Applicants: How to apply for a Commonwealth Split-site Scholarship

Log On/Register

Apply for a Scholarship

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In Tray

A. Continue with saved application
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C. Amend personal information
Log On/Register

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

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.
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.**
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.

5. Click on **Submit Registration**. This takes you to the **Registration Complete** page. Click **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 ‘Scholarship’. Click on **Start Application** to move to the next section.

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 country from which you are applying.

2. Select the name of the Nominating Agency through which you are applying. Please note that some Commonwealth countries have more than one Nominating Agency. If the application deadline for your Nominating Agency is approaching, the Important: Deadline Approaching pop-up will open. Click OK to return to the Application Details page.

3. Select the type of Scholarship for which you are applying: 'Split-site study'
4. At this stage you can:
   a. click **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.

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.
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. You should add as many university-level qualifications as you have.

![Add Table Row](image)

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.

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.

6. Click on **Next**. This takes you to the *Professional Record* page. Fill in the form.
7. **Question a:**
Click on **Add** to enter employment details, starting with the most recent. The **Add Table Row** pop-up will open. Fill in the form. Click **OK** to return to the **Professional Record** page. You can add up to 30 employment details.

8. **Question b:**
Click on **Add** to enter details of a professional qualification. The **Add Table Row** pop-up will open. Fill in the form. Click **OK** to return to the **Professional Record** page. You can add up to 5 professional qualifications.
9. **Question c:**
   Click on **Add** to enter details of a short course. The **Add Table Row** pop-up will open. Fill in the form. Click **OK** to return to the **Professional Record** page. You can add up to 5 short courses.

10. **Question d:**
    Click on **Add** to enter details of voluntary activity. The **Add Table Row** pop-up will open. Fill in the form. Click **OK** to return to the **Professional Record** page. You can add up to 4 voluntary activities.
11. Click on **Next**. This takes you to the *Other Information* page. Fill in the form.

12. 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.

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.

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. ENDORSEMENT

1. If, on the Application Details page, you have selected a university/university body as your Nominating Agency, your application needs to have the support of the Vice-Chancellor/Rector/Executive Head of your employing university. To obtain this support, you are asked to include the name and email address of your Vice-Chancellor/Rector/Executive Head in your application, as well as the names and email addresses of 3 Referees. The Vice-Chancellor/Rector/Executive Head must not be one of your 3 Referees.

2. Click on Endorsement in the left hand menu. This takes you to the Vice-Chancellor/Rector or Executive Head Endorsement page. Fill in the form.

3. When you submit your application:
   a. your Vice-Chancellor/Rector/Executive Head will automatically receive an email, containing a link to your application and inviting him/her to enter supporting information
   b. you will not be able to see the supporting information, but you will be able to see in your In Tray if it has been entered
   c. it is your responsibility to ensure that your Vice-Chancellor/Rector/Executive Head enters the supporting information for your application
   d. you can change the Vice-Chancellor/Rector/Executive Head's email address and send another email to the new email address
   e. you will not be able to change the name of your Vice-Chancellor/Rector/Executive Head, so it is imperative that you know who will provide the supporting information before you submit your application

4. Click on Next to go to the next section.
F. PROPOSED STUDY

1. Click on Proposed Study in the left hand menu. This takes you to the Proposed Study In The UK page. Fill in the form.

2. Click on the Edit Row button to enter the details of your home and UK supervisors. The Edit Table Row pop-up will open. Fill in the form. Click on OK to return to the Proposed Study In The UK page. You should enter details for both your home and UK supervisors.
3. Click on **Next**. This takes you to the second *Proposed Study In The UK* page. Fill in the form.

4. Click on **Next** to go to the next section.
G. HOME COUNTRY BENEFIT

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

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

Please note that Section 6 is reserved for supporting statements from your Potential Supervisors.
H. 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.

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

2. Click on Attach to include a passport photograph. 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 photograph will be printed in your PDF.

3. Attach the rest of the required supporting documentation. Your university/college transcripts and certificates, birth certificate, and 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.

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

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

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

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

   ![Submission Page](image)

   **Application for a Commonwealth Scholarship**

   **Submission**

   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**

   1. **Print Form** to download and save a PDF of the final version of your application form.

   2. **Submit** to send your application to your Nominating Agency.

   3. 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**.

   ![Errors On The Form](image)

   **Errors On The Form**

   The following form sections have errors which need to be corrected:
   - Career To Date - cont.
   
   Click OK to go to the first of these sections.

   ![OK Button](image)
5. If your application has been submitted successfully, the *Application Submitted* pop-up will open.

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

3. 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 & 3 of 3’ means that Referees 1 and 3 have completed their references online.
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.
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.

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

4. Click on OK to close the pop-up.
C. **AMEND PERSONAL INFORMATION**

1. Click on **My Details** in the top right corner to go to the **Basic Details** page to change your personal information.
2. Click on **Next** to go to the *Extra Details* page to change other personal information.

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