



The American
University in Cairo

Office of the Dean of
Graduate Studies

Graduate Fellowship Application Instructions Manual

*Manual for
Graduate Students*

Office of the Dean of Graduate Studies

Spring 2024

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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.



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



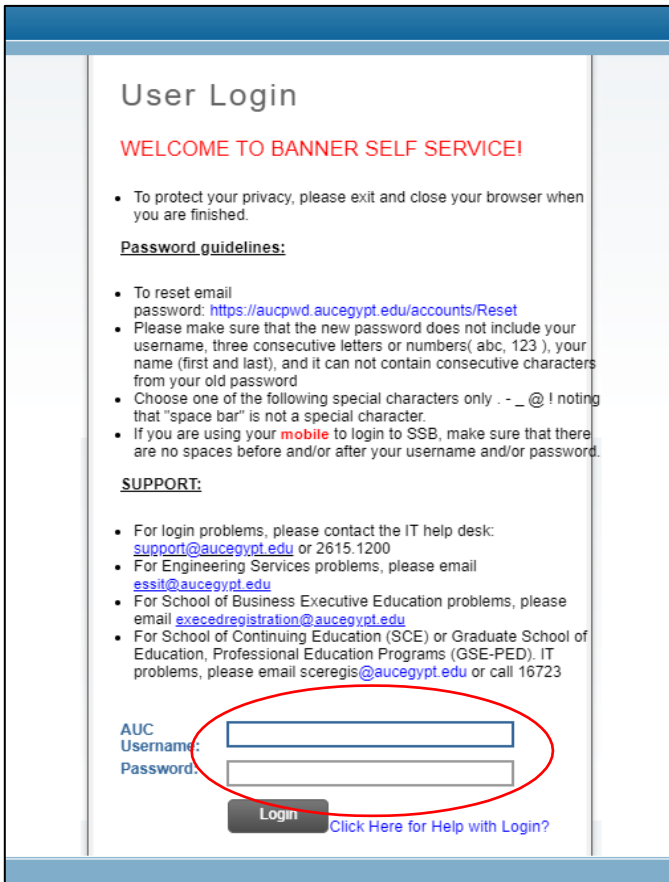
7. Click on **Banner** Hyperlink to be directed to *Banner Self-Service Pages* at AUC.
8. Now you will be able to login to AUC Self Service.

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

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



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



User Login

WELCOME TO BANNER SELF SERVICE!

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

Password guidelines:

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

SUPPORT:

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

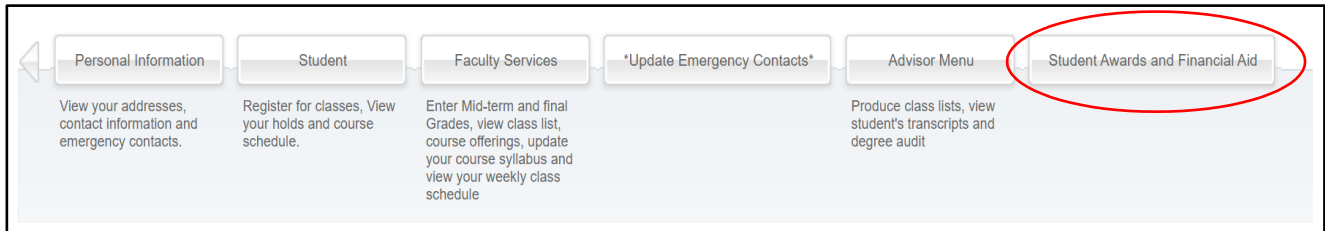
AUC Username:

Password:

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

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

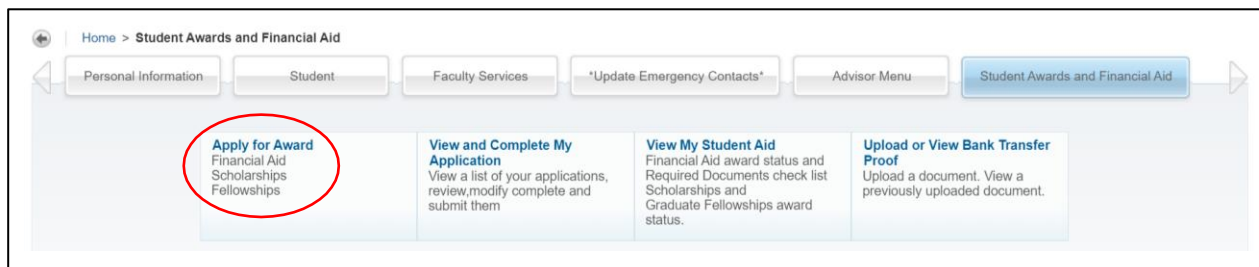
11. Click on the **Student Awards and Financial Aid** tab.



The screenshot shows a horizontal navigation menu with five tabs: 'Personal Information', 'Student', 'Faculty Services', '*Update Emergency Contacts*', and 'Advisor Menu'. The 'Student Awards and Financial Aid' tab is highlighted with a red oval. Below each tab is a brief description of its function.

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

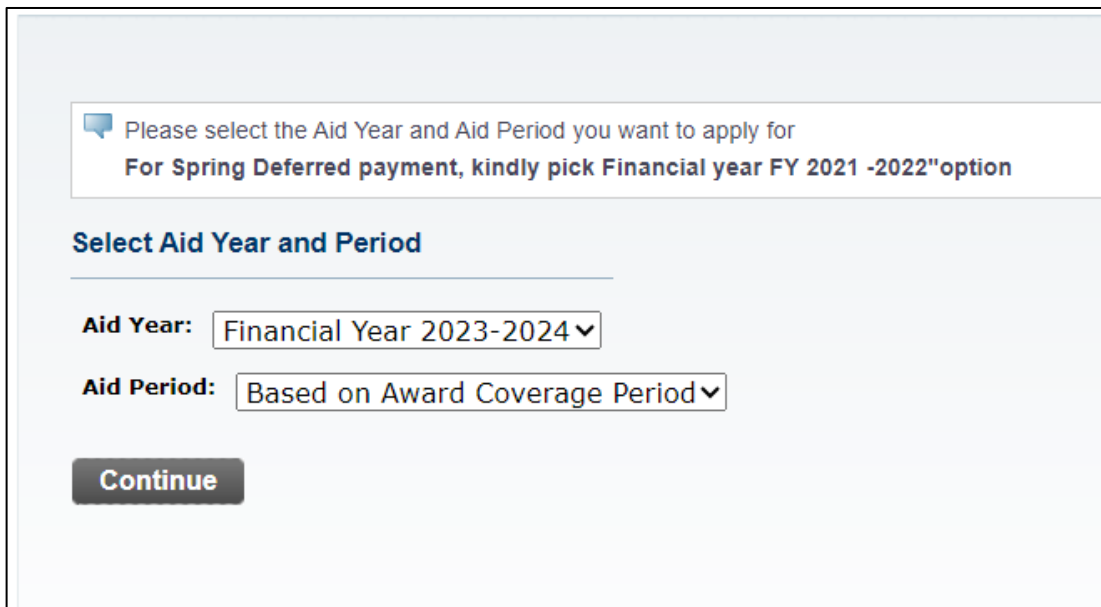
12. Click on **Apply for Award** option



The screenshot shows the 'Student Awards and Financial Aid' page. The navigation menu at the top has 'Student Awards and Financial Aid' selected. Below the menu, there are four main options: 'Apply for Award Financial Aid Scholarships Fellowships' (highlighted with a red oval), 'View and Complete My Application', 'View My Student Aid', and 'Upload or View Bank Transfer Proof'.

Apply for Award Financial Aid Scholarships Fellowships	View and Complete My Application	View My Student Aid	Upload or View Bank Transfer Proof
View a list of your applications, review, modify complete and submit them	Financial Aid award status and Required Documents check list Scholarships and Graduate Fellowships award status.	Upload a document. View a previously uploaded document.	

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



The screenshot shows the 'Select Aid Year and Period' form. It includes a message box with instructions, two dropdown menus for 'Aid Year' and 'Aid Period', and a 'Continue' button.

Please select the Aid Year and Aid Period you want to apply for
For Spring Deferred payment, kindly pick Financial year FY 2021 -2022"option

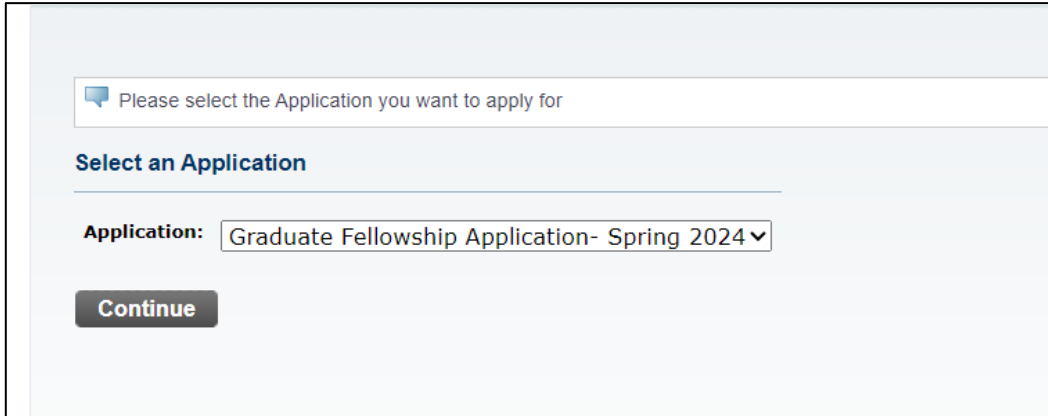
Select Aid Year and Period

Aid Year: Financial Year 2023-2024 ▼

Aid Period: Based on Award Coverage Period ▼

Continue

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



Please select the Application you want to apply for

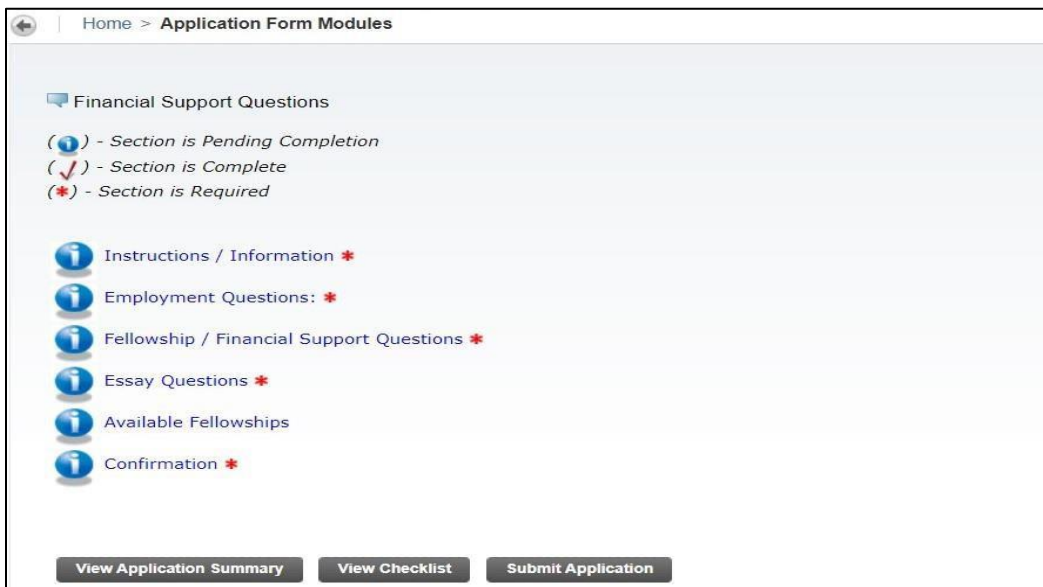
Select an Application

Application: Graduate Fellowship Application- Spring 2024 ▼

Continue

Fellowship Application Sections

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



Home > Application Form Modules

Financial Support Questions

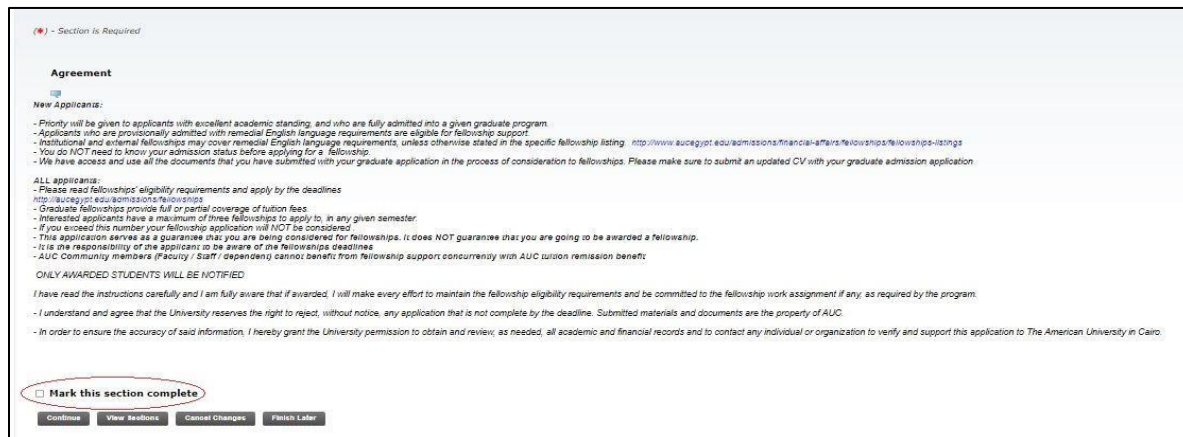
(i) - Section is Pending Completion
(✓) - Section is Complete
(*) - Section is Required

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

View Application Summary **View Checklist** **Submit Application**

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



(*) - Section is Required

Agreement

New Applicants:

- Priority will be given to applicants with excellent academic standing, and who are fully admitted into a given graduate program.
- Applicants who are provisionally admitted with remedial English language requirements are eligible for fellowship support.
- Institutional and external fellowships may cover remedial English language requirements, unless otherwise stated in the specific fellowship listing. <http://www.aucgypt.edu/admissions/financial-aid/vars/fellowships/fellowships-listings>
- You do NOT need to know your admission status before applying for a fellowship.
- We have access and use all the documents that you have submitted with your graduate application in the process of consideration to fellowships. Please make sure to submit an updated CV with your graduate admission application.

ALL applicants:

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

ONLY AWARDED STUDENTS WILL BE NOTIFIED

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

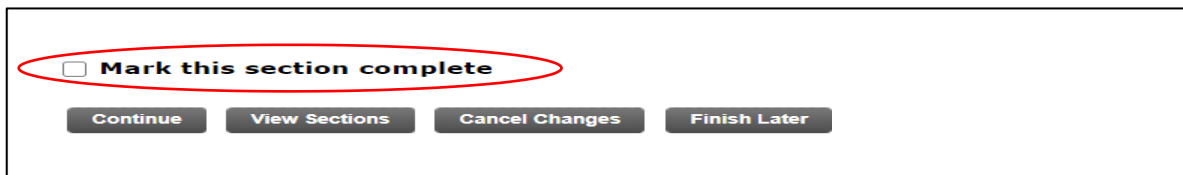
I understand and agree that the University reserves the right to reject, without notice, any application that is not complete by the deadline. Submitted materials and documents are the property of AUC.

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

☐ **Mark this section complete**

Continue View Sections Cancel Changes Finish Later

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



☐ **Mark this section complete**

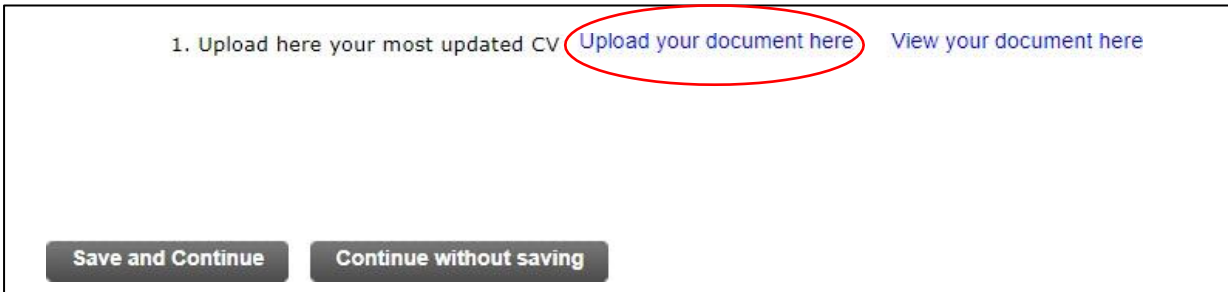
Continue View Sections Cancel Changes Finish Later

Employment Questions Section:

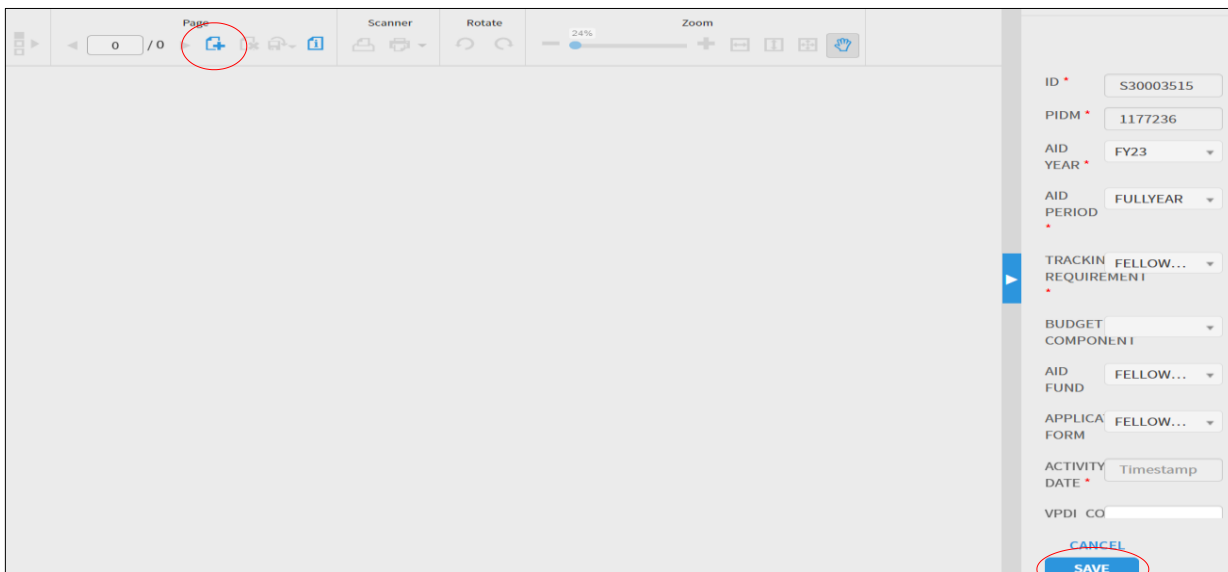
1. In the second section, the “**Employment Questions**” section you are required to provide information regarding your employment status and upload your **most recent CV**. Click on **Employment Background and upload CV** button, then fill out all the questions in this section



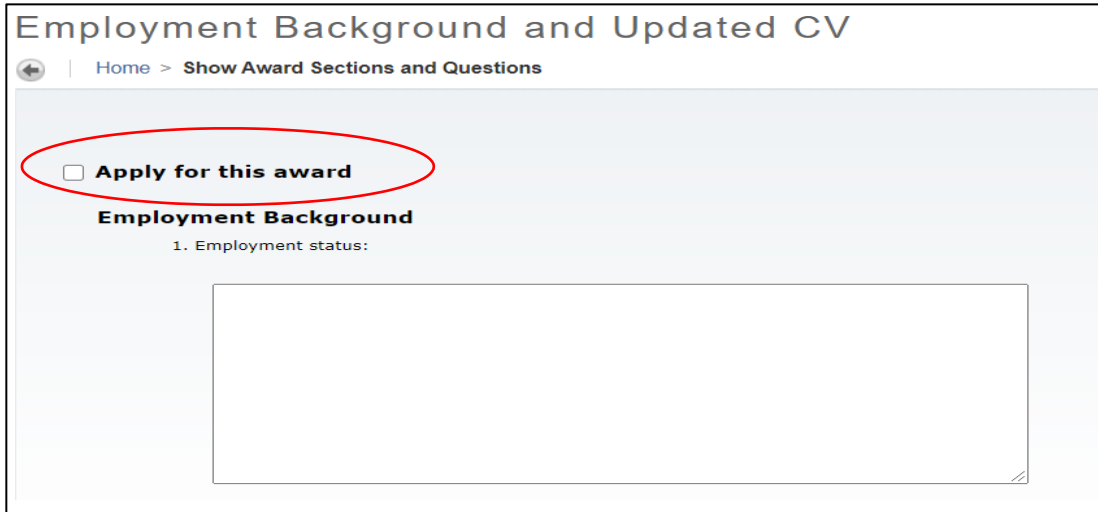
2. Click on “Upload your document here” to upload your CV



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.



Employment Background and Updated CV

Home > Show Award Sections and Questions

☐ **Apply for this award**

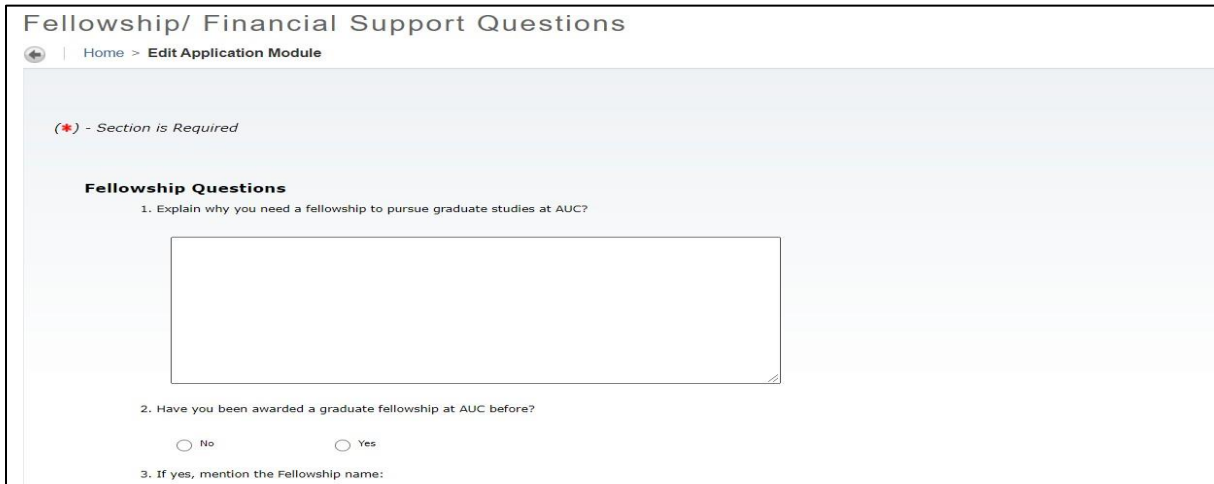
Employment Background

1. Employment status:

[Empty text box for employment status]

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



Fellowship/ Financial Support Questions

Home > Edit Application Module

(*) - Section is Required

Fellowship Questions

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

[Empty text box for explanation]

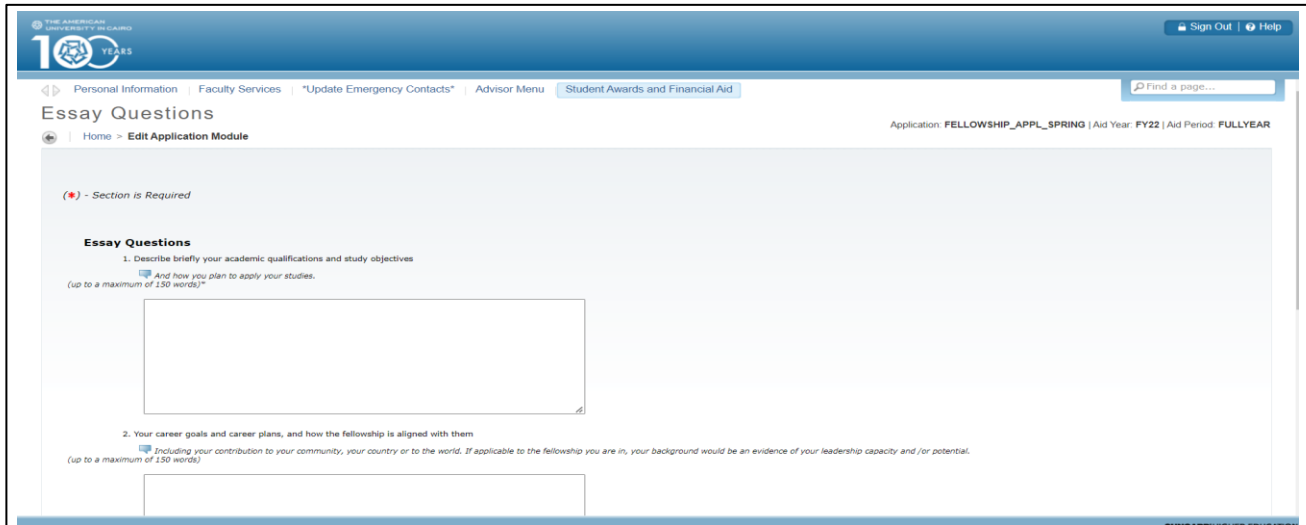
2. Have you been awarded a graduate fellowship at AUC before?

☐ No ☐ Yes

3. If yes, mention the Fellowship name:

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 the 'Essay Questions' section of the application portal. At the top, there is a navigation bar with links for Personal Information, Faculty Services, Update Emergency Contacts, Advisor Menu, and Student Awards and Financial Aid. Below the navigation bar, the section is titled 'Essay Questions' and includes a sub-header 'Home > Edit Application Module'. The main content area contains two questions, each with a text input field. Question 1 asks for academic qualifications and study objectives, and Question 2 asks for career goals and career plans. Both questions have a word limit of 150 words. A red asterisk icon indicates that this section is required.

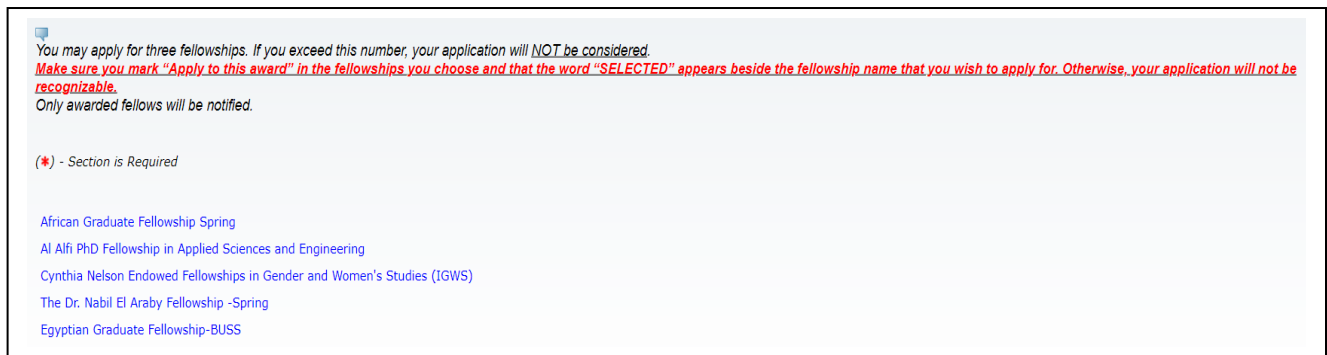
Available Fellowships Section

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.**



The screenshot shows the 'Financial Support Questions' section of the application portal. At the top, there is a navigation bar with links for Personal Information, Faculty Services, Update Emergency Contacts, Advisor Menu, and Student Awards and Financial Aid. Below the navigation bar, the section is titled 'Financial Support Questions' and includes a sub-header 'Home > Edit Application Module'. The main content area contains a list of questions, each with a blue information icon and a red asterisk icon. The questions are: Instructions / Information, Employment Questions, Fellowship / Financial Support Questions, Essay Questions, Available Fellowships, and Confirmation. The 'Available Fellowships' question is circled in red. At the bottom, there are three buttons: View Application Summary, View Checklist, and Submit Application.

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.

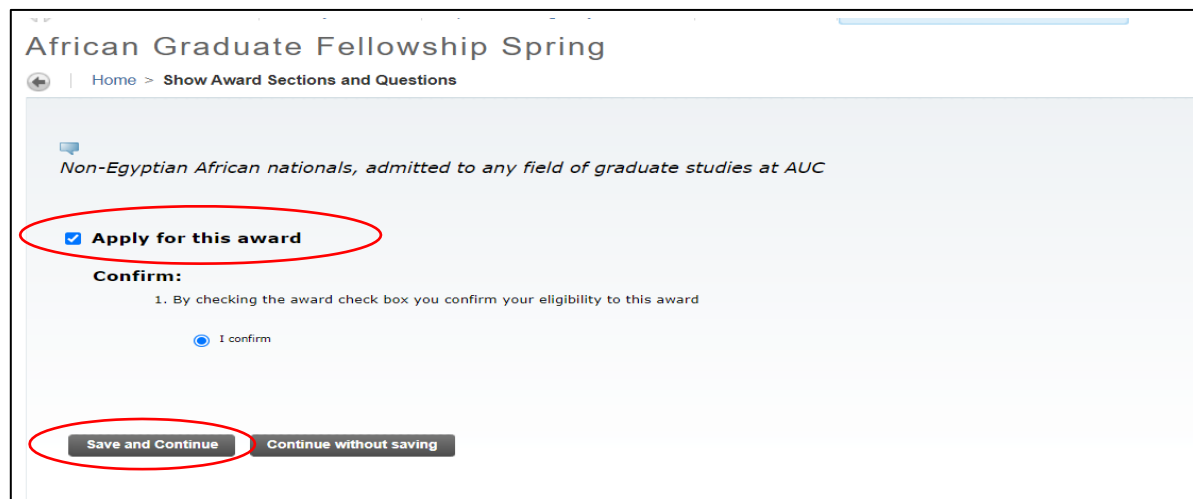


You may apply for three fellowships. If you exceed this number, your application will **NOT** be considered. **Make sure you mark "Apply to this award" in the fellowships you choose and that the word "SELECTED" appears beside the fellowship name that you wish to apply for. Otherwise, your application will not be recognizable.**
Only awarded fellows will be notified.

(*) - Section is Required

- African Graduate Fellowship Spring
- Alfi PhD Fellowship in Applied Sciences and Engineering
- Cynthia Nelson Endowed Fellowships in Gender and Women's Studies (IGWS)
- The Dr. Nabil El Araby Fellowship -Spring
- Egyptian Graduate Fellowship-BUSS

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.



African Graduate Fellowship Spring

Home > Show Award Sections and Questions

Non-Egyptian African nationals, admitted to any field of graduate studies at AUC

☒ **Apply for this award**

Confirm:

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

☒ I confirm

Save and Continue **Continue without saving**

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

4. **For New students only:** If you wish to apply for the **Egyptian Graduate fellowship**, please make sure you select the fellowship relevant to your graduate program and school.



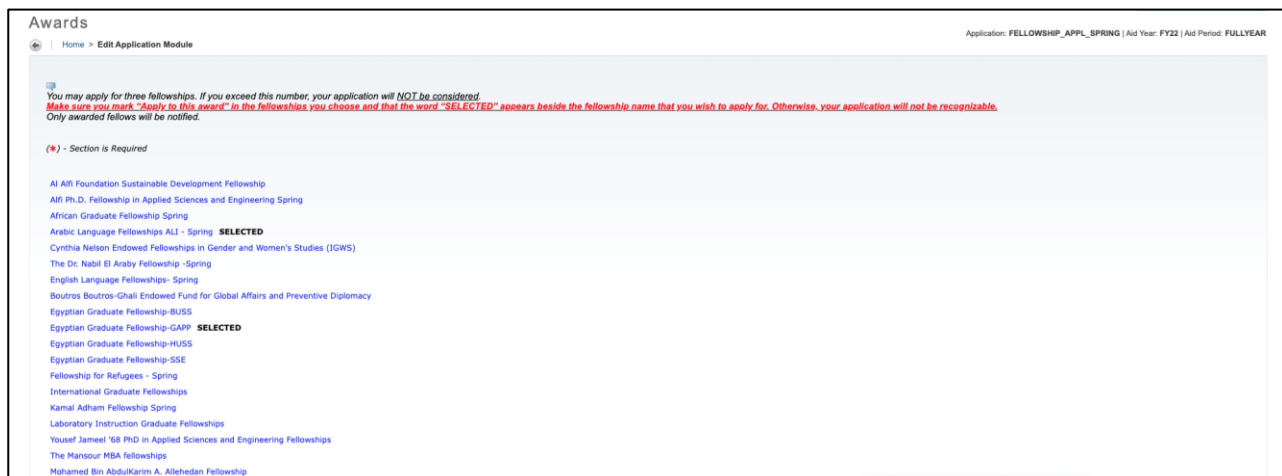
For example, Egyptian Graduate Fellowship-HUSS is available for applicants who wish to pursue their master's degree in any discipline at the School of Humanities and Social Sciences.

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

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

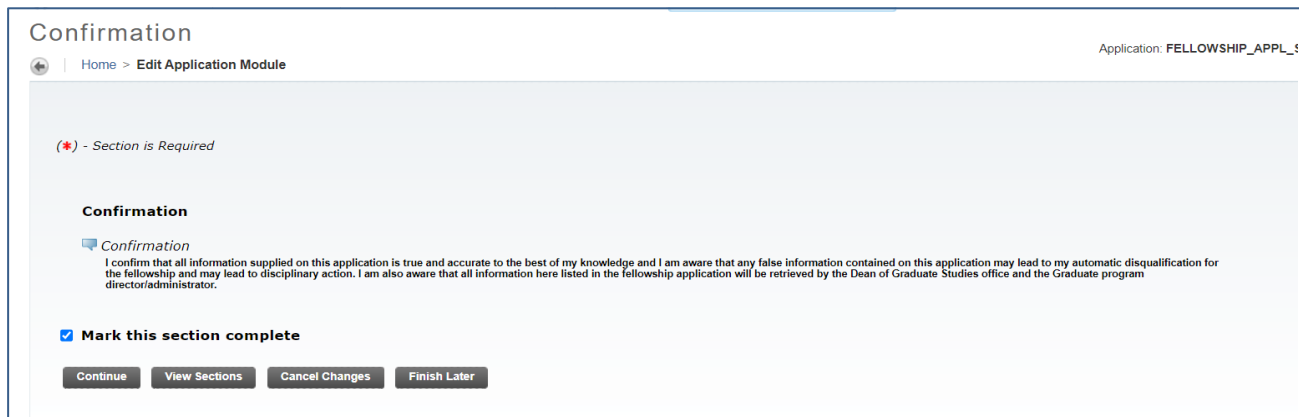
Egyptian Graduate fellowship – SSE: is available for applicants who wish to pursue their master's degree in any discipline at the School of Sciences and Engineering

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.**

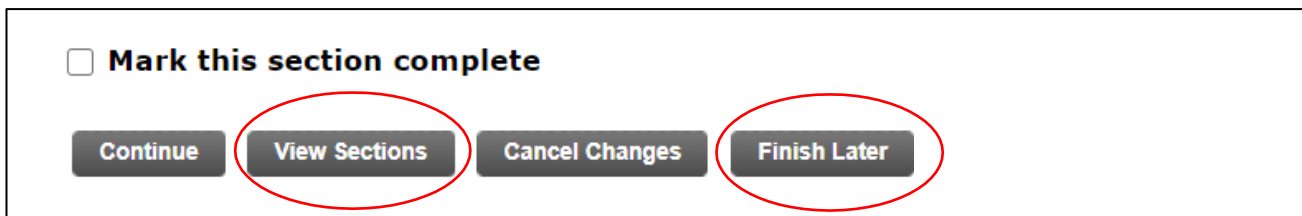


Confirmation Section

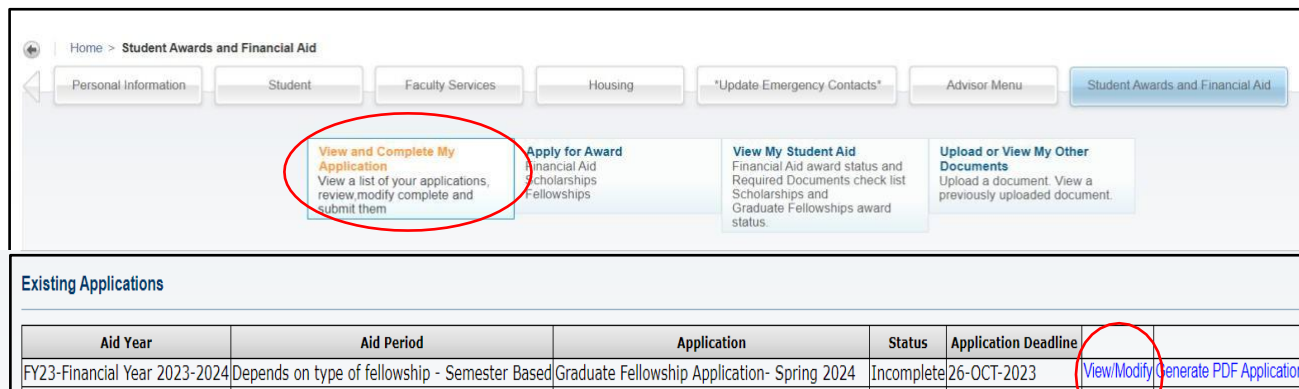
1. The last section in the Graduate Fellowship application is the “Confirmation” section. Read carefully and click on Mark this section complete button, then continue.



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

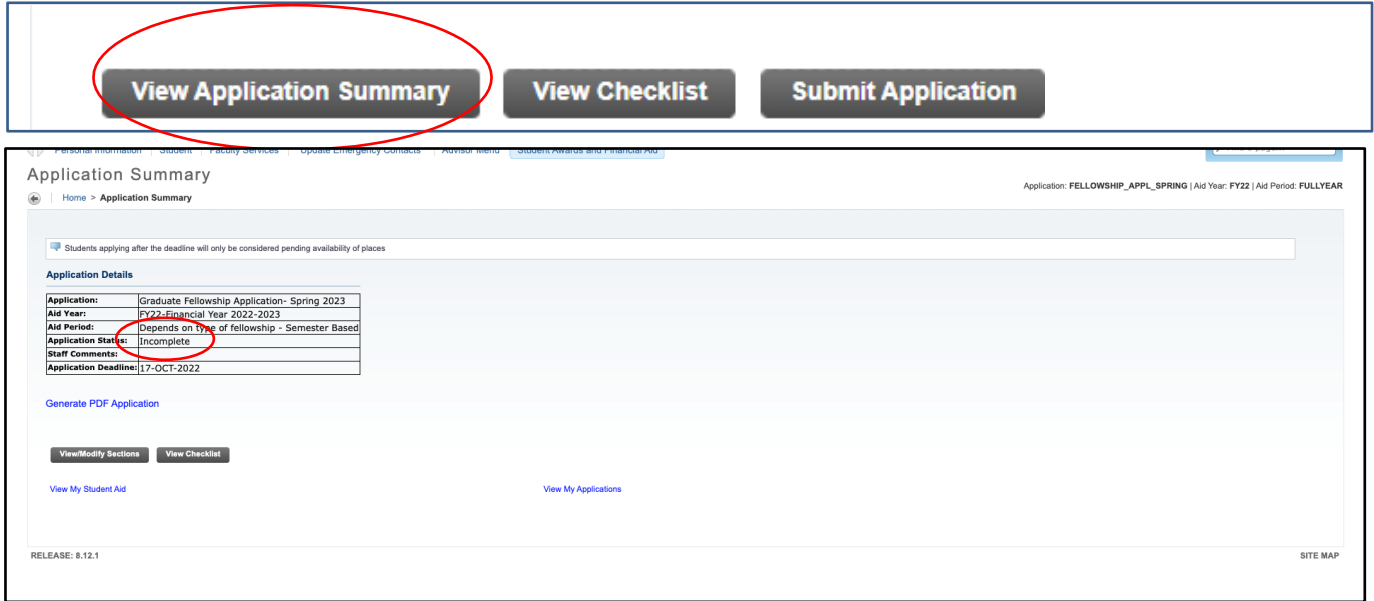


3. To proceed with filling out a graduate fellowship application that has already been started, choose the “**View and Complete my Application**” option in the “Student Awards and Financial Aid” tab, then the “View/ Modify” option next to your Graduate fellowship application to continue with filling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



Aid Year	Aid Period	Application	Status	Application Deadline	
FY23-Financial Year 2023-2024	Depends on type of fellowship - Semester Based	Graduate Fellowship Application- Spring 2024	Incomplete	26-OCT-2023	View/Modify Generate PDF Application

4. 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.**

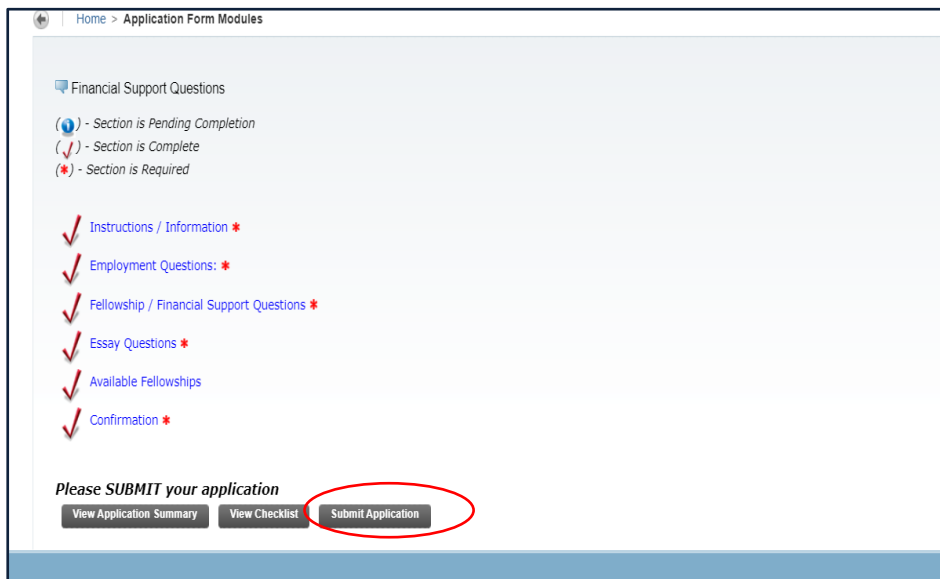


The screenshot shows the 'View Application Summary' button circled in red. Below it is the 'Application Summary' page. The page header includes 'Application: FELLOWSHIP_APPL_SPRING | Aid Year: FY22 | Aid Period: FULLYEAR'. The 'Application Details' section contains the following information:

Application:	Graduate Fellowship Application- Spring 2023
Aid Year:	FY22-Special Year 2022-2023
Aid Period:	Depends on Type of Fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	17-OCT-2022

Below the table, there are links for 'Generate PDF Application', 'View/Modify Sections', 'View Checklist', 'View My Student Aid', and 'View My Applications'. The 'View My Applications' link is circled in red.

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



The screenshot shows the 'Application Form Modules' page. The 'Financial Support Questions' section is highlighted. Below it, a list of sections is shown with their completion status:

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

At the bottom, the text 'Please SUBMIT your application' is followed by three buttons: 'View Application Summary', 'View Checklist', and 'Submit Application'. The 'Submit Application' button is circled in red.

6. 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

Students applying after the deadline will only be considered pending availability of places

Application Details

Application:	Graduate Fellowship Application- Spring 2024
Aid Year:	FY23-Financial Year 2023-2024
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	26-OCT-2023

[Generate PDF Application](#)

[View/Modify Sections](#) [View Checklist](#)

[View My Student Aid](#)

7. 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 summary.

Home > Student Awards and Financial Aid

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

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

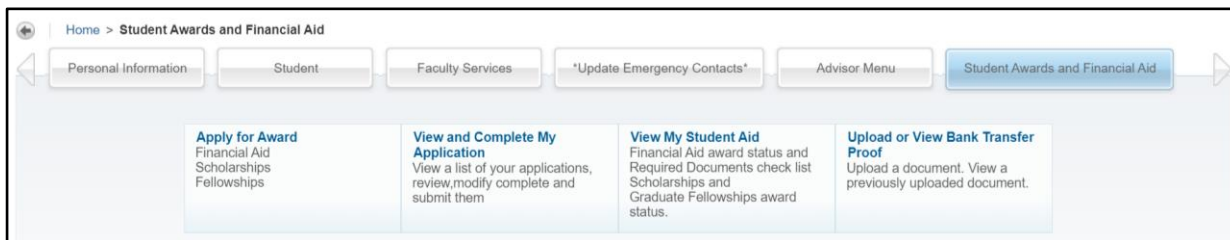
Apply for Student Aid
Apply for Student Aid

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

RELEASE: 8.0

Frequently Asked Questions:

- ***I started filling out my fellowship application, but now I cannot find it on Banner?***
You can 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.



Home > Student Awards and Financial Aid

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

Apply for Award
Financial Aid Scholarships Fellowships

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

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

Upload or View Bank Transfer Proof
Upload a document. View a previously uploaded document.

- ***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	

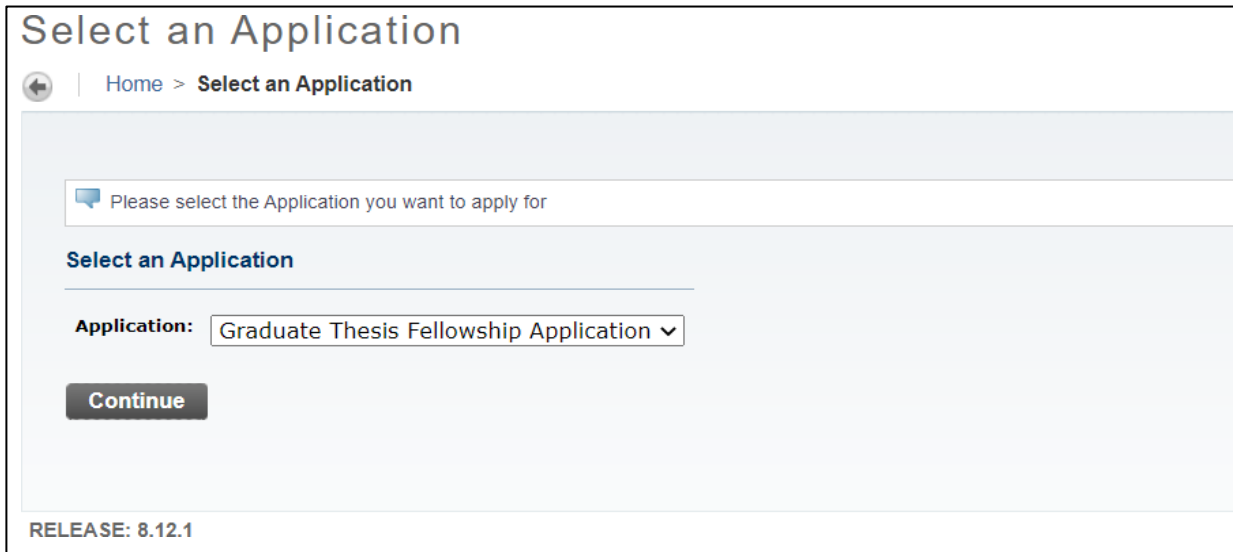
- ***Can I modify my fellowship application after submitting it?***
Do not press the “Submit Application” button except after you have filled out all the required sections and reviewed all your answers. You will not be able to edit/modify the fellowship application after the deadline. Nevertheless, if you reopen your fellowship application within the application cycle period, you may edit or modify it. If you reopen your fellowship application after submitting it, you must make sure to **resubmit** it, otherwise it will appear 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	16-APR-2023	EXPIRED	
FY21-Financial Year 2021-2022	Depends on type of fellowship - Semester Based	Graduate Fellowship Application-Spring 2022	Submitted	15-OCT-2021	EXPIRED	Generate PDF Application

Please note, only awarded fellows will be notified

How to apply for the Graduate Thesis Fellowship (Vanessa B. Korany Thesis Support_fellowship)

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



Select an Application

Home > Select an Application

Please select the Application you want to apply for

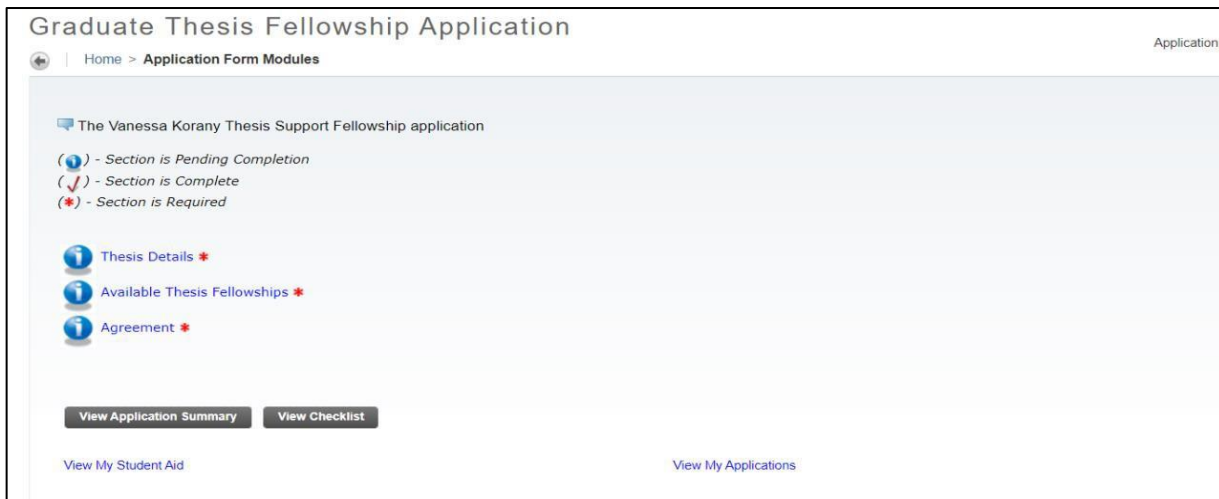
Select an Application

Application: Graduate Thesis Fellowship Application ▼

Continue

RELEASE: 8.12.1

Make sure to complete all sections of the application



Graduate Thesis Fellowship Application

Home > Application Form Modules

The Vanessa Korany Thesis Support Fellowship application

(🔄) - Section is Pending Completion
(✓) - Section is Complete
(★) - Section is Required

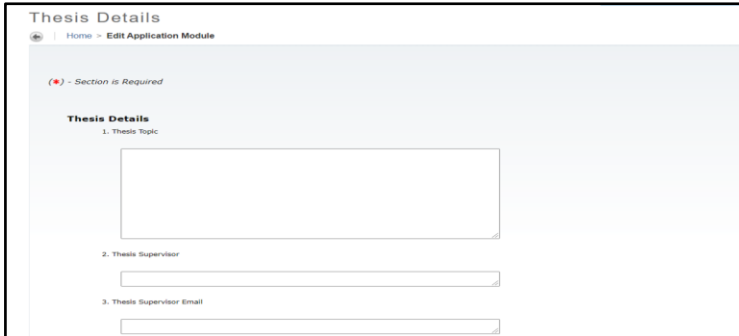
Thesis Details ★
Available Thesis Fellowships ★
Agreement ★

View Application Summary **View Checklist**

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

Thesis Details Section

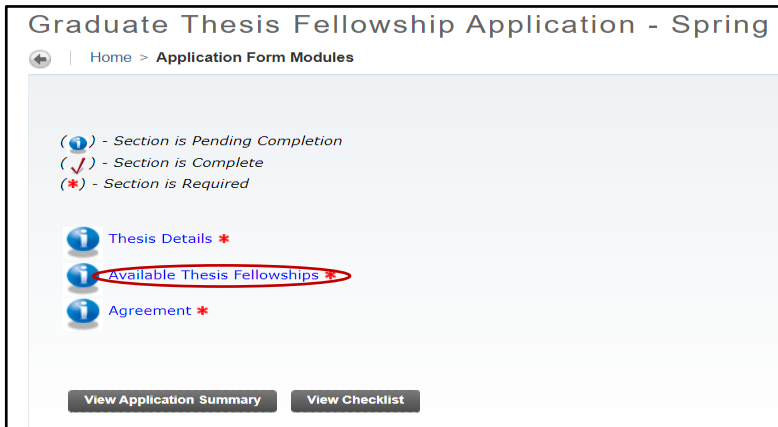
In the first section “**Thesis Details**” you must answer all questions providing the information needed regarding your Thesis



The screenshot shows the 'Thesis Details' section of the application form. It includes a breadcrumb trail 'Home > Edit Application Module' and a status message '(*) - Section is Required'. The section title 'Thesis Details' is followed by three numbered items: 1. Thesis Topic (with a large text input field), 2. Thesis Supervisor (with a text input field), and 3. Thesis Supervisor Email (with a text input field).

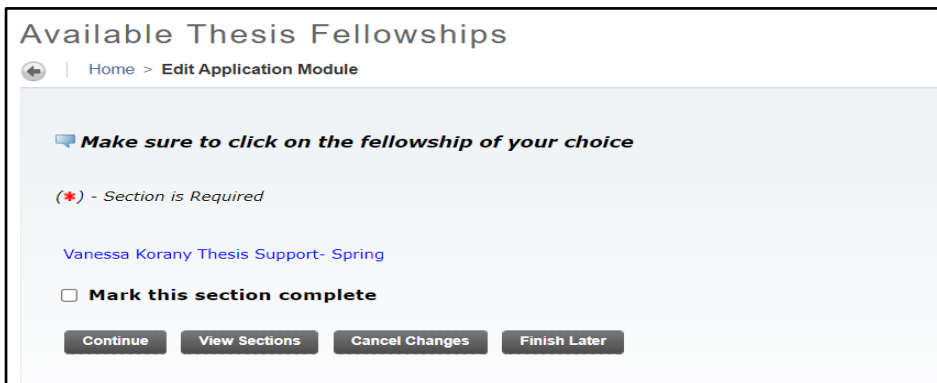
Available Thesis Fellowships Section

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



The screenshot shows the 'Graduate Thesis Fellowship Application - Spring' page. It includes a breadcrumb trail 'Home > Application Form Modules' and three status messages: '(i) - Section is Pending Completion', '(✓) - Section is Complete', and '(*) - Section is Required'. Below these are three links with information icons: 'Thesis Details *', 'Available Thesis Fellowships *' (which is circled in red), and 'Agreement *'. At the bottom are two buttons: 'View Application Summary' and 'View Checklist'.

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



The screenshot shows the 'Available Thesis Fellowships' section of the application form. It includes a breadcrumb trail 'Home > Edit Application Module' and a status message '(*) - Section is Required'. A message bubble says 'Make sure to click on the fellowship of your choice'. Below this is a link 'Vanessa Korany Thesis Support- Spring'. At the bottom is a checkbox labeled 'Mark this section complete' and four buttons: 'Continue', 'View Sections', 'Cancel Changes', and 'Finish Later'.

2. 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.



Vanessa Korany Thesis Support- Spring

Application: FELLOWSHIP_THESI

Home > Show Award Sections and Questions

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

☐ **Apply for this award**

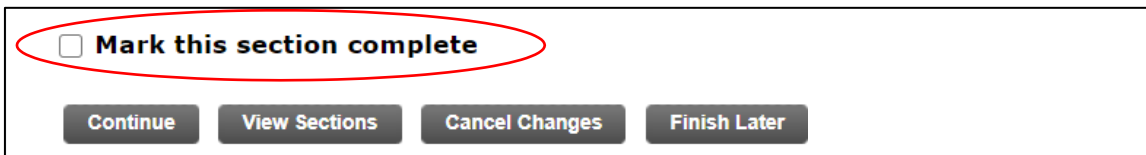
Confirm:

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

☒ I confirm

*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*

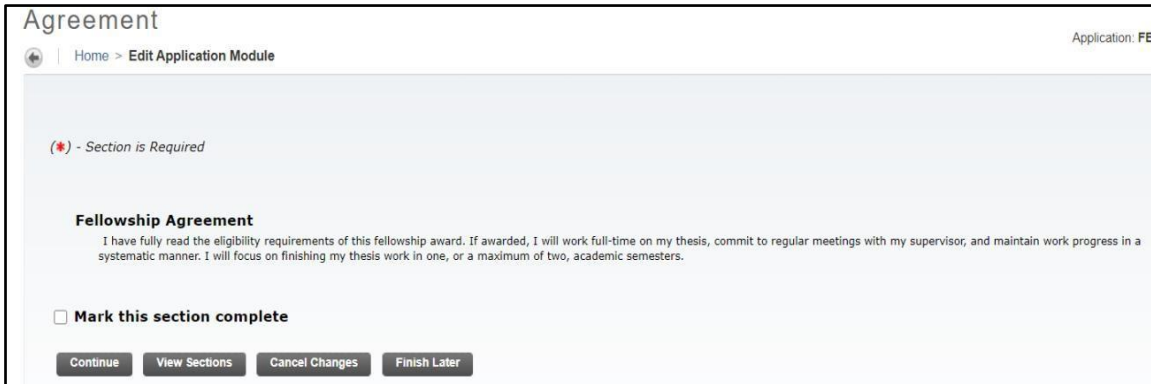
3. Make sure you always click on “Mark this section complete” button after filling out all questions in each section



☐ **Mark this section complete**

Agreement Section

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



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

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.



The screenshot shows the 'Graduate Thesis Fellowship Application' summary page. At the top, it says 'Graduate Thesis Fellowship Application' and 'Home > Application Form Modules'. Below the breadcrumb, there is a heading: 'The Vanessa Korany Thesis Support Fellowship application'. Below this, there are three status indicators: '(i) - Section is Pending Completion', '(✓) - Section is Complete', and '(*) - Section is Required'. Below these, there are three items with red checkmarks and red asterisks: 'Thesis Details *', 'Available Thesis Fellowships *', and 'Agreement *'. At the bottom, there is a bold text: 'Please SUBMIT your application'. Below this, there are three buttons: 'View Application Summary', 'View Checklist', and 'Submit Application'. The 'Submit Application' button is circled in red.