

## Instructions to Apply for Graduate Fellowships 2021-2022

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

- The system will not allow you to apply for a fellowship unless we 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 online
- 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 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.**

**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.

### 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 AMERICAN UNIVERSITY IN CAIRO  
الجامعة الأمريكية بالقاهرة

Student ID:

Birth Date:  

Create Account

5. Your banneraccount 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 currently 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.

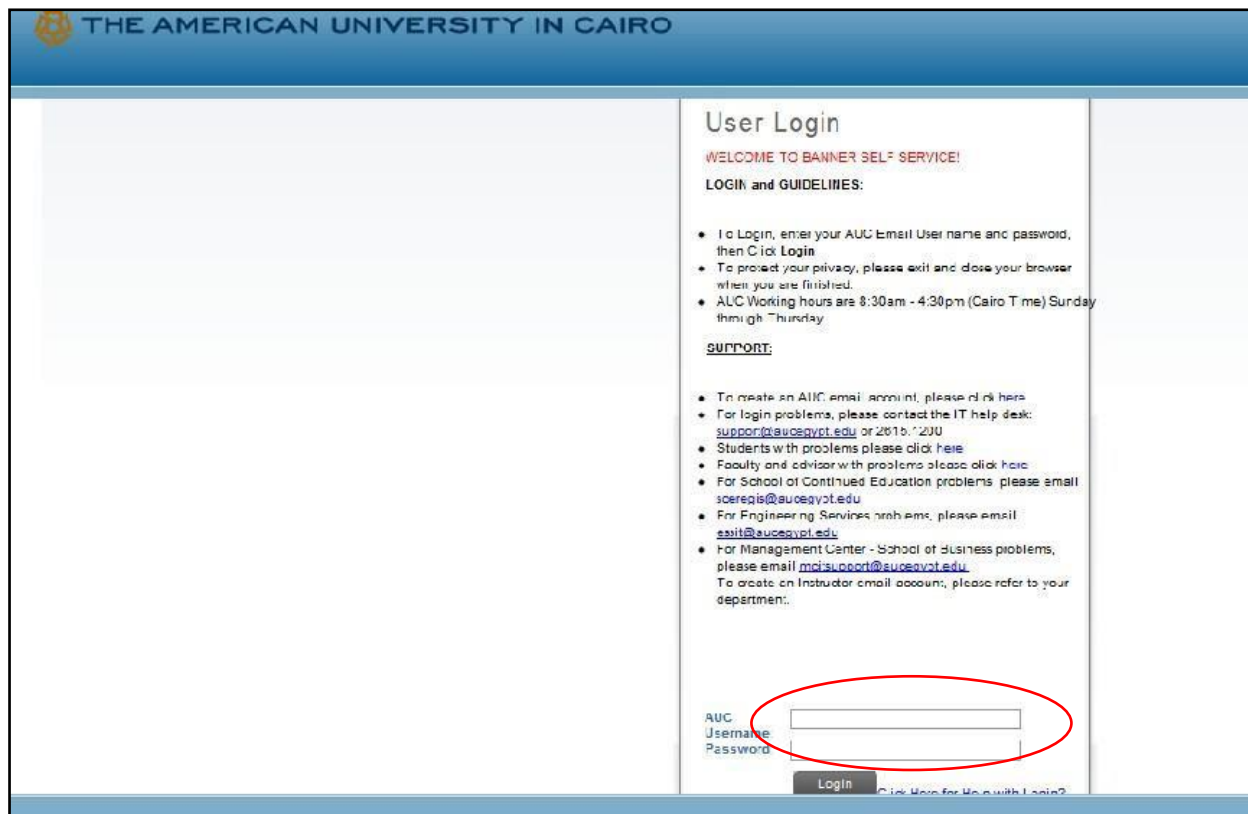
**Financial Aid and Scholarships Applications Instructions**  
 Financial Aid and Scholarships Applications Instructions

**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



**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 2015.7200
- 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 [esit@aucegypt.edu](mailto:esit@aucegypt.edu).
- For Management Center - School of business problems, please email [mci.support@aucegypt.edu](mailto:mci.support@aucegypt.edu).

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

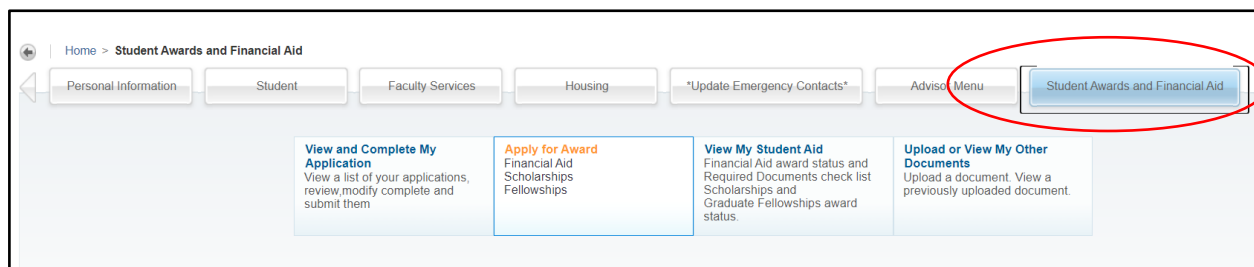
AUC Username:

Password:

**Login** [Click Here for More with Login?](#)

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

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



Home > **Student Awards and Financial Aid**

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

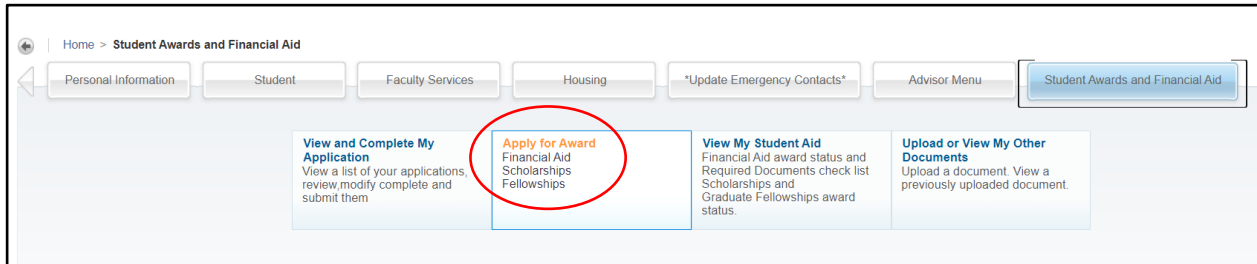
**View and Complete My Application**  
View a list of your applications, review, modify complete and submit them

**Apply for Award Financial Aid Scholarships Fellowships**

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

**Upload or View My Other Documents**  
Upload a document. View a previously uploaded document.

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



Home > Student Awards and Financial Aid

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

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

**Apply for Award**  
Financial Aid Scholarships Fellowships

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

**Upload or View My Other Documents**  
Upload a document. View a previously uploaded document.

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



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

**Select Aid Year and Period**

**Aid Year:** Financial Year 2021-2022 ▼

**Aid Period:** Based on Award Coverage Period ▼

**Continue**

14. Select from the list “Graduate Fellowship Application – Fall 2021”, then press Continue to view the application details as follows



**Select an Application**

Home > **Select an Application**

Please select the Application you want to apply for

**Select an Application**

**Application:** Graduate Fellowship Application - Fall 2021 ▼

**Continue**

15. Click on **View/Modify section** to start your application.

### Application Summary

Home > Application Summary

The scholarship application deadline is Nov 1st, students applying after the deadline will only be considered pending availability of places.

#### Application Details

<b>Application:</b>	Graduate Fellowship Application - Fall 2021
<b>Aid Year:</b>	FY21-Financial Year 2021-2022
<b>Aid Period:</b>	Depends on type of fellowship - Semester Based
<b>Application Status:</b>	Incomplete
<b>Staff Comments:</b>	
<b>Application Deadline:</b>	11-JAN-2021

[Generate PDF Application](#)

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

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

16. All sections in the Graduate Fellowship Application shown below are **mandatory**

### Graduate Fellowship Application - Fall 2021

Home > Application Form Modules

Financial Support Questions

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

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

[View Application Summary](#)
[View Checklist](#)
[Submit Application](#)

17. 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. Press Mark complete then Continue to proceed with the application

Instructions / Information Application: FELLOWSHIP\_APPL\_FALL | AUC

Home > Edit Application Module

(\*) - Section is Required

**Agreement**

**New Applicants:**

- Only applicants with full admission to the graduate program of their choice, with no assigned prerequisites or remedial English courses, are shortlisted for fellowships except for a limited number of fellowships specified in the fellowships listings. <http://www.aucgypt.edu/admissions/financial-affairs/fellowships/fellowships-listings>
- You do NOT need to know your admission status before applying to fellowships.
- 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 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

18. 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

Employment Questions

Home > Edit Application Module

(\*) - Section is Required

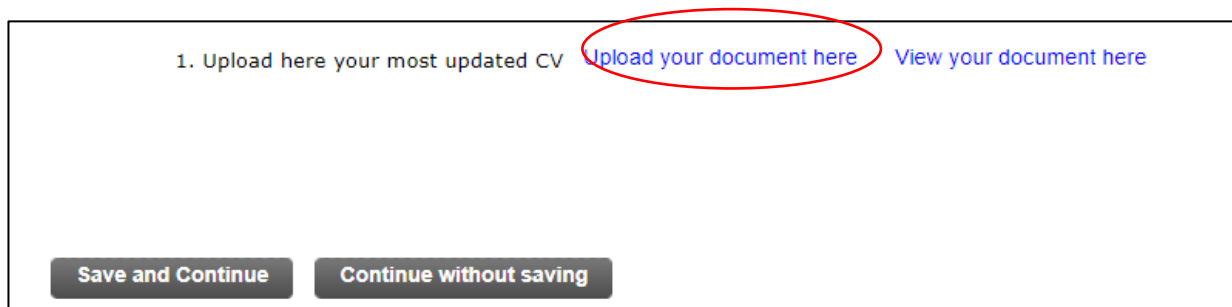
[Employment Background and Updated CV](#)

☐ Mark this section complete

Continue View Sections Cancel Changes Finish Later

RELEASE: 8.12.1

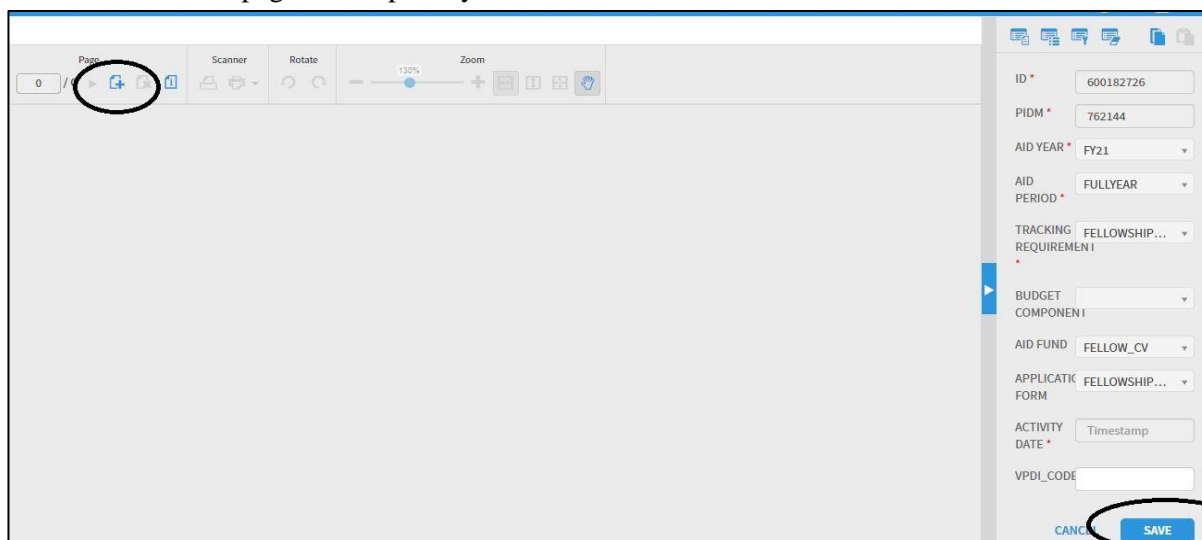
19. Click on “Upload your document here” to upload your CV



1. Upload here your most updated CV [Upload your document here](#) [View your document here](#)

**Save and Continue** **Continue without saving**

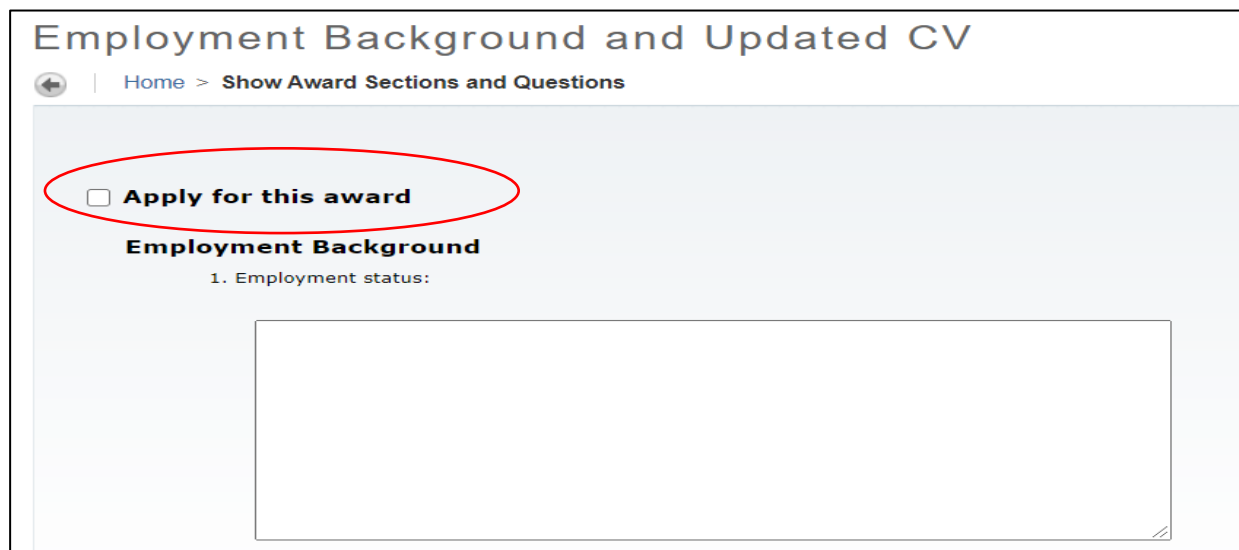
20. Click on add pages then upload your CV then click save



0 / 1 **Add** **Scanner** **Rotate** **Zoom** 130%

ID \* 600182726  
 PIDM \* 762144  
 AID YEAR \* FY21  
 AID PERIOD \* FULLYEAR  
 TRACKING FELLOWSHIP...  
 REQUIREMENT \*  
 BUDGET COMPONENT  
 AID FUND FELLOW\_CV  
 APPLICATION FORM FELLOWSHIP...  
 ACTIVITY DATE \* Timestamp  
 VPDI\_CODE  
**CANCEL** **SAVE**

21. 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:



22. 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?

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

☐ No ☐ Yes

3. If yes, mention the Fellowship name:

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

☐ **Mark this section complete**

Continue

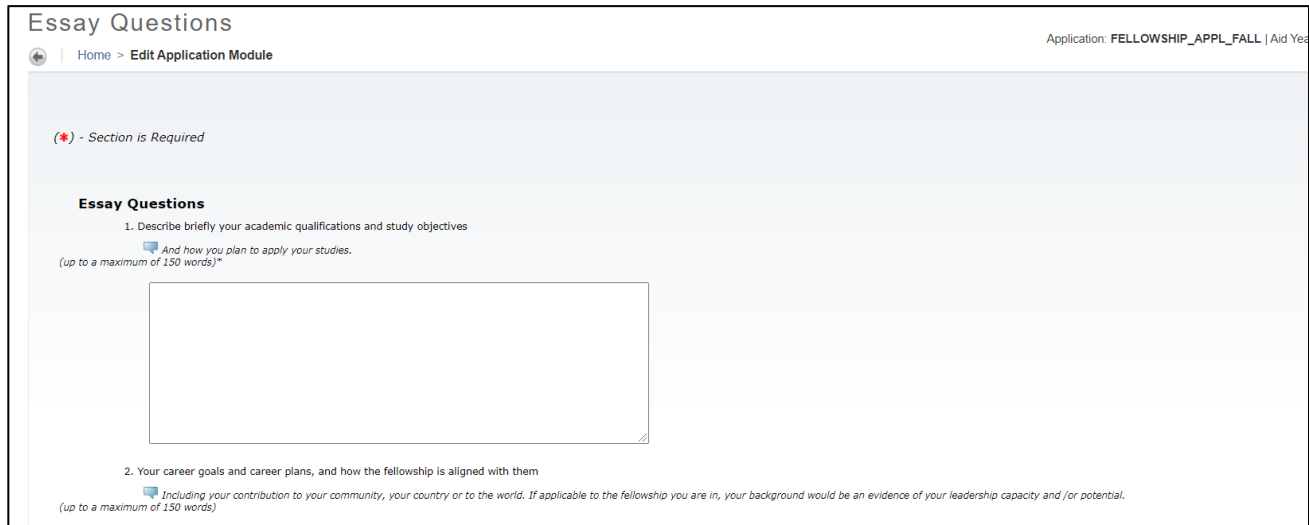
View Sections

Cancel Changes

Finish Later



24. 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.



Essay Questions

Home > Edit Application Module

Application: FELLOWSHIP\_APPL\_FALL | Aid Year: 2021-2022

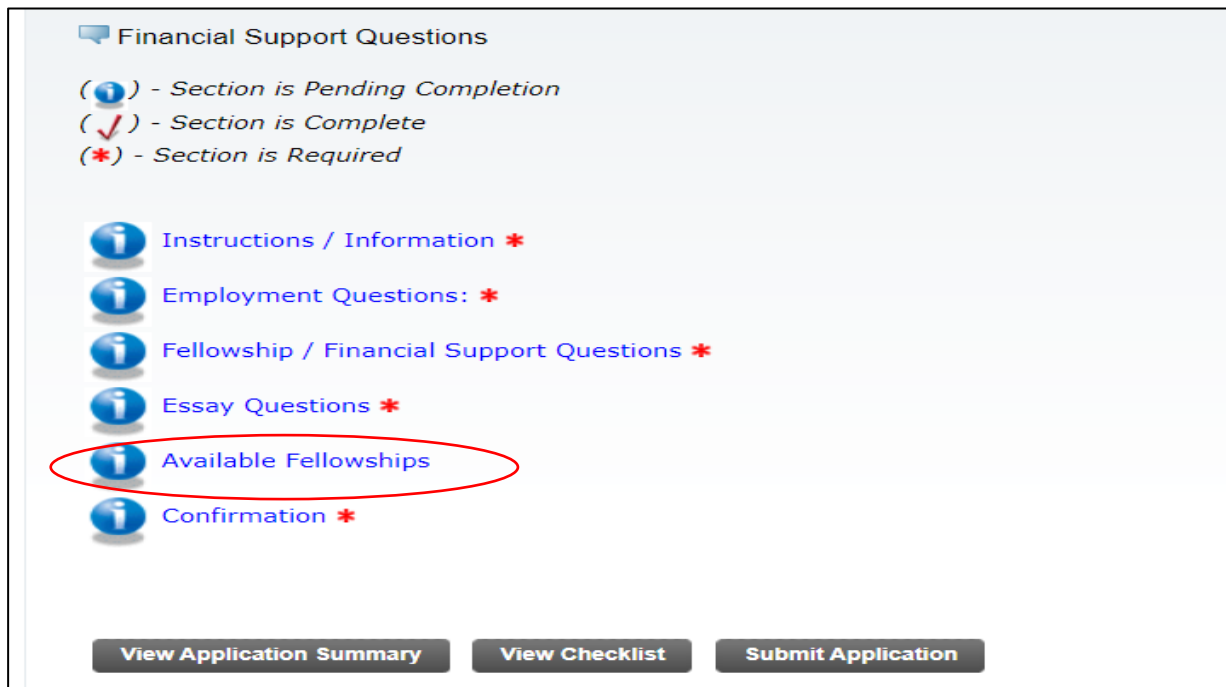
(\*) - Section is Required

**Essay Questions**

1. Describe briefly your academic qualifications and study objectives  
And how you plan to apply your studies.  
(up to a maximum of 150 words)\*

2. Your career goals and career plans, and how the fellowship is aligned with them  
Including your contribution to your community, your country or to the world. If applicable to the fellowship you are in, your background would be an evidence of your leadership capacity and /or potential.  
(up to a maximum of 150 words)

25. The fifth “**Available Fellowships**” section is the **most important** section in the Graduate Fellowship application. **This is where you choose which fellowship you want to apply for.**



Financial Support Questions

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

Instructions / Information \*

Employment Questions: \*

Fellowship / Financial Support Questions \*

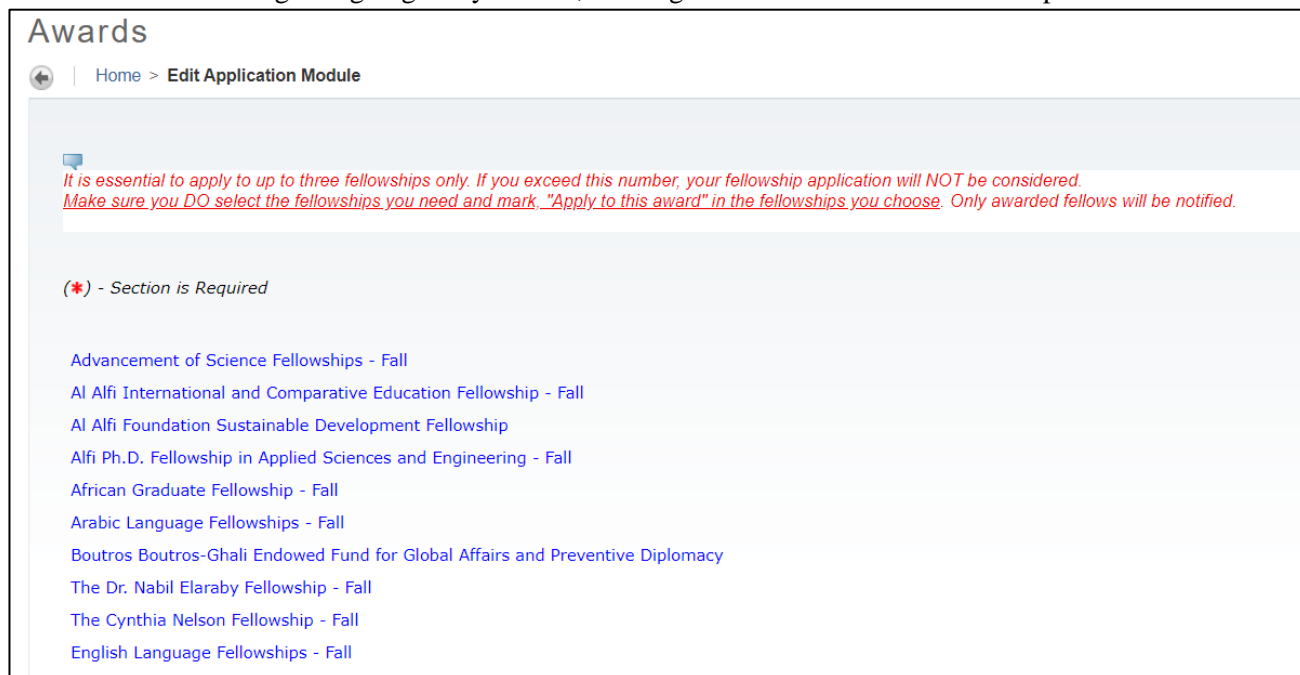
Essay Questions \*

**Available Fellowships**

Confirmation \*

View Application Summary View Checklist Submit Application

26. 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.



**Awards**

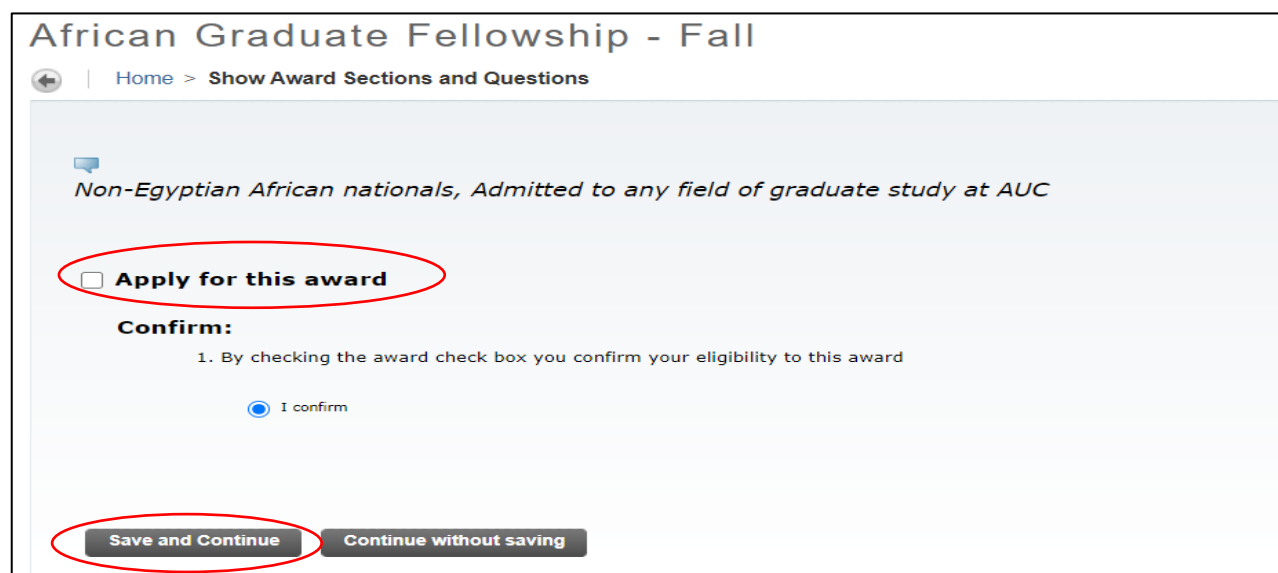
Home > Edit Application Module

*It is essential to apply to up to three fellowships only. If you exceed this number, your fellowship application will NOT be considered. Make sure you DO select the fellowships you need and mark, "Apply to this award" in the fellowships you choose. Only awarded fellows will be notified.*

(\*) - Section is Required

- Advancement of Science Fellowships - Fall
- Alfi International and Comparative Education Fellowship - Fall
- Alfi Foundation Sustainable Development Fellowship
- Alfi Ph.D. Fellowship in Applied Sciences and Engineering - Fall
- African Graduate Fellowship - Fall
- Arabic Language Fellowships - Fall
- Boutros Boutros-Ghali Endowed Fund for Global Affairs and Preventive Diplomacy
- The Dr. Nabil Elaraby Fellowship - Fall
- The Cynthia Nelson Fellowship - Fall
- English Language Fellowships - Fall

27. 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 - Fall**

Home > Show Award Sections and Questions

*Non-Egyptian African nationals, Admitted to any field of graduate study at AUC*

☐ **Apply for this award**

**Confirm:**

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

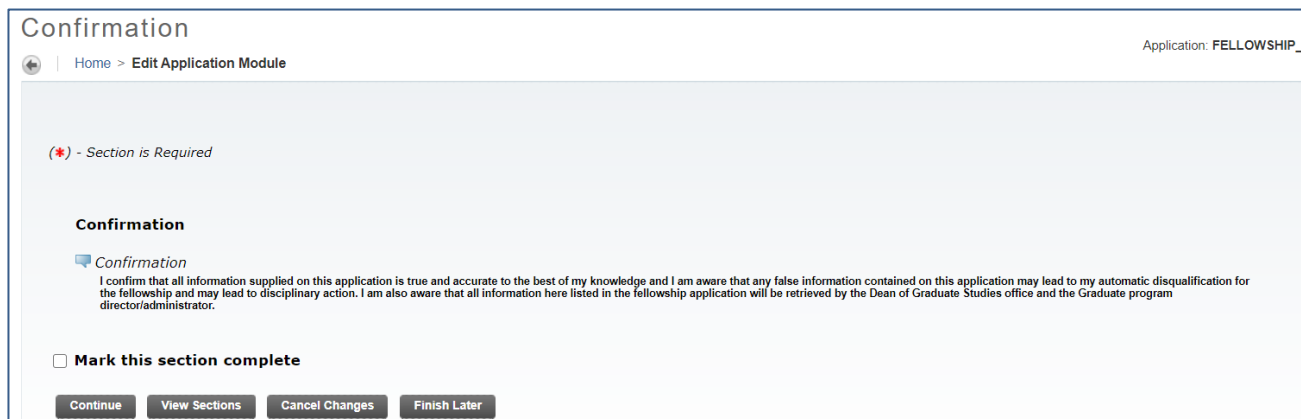
☒ I confirm

**Save and Continue** **Continue without saving**

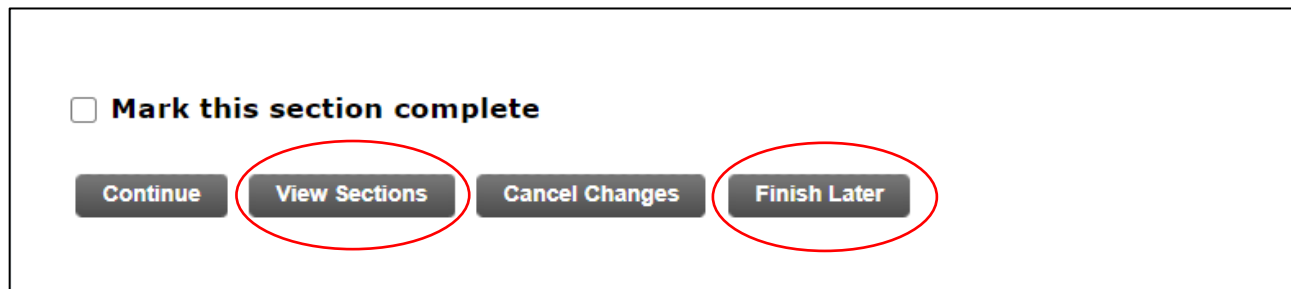
*If you do not click on the “Apply for this award” button, it will not appear in your fellowship*

*application and accordingly you will not be considered for this fellowship*

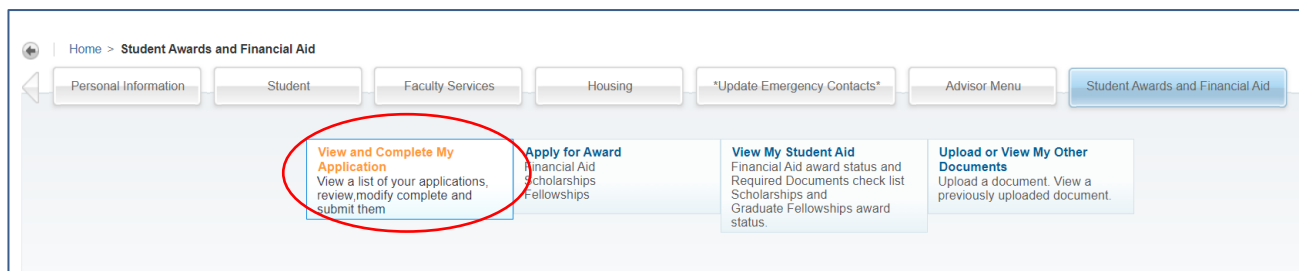
28. The last section in the Graduate Fellowship application is the “**Confirmation**” section. Read carefully and click on Mark this section complete button, then continue.



29. 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

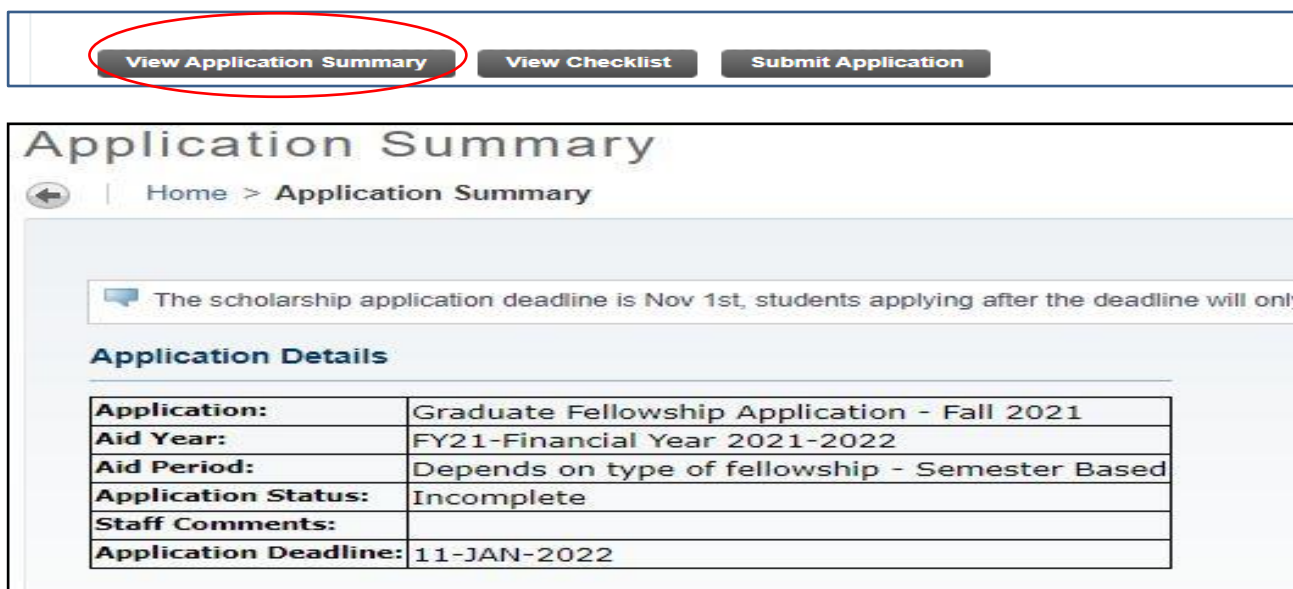


30. To proceed with filling out a graduate fellowship application that has already been started, choose the “**View and Complete my Application**” option in the “**Student Awards and Financial Aid**” tab, then the “**View/Modify**” option next to your Graduate fellowship application to continue with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



Aid Year	Aid Period	Application	Status	Application Deadline	
FY21-Financial Year 2021-2022	Depends on type of fellowship - Semester Based	Graduate Fellowship Application - Fall 2021	Incomplete	11-JAN-2022	<a href="#">View/Modify</a> <a href="#">Generate PDF Application</a>

31. 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 you did not submit your fellowship application.



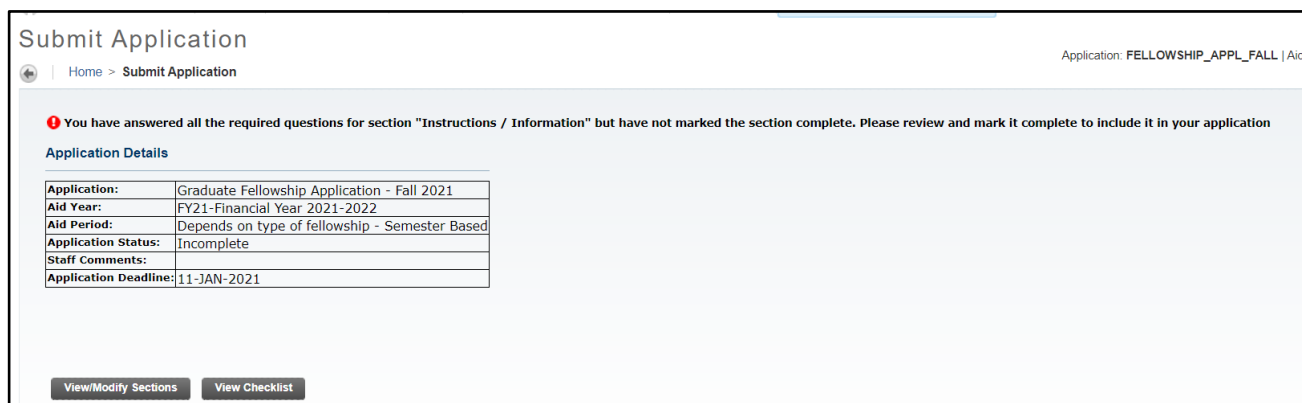
<b>Application:</b>	Graduate Fellowship Application - Fall 2021
<b>Aid Year:</b>	FY21-Financial Year 2021-2022
<b>Aid Period:</b>	Depends on type of fellowship - Semester Based
<b>Application Status:</b>	Incomplete
<b>Staff Comments:</b>	
<b>Application Deadline:</b>	11-JAN-2022

32. 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.

33. 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



**Submit Application**

Application: FELLOWSHIP\_APPL\_FALL | Aid

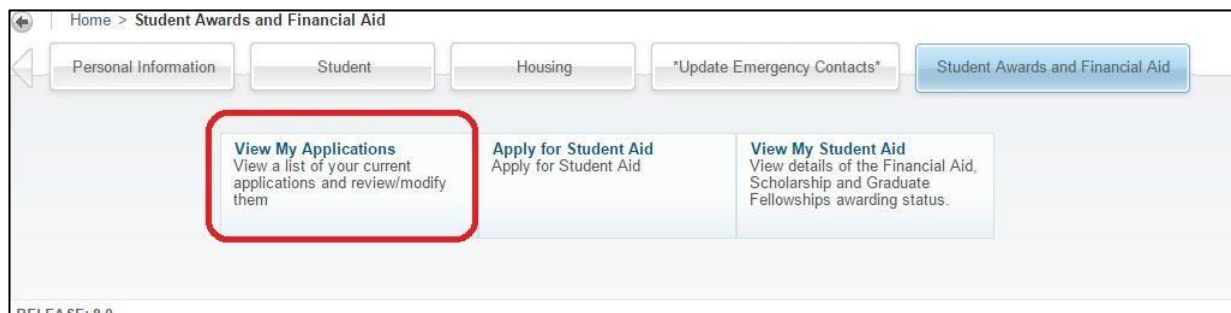
**!** You have answered all the required questions for section "Instructions / Information" but have not marked the section complete. Please review and mark it complete to include it in your application

**Application Details**

Application:	Graduate Fellowship Application - Fall 2021
Aid Year:	FY21-Financial Year 2021-2022
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	11-JAN-2021

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

34. Once the application is submitted you may follow up on your application status. 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.

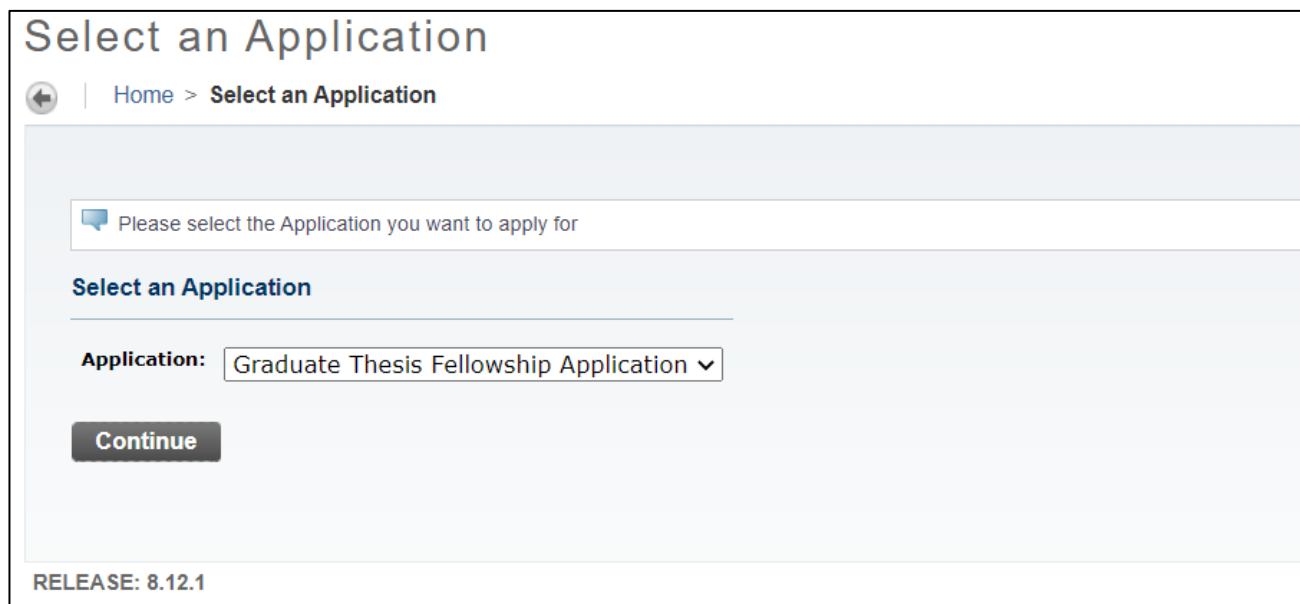
RELEASE-2.0

### IMPORTANT NOTES:

- 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 as mentioned above in page 11
- Do not press the “Submit Application” button except **after** you fill out **all** the required sections and review all your answers. Once the application is submitted you cannot edit it.
- It is the responsibility of the applicant to be aware of the fellowship’s deadline
- Only awarded fellows will be notified

## Instructions on how to apply for the Graduate Thesis Fellowship Application 2021-2022

If you fit the eligibility requirements of the [Vanessa B. Korany thesis Support fellowship](#), have successfully completed all required coursework and currently working full time on your theses, 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

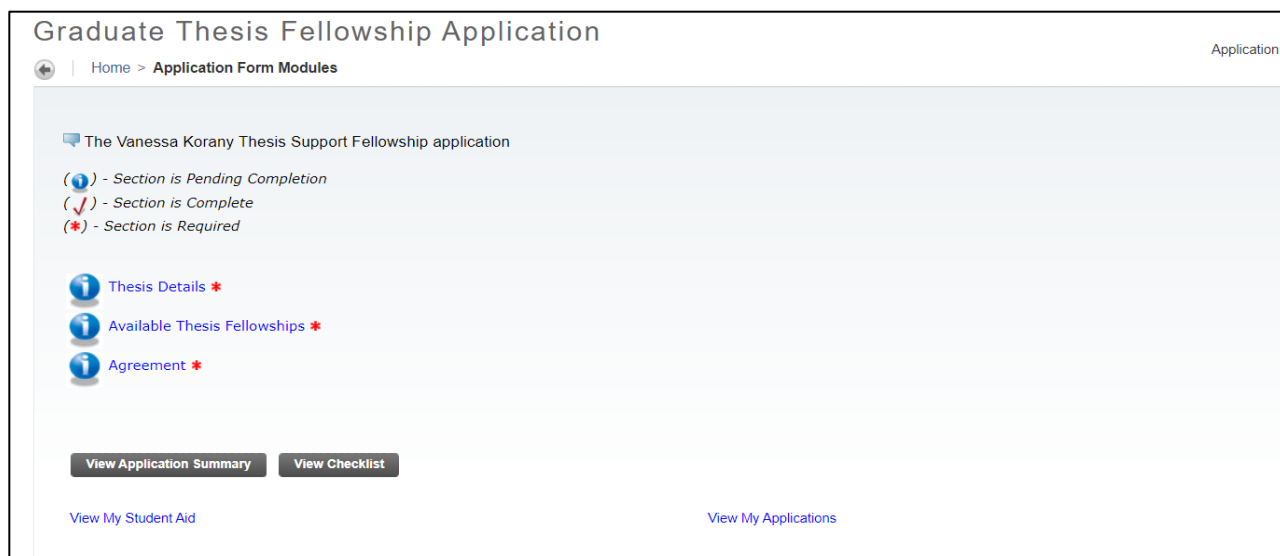
**Select an Application**

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

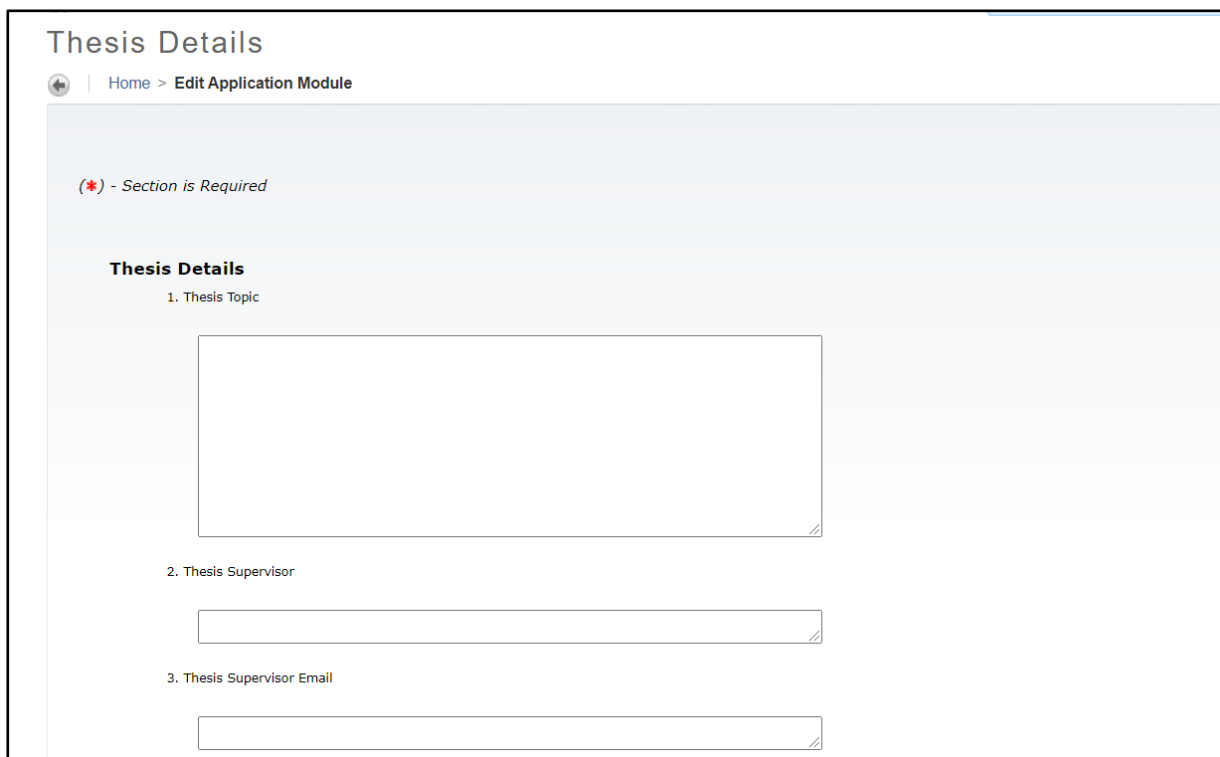
(🔄) - Section is Pending Completion  
 (✓) - Section is Complete  
 (★) - Section is Required

Thesis Details ★  
 Available Thesis Fellowships ★  
 Agreement ★

View Application Summary   View Checklist

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

35. 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 an application form. At the top, there is a breadcrumb trail: 'Home > Edit Application Module'. Below this, a red asterisk icon indicates that the section is required. The section title 'Thesis Details' is followed by three numbered fields:

1. Thesis Topic: A large, empty rectangular text area.
2. Thesis Supervisor: A single-line text input field.
3. Thesis Supervisor Email: A single-line text input field.

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



The screenshot shows the 'Graduate Thesis Fellowship Application' dashboard. At the top, there is a breadcrumb trail: 'Home > Application Form Modules'. Below this, the title 'The Vanessa Korany Thesis Support Fellowship application' is displayed. A legend indicates the status of sections: a blue circle icon for 'Section is Pending Completion', a red checkmark icon for 'Section is Complete', and a red asterisk icon for 'Section is Required'. The dashboard lists three sections, each with a red checkmark and a red asterisk:

- Thesis Details \*
- Available Thesis Fellowships \*
- Agreement \*


The 'Available Thesis Fellowships' section is circled in red. At the bottom, a bold instruction reads 'Please **SUBMIT** your application'. Below this instruction are three buttons: 'View Application Summary', 'View Checklist', and 'Submit Application'.



37. Click on the “Vanessa B. Korany thesis support fellowship Fall”

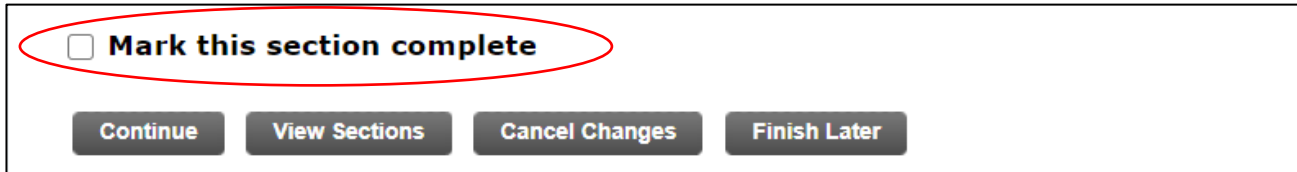


38. You will find a brief description of eligibility criteria and the relevant graduate programs. Click on “Apply for this Award” button., then the **Save and Continue** button.



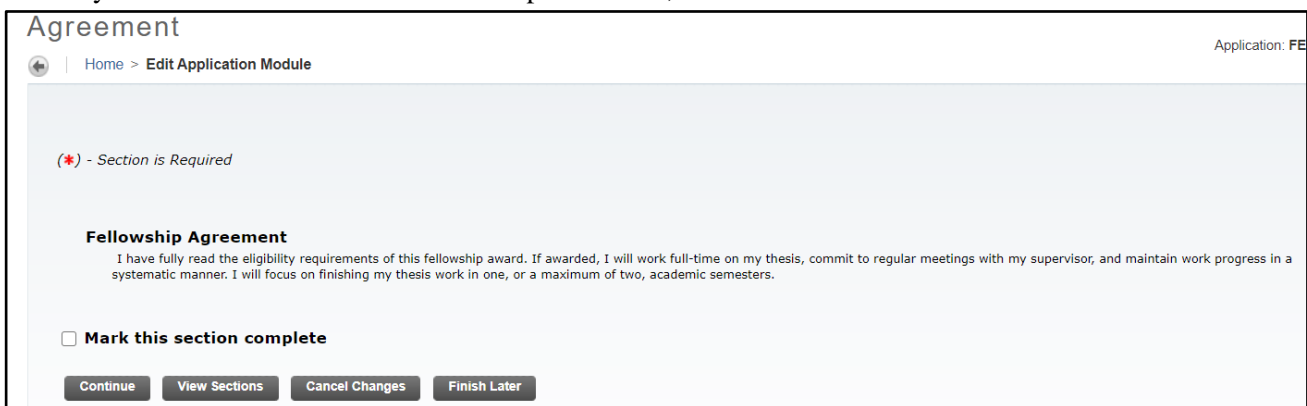
*If you do not click on the “Apply for this award” button, it will not appear in your fellowship application and accordingly you will not be considered for this fellowship*

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



A screenshot of a web interface showing a button labeled "Mark this section complete" with an unchecked checkbox to its left. The button is circled in red. Below it are four other buttons: "Continue", "View Sections", "Cancel Changes", and "Finish Later".

40. 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.



A screenshot of the "Agreement" section of the application. The title "Agreement" is at the top left, and "Application: FE" is at the top right. Below the title is a breadcrumb "Home > Edit Application Module". A red asterisk icon with the text "(\*) - Section is Required" is displayed. The main content area is titled "Fellowship Agreement" and contains a paragraph of text. At the bottom, there is a checkbox labeled "Mark this section complete" and four buttons: "Continue", "View Sections", "Cancel Changes", and "Finish Later".

41. 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.



A screenshot of the "Graduate Thesis Fellowship Application" summary page. The title "Graduate Thesis Fellowship Application" is at the top. Below it is a breadcrumb "Home > Application Form Modules". The main content area is titled "The Vanessa Korany Thesis Support Fellowship application". It shows a progress list with three items: "Thesis Details" (marked with a red checkmark and a red asterisk), "Available Thesis Fellowships" (marked with a red checkmark and a red asterisk), and "Agreement" (marked with a red checkmark and a red asterisk). Below the list, the text "Please SUBMIT your application" is displayed. At the bottom, there are three buttons: "View Application Summary", "View Checklist", and "Submit Application". The "Submit Application" button is circled in red.

