

Instructions to apply for fellowships 2020-2021

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

Continuing 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.



The screenshot shows the 'Create Account' form for The American University in Cairo. At the top, the university's name is written in English and Arabic. Below this, there are two input fields: 'Student ID:' and 'Birth Date:'. The 'Birth Date:' field includes a calendar icon. A 'Create Account' button is located at the bottom left. Two red arrows point to the right, highlighting the 'Student ID' and 'Birth Date' fields.

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



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: ****

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.

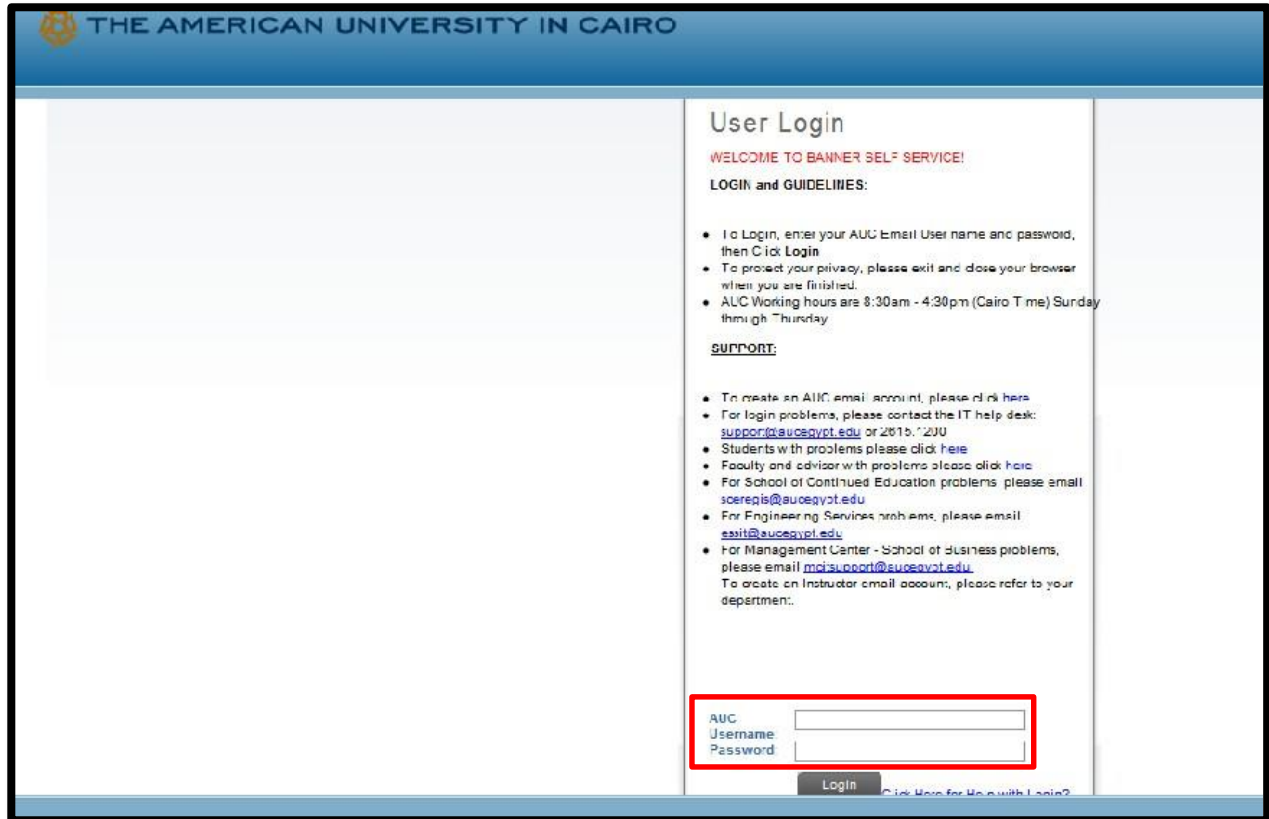
Step II for All (new applicants and already enrolled students)

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



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

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.



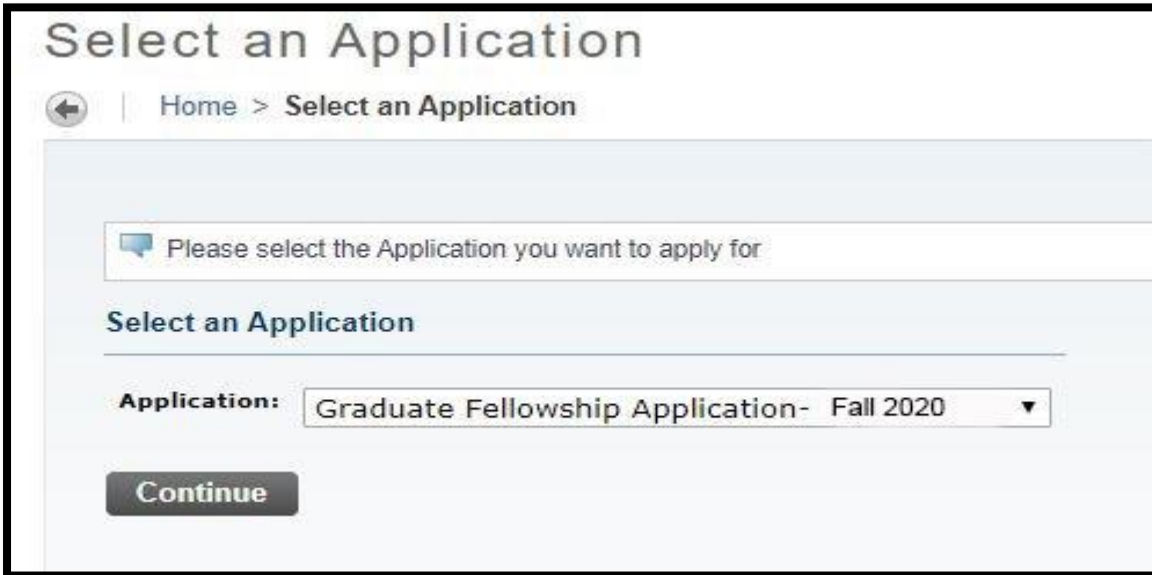
12. Click on **Apply for Student Aid**



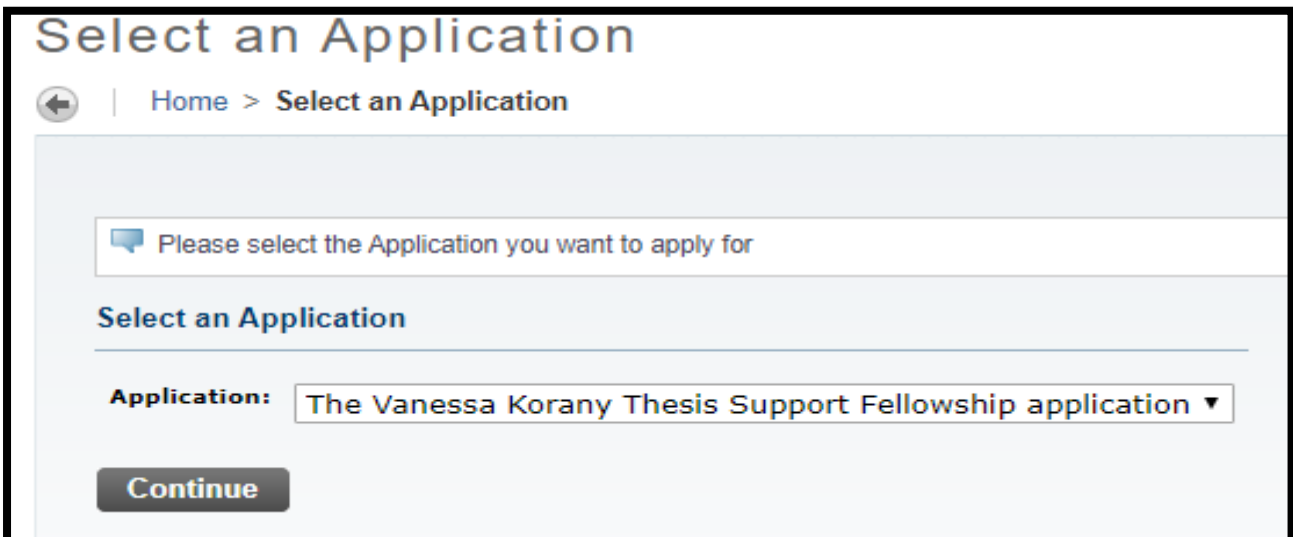
13. Choose the **Aid Year** and **Aid Period** as below



14. Select from the list “**Graduate Fellowship Application – Fall 2020**”

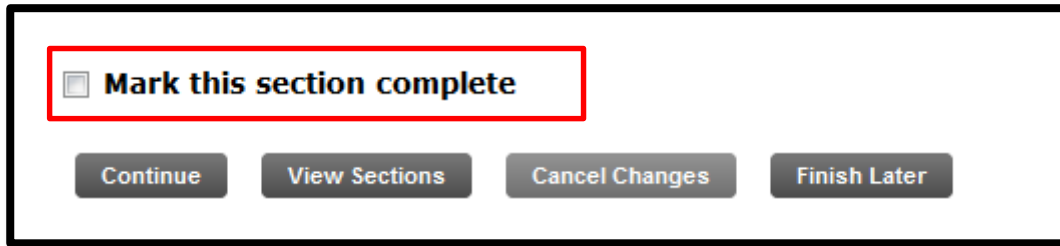


Or If you fit the eligibility requirements of the Vanessa B. Korany thesis Support fellowship “**You may select “Graduate Thesis Fellowship Application”.**



Press Continue

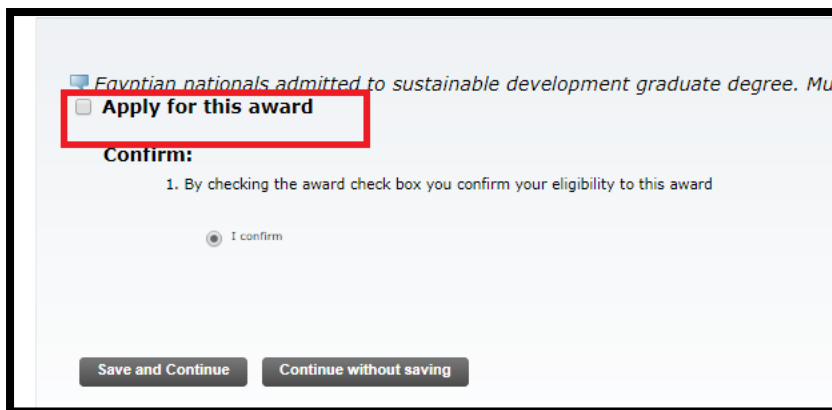
15. Complete each section of the application. It is mandatory to **check** the box “**Mark this section complete**”. When the section is completed press Continue.



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

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

20. 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

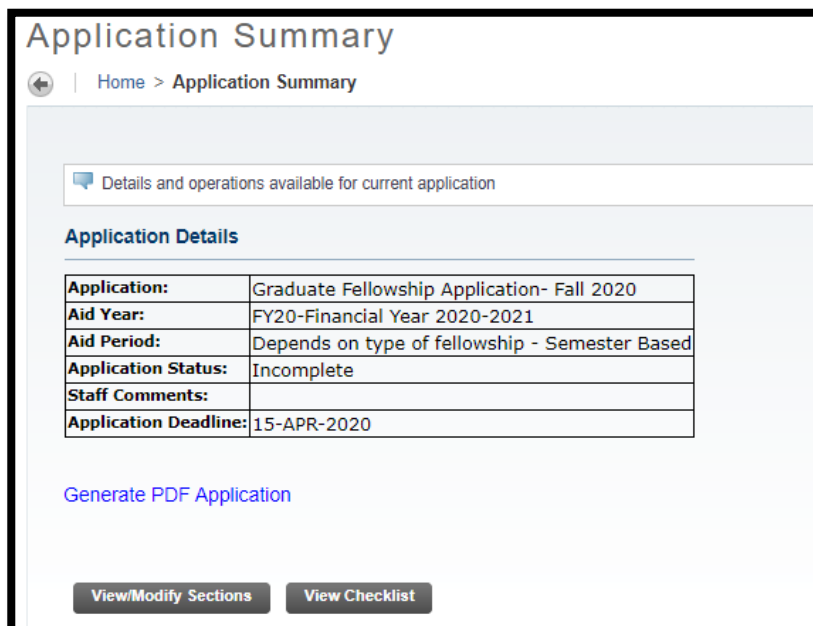
21. If you want to finish your application at a later time; please press the “Finish Later” button. If you want to view the application sections, press “View Sections” button



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		
FY19-Financial Year 2019-2020	Depends on type of fellowship - Semester Based	Graduate Fellowship Application- Spring 2020	Incomplete	01-NOV-2019	View/Modify	Generate PDF Application

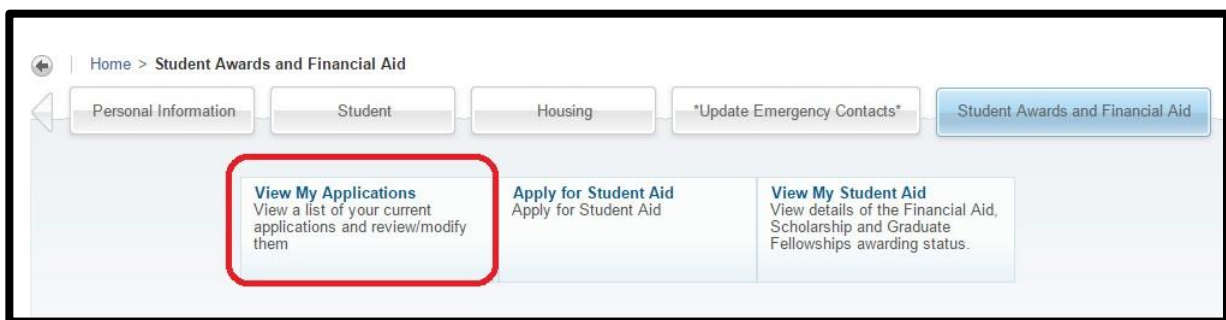
23. After reviewing all sections, **Do NOT forget to press “Submit” button**. By pressing the button, it will be ready for evaluation. If the application status is incomplete (see below), it means you did not click the submit button .



IMPORTANT NOTE:

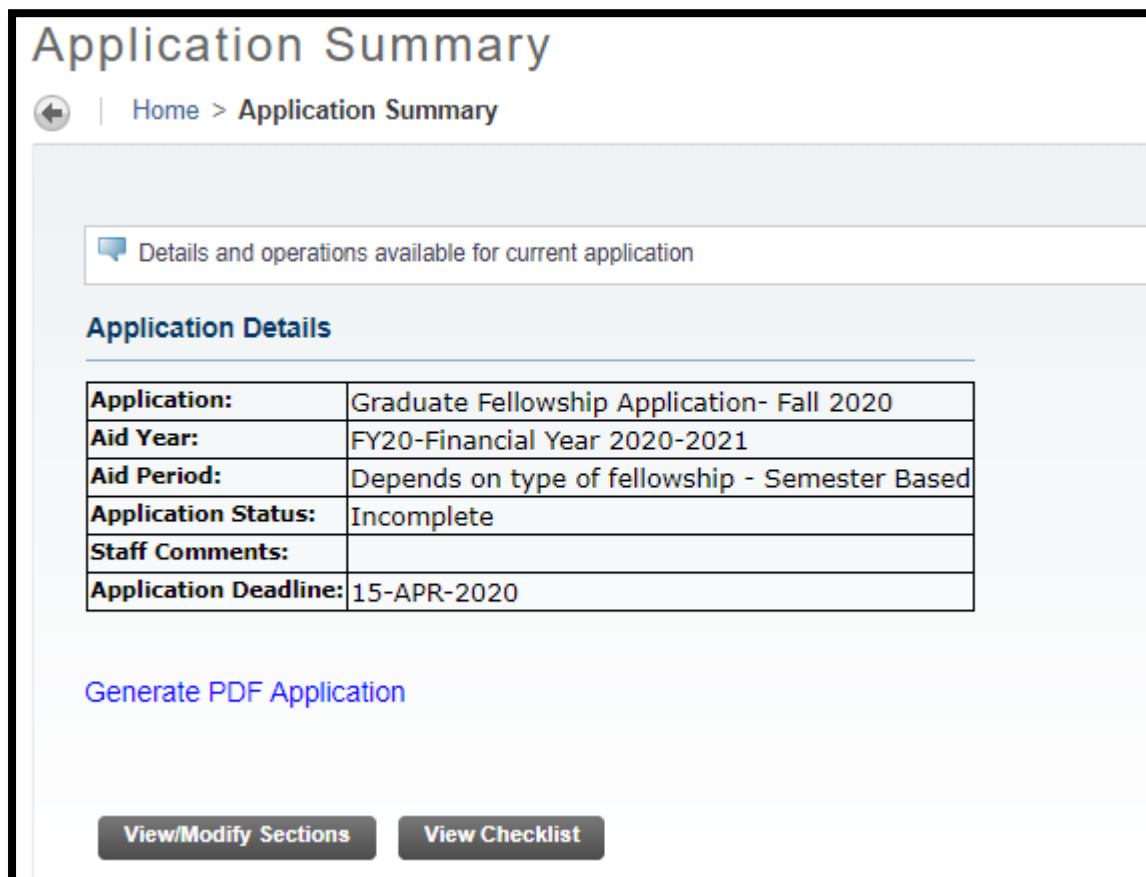
You can select “Graduate Fellowship Application” only once which is the first time you enter the system. If you decide at any time to continue the application process, you will need to press on “View My application” button

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



RELEASE-8.0

If any, comments will be displayed in the field below



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