Steps to apply for Scholarship for Prospective & Current Students for the Academic Year 2019-2020

For Prospective students: Please create a banner account before proceeding with step number 7.

For Current students: Please refer directly to step number 7 Click on Banner Hyperlink to be directed to Banner Self-Service Pages at AUC:

- Go to the URL
  https://signup.aucegypt.edu/EmailProvisioning/Prospective/CreateProspective.aspx
- Enter Your Banner ID that you have received in the General Acknowledgment email with the subject “General Acknowledgment letter for Fall 2019 “.
- Choose your Birthdate from the Calendar Icon.
- Click on Create Account Button.

5. Your account will be created and you will receive the message below stating your username and password. Keep this window open in your browser or copy your username and password to keep them.
6. Click on Banner Hyperlink to be directed to Banner Self-Service Pages at AUC.

7. Click on Enter Secure Area.

8. In the AUC username field, Enter your username, in the password field enter your password previously created in Step 5. Click Login
9. You are now successfully logged into AUC Banner Self-Service. Click on the Student Awards and Financial Aid Tab.

10. Click on Apply for student Aid
11. Choose the Aid Year and Aid Period as below

12. If you are an Egyptian student: Select the Undergraduate Scholarship application for Egyptian students from the list of applications. Press Continue.

If you are an International student: Select the Undergraduate Scholarship application for International students from the list of applications. Press Continue.
13. Application Confirmation screen will appear that shows you the application you chose to apply to, to start filling the application, press **Continue**.

14. For the section “Vacant Scholarship Funds”, please make sure to read the criteria of each available scholarship and if you want to apply, please **check** the box **“Apply for this award”**. It is very important to mark the award checkbox to indicate that a specific scholarship is selected. By passing this step; our department will not be able to identify the scholarship you applied to, and so you will lose your chance to have your application processed.
15. When you select a specific award, you will find the word “SELECTED” written besides the name of the award on the “Scholarship Application Information” page.
16. Please ensure uploading the requested documents.

17. Fill the application, for each section; it is mandatory to check the box “Mark this section complete”, when the section is completed, then press Continue.

**Need Assessment Instructions**
Check list for Financial Need Required Documents and Uploading Process

Required Financial Need supporting Documents for Undergraduate students

Please make sure to upload all the supporting documents below that are applicable to your case before submitting your application, otherwise, your application will be rejected.

For Income

- HR letter of father's net annual income for the prior year after deducting taxes and social insurance. The letter must clearly state all variables (e.g. bonus, profit shares, and others). Any loan payments should not be deducted from the father’s annual income. Monthly salary statements or monthly payslips are not valid (original hard copy may be required upon request)

- HR letter of mother's net annual income for the prior year after deducting taxes and social insurance. The letter must clearly state all variables (e.g. bonus, profit shares, and others). Any loan payments should not be deducted from the mother’s annual income. Monthly salary statements or monthly payslips are not valid (original hard copy may be required upon request)

- Official statement of a father's received pension amount if the father is retired (original hard copy may be required upon request)

- Official statement of a mother's received pension amount if the mother is retired (original hard copy may be required upon request)

- Business or clinic net annual income/loss statement from the certified public accountant (CPA) for prior year if father/mother is self-employed after deducting taxes and business-related expenses (original hard copy may be required upon request)

- A complete copy of up to date rental contract of real estate generating income

- Hand-written declaration with the family’s savings and annual interest generated from these savings

For Family Expenses

- Loans or installments statement, including the schedule of payments and maturity date

- Siblings' school/university enrollment letter, clearly stating their annual tuition and bus fees for the prior year. Payment receipts are not valid

- A complete copy of up to date residence rental contract

- Medical reports and medical payment receipts, in case of expenses that exceed LE 2,000 per family member per year
• Proof of annual medical insurance premium

Other Required Documents
• Up-to-date statement from social insurance office to prove unemployment status (e.g. uninsured) if father/mother is unemployed. A copy of their national ID is not valid
• Death certificate
• Divorce certificate
• Proof of student loans for international students
• Proof of unpaid leave

Uploading Documents Process
• To upload your documents, click on “upload your document here” button, based on your answers in each section
• Choose the file you want to upload from your computer then save your document
• You can zoom in and out to view your document as you wish
• If you need to change the uploaded document, you need to delete the previously added one first before uploading the new one, or else you will get an error message
• To delete a document, go to “View your document”, choose “Document” and then click “delete document”
• If you need to add pages to your uploaded document, go to “View your document”, click “Page”, and choose whether you need to insert the new page “before” or “after”
• Make sure to click “choose file” when uploading, or else you will receive an error message
• To know the status of each section click “View Check List”
• Go to “View Application Summary” to submit your application
• If any section is not complete you will get an error
• Once ALL sections of the application are complete and checked, press submit
• You can generate a PDF file of your submitted application for your reference

Press “Submit” button after finishing all required sections.