

Instructions to apply for fellowships 2017-2018

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

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 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 AMERICAN UNIVERSITY IN CAIRO
الجامعة الأمريكية بالقاهرة

Student ID:

Birth Date: 

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 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: ****

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.

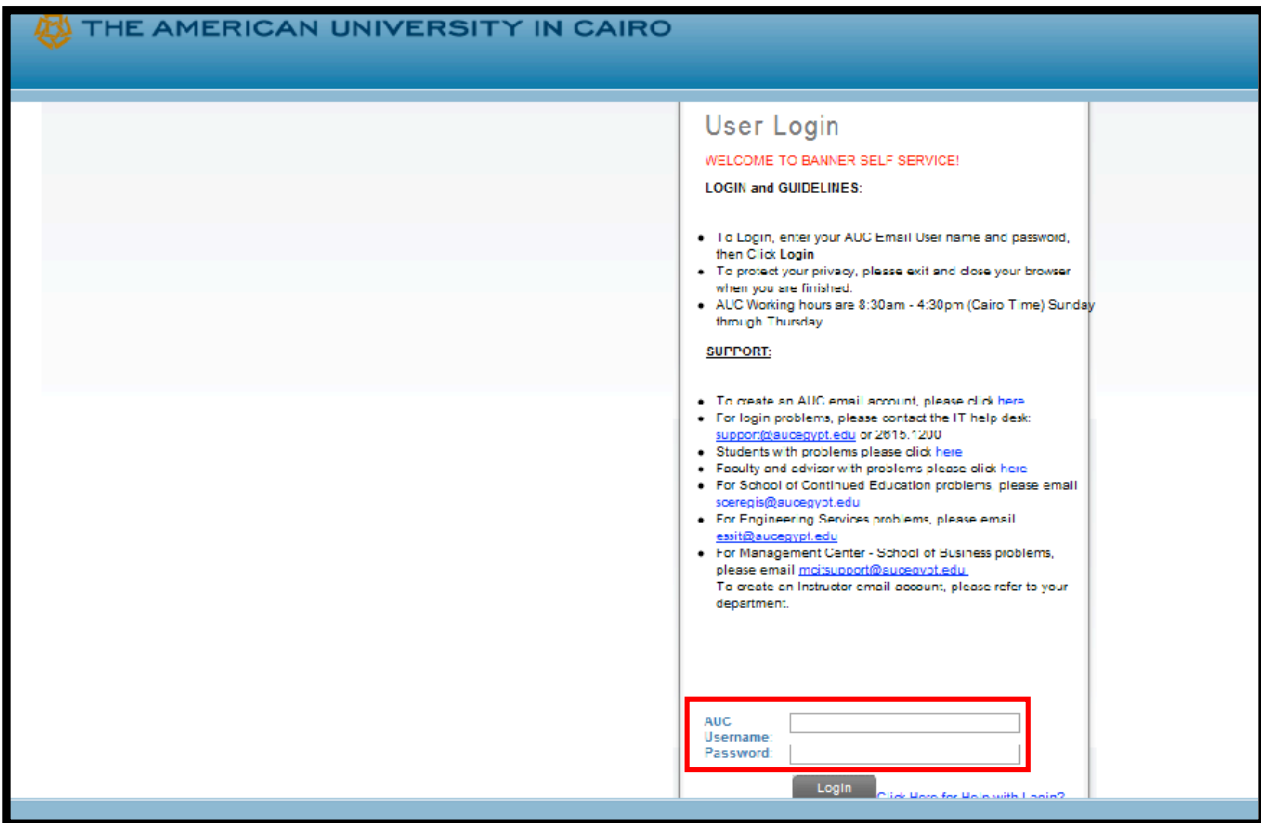
Step II for All (new applicants and already enrolled students)

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



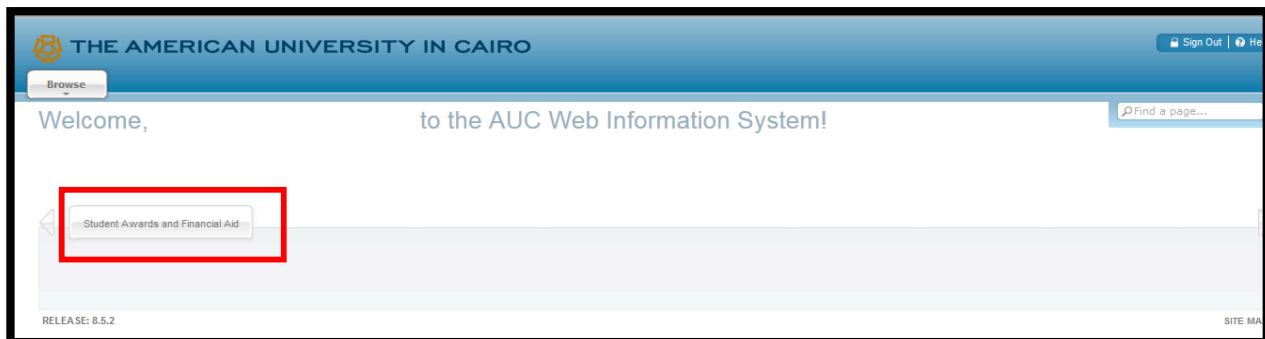
Prospective Students Tell us about yourself and request information about our institution.	Enter Secure Area Login here to view your personal information.	Financial Aid and Scholarships Applications Instructions Financial Aid and Scholarships Applications Instructions	Class Schedule View the current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

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

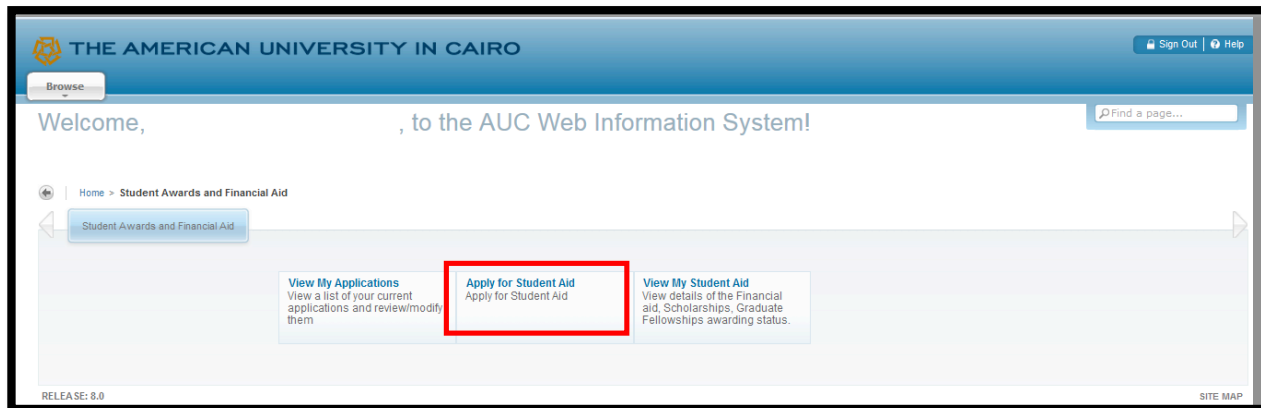


You are now successfully logged into *AUC Banner Self-Service*.

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



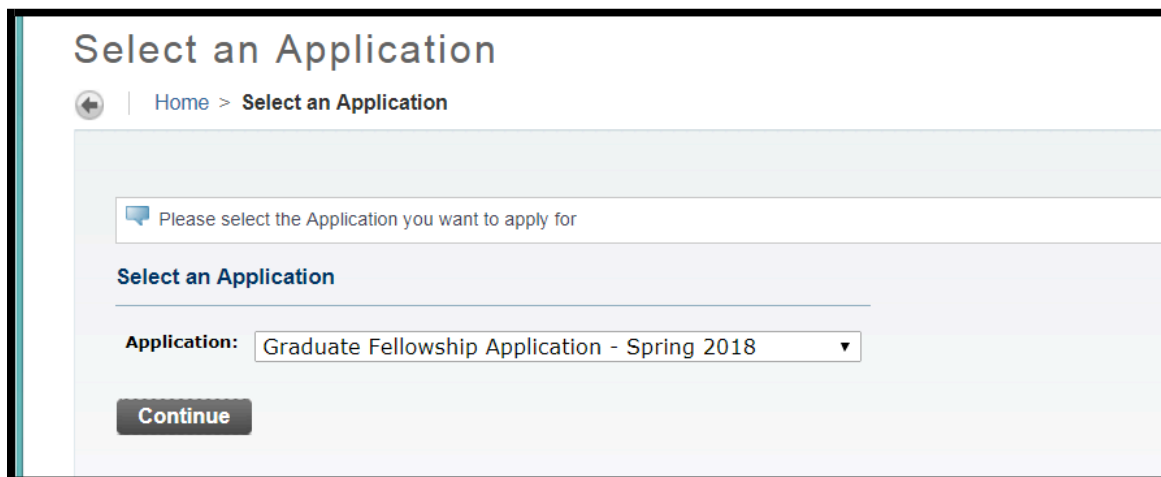
11. Click on **Apply for Student Aid**



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

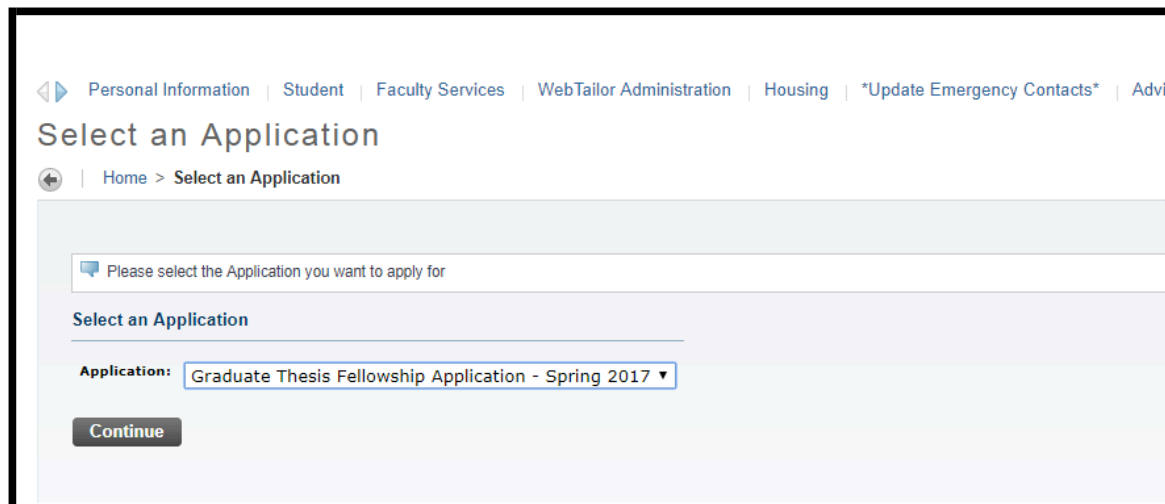
The screenshot shows the 'Select Aid Year and Period' form. The breadcrumb trail is 'Home > Student Awards and Financial Aid > Apply for Student Aid'. A message box says 'Please select the Aid Year and Aid Period you want to apply for'. Below this, the form has two dropdown menus: 'Aid Year:' with 'Financial Year 2017-2018' selected, and 'Aid Period:' with 'Based on Award Coverage Period' selected. A 'Continue' button is at the bottom.

13. Select from the list “**Graduate Fellowship Application – Spring 2017**”



The screenshot shows a web page titled "Select an Application". At the top, there is a breadcrumb trail: "Home > Select an Application". Below this, a light blue box contains the instruction "Please select the Application you want to apply for". Underneath, the heading "Select an Application" is followed by a dropdown menu labeled "Application:" which currently displays "Graduate Fellowship Application - Spring 2018". A dark grey "Continue" button is positioned at the bottom left of the form area.

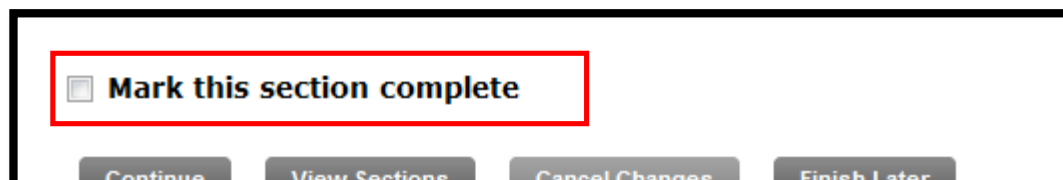
Or If you fit the eligibility requirements of the Vanessa B. Korany thesis Support fellowship “**You may select “Graduate Thesis Fellowship Application – Spring 2018”.**



This screenshot shows the same "Select an Application" web page. The breadcrumb trail "Home > Select an Application" is visible. The instruction box "Please select the Application you want to apply for" is present. The "Select an Application" heading is followed by a dropdown menu labeled "Application:" which now displays "Graduate Thesis Fellowship Application - Spring 2017". The "Continue" button remains at the bottom left.

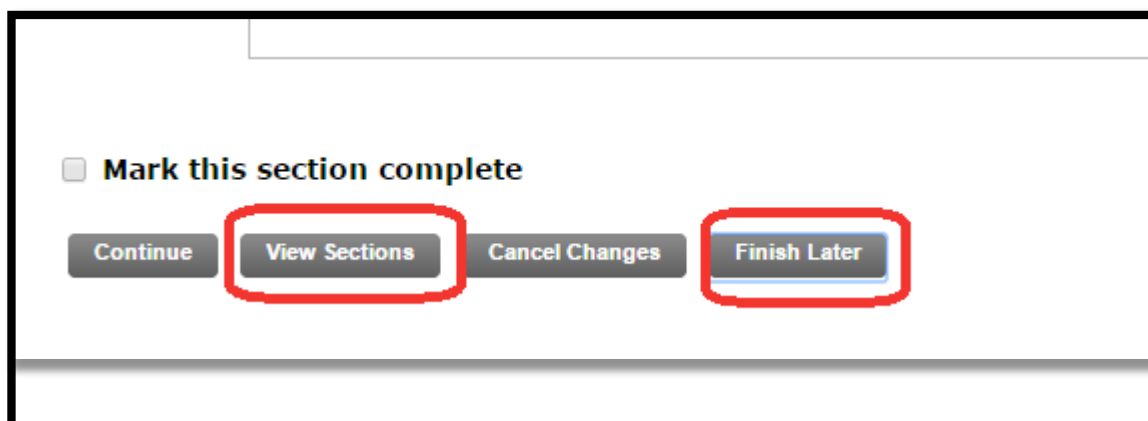
Press Continue

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 checkbox labeled "Mark this section complete". The checkbox is currently unchecked. Below this, there are four 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

Aid Year	Aid Period	Application	Status	Application Deadline		
FY14-Financial Year 2014-2015	Depends on type of fellowship - Semester Based	Fellowship Application	Incomplete	01-FEB-2015	EXPIRED	Generate PDF Application
FY17-Financial Year 2017-2018	Depends on type of fellowship - Semester Based	Graduate Fellowship Application - Spring 2018	Incomplete	01-NOV-2017	View/Modify	Generate PDF Application

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

 [Home](#) > **Application Summary**

 Details and operations available for current application

Application Details

Application:	Graduate Fellowship Application - Spring 2018
Aid Year:	FY17-Financial Year 2017-2018
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	01-NOV-2017

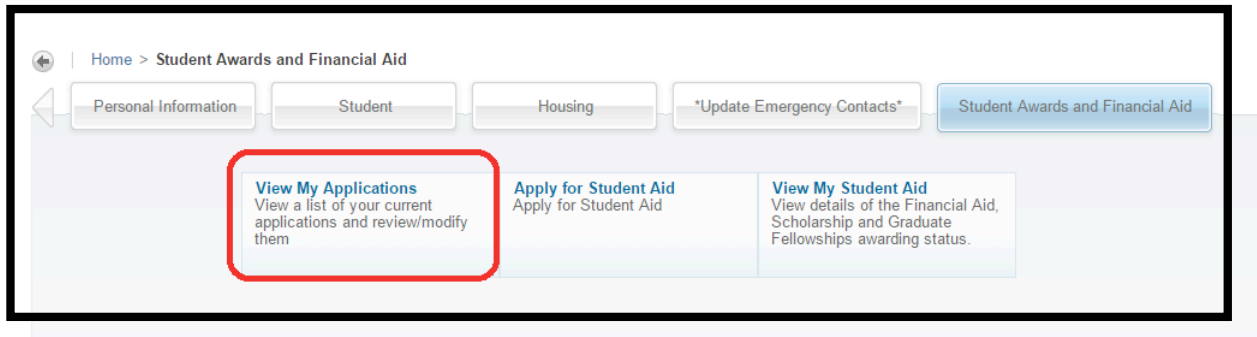
[Generate PDF Application](#)

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

