

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

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## Log On/Register

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

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### ***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.

A screenshot of the "Log On" page from the Commonwealth Scholarships Electronic Application System. The page has a blue header bar with the text "Log On". Below the header, the title "Log On" is displayed. To the right of the title is a link for "Accessibility Help". The main content area contains a text box with the instruction: "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." Below this text are two input fields: "Email Address" and "Password". A "Log On" button is positioned below the password field. At the bottom of the form area are three buttons: "Register New User", "Forgotten Password", and "Change Registration Details". A "Cancel" button is located at the bottom right of the 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.

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## CSC Self Registration Form



[Contact Us](#)

Cancel << Back Next >>

### BASIC DETAILS

#### Basic Details

#### Extra Details

* E-mail Address	<input type="text"/>
* Please enter a password	<input type="password"/>
* Please re-enter your password	<input type="password"/>
Title	<input type="text"/>
* Given Names	<input type="text"/>
* Surname	<input type="text"/>
Your address for correspondence	<input type="text"/>
* Country for correspondence about this application	<input type="text"/>
Telephone	<input type="text"/>
Permanent address (if different)	<input type="text"/>
Permanent Country (if different)	<input type="text"/>
Permanent E-mail (if different from above)	<input type="text"/>
Permanent Telephone	<input type="text"/>
Mobile number	<input type="text"/>

Cancel << Back 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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**CSC Self Registration Form**

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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**.

Registration Complete

**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 'Scholarship'. Click on **Start Application** to move to the next section.

### *Applicant's Portal*

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

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

**New Project**

Select Programme Type

Scholarship

Start Application

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.

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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>

If you are applying through a university, then you need to be especially careful when choosing the Nominating Agency. A university that has 2 entries in the Nominating Agency drop-down list, one of which has "(direct)" after its name, has 2 nomination routes to the CSC: firstly, the standard route via a National Agency and secondly, a direct route to the CSC. If in doubt, check with your nominating agency to make sure you are choosing the correct entry before completing the form. You may be eligible to apply by both routes, but you will need to submit 2 applications to do so.

Candidates in Bangladesh, in India, in Pakistan and in Sri Lanka should apply to one of their country's national agencies

\* Name of the country you are applying from

Nominating Agency you are applying through

What are you applying for?

Print Form Save and Exit Spell Check Exit [Accessibility Help](#) [General Help](#)

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'

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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>

If you are applying through a university, then you need to be especially careful when choosing the Nominating Agency. A university that has 2 entries in the Nominating Agency drop-down list, one of which has "(direct)" after its name, has 2 nomination routes to the CSC: firstly, the standard route via a National Agency and secondly, a direct route to the CSC. If in doubt, check with your nominating agency to make sure you are choosing the correct entry before completing the form. You may be eligible to apply by both routes, but you will need to submit 2 applications to do so.

Candidates in Bangladesh, in India, in Pakistan and in Sri Lanka should apply to one of their country's national agencies

**Important:** This form must be completed and submitted to your Nominating Agency by 03 December 2013

\* Name of the country you are applying from

\* Nominating Agency you are applying through

What are you applying for?

Print Form Save and Exit Spell Check Exit [Accessibility Help](#) [General Help](#)

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.

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**Application for a Commonwealth Scholarship**

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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  
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**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.

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Exit

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SECTION TWO: YOUR CAREER TO DATE

Application Details

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**Career To Date**

Career To Date - cont.

Career To Date - cont.

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**2.1 Educational Background**

a. Please list all undergraduate and postgraduate university qualifications obtained.  
Do not include pre-university qualifications ([See Note 6](#))

Name of Institution	Dates Attended	Subject	Language of Instruction	Qualifications Awarded	Class of Award	Date of Award	Awarding Body		
<div>Add...</div>									

\* 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 SI, 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  
- Osler AG (1976) Complement: mechanisms and functions. Englewood Cliffs: Prentice-Hall

Publication details	Web address
<div>Add Row...</div>	

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

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SECTION TWO: YOUR CAREER TO DATE

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Application Details  
Personal Information  
**Career To Date**  
Career To Date - cont  
Career To Date - cont  
References  
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**Add Table Row**

\* Country of Institution

\* Name of Institution

**Dates Attended**

\* From Day Month Year 23

To Day Month Year 23

To present

\* Subject

Language of Instruction

Qualifications Awarded

Class of Award

Date of Award Day Month Year 23

Awarding Body

OK Cancel

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 SI, 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
- Osler AG (1976) Complement: mechanisms and functions. Englewood Cliffs: Prentice-Hall

Publication details	Web address

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.

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SECTION TWO: YOUR CAREER TO DATE

Application Details

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**Career To Date**

Career To Date - cont.

Career To Date - cont.

References

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
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 6](#))

	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
<a href="#">Add...</a>										

\* 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		
<a href="#">Add...</a>									

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.

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\* 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
Add...							

c. Academic distinctions or prizes

**Add Table Row**

Publication details

Web address

OK Cancel

Publication details	Web address
Add Row...	

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

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

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SECTION TWO: YOUR CAREER TO DATE - CONT.

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Personal Information  
Career To Date  
**Career To Date - cont.**  
Career To Date - cont.  
References  
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### 2.2 Professional Record

a. Please list up to 30 employments held to date, starting with the most recent.  
If you are applying to undertake clinical training, you must include details of your employment during your first year after medical or dental qualification.

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

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**

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. 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.

The screenshot shows the 'Add Table Row' pop-up form for entering employment details. The form is titled 'Add Table Row' and contains the following fields:

- Dates:**
  - \* From: Day (dropdown), Month (dropdown), Year (calendar icon)
  - To: Day (dropdown), Month (dropdown), Year (calendar icon)
  - To present: ☐
- \* Country:
- \* Name of Employer:
- Job Title:
- Main Responsibilities:

At the bottom right of the form are 'OK' and 'Cancel' buttons. The background shows the '2.2 Professional Record' section of the application form.

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.

The screenshot shows the 'Add Table Row' pop-up form for entering professional qualification details. The form is titled 'Add Table Row' and contains the following fields:

- \* Qualification:
- Date Awarded: Day (dropdown), Month (dropdown), Year (calendar icon)
- Awarding Body:
- Other Information:

At the bottom right of the form are 'OK' and 'Cancel' buttons. The background shows the '2.2 Professional Record' section of the application form, which includes a table with columns: Date(s), Country, Name of Employer, Title, and Main Responsibilities.

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.

The screenshot shows the 'Application for a Commonwealth Scholarship' website. The main page is titled 'SECTION TWO: YOUR CAREER TO DATE - CONT.' and features a sidebar with navigation links. The '2.2 Professional Record' section is active, displaying instructions for listing employments. A pop-up window titled 'Add Table Row' is open, allowing the user to enter details for a short course. The form includes fields for Subject, Place of Study, Dates (From and To), and Organising Body / Qualification Awarded (if any). The 'Add...' button is visible at the bottom left of the pop-up.

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SECTION TWO: YOUR CAREER TO DATE - CONT.

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**2.2 Professional Record**

a. Please list up to 30 employments held to date, starting with the most recent.  
If you are applying to undertake clinical training, you must include details of your employment during your first year after medical or dental qualification.

**Add Table Row**

\* Subject

Place of Study

Dates

\* From Day Month Year 23

To Day Month Year 23

To present

Organising Body / Qualification Awarded (if any)

OK Cancel

Add...

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

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.

The screenshot shows the 'Application for a Commonwealth Scholarship' website. The main page is titled 'SECTION TWO: YOUR CAREER TO DATE - CONT.' and features a sidebar with navigation links. The '2.2 Professional Record' section is active, displaying instructions for listing employments. A pop-up window titled 'Add Table Row' is open, allowing the user to enter details for a voluntary activity. The form includes fields for Dates (From and To), Organisation, and Brief Description of Activities / Achievements. The 'Add...' button is visible at the bottom left of the pop-up.

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SECTION TWO: YOUR CAREER TO DATE - CONT.

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

**2.2 Professional Record**

a. Please list up to 30 employments held to date, starting with the most recent.  
If you are applying to undertake clinical training, you must include details of your employment during your first year after medical or dental qualification.

**Add Table Row**

Dates

\* From Day Month Year 23

To Day Month Year 23

To present

\* Organisation

Brief Description of Activities / Achievements

OK Cancel


Add...

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

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

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SECTION TWO: YOUR CAREER TO DATE - CONT.

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Career To Date

Career To Date - cont.

**Career To Date - cont.**

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**2.3 Other Information**

a. Language proficiency ([See Note 7](#))

\* Is English your first language?

☐ Yes ☐ No

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

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

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

\* c. Have you been nominated by your agency/home institution for a Commonwealth Scholarship before?

☐ Yes ☐ No

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

Print FormSave and ExitSpell CheckExit<< BackNext >>

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.

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Accessibility Help General Help

SECTION THREE: REFERENCES

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

**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.](#)

**Referees**

Name	Job Title	Organisation	Email Address	Phone	Fax
Add...					

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 **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.

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SECTION THREE: REFERENCES

Application Details  
Personal Information  
Career To Date  
Career To Date - cont.  
Career To Date - cont.  
**References**  
Proposed Study  
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Submission

**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.

**Add Table Row**

**Referees**

\* Name

\* Job Title

\* Organisation

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

Phone

Fax

OK Cancel

Back Next >>

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.

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### Application for a Commonwealth Scholarship



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SECTION THREE: REFERENCES

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

#### Vice-Chancellor/Rector or Executive Head Endorsement

The application requires the endorsement of your Vice-Chancellor/Rector or your employing Executive Head.

Please enter details of the Vice-Chancellor/Rector or Executive Head so that he/she can be sent an email with a link to your application (see [Note 17](#)).

\* Name of home institution supplying endorsement

\* Name and position of the Vice-Chancellor/Rector or Executive Head of your Home University

\* Email address of the Vice-Chancellor/Rector or Executive Head of your Home University

\* Confirm Email

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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.

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SECTION FOUR: PROPOSED STUDY IN THE UK

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

**Proposed Study In The UK - Split-Site Awards Only**

[Please read Notes 9 and 10 before completing this section.](#)

Unless your Home Supervisor and your UK Supervisor both complete supporting statements your application will not be considered. Even if you have not entered a Doctoral study in section 2.1.b because you are not yet registered for a PhD, you still need to enter a potential Home Supervisor and a potential UK Supervisor

You should note that this section will be given a special grade in assessing your application.


Award will be undertaken as follows (please choose one option and give dates)

☐ One period of 12 months  
☐ Two periods of 6 months  
☐ Other (subject to agreement by the Commission - please specify)

Subject or field of study

	Home/UK	Institution	Supervisor	Supervisor's email address
	Home			
	UK			
<a href="#">Add...</a>				

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

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.

**Edit Table Row**

\* Institution

\* Name of home supervisor

IMPORTANT: Your supervisor will be emailed to request a supporting statement. Be careful to supply the correct email address for the supervisor, otherwise you will have to ask him/her to send the supporting statement on headed paper.

\* Supervisor's email address

\* Repeat email address

OK Cancel

Award will be undertaken as follows (please choose one option and give dates)

☒ One period of 12 months  
☐ Two periods of 6 months  
☐ Other (subject to agreement by the Commission - please specify)

Dates

Subject or field of study


	Home/UK	Institution	Supervisor	Supervisor's email address
	Home			
	UK			

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

3. Click on **Next**. This takes you to the second *Proposed Study In The UK* page. Fill in the form.

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SECTION FOUR: PROPOSED STUDY IN THE UK - CONT.

Application Details

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

References

Endorsement

Proposed Study

**Proposed Study - cont.**

Home Country Benefit

Future Career

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Submission

**Proposed Study In The UK - Split-Site Awards Only**

**4.1 Detailed Plan of Study**

\* Although the final selection committee will be well informed, remember that they are not likely to be specialists in your subject. You should therefore describe clearly the aim of your research; the methodology that you will use; and the potential significance of this study to your discipline. It is essential to include a clear timetable to describe which work will be completed prior to your travel to the UK, what will be undertaken at the UK institution, and to outline the timetable for completion of your PhD after your return home. You should justify the added value that the time in the United Kingdom will give to your home PhD (750 words maximum).

Word Count: 0

Print FormSave and ExitSpell CheckExit<< BackNext >>

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.

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SECTION FIVE: BENEFIT TO YOUR HOME COUNTRY

**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 a candidate will make to development as a result of the receipt of a Commonwealth Scholarship. Candidates must provide a statement explaining how their proposed study relates to a development need.

You are advised in your statement to describe how your plan of study or research 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.

This section will be given a specific grade in assessing your application. You are advised to make use of, but not exceed, your limit of 500 words.

Word Count: 0

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

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.

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# Application for a Commonwealth Scholarship

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SECTION SEVEN: FUTURE CAREER PLANS

Application Details

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

References

Proposed Study

Home Country Benefit

**Future Career**

Attachments

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Submission

## 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 once you return home on completion of your 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

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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.**

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ATTACHMENTS

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Career To Date  
Career To Date - cont.  
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References  
Proposed Study  
Home Country Benefit  
Future Career  
**Attachments**  
Checklist  
Submission

**Supporting Documentation**

Your EAS identification number is 135458

For each of the documents below attach a scanned image of the document. Only include transcripts of undergraduate and, if relevant, postgraduate university degrees. Do not include either transcripts of pre-university education or certificates showing attendance at short courses. If you do not have access to a scanner, send the documents to your nominating agency.

The Passport Photograph must be in JPEG (.jpg, .jpeg) format. Other Attachments must be in either JPEG (.jpg, .jpeg), or Microsoft Word (.doc, .docx) or Acrobat (.pdf) format. 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

**Passport Photograph**  
Attached ☐ **Attach**

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

**Birth Certificate**  
Attached ☐ **Attach**

**Offer of a place at a UK university and 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 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.

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ATTACHMENTS

Application Details  
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Career To Date - cont.  
Career To Date - cont.  
References  
Proposed Study  
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**Attachments**  
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Submission

**Supporting Documentation**

Your EAS identification number is 135458

For each of the documents below attach a scanned image of the document. Only include transcripts of undergraduate and, if relevant, postgraduate university degrees. Do not include either transcripts of pre-university education or certificates showing attendance at short courses. If you do not have access to a scanner, send the documents to your nominating agency.

The Passport Photograph must be in JPEG (.jpg, .jpeg) format. Other Attachments must be in either JPEG (.jpg, .jpeg), or Microsoft Word (.doc, .docx) or Acrobat (.pdf) format. 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

**Add Attachment**

Choose the file to attach:  
**Choose File** No file chosen

Files must not be larger than 2 MB.

**OK Cancel**

**Passport Photograph**  
Attached ☐ **Attach**

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

**Birth Certificate**  
Attached ☐ **Attach**

**Offer of a place at a UK university and Certificate of English Language proficiency, if required**  
Attached ☐ **Attach**

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

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.

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CHECKLIST

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

**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 [cs.cuk.dfid.gov.uk/apply](https://cs.cuk.dfid.gov.uk/apply)

☐ I have read and understood the Prospectus on [cs.cuk.dfid.gov.uk/apply](https://cs.cuk.dfid.gov.uk/apply)

☐ I have read and understood the Selection Criteria on [cs.cuk.dfid.gov.uk/apply](https://cs.cuk.dfid.gov.uk/apply)

☐ I am a Commonwealth citizen or refugee residing in:

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 ?

\* 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 >>

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.

The screenshot shows the 'Submission' page of the Commonwealth Scholarship application. The header includes the organization's name and logo, a contact link, and a toolbar with buttons for 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', and '<< Back'. A left-hand menu lists various application sections, with 'Submission' highlighted. The main content area contains an 'Important!' notice advising users to save a PDF copy and warning that failure to click 'Submit' results in an incomplete application. A 'Submit' button is visible at the bottom of the notice. A second toolbar at the bottom of the page repeats the 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', and '<< Back' buttons.

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**.

This screenshot shows the same 'Submission' page as above, but with an 'Errors On The Form' pop-up window open. The pop-up has a title bar and contains the following text: 'The following form sections have errors which need to be corrected:', followed by a bulleted list with 'Career To Date - cont.'. It also states 'Click OK to go to the first of these sections.' and features an 'OK' button. The background application form is dimmed, and the 'Submit' button is no longer visible.



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

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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**

**Important!**  
We strongly recommend that you save a PDF copy of the application for your own records.  
You can do this using the "Print Form" button on the blue toolbar at the top of the screen  
Once you are satisfied that you have a complete printout of the form, you must go ahead and submit your application. **Failure to click 'Submit' means your**

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**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](#)

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

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.

## **Applicant's Portal**

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

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

[Refresh](#) Show 20 records per page

**Saved Forms Not Yet Submitted:**  
Click "Open..." to continue filling in the form

Records 1 - 1 of 1

Started	Last Viewed	Type	
12/Aug/13 13:12	12/Aug/13 13:12	Scholarship	<a href="#">Open...</a>

Page 1 << Previous Next >>

**Submitted Forms In Process:**

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

ID	Originated	Type	Stage	Now With	Since	Received So Far	Form
135458	12/Aug/13 11:17	Scholarship	Nominating Agency 1	INDIA (Inward): Ministry of HRD	12/Aug/13 13:11	References: 0 of 3	<a href="#">View Form</a>

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References: 1 & 3 of 3


## 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.

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## Application for a Commonwealth Scholarship

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### APPLICATION DETAILS

#### Application Details

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

#### 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>

If you are applying through a university, then you need to be especially careful when choosing the Nominating Agency. A university that has 2 entries in the Nominating Agency drop-down list, one of which has "(direct)" after its name, has 2 nomination routes to the CSC: firstly, the standard route via a National Agency and secondly, a direct route to the CSC. If in doubt, check with your nominating agency to make sure you are choosing the correct entry before completing the form. You may be eligible to apply by both routes, but you will need to submit 2 applications to do so.

Candidates in Bangladesh, in India, in Pakistan and in Sri Lanka should apply to one of their country's national agencies

**Important:** This form must be completed and submitted to your Nominating Agency by **03 December 2013**

\* Name of the country you are applying from

\* Nominating Agency you are applying through

What are you applying for?

[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.

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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.](#)

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
John Smith	Manager	Work	john@smith.com			<a href="#">Change</a>	<a href="#">Resend</a>
David Jones	Manager	Work Two	david@jones.com			<a href="#">Change</a>	<a href="#">Resend</a>
William Cooper	Manager	Work Three	william@cooper.com			<a href="#">Change</a>	<a href="#">Resend</a>

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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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 >>](#)

3. 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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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.](#)

**Referees**

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
John Smith	Manager	Work	john@smith.com			<a href="#">Change</a>	<a href="#">Resend</a>
David Jones	Manager	Work Two	david@jones.com			<a href="#">Change</a>	<a href="#">Resend</a>

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**Application for a Commonwealth Scholarship**

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

OK Cancel

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

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

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SECTION THREE: REFERENCES

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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.](#)

**Referees**

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
John Smith	Manager	Work	john@smith.com			<a href="#">Change</a>	<a href="#">Resend</a>
David Jones	Manager	Work Two	david@jones.com			<a href="#">Change</a>	<a href="#">Resend</a>
William Cooper						<a href="#">Change</a>	<a href="#">Resend</a>

**Info**

Your referee has been emailed with the appropriate details

OK

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

## 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.

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

### CSC Self Registration Form



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#### BASIC DETAILS

##### Basic Details

##### Extra Details

E-mail Address	<input type="text"/>
Tick here if you wish to change your password	<input type="checkbox"/> Change Password
Title	<input type="text"/>
* Given Names	<input type="text"/>
* Surname	<input type="text"/>
Your address for correspondence	<input type="text"/>
* Country for correspondence about this application	<input type="text" value="India"/>
Telephone	<input type="text"/>
Permanent address (if different)	<input type="text"/>
Permanent Country (if different)	<input type="text"/>
Permanent E-mail (if different from above)	<input type="text"/>
Permanent Telephone	<input type="text"/>
Mobile number	<input type="text"/>





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2. Click on **Next** to go to the *Extra Details* page to change other personal information.

EXTRA DETAILS

Basic Details

**Extra Details**

Nationality / Citizenship	<input type="text"/>	
Do you hold a second Nationality / Citizenship?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Place of birth	<input type="text"/>	
Country of residence	<input type="text"/>	
How many years have you lived in this country?	<input type="text"/>	
Sex	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	
* Date of birth	<input type="text" value="1"/> <input type="text" value="January"/> Year <input type="text" value="1980"/> 	
Religion	<input type="text"/>	
Ethnicity	<input type="text"/>	
Are there any health/disability issues relating to your ability to complete the proposed course that you would like to include in your application?		
<div> </div> <div></div>		
Marital Status	<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Partner	
How many children would accompany you, if any?	<input type="text"/>	
Please state their ages	<input type="text"/>	
Emergency contact	<input type="text"/>	
Relationship	<input type="text"/>	
Telephone	<input type="text"/>	
E-mail	<input type="text"/>	
Father's nationality	<input type="text"/>	
Is your father:	<input type="radio"/> Pre-retirement <input type="radio"/> Retired <input type="radio"/> Deceased	
Father's occupation	<input type="text"/>	
Mother's nationality	<input type="text"/>	
Is your mother:	<input type="radio"/> Pre-retirement <input type="radio"/> Retired <input type="radio"/> Deceased	
Mother's occupation	<input type="text"/>	

[Submit New Details](#) [Cancel](#) [<< Back](#) [Next >>](#)

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