

Instructions to apply for fellowships 2020-2021

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 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**.
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 sign up 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.

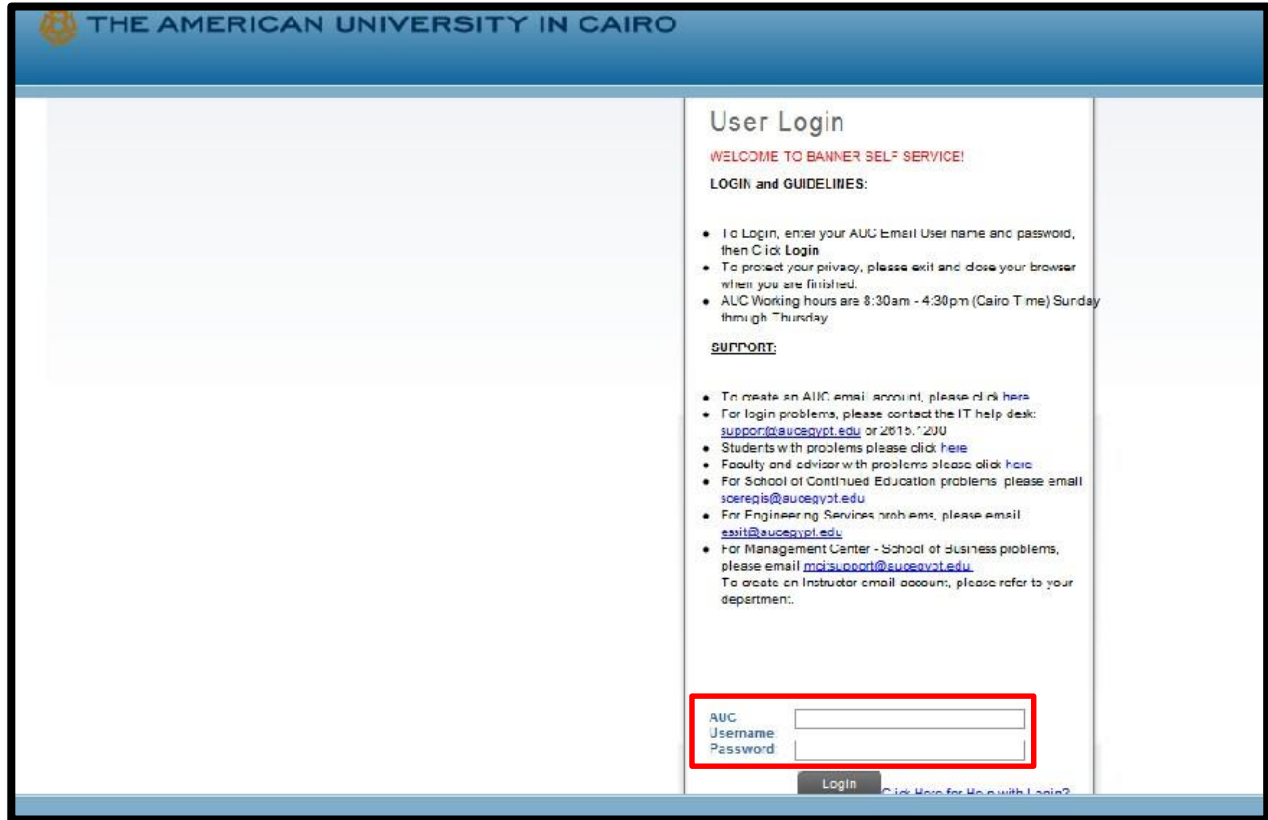
Step II for All (new applicants and already enrolled students)

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



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**

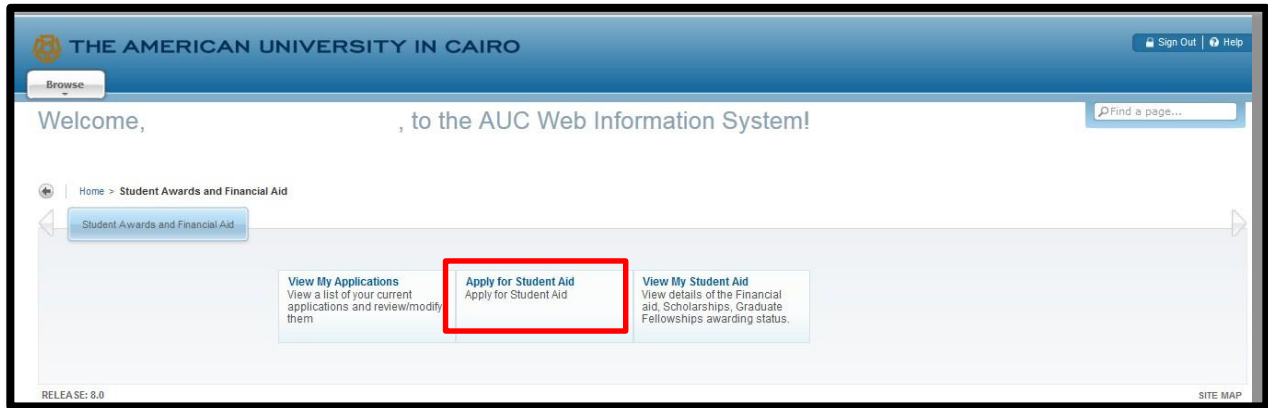


You are now successfully logged into *AUC Banner Self-Service*.

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



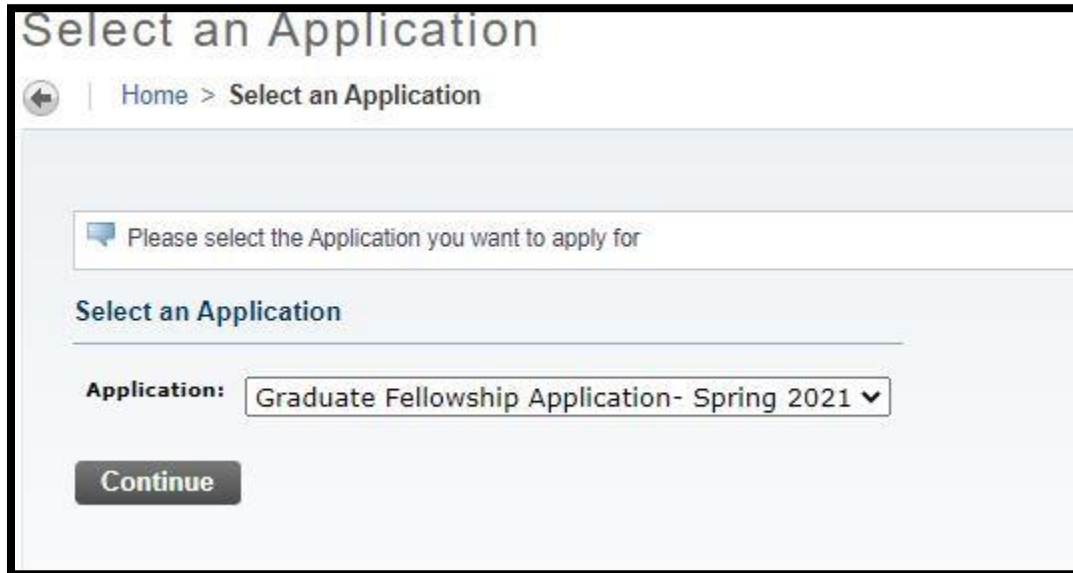
12. Click on **Apply for Student Aid**



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



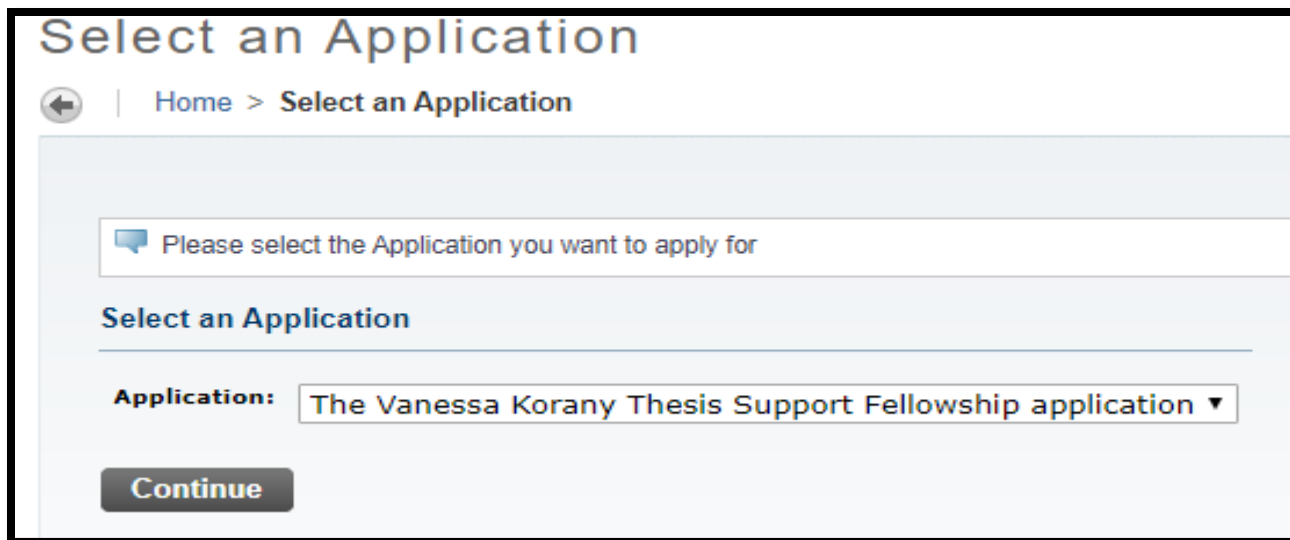
14. Select from the list “**Graduate Fellowship Application – Spring 2021**”



The screenshot shows a web page titled "Select an Application". At the top left, there is a back arrow icon and the breadcrumb "Home > Select an Application". Below this is a light blue box containing a speech bubble icon and the text "Please select the Application you want to apply for". Underneath is a section titled "Select an Application" with a horizontal line below it. The label "Application:" is followed by a dropdown menu that has "Graduate Fellowship Application- Spring 2021" selected. At the bottom left of the form is a dark grey button with the text "Continue".

Or If you fit the eligibility requirements of the Vanessa B. Korany thesis Support fellowship “

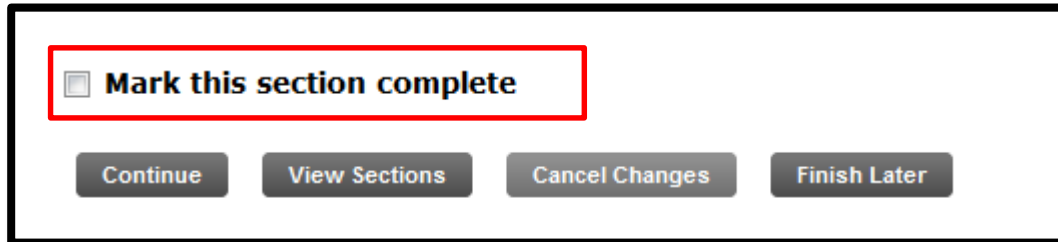
You may select “**Graduate Thesis Fellowship Application**”.



The screenshot shows a web page titled "Select an Application". At the top left, there is a back arrow icon and the breadcrumb "Home > Select an Application". Below this is a light blue box containing a speech bubble icon and the text "Please select the Application you want to apply for". Underneath is a section titled "Select an Application" with a horizontal line below it. The label "Application:" is followed by a dropdown menu that has "The Vanessa Korany Thesis Support Fellowship application" selected. At the bottom left of the form is a dark grey button with the text "Continue".

Press Continue

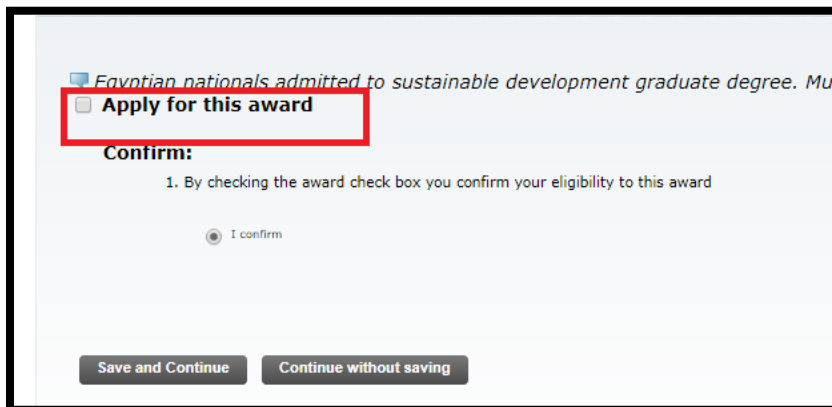
15. Complete each section of the application. It is mandatory to **check** the box “**Mark this section complete**”. When the section is completed press Continue.



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

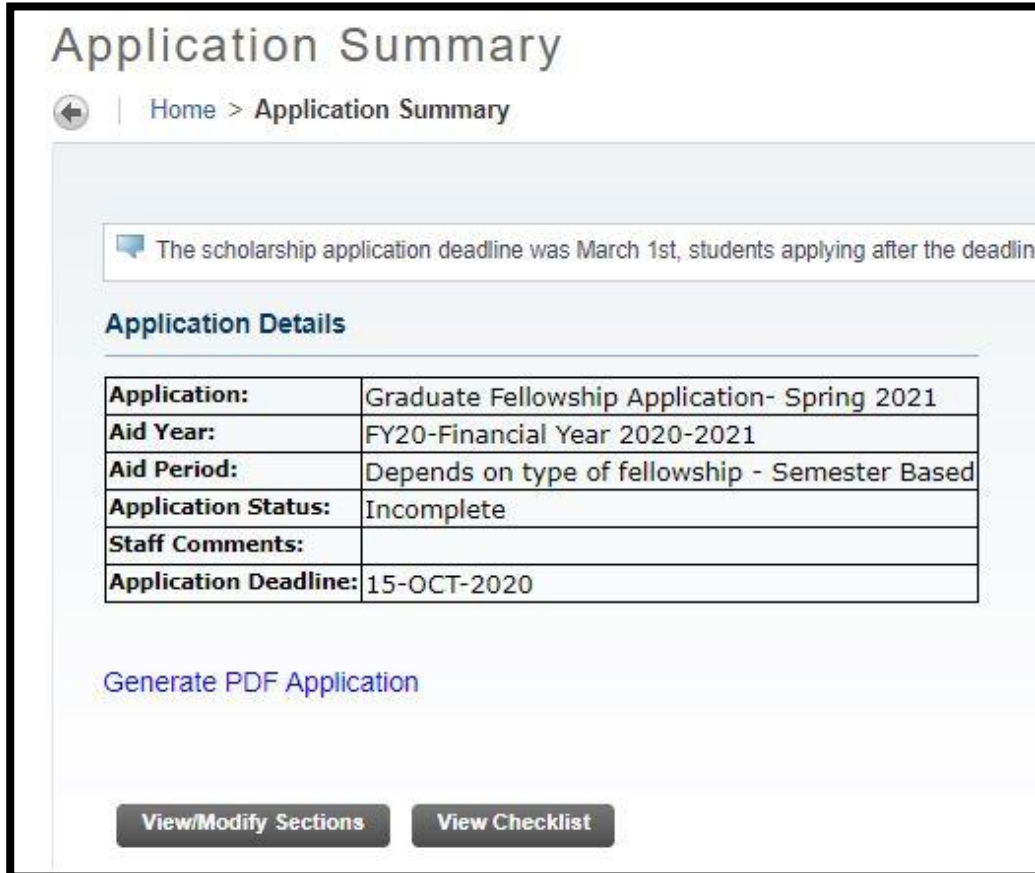
21. If you want to finish your application at a later time; please press the “Finish Later” button. If you want to view the application sections, press “View Sections” button



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		
FY20-Financial Year 2020-2021	Depends on type of fellowship - Semester Based	Graduate Fellowship Application- Spring 2021	Incomplete	15-OCT-2020	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 .



Application Summary

Home > Application Summary

The scholarship application deadline was March 1st, students applying after the deadline

Application Details

Application:	Graduate Fellowship Application- Spring 2021
Aid Year:	FY20-Financial Year 2020-2021
Aid Period:	Depends on type of fellowship - Semester Based
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	15-OCT-2020

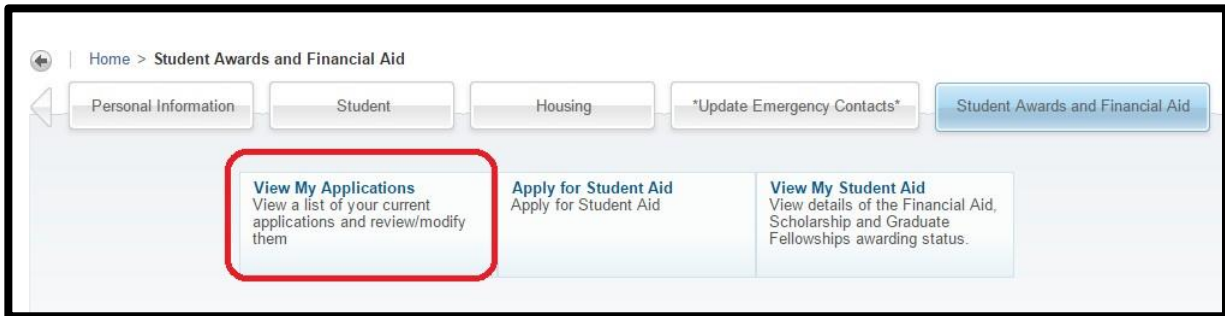
[Generate PDF Application](#)

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

IMPORTANT NOTE:

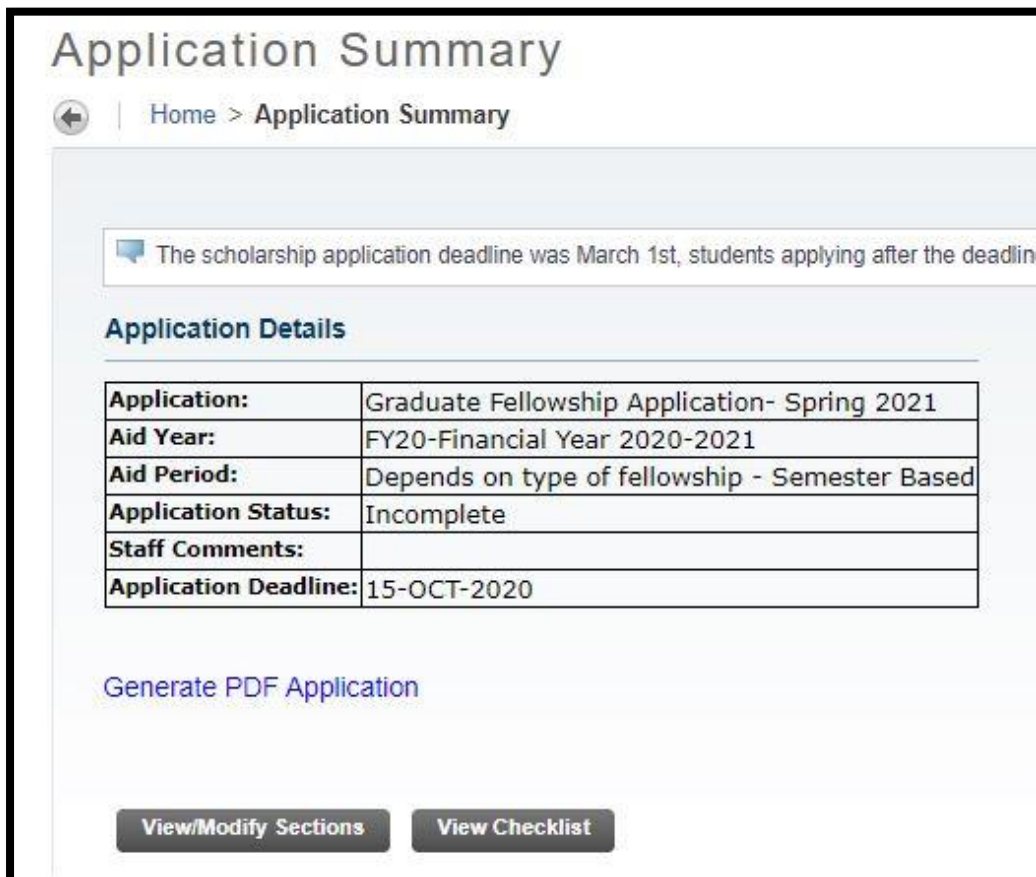
You can select “Graduate Fellowship Application” only once which is the first time you enter the system. If you decide at any time to continue the application process, you will need to press on “View My application” button

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



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If any, comments will be displayed in the field below



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