

## Instructions To Apply For Graduate Fellowships 2019-2020

**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.



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Student ID:

Birth Date:  

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.**



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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: \*\*\*\*

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.

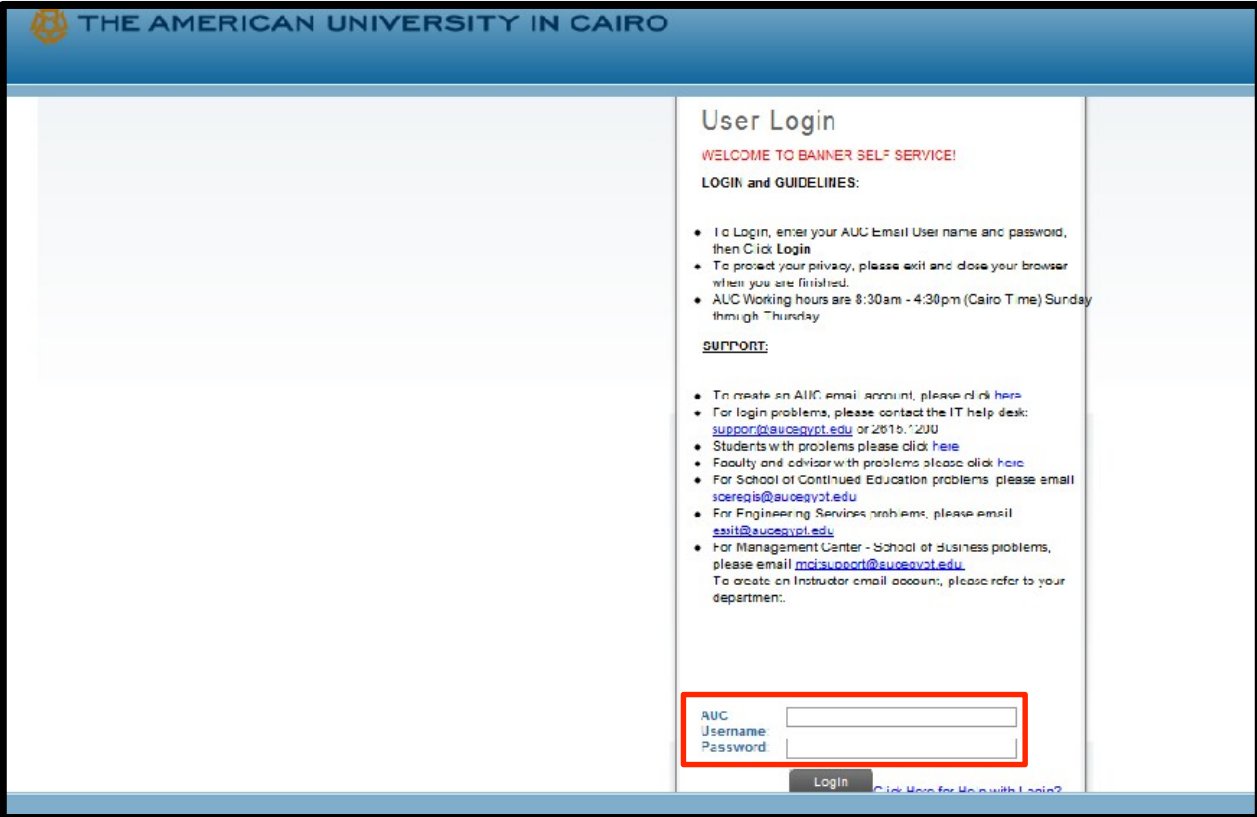
**Step II for All (new applicants and already enrolled students)**

9. 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		

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



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### User Login

WELCOME TO BANNER SELF SERVICE!

LOGIN and GUIDELINES:

- To Login, enter your AUC Email User name and password, then Click **Login**
- To protect your privacy, please exit and close your browser when you are finished.
- AUC Working hours are 8:30am - 4:30pm (Cairo Time) Sunday through Thursday

SUPPORT:

- To create an AUC email account, please click [here](#)
- For login problems, please contact the IT help desk: [support@aucegypt.edu](mailto:support@aucegypt.edu) or 2010.1200
- Students with problems please click [here](#)
- Faculty and advisor with problems please click [here](#)
- For School of Continued Education problems please email [sceregis@aucegypt.edu](mailto:sceregis@aucegypt.edu)
- For Engineering Services problems, please email [esuit@aucegypt.edu](mailto:esuit@aucegypt.edu)
- For Management Center - School of Business problems, please email [mbsupport@aucegypt.edu](mailto:mbsupport@aucegypt.edu)

To create an Instructor email account, please refer to your department.

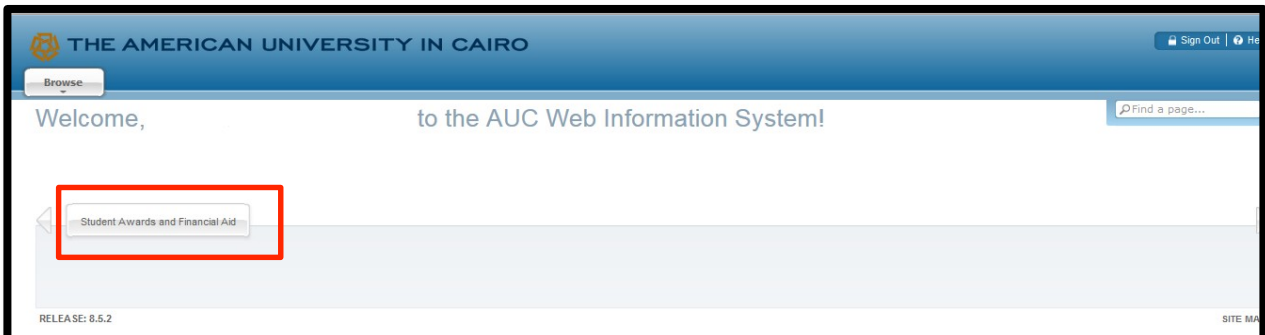
AUC Username:

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 button.



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Sign Out | Help

Browse

Welcome, to the AUC Web Information System!

Find a page...

Student Awards and Financial Aid

RELEASE: 8.5.2 SITE MA

12. Click on Apply for Student Aid



13. Choose the Aid Year and Aid Period as below

Select Aid Year and Period

Home > Student Awards and Financial Aid > Apply for Student Aid

Please select the Aid Year and Aid Period you want to apply for

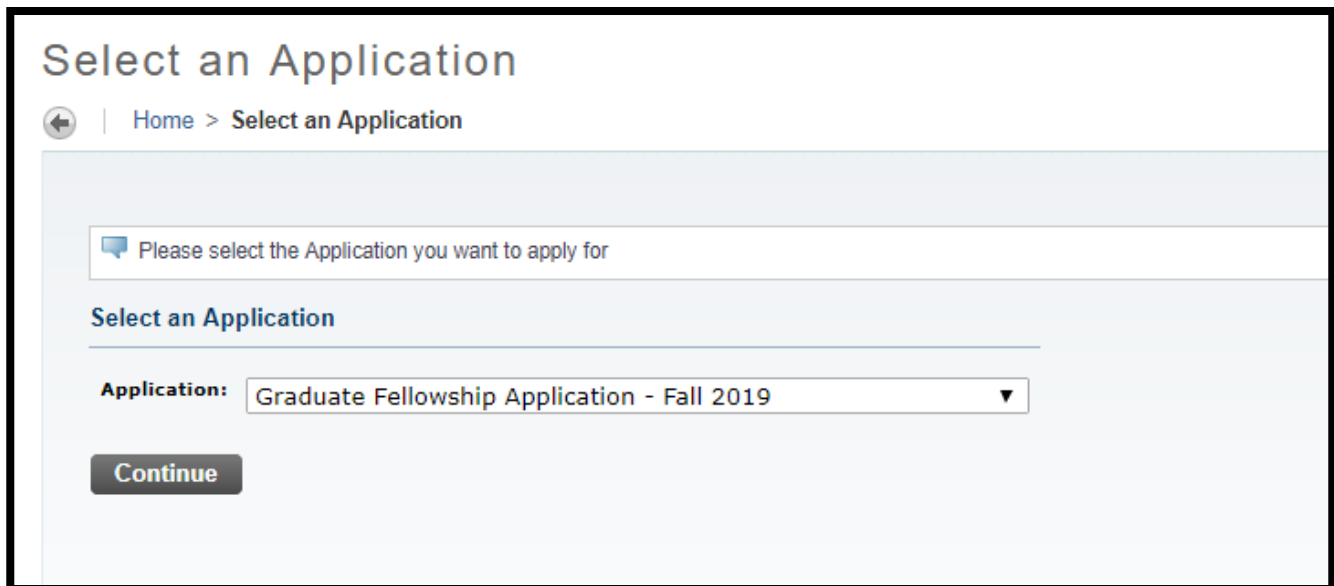
Select Aid Year and Period

Aid Year: Financial Year 2019-2020 ▼

Aid Period: Based on Award Coverage Period ▼

Continue

14. Select from the list “Graduate Fellowship Application – Fall 2019”

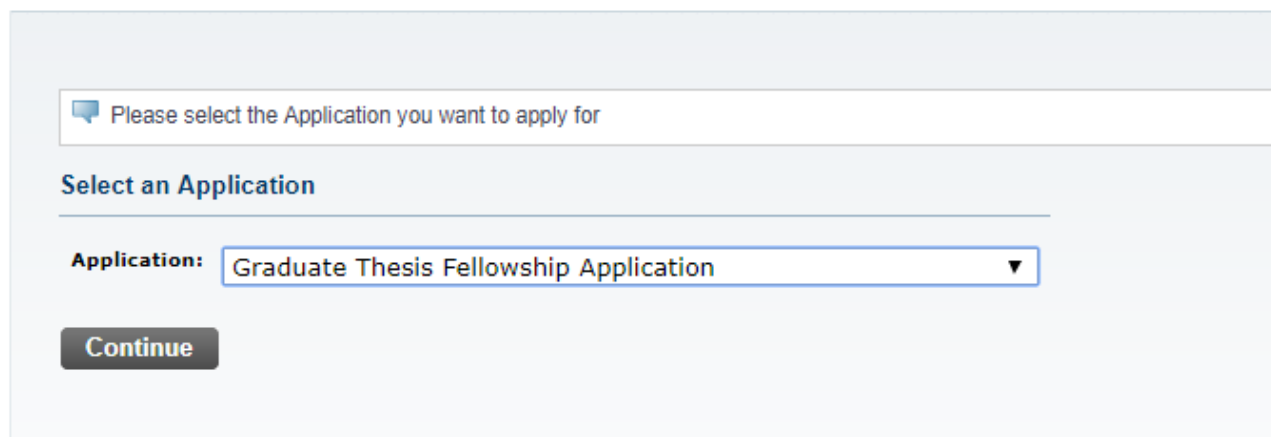


The screenshot shows a web interface titled "Select an Application". At the top, there is a breadcrumb trail: "Home > Select an Application". Below this, a light blue box contains a message icon and the text "Please select the Application you want to apply for". Underneath, the heading "Select an Application" is followed by a horizontal line. The "Application:" label is positioned to the left of a dropdown menu that currently displays "Graduate Fellowship Application - Fall 2019". A dark grey "Continue" button is located at the bottom left of the form area.

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

## Select an Application

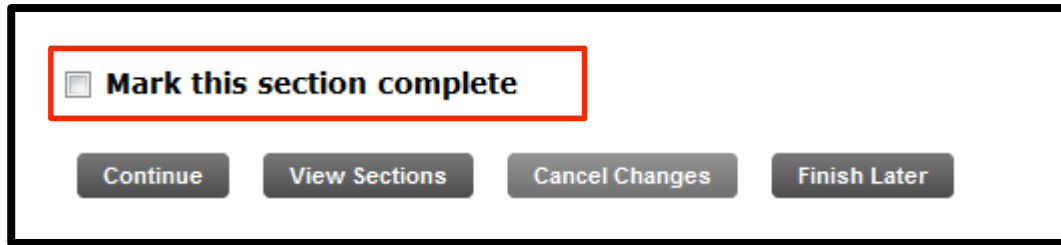
 | [Home](#) > Select an Application



This screenshot shows the same "Select an Application" web interface. The breadcrumb trail remains "Home > Select an Application". The instruction "Please select the Application you want to apply for" is still present. However, the dropdown menu under the "Application:" label now displays "Graduate Thesis Fellowship Application". The "Continue" button remains at the bottom left.

**Press Continue**

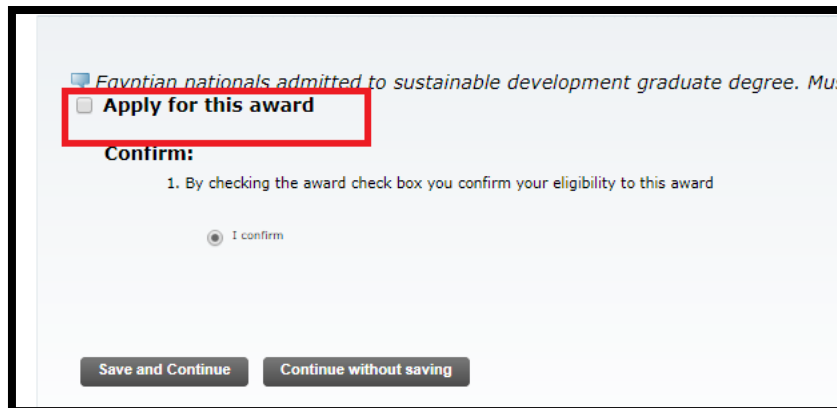
15. Complete each section of the application. It is mandatory to check the box “Mark this section Complete”. When the section is completed press Continue.



☐ **Mark this section complete**

**Continue** **View Sections** **Cancel Changes** **Finish Later**

16. Make sure you DO select the fellowships you need and mark, "Apply to this award" in the fellowships you choose.



☐ **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**

17. Press the “submit” button after finishing all required sections.

18. 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.

19. If you select more than 3 fellowships your web application will not be considered.

20. It is important to view the AUC self-service web site to check the status of your application regularly

21.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



☐ **Mark this section complete**

**Continue** **View Sections** **Cancel Changes** **Finish Later**

22.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>

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

### Application Summary

Home > Application Summary

Details and operations available for current application

#### Application Details

<b>Application:</b>	Graduate Fellowship Application - Fall 2019
<b>Aid Year:</b>	FY19-Financial Year 2019-2020
<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-2019

[Generate PDF Application](#)

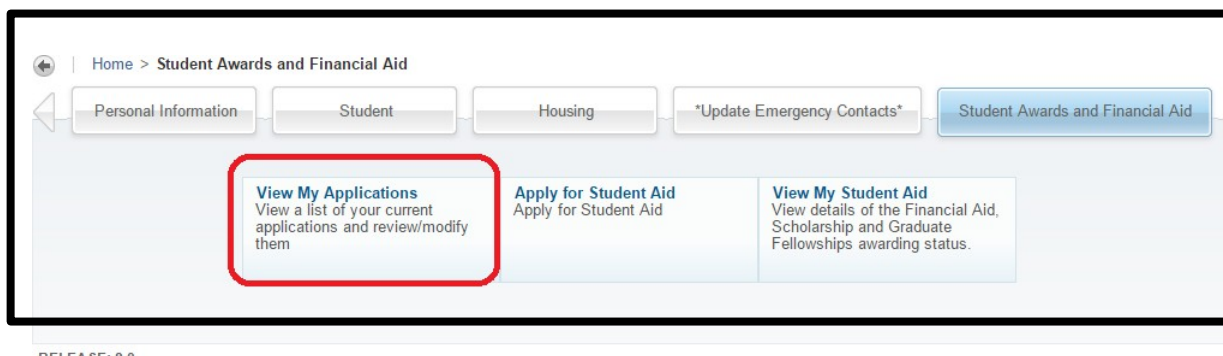
**View/Modify Sections** **View Checklist**

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

**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

24. 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

## Application Summary

Home > Application Summary

Details and operations available for current application

### Application Details

Application:	Graduate Fellowship Application - Fall 2019
Aid Year:	FY19-Financial Year 2019-2020
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	15-APR-2019

[Generate PDF Application](#)

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

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

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