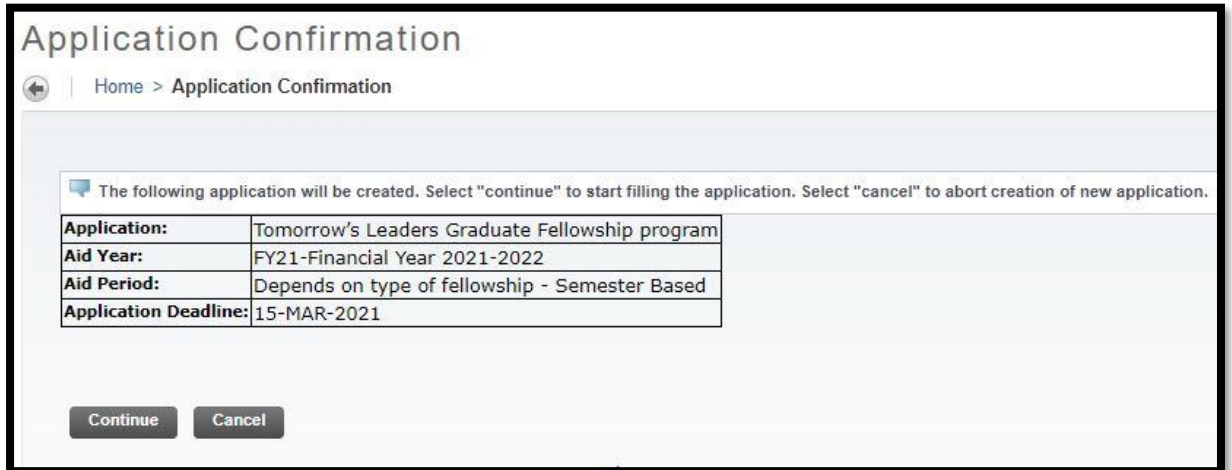
Press **Continue.**

15. On the **Application Confirmation** page, ensure that you are creating a TLG application and press **Continue** to start the application.

16. You will be presented with the **Application Form Modules** which shows all sections of the application.
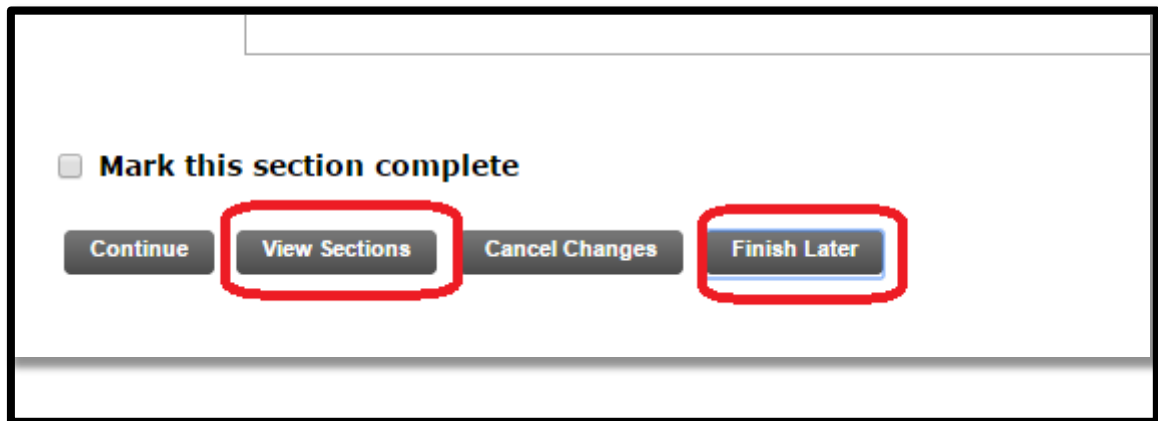
Note: Please do not press the **submit application** button except when you finish all required sections.

If you want to finish your application at a later time; please press the **Finish Later** button. If you want to view the application sections, press the **View Sections** button.
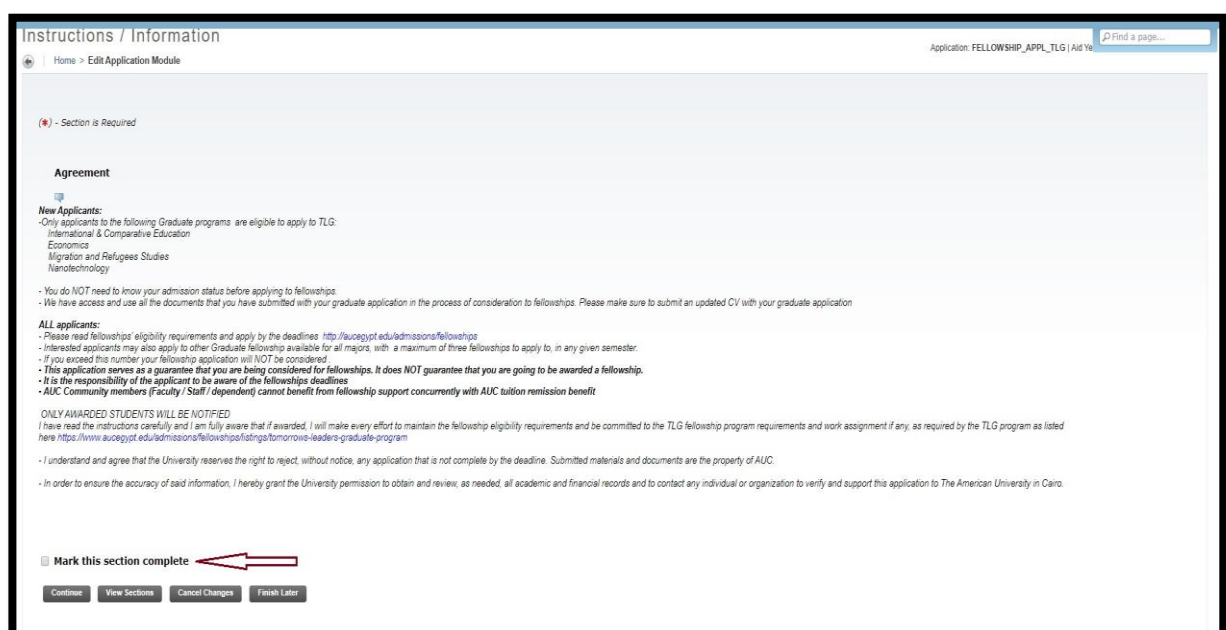
If you pressed the **Finish Later** button and you want to go back to fill the rest of your application, kindly press the **View/ Modify** link.

17. Start your application by choosing the first module on the list: **Instructions / Information**.

18. You will be directed to the **Agreement** screen which demonstrates the eligibility criteria for the fellowship. After reading the conditions carefully, kindly press **Mark this section complete** and **Continue**.

19. **Fellowship Questions:** In this section, you will be required to answer questions regarding your fellowship admission.

19.1. **Explain why you need a fellowship to pursue graduate studies at AUC?**
In this question, kindly elaborate more on the reasons behind seeking the TLG fellowship to fund your studies at AUC. Your answer should help administrators assess your eligibility for a fellowship.

19.2. If you have previously been awarded a graduate fellowship at AUC, please answer **yes** and mention the fellowship name in question no. 3, the time period (semesters and years) this fellowship covered in question no. 4 and the number of credits it covered in question no. 5.
In case you have not previously enrolled under a fellowship, then choose **No** and skip questions 3, 4 and 5.

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

( ) No   ( ) Yes

3. If yes, mention the Fellowship name:

4. Time period you received fellowship award for:

5. Number of credits you received support for:

0.00

19.6. Please indicate how you will support your studies in case you were not awarded the TLG fellowship. Please choose **Other and elaborate** in the following box in case you will seek other sources of fund.

6. Please specify sources of funding in case you are not awarded a fellowship

( ) Employer   ( ) Government student loan or grant   ( ) Non-AUC sponsor   (●) Other   ( ) Parents   ( ) Self-funded

7. If other, Please Elaborate:

20. **Financial Support Questions:**

These are general questions addressing financial support need. Please make sure you answer all relevant questions.

If you have not applied for financial aid previously, then choose **No** in this first question and skip the rest of the questions in this section. In case, you have previously applied for financial aid, then choose **Yes** and answer with relevant information for the rest of the questions.

Financial Support Questions

1. Have you applied to Financial aid at AUC before?

   ⦿ No   ○ Yes

2. Did you obtain Financial Aid at AUC before?

   ⦿ No   ○ Yes

3. If yes, Please specify Time period you received this financial aid:

4. Please specify the Percentage of financial aid received:

5. Are you applying to Financial Aid this semester?

   ⦿ No   ○ Yes

Make sure you mark the section complete when you finish answering all questions in this page/section.

21. **Graduate programs and Research projects - Tomorrow's Leaders Graduate Fellowship TLG**

*Very Important: For this section, you need to press **Apply for this award**, in order to be able to proceed for the next section. If you did not do so, your application will not be processed.*

As you already know, one criterion for applying to the TLG fellowship is selecting one of the following majors:

- Economics
- International and Comparative Education
- Nanotechnology
- Migration and Refugee Studies.

In this section, please select which of the above major you are applying to. Under the major you selected, please select which research project you are interested in. You can choose up to <u>two</u> research projects as your 1st and 2nd preference. *Make sure you choose at least one research project for your application to be considered.* The majors and research projects are listed below for your reference:

MA Economics

ECON1: Examining the trajectory and agency of young people living in a context of marginalization and exclusion in the slum neighborhoods of Greater Cairo (Mona Said, Rania Roushdy)

ECON2: Studying the degree of the economic integration of refugees into the economies of the hosting countries (Dina Abdel Fattah)

ECON3: School-level determinants of vulnerable students' success (Rami Galal)

ECON4: Evaluating the impact of the graduation approach in Egypt in 400 poor villages across two governorates in Sohag and Assiut (Mona Said)

MA International and Comparative Education

EDU1: Third space: A place for localizing scientific knowledge in the MENA region (Heba El Deghaidy)

EDU2: Bridging the Gender Gap in Employment through Leadership in Education (Ibrahim Karkouti)

EDU3: Literacy in the Professions: MENA Region (Thomas Wolsey)

EDU4: Effective strategies for education relevance and quality (Teklu Abate)

EDU5: Creating effective strategies for equity and accessibility across academic disciplines for professional success (Jennifer Skaggs)

MA Migration and Refugees Studies

MIGR1: Gender and South-South Migration (Maysa Ayoub, Gerda Heck)

MIGR2: Poverty, Inequalities and Migration (Ibrahim Awad, Gerda Heck)

MSc Nanotechnology

NANO1: Nano-engineered Forward Osmosis (FO) blend membranes with enhanced performance for use in desalination applications (Amal Esawi)

NANO2: Metal additive manufacturing of engineered porous cellular structures for biomedical applications (Hanadi A. G. Salem)

NANO3: Novel Bio-coated Nanoparticles for the Eco-friendly Removal of Antibiotics from Egyptian Agricultural Waters (Tamer Shoeib, Mayyada El-Sayed)

NANO4: A Novel Nano-enabled Sustainable Process for Removing Agrochemicals from Egyptian Agricultural Waters (Tamer Shoeib, Mayyada El-Sayed)

Then press **Save and Continue**.

22. You will be redirected to the preceding page to complete the **Employment Background and Updated CV section.**

*Note again: For this section, you need to press **Apply for this award**, in order to be able to proceed for the next section. If you did not do so, your application will not be processed.*

The **Employment** section will require you to answer relevant information regarding your latest employment status.

22.1. Employment Status: please mention if you are full-time employee, part-time

employee or unemployed. If you are currently a non-working undergraduate student, please state so.

22.2. Employment Status Date: please mention the date you were employed on for your current job, or, if you are unemployed, please mention that date you quitted your last job. If you are currently a non-working undergraduate student, please state so.

22.3. Please write down the employer name or the university name in case you are currently a non-working undergraduate student.

22.4. Please write down your job title. In case you are unemployed, please state "unemployed", or "non-working undergraduate student" if applicable.

22.5. Upload here your most updated CV: press on **upload your document here**, click **Choose Files** in the appeared dialogue box, then **upload**. You will then be presented to a box which shows that your document has been uploaded, then click **Save** on the right corner.
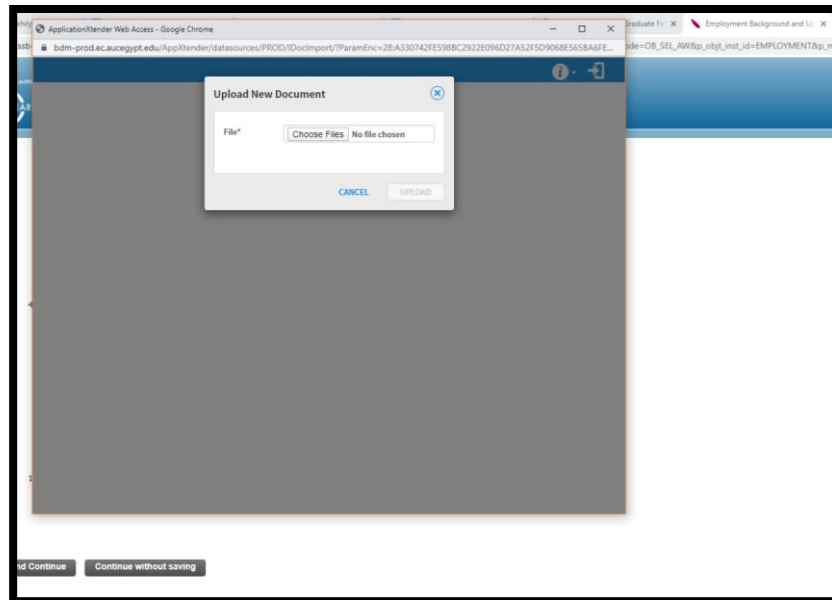
23. You will then be redirected to the Intended major of study page, click **Mark this section complete**, then **Continue**.
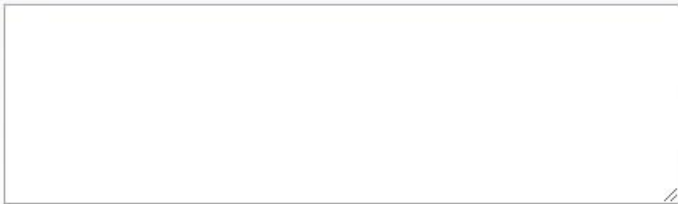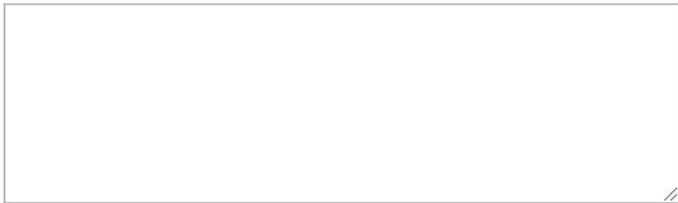
24. **Essay Questions**

This section is very important as it demonstrates your abilities and experience and how they match TLG program requirements, goals and objectives. <u>You are highly encouraged to fill in each essay question carefully and with relevant details for better assessment of your application.</u> After finishing writing your essays, click **Mark this section complete**, then **Continue**.

The following section will automatically direct you to the financial assessment module of the application. Please make sure you answer all questions, provide correct and complete information and upload all required documents. ***Very Important: All fields in this section must be filled out. If any field does not apply to you please add 0 in the numeric fields or N/A in the text fields.***
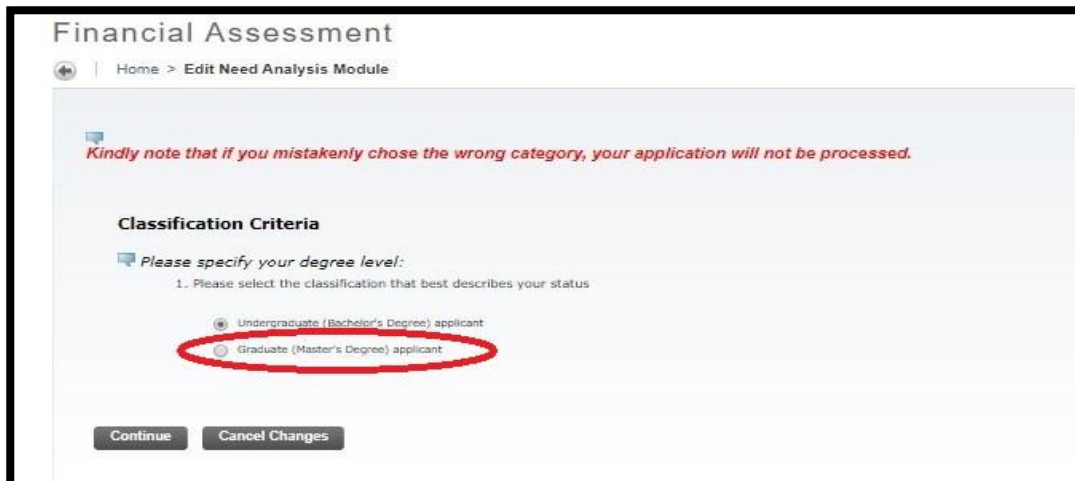
25. **Classification Criteria**

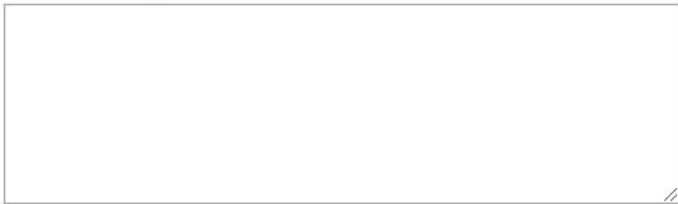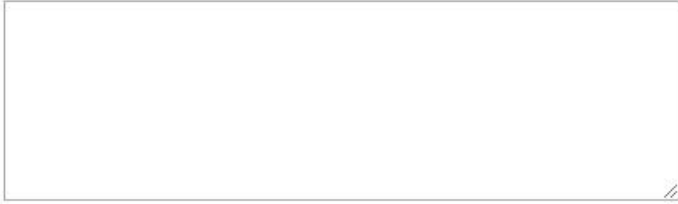Make sure you select **Graduate (Master's Degree) applicant** option to process your application to the TLG team for assessment. *Kindly note that if you mistakenly chose the wrong category, your application will not be processed.* Then press **Continue**.
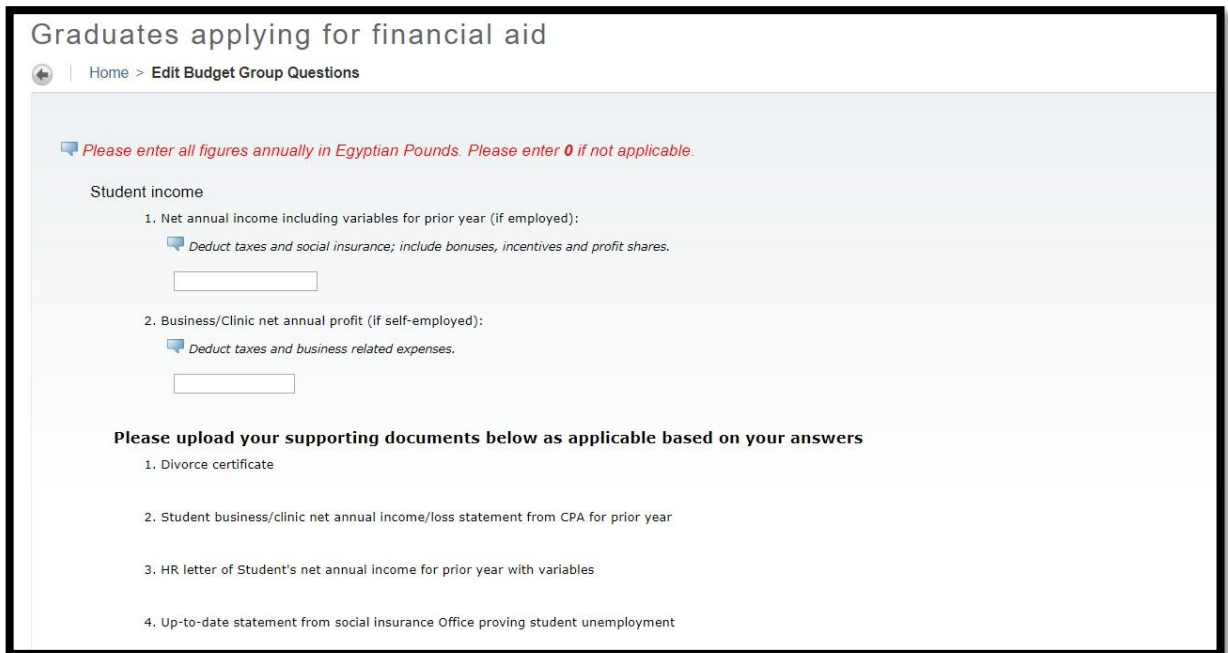
26. **Financial Assessment:** This section assesses your financial status.

Very Important: All fields in this section must be filled out. If any field does not apply to you please add 0 in the numeric fields or N/A in the text fields.

26.1. **Student Income**

In the annual income boxes, indicate your yearly net income (After tax, social insurance and other legal deductions) in addition to any bonuses or incentive you received the last year. In case of unemployment, please put down "0". If left bank, an error will appear and you will not be able to proceed with your application.

Please, then, upload the documents only relevant to your case.

26.2. **Spouse Income**

Similar to 26.1., indicate your spouse income information and upload relevant documents. In case not married, please put down "0" in the boxes for the spouse income and do not upload documents. In case of marriage, but spouse is not working, please upload no. 3 "Up-to-date statement from social insurance Office proving spouse unemployment".

26.3. **Income from assets/savings**

    26.3.1 If applicable, please write how much annual net revenue you earn from assets like farm, land, real estate…etc. If not applicable, please put down "0".

    26.3.1. If applicable, please write down the annual interest you receive on your savings. If not applicable, please put down "0".

    26.3.2. If applicable, attach an up-to-date rent contract of owned real estate.

26.4. **Other Sources of Income**

    26.4.1. Type of other source of income: In this section, write down any other sources of income you might be receiving from other activities such as consultant or part time jobs you might be engaged in. If not applicable, please write down "N/A".

    26.4.2. Annual amount of other source of income: please write down the amount

here in numbers. If not applicable, please put down "0".

26.4.3. Annual amount of expected assistance from other people: In this section, write down the amount of any financial assistance you are receiving from other people. If not applicable, please put down "0".

26.4.4. Relationship to student: indicate the relationship of the person you are receiving financial assistance from; father, mother… etc. If not applicable, please write down "N/A".

Other sources of income

1. Type of other source of income:
   For example: Consultancy, Part-time Job, …etc. Enter N/A if not applicable

2. Annual amount of other source of income:

3. Annual amount of expected assistance from other people:

4. Relationship to student:
   Please specify the relationship of the person providing the assistance: father, mother, grandfather, uncle, …etc. Enter N/A if not applicable.

26.5. **Living Expenses**

26.5.1. Annual household expenses: indicate the annual total amount of expenses like clothes, transportation, housing rent… etc.

26.5.2. Upload supporting documents for house rental, if applicable. If not applicable, please put down "0".

26.6. **Annual Medical Expenses**

26.6.1. Please specify any expenses for medical reasons per year including medication and physician visits. This should exclude any amount already covered or paid for by your insurance.

26.6.2. Please specify the amount you pay for your health insurance annually if you are medically insured. If not applicable, please put down "0".

26.6.3. Please upload relevant annual medical insurance premium and/or medical reports and payment receipts.

Living expenses

    1. Annual household expenses:

      For example: rent, clothing, utilities, transportation, car maintenance, ...etc

Please upload your supporting documents below as applicable based on your answers

    1. Up-to-date residence rent contract

Annual medical expenses

    1. Annual medical expenses: (if not reimbursed by employer)

    2. Annual medical insurance premiums: (if any)

Please upload your supporting documents below as applicable based on your answers

    1. Proof of annual medical insurance premium

    2. Medical reports and medical payment receipts

26.7. Installments

    26.7.1. In this box, state the annual amount you pay as an installment for residence, real estate, loans… etc. If not applicable, please put down "0".

    26.7.2. Please upload supporting documents for installments based on the type of each installment

Installments

    1. Total annual installments:

    0

Please upload your supporting documents below as applicable based on your answers

    1. Installment statement(s) of residence including payment schedule & repayment date.   Upload your document here   View your document here

    2. Installment statement(s) of land/ farm including payment schedule& repayment date   Upload your document here   View your document here

    3. Installment statement(s) real estate including payment schedule & repayment date   Upload your document here   View your document here

    4. Installment statement(s) of other loans including payment schedule& repayment date   Upload your document here   View your document here

26.8. **AUC children's and/or spouse's tuition**: In case a family member studies at AUC, write down the annual tuition fees paid. If not applicable, please put down "0".

26.9. **Non-AUC children's and/or spouse's tuition**: write down the annual tuition fees paid for spouse or children attending another education institute other than AUC. If not applicable, please put down "0".

    26.9.1. Please upload supporting documents of spouse or children school enrollment letter stating the total cost of tuition and bus fees.

26.10. **Other Expenses**:

    26.10.1. Please state the type of other expenses category that is not mentioned above. If not applicable, please write down "N/A".

    26.10.2. Please specify the amount spent on those expenses annually. If not applicable, please put down "0".

Then tick **Mark this section complete** and **Continue**.

27. **Confirmation**

Please review all answers and information you provided throughout the TLG application and ensure they are all correct. After ensuring complete data, please tick **Mark this section complete** and then click **Continue**.

28. You will be redirected to the **View Sections** page with the list of all sections you completed. Make sure all sections are marked with a ✓ which indicates that all sections are complete. If a section is marked as incomplete, make sure you complete it before intending to submit the application.

Then press **View Application Summary** and **view checklist** to review your application and ensure you have completed all required information and uploaded their supporting documents. If there is a section that is incomplete, go back to **view/modify section** and complete the missing information.

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

Once the application is submitted, you can follow-up on your application status using SSB; kindly Press the **View My Applications** Button.
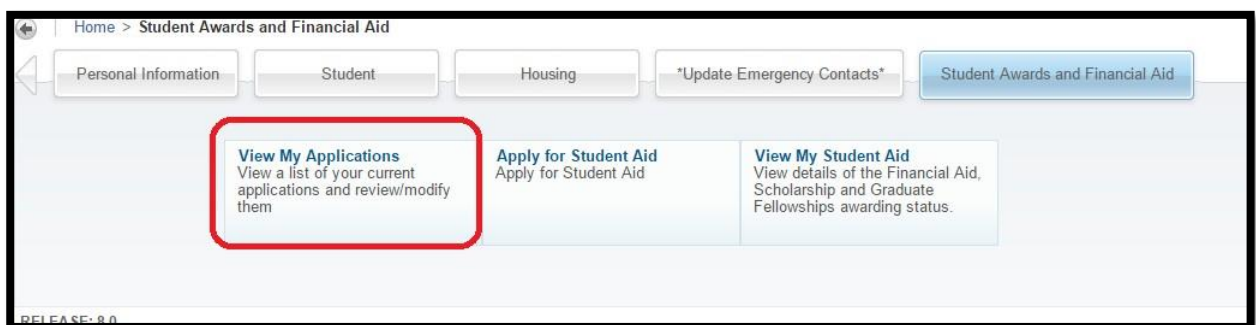
It is important to view the AUC self-service web site to check the status of your application regularly. If any, comments will be displayed in the field below.

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

Application Details

Application:	Tomorrow's Leaders Graduate Fellowship program
Aid Year:	FY20-Financial Year 2020-2021
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	15-APR-2020

[View/Modify Sections] [View Checklist] [Submit Application]

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

In case you have any questions regarding the application or the TLG program, please feel free to email tlg@aucegypt.edu any time.

Good Luck!