# Navigating the Online Application

I.   Logging on to the Online Application

To log on to the online application follow the instructions in 'Accessing the Online Application'
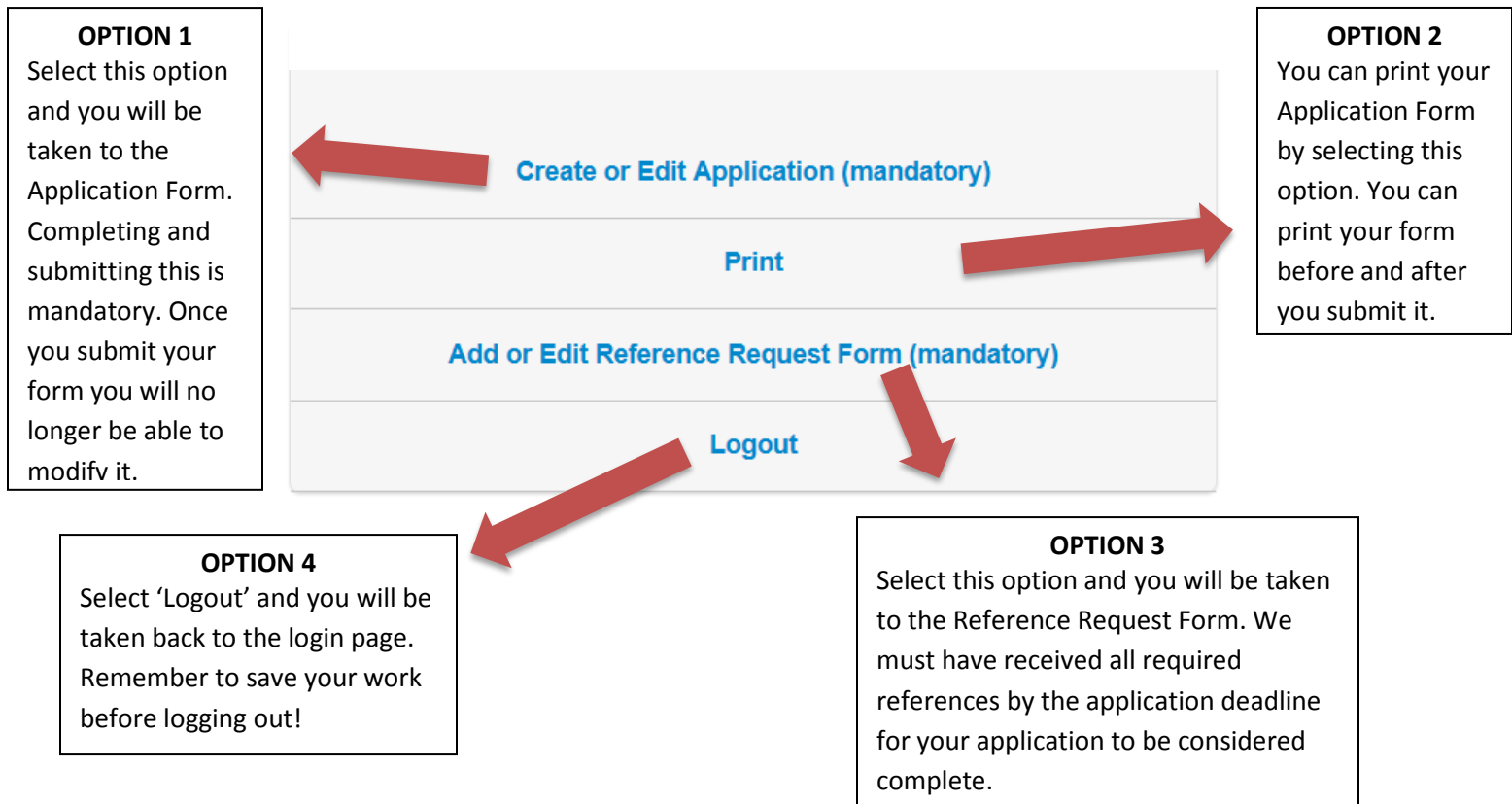
II.   Main Menu

<u>On first logging in – the initial menu</u>

1. The first time you log-in you will be taken to an initial main menu, which will only have 2 options: 'Create or Edit Application (mandatory)' or 'Logout' (see screenshot below).
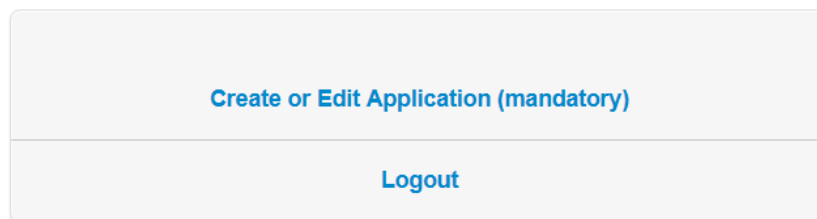
2. Click on 'Create or Edit Application (mandatory)', enter your name and then click '**Return to Menu**' to see the full four menu options.

3. Once you have done this, you will be taken to the full main menu, which has 4 different options, you could select.

4. Each subsequent time you log-in, you will be automatically taken to the full main menu.

5. Once you have clicked on 'Create or Edit Application (mandatory)' and then clicked '**Return to Menu**', you will be taken to the full main menu. The full menu has 4 different options you could select. See descriptions of each option in the text boxes below:

OPTION 1
Select this option and you will be taken to the Application Form. Completing and submitting this is mandatory. Once you submit your form you will no longer be able to modify it.

OPTION 2
You can print your Application Form by selecting this option. You can print your form before and after you submit it.

Create or Edit Application (mandatory)

Print

Add or Edit Reference Request Form (mandatory)

Logout

OPTION 4
Select 'Logout' and you will be taken back to the login page. Remember to save your work before logging out!

OPTION 3
Select this option and you will be taken to the Reference Request Form. We must have received all required references by the application deadline for your application to be considered complete.

6. The first step we advise you to take is to send your reference requests through the Reference Request Form.

7. Remember that an application is only complete once BOTH the Application Form has been submitted by you and the required references have been submitted by your referees.

III. Navigating the Reference Request Form

We recommend filling out the Reference Request Form as soon as possible in order to give your referees ample time to submit their references before the application deadline. The email addresses of you referees are required to complete this Form. There are two ways to complete this Form:

A. First confirm that the person is willing to provide a reference for you, and then complete and submit the Form.

B. Draft and save the Reference Request Form, confirm that the person is willing to provide a reference to you, and then submit the Form.

To get started, from the Main Menu, click on 'Add or Edit Reference Request Form (mandatory)'. You will be directed to the Reference Request Form (see screenshot below):

III. A. The following instructions are for applicants who are ready to submit a reference request:

➢ Enter the name and email of your first referee – it can be any of required referees, but you must indicate the relevant 'Relationship' for your referee (host institution research advisor, PhD thesis supervisor, or a professional referee - if you are currently employed). The email of your referee should be entered by itself, and without any other characters such as inverted commas, commas, semicolons etc. Do not enter more than one email, or any additional words, or the email address may not be recognized.

➢ The box 'Send the reference request when I press Save (below)' should be ticked (see illustration below).

☑ Send the recommendation request when I press Save (below)

➢ Now you have three options:

Option 1. If you are now ready to enter your second reference request click 'Save & Add Another'.

Option 2. If you are not ready to enter your second reference, click 'Save & Exit'.

For both option (1) and (2), a box will pop up (see screenshot below). This will show you the email that we will send to your first referee and will give you the option to add a personal message to our

email. If you are ready to have us send the email to your first referee, Click 'Send'. Your referee will be sent our email. Then for option (1) you will be redirected back to the "Reference Request Form" page and you can begin the same process for submitting your second referee's name and email; or for option (2) you will be redirected back to the Main Menu.

Option 3. If in the unlikely event you changed your mind and are not ready for us to send the email to your first referee, click 'Cancel' to exit (see screenshot below)and you will be redirected back to the "Reference Request Form" page.

III. B. The following instructions are for applicants who want to first save on the Reference Request Form the name and email of a referee and then at a later date submit the request for their reference.

To save a reference request on the form, but not yet notify the referee:

➢ Enter the relationship, name and email of your referee
➢ Un-tick the box which says 'Send the reference request when I press Save (below)' so that it appears as:

➢ Now you have two options: (1) To save the name and email of the referee you just entered and be ready to enter the information for your second reference request, click 'Save & Add Another'; or (2) if you want only to save the name and email of the referee you just entered, click 'Save & Exit' and you will be redirected to the Main Menu. Either way, as long as the tick box above is not checked, the name and email you just entered will be saved, but your referee will not be sent the email.

➢ **To send the email to your referee whose contact information you have saved on the Reference Form**

When you return to the Reference Request Form the status bar of your reference request will look like below:

Status: Not contacted. Send Request

➢ Click 'Send Request' on the status bar of the Reference Form.

➢ Then a box will pop up (see screenshot below). This will show you the email that will be sent to your referee and will give you the option to enter a personal message. If you are ready to send the email to your referee, Click 'Send' and you will be redirected back to the Main Menu. If instead you change your mind and are not ready to send the email to your referee, click 'Cancel' to exit and you will be redirected back to the "Reference Request Form" page.

This will send a message to the email address provided asking them to submit a
recommendation to a specific web address (URL). Please feel free to add a
personal message below.
To: test@yahoo.com
Personal Message:

Cancel   Send

Message
You have been requested to provide a reference for (untitled) who is applying
for a World Bank Fellowship (Robert S. McNamara Fellowship Program) that
finances PhD research for developing country citizens, outside their home
countries. The aim is to strengthen the research capacity in developing
countries, and as such our fellows are expected to return to their home
country upon completion of their research abroad.

You must submit your letter of reference via the online system by 12:00pm
Eastern Standard Time (EST), February 11, 2015. We do not accept letters of
reference submitted via email, postal mail, or in person. Any applicants with
outstanding letters of reference beyond the deadline will be disqualified from
further consideration. Reference letters are considered confidential and will
not be shared with the applicant.

➢ To provide a reference, please click on the following link, where you will be

III. C. Once a reference request has been submitted, the applicant can (but doesn't have to):

i) **remind your referee to send his/her reference:** Go to the Reference Request Form and click on 'Resend Request' on the Status Bar (see image below).

Status: This person has been contacted. Resend Request

and/or

ii) **change a referee:** You can replace a referee who has already received the email with a new person only if the original referee has not yet submitted his/her reference. Note that once the replacement is made by you, the original referee will not be able to submit his/her reference. To change a referee, change the name and/or email in the appropriate boxes and click on 'Save Changes'. Then click on 'Resend Request' (see illustration below)

Status: This person has been contacted. Resend Request

To make changes edit the fields above and press save changes.   [Save Changes] [Delete]

Please note: Once a reference is submitted by the referee, you cannot cancel it or replace it with another reference.

IV.   Navigating the Application Form

To complete the required application form, go to the Main Menu and click on 'Create or Edit Application (mandatory)'.

You will be taken to the first page of the nine page Application Form.

You will need to complete all nine sections (questions in each section marked with a red star " * " are mandatory) and click 'submit' before your Application Form is submitted.

The nine sections of the Application form include:

1. Personal Data
2. Education
3. PhD Studies and RSM Fellowship
4. Employment
5. Proposed Research for RSMFP Funding
6. Financing
7. Required Documents

8. Signature Page
9. Review

To navigate between these sections click on the 'Previous' or 'Next' page buttons at the bottom of the page (see screenshot below), or click on the name of the section you want to move to in blue at the top of each page.

To save your Application Form

To save your entire Application Form click on 'Save Draft' found at the bottom of any one of the Application Form pages (see illustration below). Your application form will automatically save every ten minutes. But, you will still want to make sure to save your work periodically by pressing 'Save Draft' to ensure your work has been saved.

Also, most people will not have all the information necessary to complete the application on the first visit and will want to save their draft, exit, and return to continue working on the application at another time.
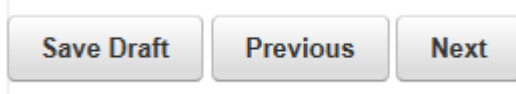
There are [?] symbols in various parts of the form.

If you move your mouse over the symbol a clarifying note appears.

Accuracy of dates requested

When filling in your date of birth and the date of your electronic signature, the exact month, day and year are required. However, for all other dates requested we request you be accurate only regarding the month and year. The day can be approximated.

Uploading your supporting documents

You will be required to upload the following documents on the 'Required Documents' page (page 7) of the Application Form.

1. List of your publications (optional);

2. Photocopy of proof of employment from your current employer. This is required only if you are currently employed. Proof of employment must be submitted in the original language and, if needed, in translation (see 2a).

2a.   Translation of proof of employment (if applicable). If the proof of employment is not written in either English or in the language in which you are completing the application, the document must also be translated into either English or the language in which you are completing the application.

3. Photocopy of official document from your University that indicates that you are currently enrolled as a PhD student and you have completed all coursework and exam requirements for your doctoral program. Document must be submitted in the original language and, if needed, in translation (see 3a).

3a.   Translation of official transcript/document into English, or the language you are completing this application in, if the original is in another language.

4. Photocopy of the certificate of your most advanced university degree listed in the application form. Certificate must be submitted in its original language.

5. Fellowship Budget Request completed using the required template available on the World Bank scholarships website.

Signing your Application Form
To sign the form you just need to type in your name in the 'signature' field and enter the date.

Submitting your Application Form
Once you have filled out the first 8 pages of your Application Form you will be taken to page 9: the 'review' page. Before you submit your form make sure that you have:

1. Completed all the 'required' questions (indicated with a red star *);
2. Uploaded all the required documents
3. Reviewed and saved your Application Form.

To submit, save a draft of your Application at the bottom of the review page, and then click on the submit button at the bottom of the review page (see illustration below):
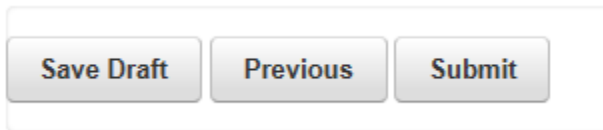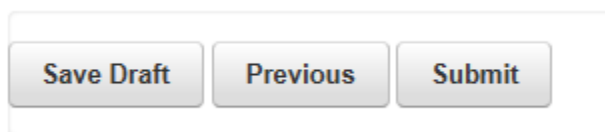

➤ If you have not completed all the required fields you will not be able to submit the form. Instead you will be taken directly to the required question that you must fill in on the review page. For example, if you did not enter a valid date you will see the following message below the relevant question:
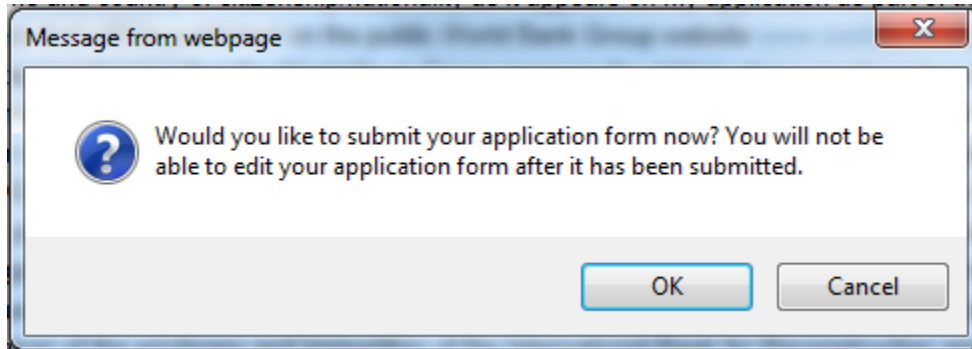
Please enter a valid date.

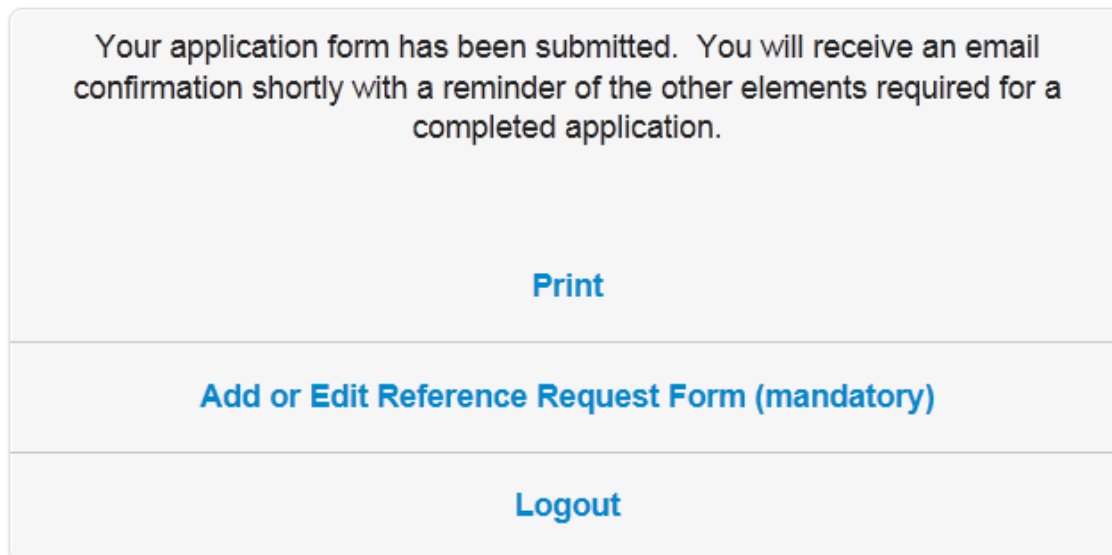Once you have corrected these entries you should 'Save Draft' and then hit the 'submit' button once again:

➢ If you have entered all of the required fields you will see the box below.

This is your last chance to edit your application form. If you still want to make changes, Click 'Cancel'. If you are ready to submit your application form, click 'OK' and your Application Form will be submitted.

Once you submit your Application Form you will be automatically redirected back to the Main Menu, which will display the message below.

Your application form has been submitted. You will receive an email confirmation shortly with a reminder of the other elements required for a completed application.

Print

Add or Edit Reference Request Form (mandatory)

Logout

*REMEMBER that submitting your Application Form DOES NOT MEAN that your application is complete. An application is only completed once RSMFP has received both your Application Form AND

your required references. To send your reference requests go to the "Main Menu" and click on 'Add or Edit Reference Request Form (mandatory)'

In addition to the notice on the Main Menu (see figure above), you will also receive an email containing the same message from the email address:

Donotreply_fellowships@worldbank.org <applications@wizehive.com>

Please, do not respond to this email.

If you did not receive an email after submitting your Application Form

If you did not receive an email when you submitted your Application Form this means either that you did not submit it, that you entered an incorrect email when you first registered for the online application, or that the email went to your Junk Mail. As this email is the means by which RSMFP will be contacting successful applicants, it is imperative that you are able to receive emails from us. If the email went to your Junk Mail, make sure that you add the email address to your trusted contacts list. If you still cannot find an email notifying you that your Application Form is submitted, please correspond with us via email at: rsm_fellowships@worldbank.org. Remember we cannot guarantee a response to any inquiries within 3 business days of the application deadline.

See the Application Guidelines for additional guidance on communicating with the RSMFP Secretariat.