Instructions to Apply for Graduate Fellowships 2022-2023

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

- The system will not allow you to apply for a fellowship unless you 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.
- 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 application process.
- If one week after receiving your Student Identification Number the system still does not allow you to start the process please email 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](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.*
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.

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

![User Login](image)

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

11. Click on the **Student Awards and Financial Aid** tab.
12. Click on **Apply for Award** option

![Apply for Award screenshot]

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

![Select Aid Year and Period screenshot]

14. **Select from the list** “Graduate Fellowship Application – Fall 2022”, then press Continue to view the application details as follows

![Select an Application screenshot]
15. All sections in the Graduate Fellowship Application shown below are mandatory.

16. 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. Select “Mark this section complete” then continue to proceed with the application.

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

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

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

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.
23. 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.

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

26. 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.

*If you do not click on the **Apply for this award** button, your selection will not appear in your fellowship application and accordingly you will not be considered for this fellowship.*
27. For New students only: If you wish to apply for the Egyptian Graduate fellowship, please make sure you select the fellowship relevant to your graduate program and school. For example, Egyptian Graduate Fellowship-HUSS is available for applicants who wish to pursue their master’s degree in any discipline at the School of Humanities and Social Sciences.

![Egyptian Graduate Fellowship-HUSS](image)

Egyptian Graduate fellowship – BUSS: is available for applicants who wish to pursue their master’s degree in any discipline at the School of Business

Egyptian Graduate fellowship – GAPP: is available for applicants who wish to pursue their master’s degree in any discipline at the School of Global Affairs and Public Policy

Egyptian Graduate fellowship – SSE: is available for applicants who wish to pursue their master’s degree in any discipline at the School of Sciences and Engineering

28. Make sure the word "SELECTED" appears next to the name of the fellowship you wish to apply for; otherwise, your fellowship selection will be unrecognizable.
29. The last section in the Graduate Fellowship application is the “Confirmation” section. Read carefully and click on Mark this section complete button, then continue.

30. 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.

31. 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.
32. 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.

33. 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.
34. 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**

35. Once the application is submitted you may review your application status. Press the “View My Applications” tab. Any comments will be displayed in the application summary (refer to point 32)

**IMPORTANT NOTES:**

- You can select “Graduate Fellowship Application” only once which is the first time you enter the system. If you decide to continue the application process at any other time, you will need to press on “View My application” button as mentioned above in point 31.
- 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 application deadlines.
- Only awarded fellows will be notified.
Instructions on how to apply for the Graduate Thesis Fellowship

*Vanessa B. Korany thesis Support fellowship*

**Application 2022-2023**

If you fit the eligibility requirements of the *Vanessa B. Korany thesis Support fellowship*, and you have successfully completed all required coursework and currently working full time on your thesis, you may apply for the “Graduate Thesis Fellowship Application”

Make sure to complete all sections of the application
1. In the first section “The Thesis Details” you must answer all questions providing the information needed regarding your Thesis.

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

3. Click on the “Vanessa B. Korany thesis support fellowship Fall”
4. 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, your selection will not appear in your fellowship application and accordingly you will not be considered for this fellowship.

5. Make sure you always click on “Mark this section complete” button after filling out all questions in each section.
6. 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.

7. 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.