

## Instructions to apply for fellowships 2018-2019

***Important Note: It is the responsibility of the applicant to be aware of the fellowships deadlines***

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.

**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.**

**You will NOT be able to submit a fellowship application unless you have received a valid AUC ID number.**

**Continuing students who are currently enrolled at AUC do not need to go through Step I and can go directly to step II.**

*The system will not allow you to apply to fellowships unless we have your graduate application record.  
If you have already or recently submitted your graduate application and received a Student Identification Number please allow 10 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](mailto:gradwebapp@aucegypt.edu) for technical assistance.*

### Step I: Create a Banner Account for New Applicants

1. Visit the following **URL**  
<https://signup.aucegypt.edu/EmailProvisioning/Prospective/CreateProspective.aspx>
2. Enter Your **Student ID** that you have received when applying to a graduate program at AUC
3. Choose your **Birthdate** from the Calendar Icon.
4. Click on **Create Account** Button.



The screenshot shows the account creation interface for The American University in Cairo. At the top, the university's logo and name are displayed in both English and Arabic. Below this, there are two input fields: "Student ID:" and "Birth Date:". The "Birth Date:" field includes a calendar icon and a placeholder "dd-mm-YYYY". To the right of these fields, two red arrows point left towards the input boxes. At the bottom left, there is a "Create Account" button. The background of the form features a photograph of a university building.

5. Your banner account will be created and you will receive a message stating your **username** and **password**.  
Keep this window open in your browser or make sure to copy your login credentials.  
Save these login credentials to check on your fellowship application status at a later time.  
**New applicants should not sign up more than once to avoid system error.**

THE AMERICAN UNIVERSITY IN CAIRO  
الجامعة الأمريكية بالقاهرة

Student ID: 900155555

Birth Date: 26-04-2003

Create Account

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

User Name: app\_\*\*\*\*\*  
Password: \*\*\*\*

6. Click on **Banner** Hyperlink to be directed to *Banner Self-Service Pages* at AUC.

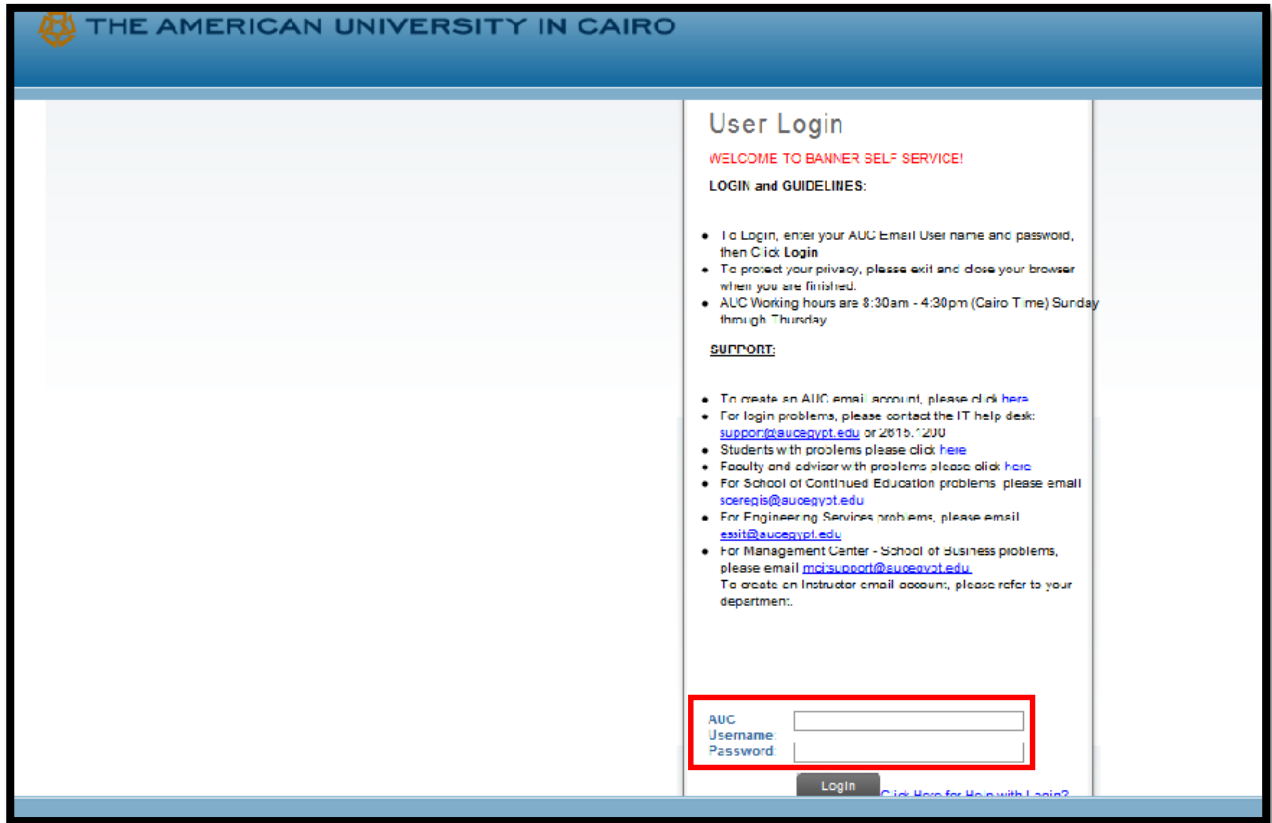
7. Now you will be able to login to AUC Self Service.

## Step II for All (new applicants and already enrolled students)

8. Click on **Enter Secure Area**.

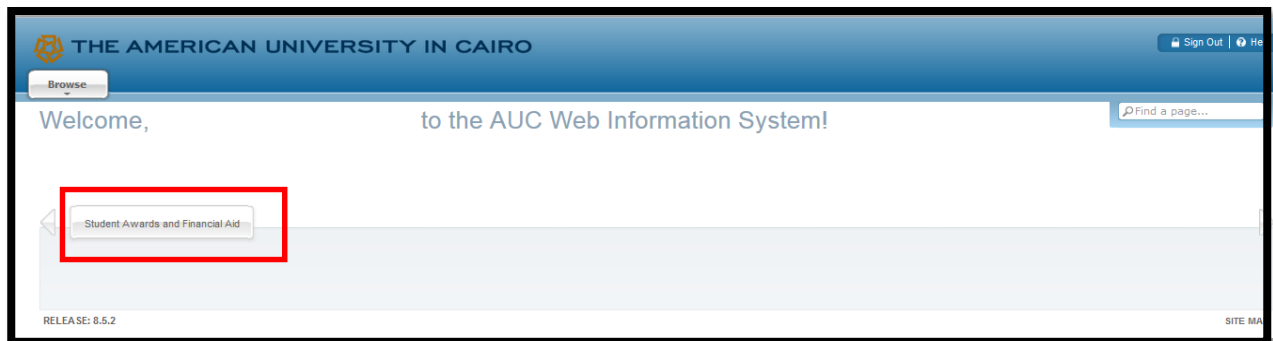
<b>Prospective Students</b> Tell us about yourself and request information about our institution.	<b>Enter Secure Area</b> Login here to view your personal information.	<b>Financial Aid and Scholarships Applications Instructions</b> Financial Aid and Scholarships Applications Instructions	<b>Class Schedule</b> View the current schedule of classes.
<b>Course Catalog</b> View course information, including course description.	<b>Graduate Fellowships Instructions</b> For New and Enrolled Applicants		

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

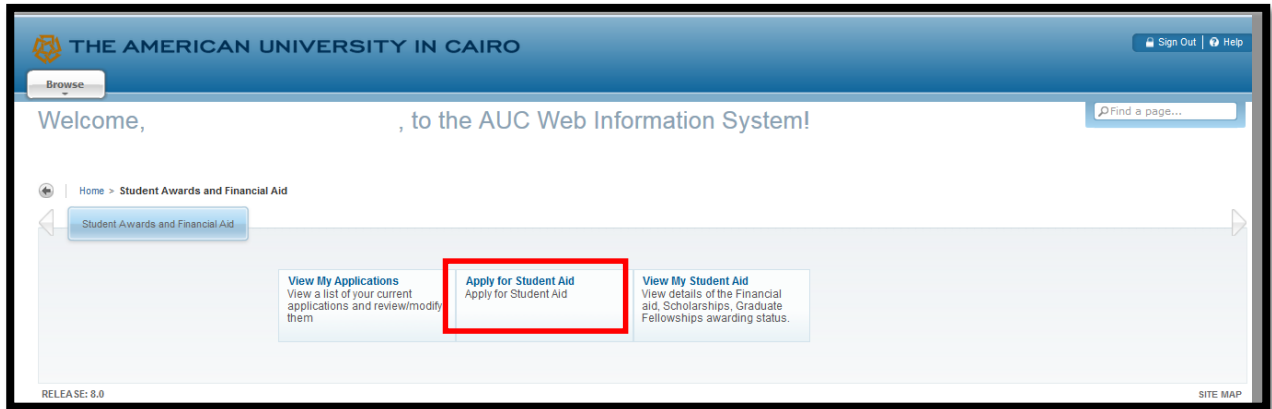


You are now successfully logged into *AUC Banner Self-Service*.

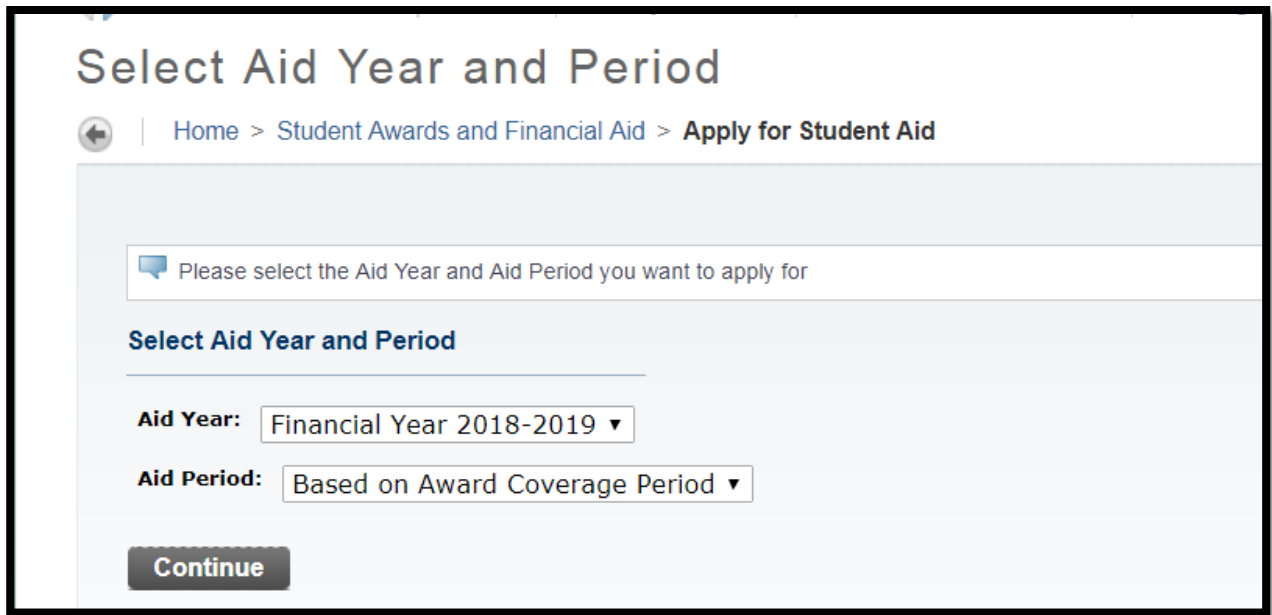
10. Click on the **Student Awards and Financial Aid** button.



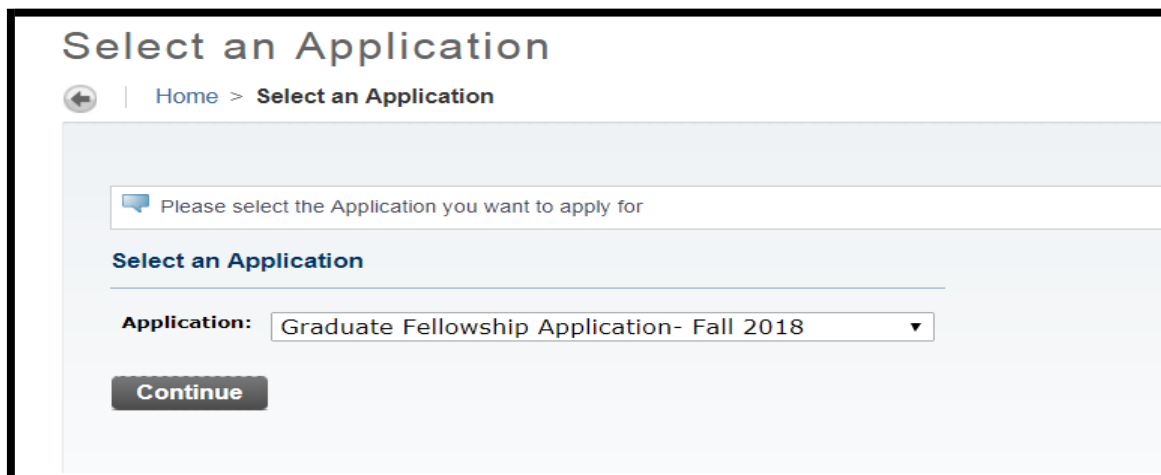
11. Click on **Apply for Student Aid**



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

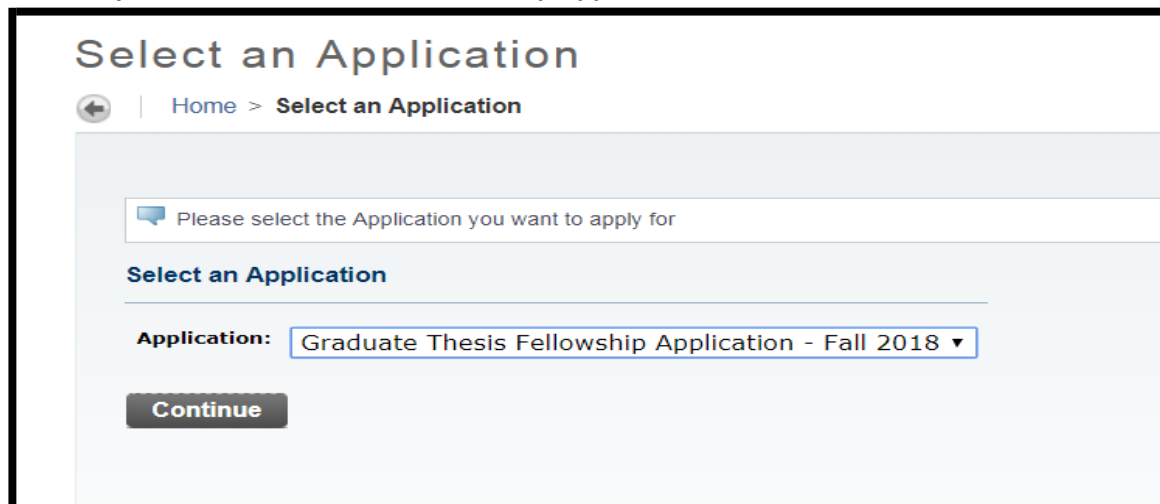


13. Select from the list “**Graduate Fellowship Application – Fall 2018**”



The screenshot shows a web interface titled "Select an Application". At the top left, there is a back arrow and a breadcrumb trail: "Home > Select an Application". Below this is a light blue box containing a speech bubble icon and the text "Please select the Application you want to apply for". Underneath is a section titled "Select an Application" with a horizontal line. Below the line, the label "Application:" is followed by a dropdown menu that has "Graduate Fellowship Application- Fall 2018" selected. At the bottom left of this section is a dark grey button labeled "Continue".

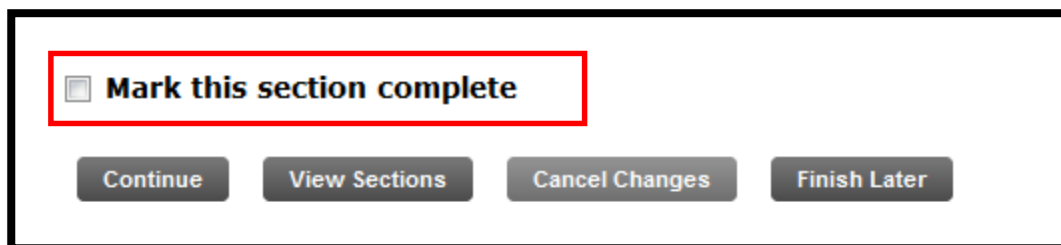
Or If you fit the eligibility requirements of the Vanessa B. Korany thesis Support fellowship “**You may select “Graduate Thesis Fellowship Application – Fall 2018”.**



The screenshot shows a web interface titled "Select an Application". At the top left, there is a back arrow and a breadcrumb trail: "Home > Select an Application". Below this is a light blue box containing a speech bubble icon and the text "Please select the Application you want to apply for". Underneath is a section titled "Select an Application" with a horizontal line. Below the line, the label "Application:" is followed by a dropdown menu that has "Graduate Thesis Fellowship Application - Fall 2018" selected. At the bottom left of this section is a dark grey button labeled "Continue".

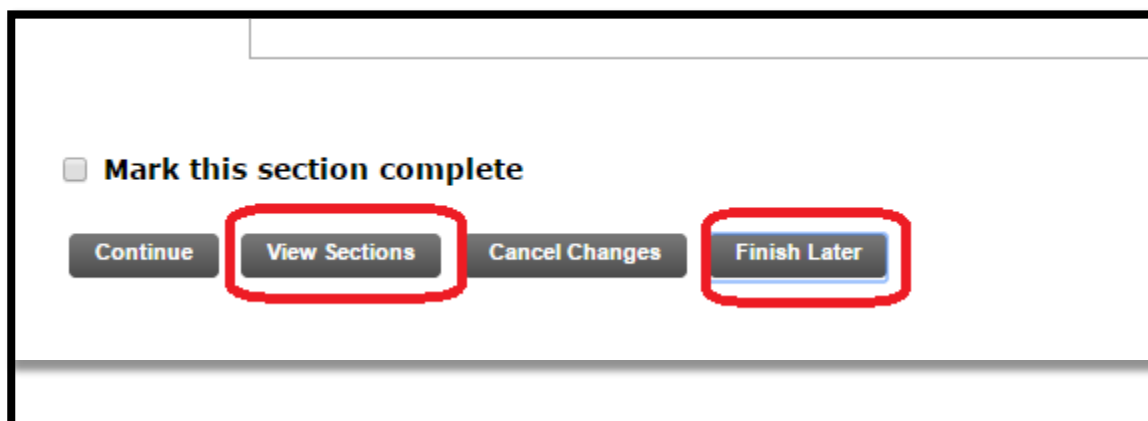
Press Continue

14. Complete each section of the application. It is mandatory to **check** the box “**Mark this section complete**”. When the section is completed press Continue.



The screenshot shows a section of the application form. At the top, there is a checkbox followed by the text "Mark this section complete". The checkbox is currently unchecked. Below this is a row of four dark grey buttons: "Continue", "View Sections", "Cancel Changes", and "Finish Later".

15. Press the “submit” button after finishing all required sections.
16. Please read the awards eligibility criteria section very carefully in order to choose the appropriate fellowship. It is essential to apply to up to three fellowships only.  
If you select more than 3 fellowships your web application will not be considered.
17. It is important to view the AUC self-service web site to check the status of your application regularly
18. 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 “View Sections” button



19. If you pressed the “Save Later” button and you want to go back to fill the rest of your application, kindly press the “View/ Modify” link

Existing Applications						
Aid Year	Aid Period	Application	Status	Application Deadline		
FY18-Financial Year 2018-2019	Depends on type of fellowship - Semester Based	Graduate Fellowship Application- Fall 2018	Incomplete	15-APR-2018	<a href="#">View/Modify</a>	<a href="#">Generate PDF Application</a>
FY18-Financial Year 2018-2019	Depends on type of fellowship - Semester Based	Graduate Thesis Fellowship Application - Fall 2018	Incomplete	18-OCT-2018	<a href="#">View/Modify</a>	<a href="#">Generate PDF Application</a>

20. After reviewing all sections, kindly do NOT forget to press “Submit” button. By pressing the button it will be ready for evaluation

Details and operations available for current application

### Application Details

<b>Application:</b>	Graduate Fellowship Application- Fall 2018
<b>Aid Year:</b>	FY18-Financial Year 2018-2019
<b>Aid Period:</b>	Depends on type of fellowship - Semester Based
<b>Application Status:</b>	Incomplete
<b>Staff Comments:</b>	
<b>Application Deadline:</b>	15-APR-2018

[Generate PDF Application](#)

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

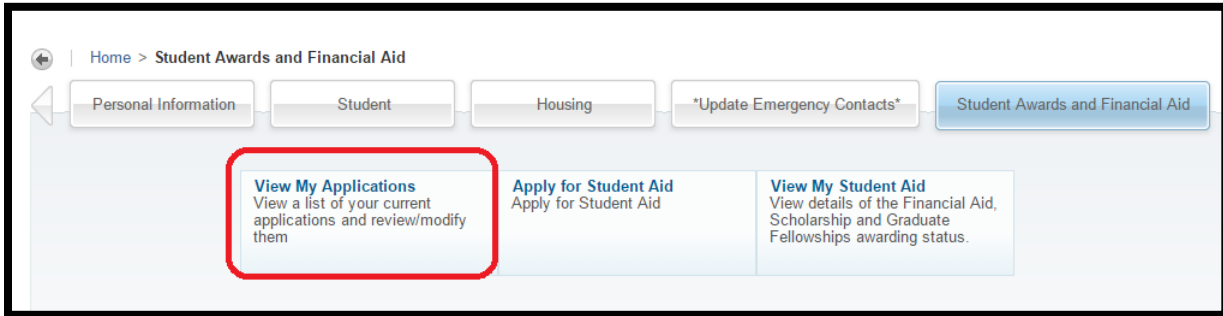
**IMPORTANT NOTE:**

You can select "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

***Important Note: It is the responsibility of the applicant to be aware of the fellowships deadline***



21. Once the application is submitted and follow-up on your application status using SSB; kindly Press the “View My Applications” Button.



If any, comments will be displayed in the field below

