

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

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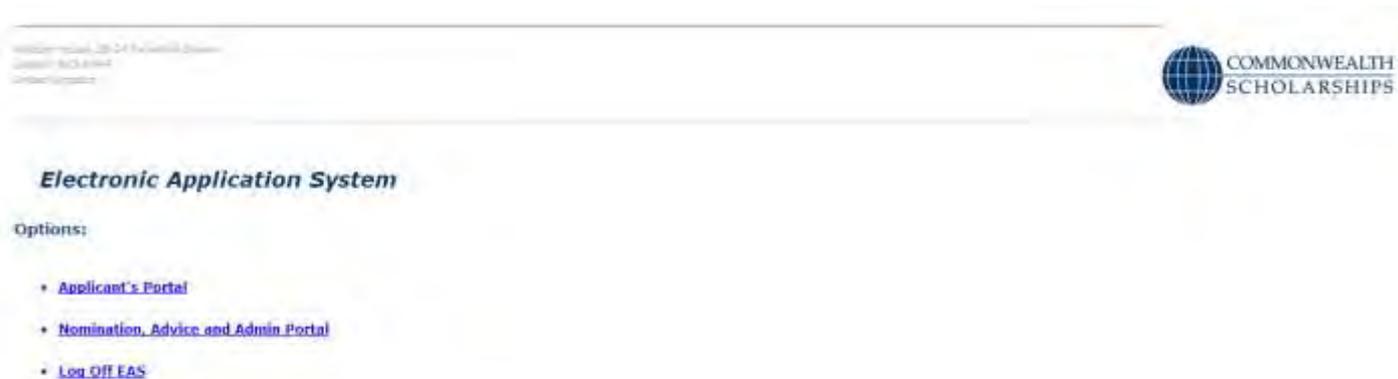
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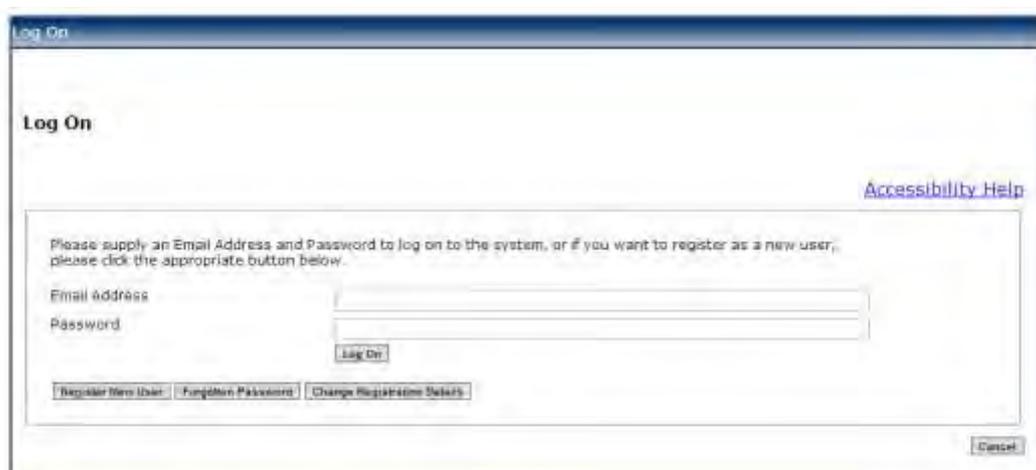
Log On/Register

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



The screenshot shows the Commonwealth Scholarships Electronic Application System (EAS) homepage. At the top right is the Commonwealth Scholarships logo. The main heading is "Electronic Application System". Below it, under "Options:", there are three links: "Applicant's Portal", "Nomination, Advice and Admin Portal", and "Log Off EAS".

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



The screenshot shows the "Log On" page. It has a title bar "Log On" and a heading "Log On". There is a link for "Accessibility Help" in the top right. The main text says: "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 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 in the bottom right corner 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.

Home Page | About Us | Contact Us | Privacy Policy | Terms of Use

CSC Self Registration Form

COMMONWEALTH SCHOLARSHIPS

Cancel Next

BASIC DETAILS

Basic Details
Extra Details

* E-mail Address

* Please enter a password

* Please re-enter your password

Title

* Given Names

* Surname

Your address for correspondence

* Country for correspondence about this application

Telephone

Permanent address (if different)

Permanent Country (if different)

Permanent E-mail (if different from above)

Permanent Telephone

Mobile number

Cancel Next

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

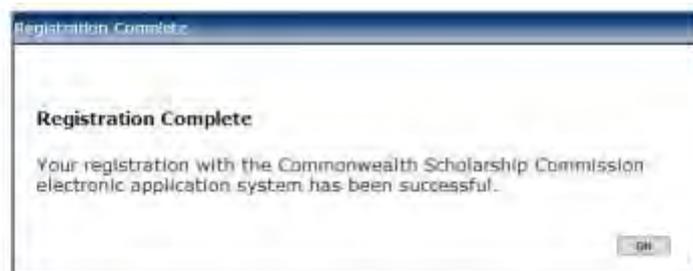
To complete the *Nationality/Citizenship* and *Country of residence* fields, click on the arrow at the right hand end of each field, scroll down the list that appears, and select the appropriate country. Enter the first letter of the country to scroll down the list quickly.

The screenshot shows the 'CSC Self Registration Form' with the 'EXTRA DETAILS' section active. The form includes the following fields and options:

- Nationality / Citizenship:** A dropdown menu.
- Do you hold a second Nationality / Citizenship?:** Radio buttons for 'Yes' and 'No'.
- Place of birth:** A text input field.
- Country of residence:** A dropdown menu.
- How many years have you lived in this country?:** A text input field.
- Sex:** Radio buttons for 'Male', 'Female', and 'Other'.
- Date of birth:** Three dropdown menus for 'Day', 'Month', and 'Year'.
- Religion:** A dropdown menu.
- Ethnicity:** A dropdown menu.
- Health/Disability:** A text area with the question: 'are there any health/disability issues relating to your ability to complete the proposed course that you would like to include in your application?'. It includes a help icon and a 'Yes' checkbox.
- Marital Status:** Radio buttons for 'Single', 'Married', and 'Partner'.
- Children:** A text input field for 'How many children would accompany you, if any?' and another for 'Please state their ages'.
- Emergency contact:** Text input fields for 'Relationship', 'Telephone', and 'E-mail'.
- Father's information:** A dropdown for 'Father's nationality', radio buttons for 'Pre-retirement', 'Retired', and 'Deceased', and a dropdown for 'Father's occupation'.
- Mother's information:** A dropdown for 'Mother's nationality', radio buttons for 'Pre-retirement', 'Retired', and 'Deceased', and a dropdown for 'Mother's occupation'.

Navigation buttons at the bottom include 'Submit Registration', 'Cancel', and '< Back'.

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.



The screenshot shows the 'Applicant's Portal' interface. At the top, there is a navigation bar with 'New Existing Applications', 'Start New Application', and 'Feedback' tabs. Below this, the 'New Project' section is visible, featuring a 'Select Programme Type' dropdown menu currently set to 'Scholarship' and a 'Start Application' button.

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. Opening the *Application Details* page, you will see

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

**Application for a Commonwealth
Scholarship**



[Contact Us](#)

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

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

APPLICATION DETAILS

Application Details

- Personal Information
- Career To Date
- Career To Date - cont.
- Career To Date - cont.
- References
- Future Career
- Attachments
- Checklist
- Submission

Application Details

As you complete this form, you are strongly advised to read the '[Notes for candidates](#)' and the Scholarship Terms and Conditions <http://cscuk.dfid.gov.uk/apply/>, which give further advice and outline the eligibility criteria.

Applying for Split-site Doctoral studies

If you are applying for Split-site Doctoral studies, you must enter **UNITED KINGDOM** as the *Name of the country you are applying from* and **Split-site Scholarships** as the *Nominating Agency you are applying through* and **Split-Site study** as the *award you are applying for*

* 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 < Back Next >>

2. Select **UNITED KINGDOM** as the name of the country from which you are applying
3. Then enter **Split-site Scholarships** as the name of your Nominating Agency
4. Finally, enter **Split-Site study** as the award for which you are applying. The deadline for submitting your application to your Nominating Agency will then be highlighted.

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London, WC1H 9HF
United Kingdom

Application for a Commonwealth Scholarship



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

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

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Application Details

As you complete this form, you are strongly advised to read the 'Notes for candidates' and the Scholarship Terms and Conditions <http://cscuk.dfid.gov.uk/appl/>, which give further advice and outline the eligibility criteria.

Important: This form must be completed and submitted to your Nominating Agency by **08 February 2018**

Applying for Split-site Doctoral studies

If you are applying for Split-site Doctoral studies, you must enter **UNITED KINGDOM** as the *Name of the country you are applying from* and **Split-site Scholarships** as the *Nominating Agency you are applying through* and **Split-Site study** as the *award you are applying for*

* Name of the country you are applying from

* Nominating Agency you are applying through

What are you applying for?

5. 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 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.

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form Save and Exit Spell Check Exit Back Next

Accessibility Help Graces Help

Section One: Personal Information

Application Details
Personal Information
Career To Date
Career To Date - cont.
Career To Date - cont.
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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

Are you?

Will your spouse accompany you to the UK?

Do you have children?

Your address for correspondence

Country for correspondence about this application

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.

[ACCESSIBILITY HELP](#) [GENERAL HELP](#)

SECTION TWO: YOUR CAREER TO DATE

Application Details

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

References

Proposed Study

Proposed Study - cont.

Home Country Benefit

Country you are applying from

* Please confirm the country of your Nominating Agency is

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

2. You must confirm that you have entered **UNITED KINGDOM** as the country of your Nominating Agency

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United Kingdom

Application for a Commonwealth Scholarship

 COMMONWEALTH SCHOLARSHIPS

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SECTION TWO: YOUR CAREER TO DATE

Application Details

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

References

Proposed Study

Proposed Study - cont.

Home Country Benefit

Country you are applying from

* Please confirm the country of your Nominating Agency is

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

3. 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.

The screenshot shows the 'Add Table Row' form for a Commonwealth Scholarship application. The form is titled 'Add Table Row' and is part of the 'Application for a Commonwealth Scholarship' interface. The form includes the following fields:

- * Country of Institution: A dropdown menu.
- * Name of Institution: A text input field with a red question mark icon.
- Dates Attended:
 - * From: A date picker with Day, Month, and Year dropdowns.
 - To: A date picker with Day, Month, and Year dropdowns.
 - To present: A checkbox.
- * Subject: A text input field.
- Language of Instruction: A text input field.
- Qualifications Awarded: A dropdown menu.
- Class of Award: A dropdown menu.
- Date of Award: A date picker with Day, Month, and Year dropdowns.
- Awarding Body: A text input field.

At the bottom right of the form, there are 'OK' and 'Cancel' buttons. Below the form, there is a section for 'Publications' with instructions and examples.

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

insert a new row edit the row delete the row



4. 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.

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

Section Two: Your Career To Date

2.1 Educational Background

Please list all undergraduate and postgraduate university qualifications obtained. Do not include pre-university qualifications.

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

Add

* 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							

Academic distinctions or prizes

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 the author(s) of publications, author(s) and year. If the author(s) do not appear in the title of the book, include the title of the book.

5. Question c:

This is a free-text field.

6. **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

Digital object identifier (doi)/Web Address

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

[Accessibility Help](#)

SECTION TWO: YOUR CAREER TO DATE - CONT.

Application Details

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Career To Date - cont.

Career To Date - cont.

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Proposed Study - cont.

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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
<input type="button" value="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 Institution of Mechanical Engineers.
Do not include university qualifications

Qualification	Date Awarded	Awarding Body	Other Information
<input type="button" value="Add..."/>			

2.3 Personal Statement

Please supply a personal statement, of no more than 500 words, that summarises the ways in which your personal background has encouraged you to want to make a contribution to development in your country. You should indicate areas in which you have already contributed, such as in overcoming any personal or community barriers to higher education ([See Note 8](#))

8. 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 (input field with '20' and a calendar icon)
 - To: Day (dropdown), Month (dropdown), Year (input field with '20' and a calendar icon)
 - To present:
- * Country:
- * Name of Employer:
- Job Title:
- Main Responsibilities:

Buttons for 'OK' and 'Cancel' are located at the bottom right of the form.

9. 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 (input field with '20' and a calendar icon)
- Awarding Body:
- Other information:

Buttons for 'OK' and 'Cancel' are located at the bottom right of the form.

10. Complete the free-text *Personal Statement* field

2.3 Personal Statement

Please supply a personal statement, of no more than 500 words, that summarises the ways in which your personal background has encouraged you to want to make a contribution to development in your country. You should indicate areas in which you have already contributed, such as in overcoming any personal or community barriers to higher education ([See Note 8](#))



2.4 Voluntary and Leadership Experience

Please summarise the ways in which you have engaged in voluntary activities and the opportunities you have had to demonstrate leadership (up to 500 words)

11. Complete the free-text *Voluntary and Leadership Experience* field

12. Click on **Next**. This takes you to the *Other Information* page

13. Complete the *Other Information* page

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

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SECTION TWO: YOUR CAREER TO DATE - CONT.

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- Career To Date - cont.
- Career To Date - cont.**
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- Proposed Study - cont.
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2.5 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

Good Average Poor

Good Average Poor

Good Average Poor

Please note that evidence of a minimum IELTS score of 6.5 with no less than 5.5 in each band may be required to obtain a UK visa

* b. Have you either been nominated by your agency/home institution for a Commonwealth Scholarship or applied directly to the Commonwealth Scholarship Commission for one before?
 Yes No

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14. 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.

Application for a Commonwealth Scholarship

Section Title: References

Application Details

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Career To Date -cont:

Career To Date -cont:

References

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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 to this step.

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.

Application for a Commonwealth Scholarship

Section Title: References

Application Details

Personal Information

Career To Date

Career To Date -cont:

Career To Date -cont:

References

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Submission

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

References

* 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

Print Form Save and Exit Spell Check Exit << 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

E. PROPOSED STUDY

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

SECTION FOUR: PROPOSED STUDY IN THE UK

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

Application Details

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

References

Proposed Study

Proposed Study - cont.

Home Country Benefit

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Submission

Proposed Study In The UK - Split-Site Awards Only

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

Make sure that on the 1st page the Country you are applying from is *United Kingdom* and the Nominating Agency you are applying through is *Split-site Scholarships*

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

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
<input checked="" type="checkbox"/>	Home			
<input checked="" type="checkbox"/>	UK			

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

2. Click on **Add** to enter the details of your preferred institution of study. The *Add Table Row* pop-up will open. Fill in the details. Click on **OK** to return to the *Proposed Study In The UK* page.

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

SECTION FOUR: PROPOSED STUDY IN THE UK

Proposed Study In The UK - Split-Site Awards Only

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

Make sure that on the 1st page the Country you are applying from is *United Kingdom* and the Nominating Agency you are applying through is *Split-site Scholarships*

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

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

	Home/UK	Institution	Supervisor	Supervisor's email address
<input checked="" type="checkbox"/>	UK			

3. Fill in the rest of the page

4. The remainder of *Proposed Study* section is on the next page

SECTION FOUR: PROPOSED STUDY IN THE UK - CONT.

- Application Details
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- Career To Date
- Career To Date - cont.
- Career To Date - cont.
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Proposed Study In The UK - Split-Site Awards Only

4.1 Detailed Plan of Study

* Although the Selection Panel 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).

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

F. HOME COUNTRY BENEFIT

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

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London, WC1H 9HF
United Kingdom

Application for a Commonwealth Scholarship



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Print Form Save and Exit Spell Check Exit << Back

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

SECTION FIVE: BENEFIT TO YOUR HOME COUNTRY

- Application Details
- Personal Information
- Career To Date
- Career To Date - cont.
- Career To Date - cont.
- References
- Proposed Study
- Proposed Study - cont.
- Home Country Benefit**
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5.1 Subject Themes

* Which CSC theme are you applying under?

5.2 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 Scholarship. You 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, and how it relates to your chosen theme. Please say how, on your return, you will apply your new skills and qualifications and describe the outcomes that you hope to achieve and the timeframe for their implementation. 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 and describe a typical potential beneficiary from the study/research (up to 500 words)

2. You must select one of the Subject Themes from the drop-down list

Word Count: 0

5.3 The Sustainable Development Goals

Please select **up to three** Sustainable Development Goals that you feel best relate to your future development impact, with the first being the one that is *most* relevant

First Sustainable Development Goal

Second Sustainable Development Goal

Third Sustainable Development Goal

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

3. Complete the section *Benefit to Your Home Country*
4. Select up to 3 Sustainable Development Goals from the drop-down lists

5.3 The Sustainable Development Goals

Please select **up to three** Sustainable Development Goals that you feel best relate to your future development impact, with the first being the one that is *most* relevant

First Sustainable Development Goal

Second Sustainable Development Goal

Third Sustainable Development Goal

- Goal 1: No Poverty
- Goal 2: Zero Hunger
- Goal 3: Good Health and Well-being
- Goal 4: Quality Education
- Goal 5: Gender Equality
- Goal 6: Clean Water and Sanitation
- Goal 7: Affordable and Clean Energy
- Goal 8: Decent Work and Economic Growth
- Goal 9: Industry, Innovation and Infrastructure
- Goal 10: Reduced Inequalities
- Goal 11: Sustainable Cities and Communities
- Goal 12: Responsible Consumption and Production
- Goal 13: Climate Action
- Goal 14: Life Below Water
- Goal 15: Life on Land
- Goal 16: Peace, Justice and Strong Institutions
- Goal 17: Partnerships for the Goals

Next >>

Word Count 0

5.3 The Sustainable Development Goals

Please select **up to three** Sustainable Development Goals that you feel best relate to your future development impact, with the first being the one that is *most* relevant

First Sustainable Development Goal

Second Sustainable Development Goal

Third Sustainable Development Goal

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

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

Note that Section 6 (not listed) is reserved for supporting statements from your Potential Supervisors

G. FUTURE CAREER

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

The screenshot shows the 'Application for a Commonwealth Scholarship' website. The page title is 'Application for a Commonwealth Scholarship'. The navigation bar includes 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', '< Back', and 'Next >'. The main content area is titled 'SECTION SEVEN: FUTURE CAREER PLANS' and 'Future Career Plans'. The instructions state: '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.' There are three text input fields: 'Objectives during the award', 'Career plans in the 5 years following the award', and 'Long-term career plans'. The left sidebar menu includes 'Application Details', 'Personal Information', 'Career Title', 'Career Title - cont.', 'References', 'Proposed Study', 'Home Country Benefit', 'Future Career', 'Attachments', 'Checklist', and 'Submission'. The 'Future Career' option is highlighted. At the bottom right, there are buttons for 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', '< Back', and 'Next >'.

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

H. 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

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

Application for a Commonwealth Scholarship



[Contact Us](#)

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

Supporting Documentation

Your EAS identification number is 436571

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
Make sure that the size of the Passport Page is at least 12 kB; if not, it will be unreadable

Pages of Passport showing Photograph, Date of Birth and Citizenship

Attached [Attach](#)

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

Attached [Attach](#)

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

Attached [Attach](#)

Offer of a place at a UK university

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
3. Make sure that the size of the Passport Page is at least 12 kB; if not, it will be unreadable

Add Attachment

Choose the file to attach:

[Choose File](#) no file selected

Files must not be larger than 2 MB.

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

- 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.**

ATTACHMENTS

File 'ELCert.pdf' attached successfully.

Supporting Documentation

Your EAS identification number is 436519

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
Make sure that the size of the Passport Page is at least 12 kB; if not, it will be unreadable

Pages of Passport showing Photograph, Date of Birth and Citizenship
Attached Retrieve Delete

University / College transcript(s) certified by the awarding body
Attached Retrieve Delete

University / College certificate(s) certified by the awarding body
Attached Retrieve Delete

Offer of a place at a UK university
Attached Attach

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

- Click on **Next** to go to the next section

I. CHECKLIST

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

CHECKLIST

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

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.

The Commission will take any false declaration very seriously and will withdraw a scholarship where it has evidence of a false declaration.

Checklist and confirmation

Please tick all applicable boxes

I have read and understood the 'Notes for candidates'

I have read and understood the Terms and Conditions

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 ?

Neither I nor my family have sufficient funds to pay for my study in the United Kingdom without this scholarship

* 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

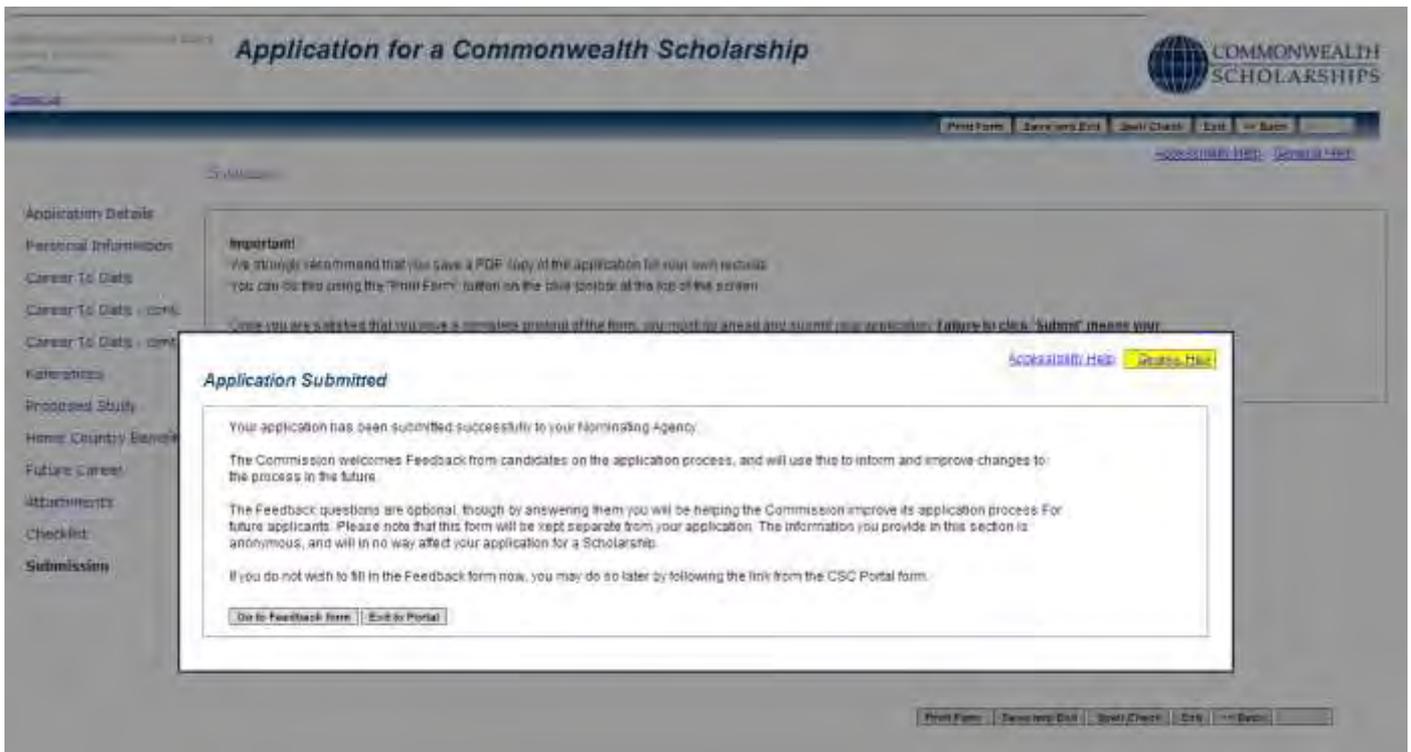
2. Click on **Next** to go to the next section.

J. SUBMISSION

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**.

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
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 & 3 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

The screenshot shows the 'Applicant's Portal' interface. At the top, there are navigation links for 'Log Off' and 'My Details'. Below this, there are buttons for 'View Existing Applications', 'Start New Application', and 'Feedback'. A 'Refresh' button is also present. On the right side, there is a 'Show 20 records per page' option. The main content area is titled 'Submitted Forms In Process:' and displays a table with 8 columns: ID, Originated, Type, Stage, Now With, Since, Received So Far, and Form. There are 2 records listed in the table.

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 16:02	References: 0 of 2	View Form

Page 1 of 1 Records (2 of 2)

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.

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

Application for a Commonwealth Scholarship



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Print Form Save and Exit Spell Check Exit Next >>

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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

As you complete this form, you are strongly advised to read the 'Notes for candidates' and the Scholarship Terms and Conditions <http://cscuk.dfid.gov.uk/apply/>, which give further advice and outline the eligibility criteria.

Important: This form must be completed and submitted to your Nominating Agency by **08 February 2018**

Applying for Split-site Doctoral studies

If you are applying for Split-site Doctoral studies, you must enter **UNITED KINGDOM** as the *Name of the country you are applying from* and **Split-site Scholarships** as the *Nominating Agency you are applying through* and **Split-Site study** as the *award you are applying for*

* 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.

The screenshot shows the 'Application for a Commonwealth Scholarship' web form, specifically the 'References' section. The page title is 'Application for a Commonwealth Scholarship' and the Commonwealth Scholarships logo is in the top right. The navigation bar includes 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', '< Back', and 'Next >'. The left sidebar lists various application sections: 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, and Checklist. The main content area is titled 'SECTION THREE: REFERENCES' and 'References'. It contains instructions: '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 help for questions on this page.' Below this is a table with columns: Name, Job Title, Organisation, Email Address, Phone, Fax, Change Email, and Resend Email. The table lists three referees: John Smith (Manager, Work), David Jones (Manager, Work Two), and William Cooper (Manager, Work Three). Each row has a 'Change' link in the 'Change Email' column and a 'Resend' link in the 'Resend Email' column. Below the table are two consent questions: 'Do you consent to your application form being visible to these referees?' and 'Do you consent to your referees and potential superiors (if relevant) receiving an email saying whether or not you have been successful in obtaining an award?'. At the bottom of the page are navigation buttons: 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', '< Back', and 'Next >'. There are also links for 'Accessibility Help' and 'General Help'.

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.

The screenshot shows the same 'Application for a Commonwealth Scholarship' web form, but with a pop-up window titled 'Edit referee email address for John Smith' open. The pop-up window contains the following text: 'IMPORTANT: Be careful to supply the correct email address, otherwise you will have to ask the referee to send the reference on headed paper.' Below this are two input fields: '* Email Address' and '* Repeat email address'. At the bottom of the pop-up are 'OK' and 'Cancel' buttons. The background shows the same 'References' section as the previous screenshot, but the 'Change' link for John Smith is highlighted. The navigation bar and sidebar are also visible.

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

The screenshot shows the 'Application for a Commonwealth Scholarship' interface. The 'References' section contains a table with the following data:

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

A pop-up dialog box titled 'Application for a Commonwealth Scholarship' is displayed in the foreground. It contains the text: 'Are you sure you wish to resend the details to this Referee?' and has 'OK' and 'Cancel' buttons at the bottom right.

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

The screenshot shows the same 'Application for a Commonwealth Scholarship' interface. The 'References' table now includes a third entry:

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

An 'Info' pop-up dialog box is displayed in the foreground. It contains the text: 'Your referee has been emailed with the appropriate details' and has an 'OK' button at the bottom right.

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.scholarships@cscuk.org.uk

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

1. the reference is sent directly to references.scholarships@cscuk.org.uk from the same email address to which the invitation to submit a reference was sent via the EAS
2. the reference is less than 2 MB in size
3. 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 personal information.

Version: 1.0.0 (2017-01-01) | Code: CSC-1.0.0 | Date: 2017-01-01

CSC Self Registration Form



Cancel [] Next >

Basic Details
Extra Details

BASIC 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"/>

Cancel [] Next >

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

Home Page CSC Self-Registration Form

COMMONWEALTH SCHOLARSHIPS

Submit New Details Cancel Back

EXTRA DETAILS

Basic Details
Extra Details

Nationality / Citizenship [dropdown] [help]

Do you hold a second Nationality / Citizenship? Yes No

Place of birth [text]

Country of residence [dropdown]

How many years have you lived in this country? [text]

Sex Male Female Other

Date of birth [dropdown] [dropdown] [dropdown] Year: 1980 [dropdown]

Religion [dropdown]

Ethnicity [dropdown]

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

Marital Status Single Married Partner

How many children would accompany you, if any? [text]

Please state their ages [text]

Emergency contact [text]

Relationship [text]

Telephone [text]

E-mail [text]

Father's nationality [dropdown]

Is your father: Pre-retirement Retired Deceased

Father's occupation [dropdown]

Mother's nationality [dropdown]

Is your mother: Pre-retirement Retired Deceased

Mother's occupation [dropdown]

Submit New Details Cancel Back

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