

Applicants: How to apply for a Commonwealth Shared Scholarship

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Log On/Register

1. Go to <https://csc.do-it-online.org.uk/csc/ElectronicApplicationSystem.htm>



Windows Internet Explorer 7.0.5724.11
London, United Kingdom
United Kingdom

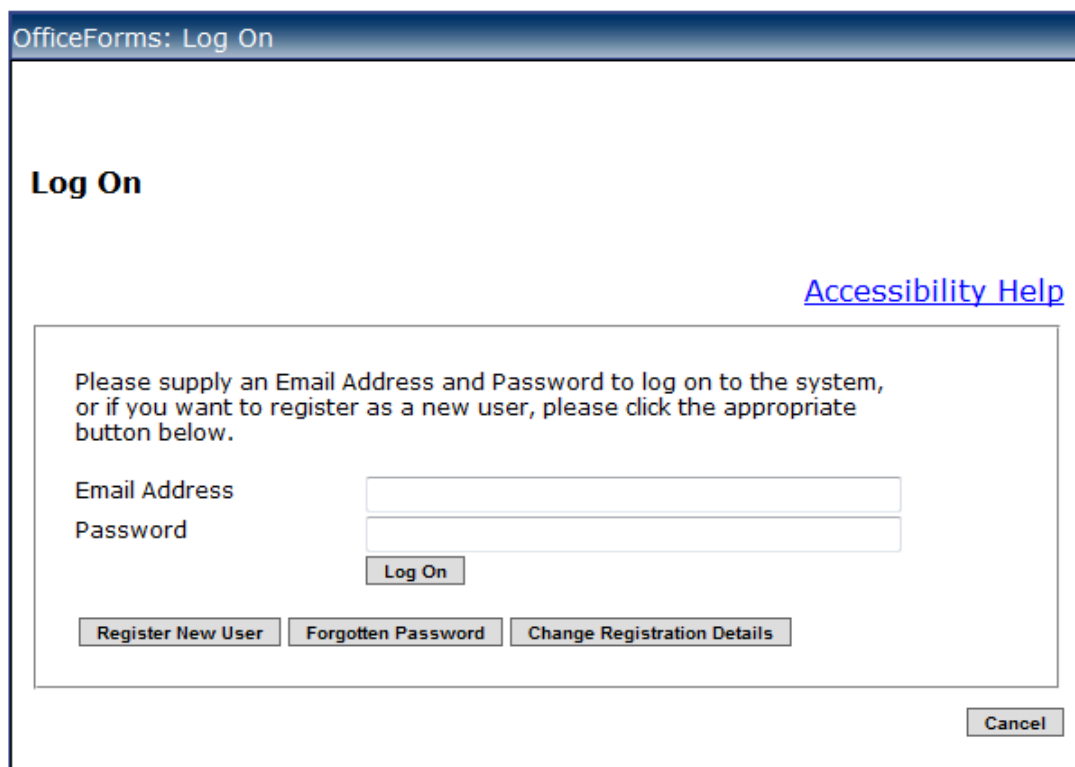
 COMMONWEALTH
SCHOLARSHIPS

Electronic Application System

Options:

- [Applicant's Portal](#)
- [Nomination, Advice and Admin Portal](#)
- [Log Off EAS](#)

2. Click on **Applicant's Portal**. This takes you to the *Log On* page.



OfficeForms: Log On

Log On

[Accessibility Help](#)

Please supply an Email Address and Password to log on to the system,
or if you want to register as a new user, please click the appropriate
button below.

Email Address

Password

3. If you have not used the Electronic Application System (EAS) before, click on **Register New User**. This takes you to the *Basic Details* page. Fill in the form.

Fields with asterisks (*) are mandatory and must be completed. Passwords must be a minimum of 8 characters, and must include upper and lower case letters as well as at least 1 number.

Microsoft Internet Explorer 2004 Edition
Commonwealth Scholarships
Admin Page

CSC Self Registration Form

COMMONWEALTH SCHOLARSHIPS

Cancel Next >>

BASIC DETAILS

Basic Details
Extra Details

* E-mail Address: jaspal.singh2@boudillon.plus.com

* Please enter a password: *****

* Please re-enter your password: *****

Title: [v]

* First Name: Jaspal

Middle Names: [v]

* Family Name: Singh

Your address for correspondence: [v]

* Country for correspondence about this application: Kenya

Telephone: [v]

Permanent address (if different): [v]

Permanent Country (if different): [v]

Permanent E-mail (if different from above): [v]

Permanent Telephone: [v]

Mobile number: [v]

Cancel Next >>

4. Click on **Next**. This takes you to the *Extra Details* page. Fill in the form.

To complete the *Nationality/Citizenship* and *Country of residence* fields, click on the arrow at the right hand end of each field, scroll down the list that appears, and select the appropriate country. Enter the first letter of the country to scroll down the list quickly.

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London, WC1H 9HF
United Kingdom

CSC Self Registration Form

COMMONWEALTH SCHOLARSHIPS

Submit Registration Cancel << Back Next >>

EXTRA DETAILS

Basic Details
Extra Details

Nationality / Citizenship
Do you hold a second Nationality / Citizenship? ☐ Yes ☐ No

Place of birth

Country of residence
How many years have you lived in this country?

Sex
* Date of birth
Religion
Ethnicity

Are there any health/disability issues relating to your ability to complete the proposed course that you would like to include in your application?

Marital Status
How many children would accompany you, if any?
Please state their ages

Emergency contact
Relationship
Telephone
E-mail

Father's nationality
Is your father:
Father's occupation

Mother's nationality
Is your mother:
Mother's occupation

Submit Registration Cancel << Back Next >>

5. Click on **Submit Registration**. This takes you to the *Registration Complete* page. Click **OK**.

OfficeForms: Registration Complete

COMMONWEALTH SCHOLARSHIPS

Registration Complete

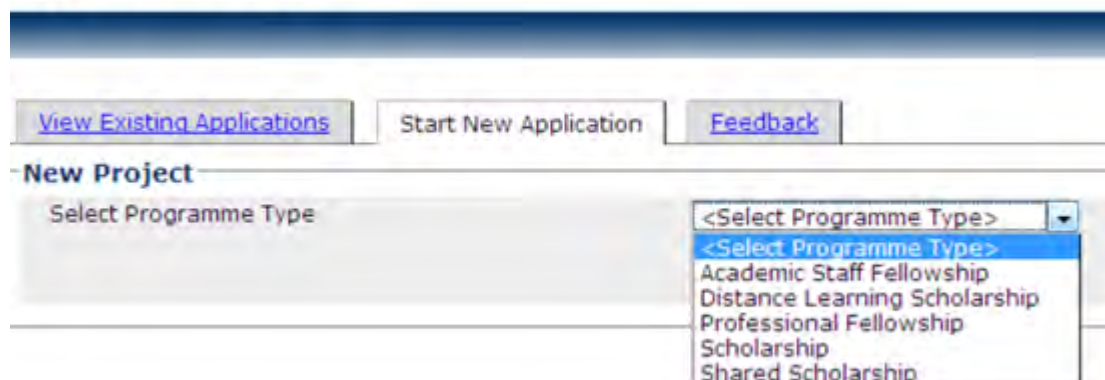
Your registration with the Commonwealth Scholarship Commission electronic application system has been successful.

OK

Apply for a Scholarship

1. After you have logged in or registered, click on the **Start New Application** tab to begin your application for a Scholarship.
2. Click on the arrow at the right hand end of *Select Programme Type* to select 'Shared Scholarship'. Click on **Start Application** to move to the next section.

Applicant's Portal



The screenshot shows the 'Applicant's Portal' interface. At the top, there is a blue header bar. Below it, there are three tabs: 'View Existing Applications', 'Start New Application', and 'Feedback'. The 'Start New Application' tab is selected. Below the tabs, there is a section titled 'New Project'. Under this section, there is a label 'Select Programme Type' and a dropdown menu. The dropdown menu is open, showing the following options: '<Select Programme Type>', '<Select Programme Type>', 'Academic Staff Fellowship', 'Distance Learning Scholarship', 'Professional Fellowship', 'Scholarship', and 'Shared Scholarship'.

If you click on **HELP** or **?** on any page, the **Notes for Candidates** will open.

Your application is automatically saved at intervals. However, if your internet access is slow or unreliable, you are recommended to **Save and Exit** and then **Open** your application regularly.

A. APPLICATION DETAILS

1. On the *Application Details* page, select the name of the Nominating Agency (university) through which you are applying.

Webcam House, 20-24 Telok Ayer St., London, WC2H 9HT, United Kingdom

Application for a Shared Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form Save and Exit Spell Check Exit Next >>

Accessibility Help HELP

APPLICATION DETAILS

Application Details

Before completing this form, it is in your interest to read the attached 'Notes for candidates' and the prospectus, which gives further advice and states eligibility criteria. The prospectus can be obtained from the CSC website at <http://bit.ly/cscuk-eas>.

* Nominating Agency (university) you are applying through: <Select Agency>

Course for which you are applying: <Select Course>

Print Form Save and Exit Spell Check Exit Next >>

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
Home Country Benefit
Future Career
Attachments
Checklist
Submission

2. Select the UK university you are applying to and the course for which you are applying. You have to submit an application for every course you want to apply for. The deadline for submitting your application will be highlighted.

You must also apply directly to the university for each course you want to apply for.

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Application for a Shared Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form Save and Exit Spell Check Exit Next >>

Accessibility Help HELP

APPLICATION DETAILS

Application Details

Before completing this form, it is in your interest to read the attached 'Notes for candidates' and the prospectus, which gives further advice and states eligibility criteria. The prospectus can be obtained from the CSC website at <http://bit.ly/cscuk-eas>.

Important: This form must be completed and submitted to your Nominating Agency by **21 August 2011**

* Nominating Agency (university) you are applying through: Aberystwyth University

* Course for which you are applying: Information & Library Studies

Print Form Save and Exit Spell Check Exit Next >>

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
Home Country Benefit
Future Career
Attachments
Checklist
Submission

3. At this stage you can:
 - a. click on **Print Form** to download and save the whole application form (both completed and uncompleted sections) in PDF format – this can then be printed
 - b. click **Save and Exit** followed by **Log off** to end the current session. When you log on again, you can continue from the point at which you exited
 - c. click **Exit** to go to the **In Tray** page, which lists current applications in progress and past applications. You can also log off from the EAS from this page
 - d. click **Next** to go to the *Personal Information* page and check and amend the information, if necessary. You can use the **Next** button to navigate through the sections of the application in order
 - e. click on any item in the left hand menu to go directly to that section

B. PERSONAL INFORMATION

1. Click on **Next** on the *Application Details* page or on **Personal Information** in the left hand menu. This takes you to the *Personal Information* page. Check and amend the information, if necessary.

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United Kingdom

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form Save and Exit Spell Check Exit << Back Next >>

Accessibility Help General Help

SECTION ONE: PERSONAL INFORMATION

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Proposed Study
Home Country Benefit
Future Career
Attachments
Checklist
Submission

Personal Information

Important: All of the following details have been imported from your User Profile. Please make sure they are up to date before you submit the form. If any of the details are incorrect, please click the Edit My Details... button below.

Edit My Details...

Title
(Dr/Prof/Assistant Prof etc.)

Given Name(s)

Surname (as on passport)

Nationality / Citizenship

Second Nationality / Citizenship
(if applicable)

Place Of Birth

Date Of Birth
1 January Year 1980

Are you?
☐ Male ☐ Female ☐ Other
☐ Single ☐ Married ☐ Partner

Will your spouse accompany you to the UK?
☐ Yes ☐ No

Do you have children?
☐ Yes ☒ No

Your address for correspondence

Country for correspondence about this application
India

Email Address for correspondence about this application

Telephone

Permanent Address (if different to Correspondence Address above)

Country of permanent residence (if different to Country above)

Email (if different to Email Address above)

Telephone (if different to Telephone Number above)

If your permanent address is not in the country of your birth, state the year in which you left that country and mention any subsequent change of permanent residence.

Emergency contact

Email

Telephone

Relationship

Print Form Save and Exit Spell Check Exit << Back Next >>

2. Click on **Next** to go the next section.

C. CAREER TO DATE

1. Click on **Career To Date** in the left hand menu. This takes you to the *Educational Background* page.

SECTION TWO: YOUR CAREER TO DATE

2.1 Educational Background

a. Please list all undergraduate and postgraduate university qualifications obtained [\[Add\]](#)

Country	Name of Institution	Dates Attended	Subject	Language of Instruction	Qualifications Awarded	Class of Award	Date of Award	Awarding Body

[Add](#)

b. Are you currently registered for any higher education qualification?
☐ Yes ☐ No

c. Academic distinctions or prizes:

d. List up to 10 publications, including titles of any theses submitted. For publications, please give the names and initials of all authors. Authors' names should be followed by the year of publication, article title, journal title, volume number, and first and last page numbers. References to books should give the names of any editors, place of publication, editor, and year. If the publication or its abstract is available on the World Wide Web, include the web address.

Examples:
 - Soter A, Wasserman ST, Austen KF (1976) Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. New England Journal of Medicine, 294: 687-90
 - Oster AG (1976) Complement: mechanisms and functions. Englewood Cliffs: Prentice-Hall

Publication details	web address

[Add Row](#)

[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [Back](#) [Next](#)

2. **Question a.**
 Click on **Add** to enter details of a university-level qualification. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *Educational Background* page. Add as many university-level qualifications as you have.

Add Table Row

* Country:

* Name of Institution:

Dates Attended

* From: Day Month Year

To: Day Month Year

To present: ☐

* Subject:

Language of Instruction:

Qualifications Awarded:

Class of Award:

Date of Award: Day Month Year

Awarding Body:

[OK](#) [Cancel](#)

The 3 buttons in the left hand column of each row allow you to:

insert a new row edit the row delete the row



3. **Question b.:**




If you answer **Yes**, a row will appear. Click on **Add** to enter the details. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *Educational Background* page.

SECTION TWO: YOUR CAREER TO DATE

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Proposed Study
Home Country Benefit
Future Career
Attachments
Checklist
Submission

2.1 Educational Background

a. Please list all undergraduate and postgraduate university qualifications obtained.
Do not include pre-university qualifications (See Note 5)

	Name of Institution	Dates Attended	Subject	Language of Instruction	Qualifications Awarded	Class of Award	Date of Award	Awarding Body		
  	University of Delhi	01/01/1998 to 01/01/2001	Information Studies	English	BSc (Hons)	First	1/1/2001	University of Delhi	Up	Down

Add...

* b. Are you currently registered for any higher education qualification?

☒ Yes ☐ No

Please give details:

Country	Name of Institution	Dates Attended	Subject	Language of Instruction	Qualification Sought	Expected Date of Completion	Awarding Body		
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Add...

c. Academic distinctions or prizes

d. List up to 10 publications, including titles of any theses submitted. For publications, please give the names and initials of all authors. Authors' names should be followed by the year of publication, article title, journal title, volume number, and first and last page numbers. References to books should give the names of any editors, places of publication, editor, and year. If the publication or its abstract is available on the World Wide Web, include the web address.

4. Question c.

This is a free-text field.

5. Question d.

Click on **Add Row** to enter details of a publication. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *Educational Background* page. You can add details of up to 10 publications, including links to a webpage, if available.

Add Table Row




Publication details

Web address

OK Cancel

2.1 Educational Background

a. Please list all undergraduate and postgraduate university qualifications obtained (See Note 5)

	Country	Name of Institution	Dates Attended	Subject	Language of Instruction	Qualifications Awarded	Class of Award	Date of Award	Awarding Body		
  	Kenya	University of Nairobi	05/09/2003 to 12/07/2007	Chemistry	English	BSc	Upper Second	16/11/2007	University of Nairobi		

Add...

* b. Are you currently registered for any higher education qualification?
☒ Yes ☐ No

c. Academic distinctions or prizes

d. List up to 10 publications, including titles of any theses submitted. For publications, please give the names and initials of all authors. Authors' names should be followed by the year of publication, article title, journal title, volume number, and first and last page numbers. References to books should give the names of any editors, places of publication, editor, and year. If the publication or its abstract is available on the World Wide Web, include the web address.

6. Click on **Next**. This takes you to the *Professional Record* page. Fill in the form.

[Accessibility Help](#) [Help](#)

SECTION TWO: YOUR CAREER TO DATE - CONT.

2.2 Professional Record

a. Please list up to 30 employments held to date, starting with the most recent.

Date(s)	Country	Name of Employer	Title	Main Responsibilities		
Add...						

* Are you currently employed?
☐ Yes ☐ No

b. Please list up to 5 professional qualifications obtained. A professional qualification is awarded by a professional body; an example is Membership of the Institute of Mechanical Engineers. Do not include university qualifications in this section.

Qualification	Date Awarded	Awarding Body	Other Information		
Add...					

c. Please list up to 5 short courses attended that you consider relevant to the application.

Subject	Place of Study	Date(s)	Organising Body / Qualification Awarded		
Add...					

d. Voluntary activity - please list up to 4 examples of charitable/voluntary or public activity undertaken.

Date(s)	Organisation	Activities / Achievements		
Add...				

[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [<< Back](#) [Next >>](#)

7. Click on **Next**. This takes you to the *Other Information* page. Fill in the form.

[Accessibility Help](#) [Help](#)

SECTION TWO: YOUR CAREER TO DATE - CONT.

2.3 Other Information

a. Language proficiency [\(PDF/DOC/EX\)](#)

* Is English your first language? ☐ Yes ☐ No

Please list all languages spoken, stating whether you regard your capability as good, average or poor.

<input type="text"/>	<input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor
<input type="text"/>	<input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor
<input type="text"/>	<input type="radio"/> Good <input type="radio"/> Average <input type="radio"/> Poor

Please note that evidence of a minimum IELTS score of 6.5 may be required as a condition of eligibility.

* b. Have you been nominated by your agency/home institution for a Commonwealth Scholarship before?
☐ Yes ☐ No

c. Other information - please include any other information about your career to date that you consider relevant to this application.

[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [<< Back](#) [Next >>](#)

8. Click on **Next** to go the next section.

D. REFERENCES

1. Click on **References** in the left hand menu. This takes you to the *References* page.

The screenshot shows the 'Application for a Commonwealth Scholarship' website. The header includes the address 'Weburn House, 20-24 Tavistock Square, London, WC1H 9HF, United Kingdom' and the 'COMMONWEALTH SCHOLARSHIPS' logo. A navigation bar at the top right contains buttons: 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', '<< Back', and 'Next >>'. Below this is a link for 'Accessibility Help' and a 'General Help' button. The main content area is titled 'SECTION THREE: REFERENCES'. On the left is a sidebar menu with links: 'Application Details', 'Personal Information', 'Career To Date', 'Career To Date - cont.', 'Career To Date - cont.', 'References' (highlighted), 'Proposed Study', 'Home Country Benefit', 'Future Career', 'Attachments', 'Checklist', and 'Submission'. The 'References' section contains the following text: 'Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.' and 'Click the Add... button to add each referee in turn. Please refer to Note 16 for guidance in this area.' Below this is a table with the following columns: 'Name', 'Job Title', 'Organisation', 'Email Address', 'Phone', and 'Fax'. An 'Add...' button is located below the table. At the bottom of the section are two consent questions: 'Do you consent to your application form being visible to these referees?' with 'Yes' and 'No' radio buttons, and 'Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award?' with 'Yes' and 'No' radio buttons.

2. Click on **Add** to enter the details of a Referee. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *References* page. You must add 3 referees.

The screenshot shows the 'Add Table Row' pop-up form. The form is titled 'Add Table Row' and 'Referees'. It contains the following fields: 'Name', 'Job Title', 'Organisation', 'Email Address', 'Repeat email address', 'Phone', and 'Fax'. There is an 'IMPORTANT' note: 'Be careful to supply the correct email address, otherwise you will have to ask the referee to send the reference on headed paper.' At the bottom right of the form are 'OK' and 'Cancel' buttons. The background shows the same 'References' page as the previous screenshot, but it is dimmed.

3. When you submit your application:
 - a. each Referee will automatically be sent an email, containing a link to your application and inviting them to complete their reference online
 - b. you will not be able to see the references, but you will be able to see in your **In Tray** which Referees have completed their references
 - c. you can send a Referee a reminder email
 - d. you can change a Referee's email address and send another email to the new email address
 - e. you will not be able to change the name of any of your Referees
4. Click on **Next** to go to the next section.

E. HOME COUNTRY BENEFIT

1. Click on **Home Country Benefit** in the left hand menu. This takes you to the *Benefit To Your Country* page. Fill in the form.

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United Kingdom

[Contact Us](#)

Application for a Shared Scholarship



[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [<< Back](#) [Next >>](#)

[Accessibility Help](#) [GENERAL HELP](#)

SECTION FIVE: BENEFIT TO YOUR HOME COUNTRY

Application Details

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

Home Country Benefit

Future Career

References

Attachments

Checklist

Submission

University Application Number

The application ID which the university has given you for the course for which you are applying



Benefit To Your Home Country

Commonwealth Scholarships in the United Kingdom receive funding from the UK Department for International Development. An important selection criterion is therefore the potential contribution that you will make to development if you receive a Commonwealth Shared Scholarship. You must provide a statement (limit of 500 words) explaining how your proposed study relates to a development need.

You are advised in your statement to describe how your plan of study relates to development in your sector and country. Please say how, on your return, you will apply your new skills and qualifications, and what outcomes you will hope to achieve. This could usefully be related to a national development priority or objective. Please also suggest how the impact of the potential benefits of your work might be measured.



2. Click on **Next** to go to the next section.

F. FUTURE CAREER

1. Click on **Future Career** in the left hand menu. This takes you to the *Future Career Plans* page. Fill in the form.

SECTION SEVEN: FUTURE CAREER PLANS [Accessibility Help](#) [HELP](#)

Future Career Plans

The Commission would like to get a clear idea of how the proposed qualification will assist you in your planned career. Please give brief details of the skills that you expect to gain from this award and of your professional plans after completing the award.

Objectives during the award

Career plans in the 5 years following the award

Long-term career plans

[Print Form](#) [Save and Exit](#) [Spell Check](#) [Exit](#) [<< Back](#) [Next >>](#)

2. Click on **Next** to go to the next section.

G. ATTACHMENTS

1. Click on **Attachments** in the left hand menu. This takes you to the *Supporting Documentation* page.
This is the only page in your application where you can find your EAS identification number.

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London, WC1H 9HF
United Kingdom

Application for a Shared Scholarship

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Print Form Save and Exit Spell Check Exit << Back Next >>

[Accessibility Help](#) [GENERAL HELP](#)

ATTACHMENTS

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
Home Country Benefit
Future Career
References
Attachments
Checklist
Submission

Supporting Documentation

Your EAS identification number is 333176

Attachments must be in either JPEG (.jpg, .jpeg), or Microsoft Word (.doc, .docx) or OpenOffice Writer (.odt) or Acrobat (.pdf) format. Do **not** attach an Acrobat Portfolio. If you are attaching multiple JPEG documents, first save them into a Microsoft Word document before attaching the Microsoft Word document

No attachment can be larger than 2 megabytes

Pages of Passport showing Photograph, Date of Birth and Citizenship
Attached ☐ [Attach](#)

University / College transcript(s) and certificate(s), certified by the awarding body
Attached ☐ [Attach](#)

Certificate of English Language proficiency, if required
Attached ☐ [Attach](#)

Print Form Save and Exit Spell Check Exit << Back Next >>

2. Click on **Attach** to include a passport page. The *Add Attachment* pop-up will open. Click on **Browse** to look for the file on your computer, and then click on **OK** to return to the *Supporting Documentation* page. The passport page will be printed in your PDF.

Add Attachment

Choose the file to attach:
[Choose File](#) no file selected

Files must not be larger than 2 MB.

[OK](#) [Cancel](#)

3. Attach the rest of the required supporting documentation. Your university/college transcripts and certificates, your offer of a place at a UK university, and your English language certificate will not be printed in your PDF – they are only stored electronically. It is important that you check that these files have been attached correctly by clicking on the **Retrieve** button for each one.

[Accessibility Help](#) [Get](#)

ATTACHMENTS

Supporting Documentation

Your EAS identification number is 333176

Attachments must be in either JPEG (.jpg, .jpeg), or Microsoft Word (.doc, .docx) or OpenOffice Writer (.odt) or Acrobat (.pdf) format. Do **not** attach an Acrobat Portfolio. If you are attaching multiple JPEG documents, first save them into a Microsoft Word document before attaching the Microsoft Word document

No attachment can be larger than 2 megabytes

Pages of Passport showing Photograph, Date of Birth and Citizenship

Attached



Retrieve

Delete

University / College transcript(s) and certificate(s), certified by the awarding body

Attached



Retrieve

Delete

Certificate of English Language proficiency, if required

Attached



Attach

4. Click on **Next** to go to the next section.

H. CHECKLIST

1. Click on **Checklist** in the left hand menu. This takes you to the *Checklist and Confirmation* page. Fill in the form.

Checklist and Confirmation

Before submitting the form, you must confirm that all requirements in the checklist below have been met. Failure to do so may render the application ineligible.

Checklist and confirmation

Please tick all applicable boxes

☐ I have read and understood the 'Notes for candidates' on cscuk.dfid.gov.uk/apply


☐ I have read and understood the Prospectus on cscuk.dfid.gov.uk/apply

☐ I have read and understood the Selection Criteria on cscuk.dfid.gov.uk/apply


☐ I am a Commonwealth citizen or refugee residing in:

Country

☐ I am not at present living or studying in a developed country

☐ I confirm that all information in this application is true to the best of my knowledge, and unless otherwise stated is my own work 

☐ I have read the data protection statement and specifically confirm my consent to the terms outlined 

☐ I have read the health statement and, if selected, I note that I will have to undertake a medical examination 

☐ I have read the health statement and, if selected, I note that I will have to undertake a medical examination 

☐ I have not undertaken studies lasting one year or more in a developed country

☐ Neither I nor my family have sufficient funds to pay for my study in the United Kingdom and without this scholarship award I should not be able to do so

☐ I shall return to my country of permanent residence to seek employment or to work or to study as soon as the proposed Commonwealth Shared Scholarship award ends

The Commonwealth Scholarship Commission (CSC) wishes to add further rigour to its programme of evaluation by collecting complementary data from applicants not ultimately selected for an award. In order to do this, the CSC asks for your consent to contact you in the future, regardless of the outcome of your application.

☒ Yes, the CSC may contact me for the purposes of programme evaluation even if my application is unsuccessful

☐ No, I do not wish to be contacted by the CSC in the future if my application is unsuccessful

* Date

Day

Month

Year



[Print Form](#)

[Save and Exit](#)

[Spell Check](#)

[Exit](#)

[Back](#)

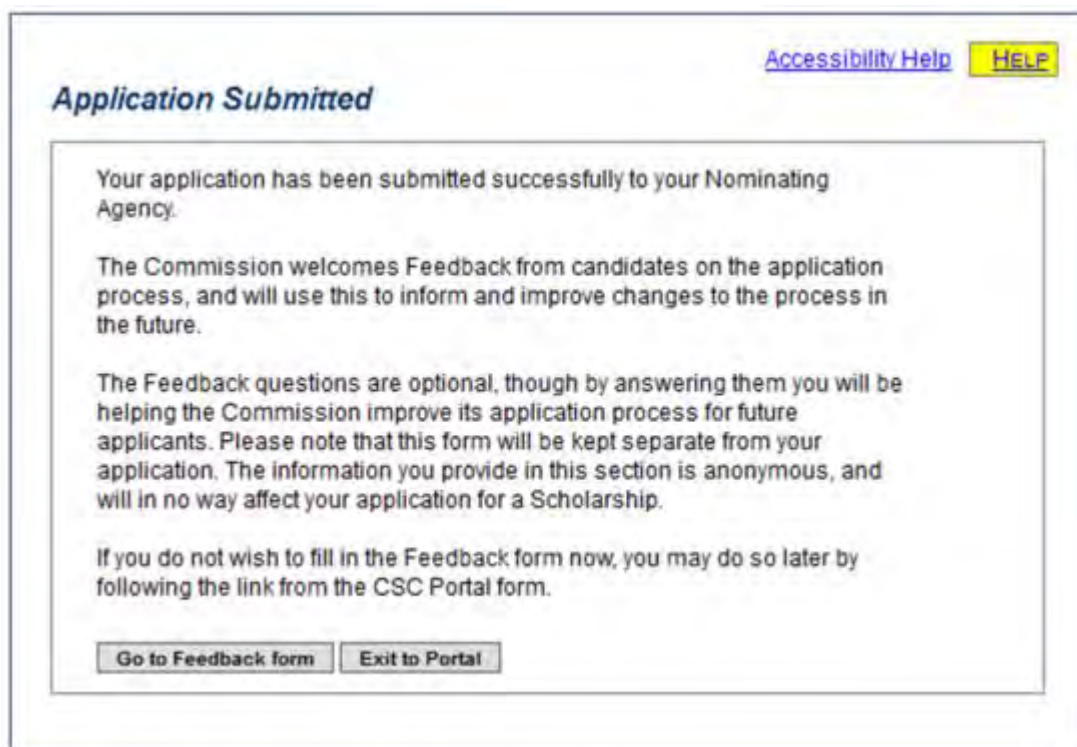
[Next](#)

1. Click on **Submission** in the left hand menu. This takes you to the *Submission* page.

2. Click on **Print Form** to download and save a PDF of the final version of your application form.
3. Click on **Submit** to send your application to your Nominating Agency.
4. If you have failed to enter essential information, the *Errors On The Form* pop-up will open. When you have made your corrections, click on **Print Form** again to download a PDF of the final version of your application form, and then click on **Submit**.

25/10/16

5. If your application has been submitted successfully, the *Application Submitted* pop-up will open.



The screenshot shows a web browser window with a title bar. Inside, the page has a header with a blue link "Accessibility Help" and a yellow button labeled "HELP". Below the header, the main heading is "Application Submitted" in a bold, italicized blue font. The content area contains four paragraphs of text. The first paragraph states that the application was submitted successfully. The second paragraph welcomes feedback. The third paragraph explains that feedback is optional and anonymous. The fourth paragraph offers a link to the feedback form later. At the bottom, there are two buttons: "Go to Feedback form" and "Exit to Portal".

[Accessibility Help](#) **HELP**

Application Submitted

Your application has been submitted successfully to your Nominating Agency.

The Commission welcomes Feedback from candidates on the application process, and will use this to inform and improve changes to the process in the future.

The Feedback questions are optional, though by answering them you will be helping the Commission improve its application process for future applicants. Please note that this form will be kept separate from your application. The information you provide in this section is anonymous, and will in no way affect your application for a Scholarship.

If you do not wish to fill in the Feedback form now, you may do so later by following the link from the CSC Portal form.

Go to Feedback form **Exit to Portal**

6. Click on **Exit to Portal** to return to the *In Tray*.

In Tray

1. Each time you log into the EAS, you are taken to the **In Tray** page.
2. In the **In Tray**, you can:
 - a. click on **View Existing Applications** to view current and past applications
 - b. click on **My Details** to amend your personal information
 - c. click on **Start New Application** to start a new application
 - d. click on **Log Off** to log off from the EAS
1. In the *View Existing Applications* tab in the **In Tray**, you can see:
 - a. **ID**: the identification number of your application
 - b. **Originated**: the date you initiated your application
 - c. **Type**: the type of award for which you applied
 - d. **Stage**: the stage to which your application has progressed
 - e. **Now With**: who is currently dealing with your application
 - f. **Since**: the date your application moved to its latest stage
 - g. **Received So Far**: which of your Referees have completed their references online. For example, '**References: 1 &_ of 3**' means that Referee 1 has completed his/her reference online, but Referees 2 and 3 have yet to do so. Similarly, '**References: 2 & 3 of 3**' means that Referees 2 and 3 have completed on-line references, but that Referee 1 has yet to do so

Applicant's Portal

[Log Off](#) | [My Details](#)

[View Existing Applications](#) | [Start New Application](#) | [Feedback](#)

[Refresh](#) Show 20 records per page

Submitted Forms In Process:

Records 1 - 2 of 2 (Live and Completed Forms)

ID	Originated	Type	Stage	Now With	Since	Received So Far	Form
324219	12/Apr/16 19:43	Distance Learning Scholarship	Nominating Agency 1	University of York : Social Policy & Social Work	22/Apr/16 17:19	References: all 2	View Form
322769	07/Apr/16 14:30	Distance Learning Scholarship	Nominating Agency 1	SOAS : Financial & Management Studies	07/Apr/16 16:01	References: 0 of 2	View Form

Page 1 << Previous Next >>

This image shows that the candidate has submitted applications for 2 different Distance Learning Scholarships. Both the referees for application with ID 324219 have submitted online references. However, the referees for application ID 322769, who could be the same referees as for application ID 324219, have yet to submit online references

A. CONTINUE WITH SAVED APPLICATION

1. To continue working on a current application, click **Open**. The *Application Details* page will appear, with a reminder of the application deadline.

The screenshot shows the 'Application for a Shared Scholarship' web form. At the top, there is a header with the title 'Application for a Shared Scholarship' and the 'COMMONWEALTH SCHOLARSHIPS' logo. Below the header is a navigation bar with buttons: 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', and 'Next >>'. A 'Contact Us' link is also visible on the left. The main content area is titled 'APPLICATION DETAILS' and contains a sidebar with a list of sections: 'Application Details', 'Personal Information', 'Career To Date', 'Career To Date - cont.', 'Career To Date - cont.', 'Home Country Benefit', 'Future Career', 'Attachments', 'Checklist', and 'Submission'. The 'Application Details' section is currently selected and expanded, showing instructions and two required fields. The instructions state: 'Before completing this form, it is in your interest to read the attached "Notes for candidates" and the prospectus, which gives further advice and states eligibility criteria. The prospectus can be obtained from the CSC website at <http://bit.ly/cscuk-eas>.' An important notice in a red box says: 'Important: This form must be completed and submitted to your Nominating Agency by 21 August 2011'. The first required field is '* Nominating Agency (university) you are applying through', with a dropdown menu showing 'Aberystwyth University'. The second required field is '* Course for which you are applying', with a dropdown menu showing 'Information & Library Studies'. At the bottom of the form, there is another navigation bar with buttons: 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', and 'Next >>'. A 'Help' button is also visible in the top right corner of the form area.

Application for a Shared Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form Save and Exit Spell Check Exit Next >>

Accessibility Help HELP

APPLICATION DETAILS

Application Details

Before completing this form, it is in your interest to read the attached "Notes for candidates" and the prospectus, which gives further advice and states eligibility criteria. The prospectus can be obtained from the CSC website at <http://bit.ly/cscuk-eas>.

Important: This form must be completed and submitted to your Nominating Agency by 21 August 2011

* Nominating Agency (university) you are applying through: Aberystwyth University

* Course for which you are applying: Information & Library Studies

Print Form Save and Exit Spell Check Exit Next >>

B. VIEW SUBMITTED APPLICATION AND AMEND REFEREE'S EMAIL ADDRESS

1. Click on **View Form** to go back into your application. You can make changes on the *References* page only.

Woburn House, 20-24 Tavistock Square
London, WC1H 9HF
United Kingdom

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

[Contact Us](#)

Print Form Save and Exit Spell Check Exit << Back Next >>

[Accessibility Help](#) [General Help](#)

SECTION THREE: REFERENCES

References

Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.

Click the Add... button to add each referee in turn.
[Please refer to Note 16 for guidance in this area.](#)

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
John Smith	Manager	Work	john@smith.com			Change	Resend
David Jones	Manager	Work Two	david@jones.com			Change	Resend
William Cooper	Manager	Work Three	william@cooper.com			Change	Resend

Do you consent to your application form being visible to these referees? ☒ Yes ☐ No

Do you consent to your referees and potential supervisors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award? ☒ Yes ☐ No

Print Form Save and Exit Spell Check Exit << Back Next >>

2. Click on **Change**. The *Edit referee email address* pop-up will open. Fill in the form. Click on **OK** to return to the *References* page.

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London, WC1H 9HF
United Kingdom

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

[Contact Us](#)

Print Form Save and Exit Spell Check Exit << Back Next >>

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SECTION THREE: REFERENCES

References

Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.

Click the Add... button to add each referee in turn.
[Please refer to Note 16 for guidance in this area.](#)

References

[Accessibility Help](#) [General Help](#)

Edit referee email address for John Smith

IMPORTANT: Be careful To supply the correct email address, otherwise you will have To ask the referee To send the reference On headed paper.

* Email Address

* Repeat email address

On selecting OK the Referee will be updated but will not be contacted again until the Resend action is taken.

OK Cancel

Print Form Save and Exit Spell Check Exit << Back Next >>

- Click on **Resend** to send an email to the new email address. A pop-up will appear. Click on **OK** to confirm.

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United Kingdom

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form Save and Exit Spell Check Exit << Back Next >>

Accessibility Help General Help

SECTION THREE: REFERENCES

Application Details
Agency Input
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Proposed Study
Home Country Benefit
Future Career
Attachments
Checklist

References
Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.
Click the Add... button to add each referee in turn.
Please refer to Note 16 for guidance in this area.

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
John Smith	Manager	Work	john@smith.com			Change	Resend
David Jones	Manager	Work Two	david@jones.com			Change	Resend

Are you sure you wish to resend the details to this Referee?

OK Cancel

Print Form Save and Exit Spell Check Exit << Back Next >>

- Click on **OK** to close the pop-up.

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Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form Save and Exit Spell Check Exit << Back Next >>

Accessibility Help General Help

SECTION THREE: REFERENCES

Application Details
Agency Input
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
References
Proposed Study
Home Country Benefit
Future Career
Attachments
Checklist

References
Please list the names and positions of three referees who are qualified to comment on your ability to benefit from the proposed course of study and whom you will be approaching.
Click the Add... button to add each referee in turn.
Please refer to Note 16 for guidance in this area.

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
John Smith	Manager	Work	john@smith.com			Change	Resend
David Jones	Manager	Work Two	david@jones.com			Change	Resend
William Cooper						Change	Resend

Do you consent to your referees being emailed with the appropriate details?

OK

Print Form Save and Exit Spell Check Exit << Back Next >>

If one of your Referees has difficulty submitting their reference using the online form, you should ask them to send a signed reference, preferably on headed paper, scanned in PDF format as an attachment to an email to references.sharescholarships@cscuk.org.uk

The EAS Helpdesk will upload the reference into your online application if:

- The reference is sent directly to references.sharescholarships@cscuk.org.uk from the same email address to which the invitation to submit a reference was sent via the EAS
- The reference is less than 2 MB in size
- The email to which the reference is attached quotes the EAS Number of the only application into which the reference is to be uploaded

There is no deadline in the EAS for referees

C. AMEND PERSONAL INFORMATION

1. Click on **My Details** in the top right corner to go to the *Basic Details* page to change your password or any other personal information.

Webb House, 20-24 Tavistock Square
London, WC1H 9HF
United Kingdom
[Contact Us](#)

CSC Self Registration Form

 **COMMONWEALTH
SCHOLARSHIPS**

Cancel Next >>

BASIC DETAILS

Basic Details
Extra Details

* E-mail Address jaspal.singh2@bourdillon.plus.com
Tick here if you wish to change your password ☐ Change Password

Title

* First Name Jaspal
Middle Names

* Family Name Singh

Your address for correspondence

* Country for correspondence about this application Kenya
Telephone

Permanent address (if different)

Permanent Country (if different)
Permanent E-mail (if different from above)
Permanent Telephone

Mobile number

Cancel Next >>

2. Once you have made your changes, click on **Submit New Details**. This returns you to the *In Tray* page.