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

Log On/Register

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

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

3. If you have not used the Electronic Application System (EAS) before, click on **Register New User**. This takes you to the *Basic Details* page. Fill in the form.
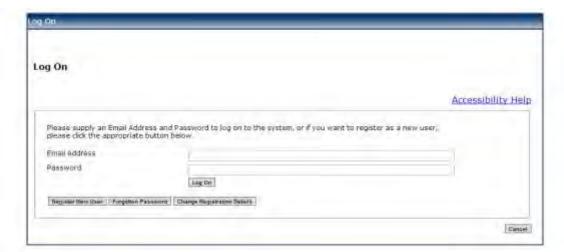
Fields with asterisks (*) are mandatory and must be completed.

Passwords must be a minimum of 8 characters, and must include upper and lower case letters as well as at least 1 number.

CSC Self Registration Form

COMMONWEALTH SCHOLARSHIPS

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

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

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

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

Apply for a Scholarship

1. After you have logged in or registered, click on the **Start New Application** tab to begin your application for a Scholarship.

2. Click on the arrow at the right hand end of *Select Programme Type* to select 'Scholarship'. Click on **Start Application** to move to the next section.

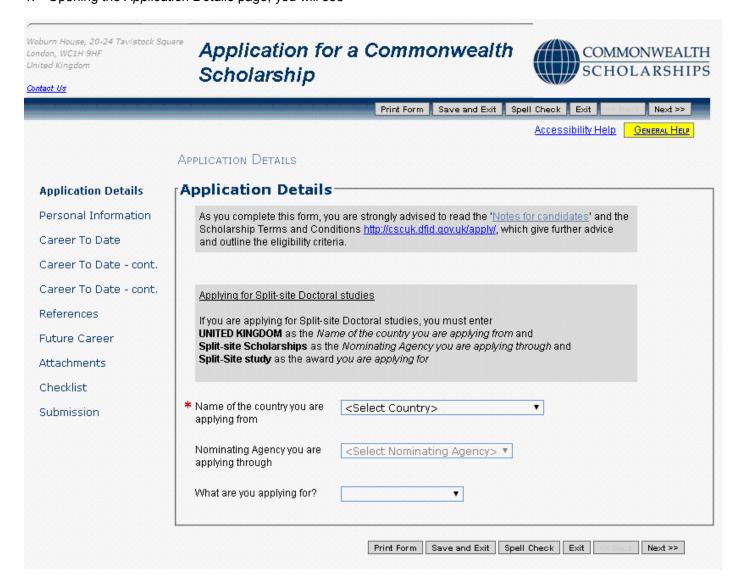If you click on HELP or ? on any page, the **Notes for Candidates** will open.

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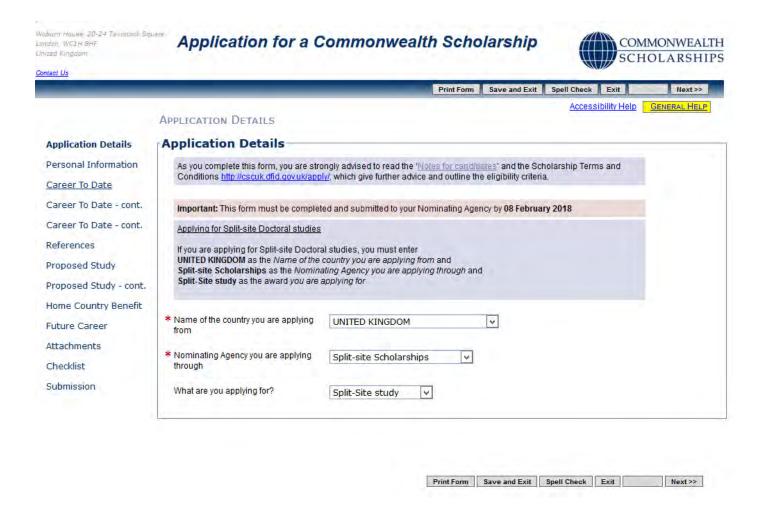
A. APPLICATION DETAILS

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

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.

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.

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

C. CAREER TO DATE

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

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

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 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.

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

OK   Cancel

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

Accessibility Help   GENERAL HELP

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

Proposed Study - cont.

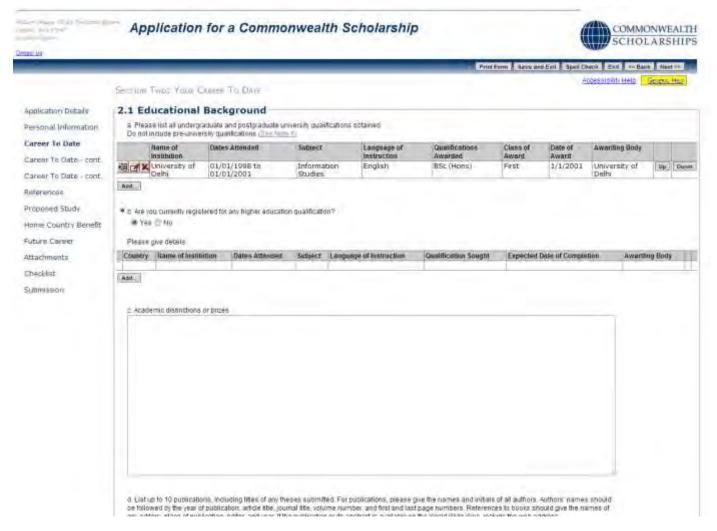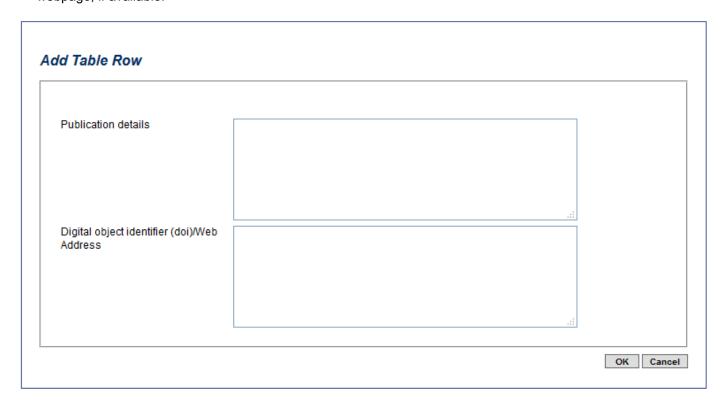Home Country Benefit

Future Career

Attachments

Checklist

Submission

2.2 Professional Record

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

Date(s)	Country	Name of Employer	Title	Main Responsibilities		

Add...

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		

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.

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.

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

Application for a Commonwealth Scholarship

COMMONWEALTH
SCHOLARSHIPS

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

Accessibility Help | GENERAL HELP

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

Proposed Study - cont.

Home Country Benefit

Future Career

Attachments

Checklist

Submission

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

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

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.

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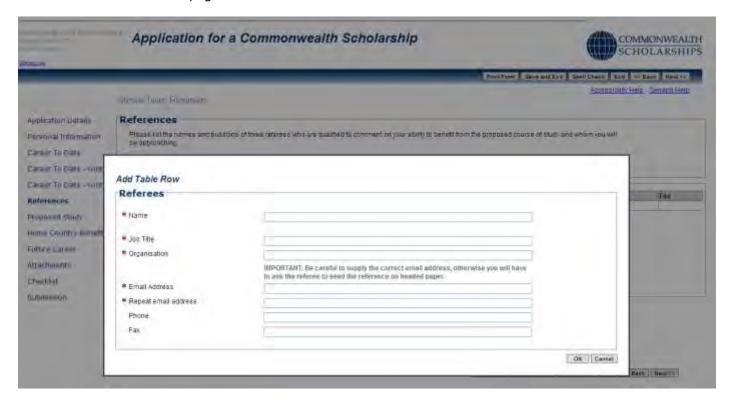

3. When you submit your application:
   a. each Referee will automatically be sent an email, containing a link to your application and inviting them to complete their reference online
   b. you will not be able to see the references, but you will be able to see in your *In Tray* which Referees have completed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

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

Application Details	**Proposed Study In The UK - Split-Site Awards Only**
Personal Information	Please read Notes 9 and 10 before completing this section.
Career To Date	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*
Career To Date - cont.	
Career To Date - cont.	**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
References	
Proposed Study	
Proposed Study - cont.	Award will be undertaken as follows *(please choose one option and give dates)*
Home Country Benefit	○ One period of 12 months
Future Career	○ Two periods of 6 months
Attachments	○ Other (subject to agreement by the Commission - please specify)
Checklist	
Submission	**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 >>]

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.

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]

3. Fill in the rest of the page

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

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

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.

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

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

k   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   Goal 13: Climate Action

Second Sustainable Development Goal   Goal 6: Clean Water and Sanitation

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.
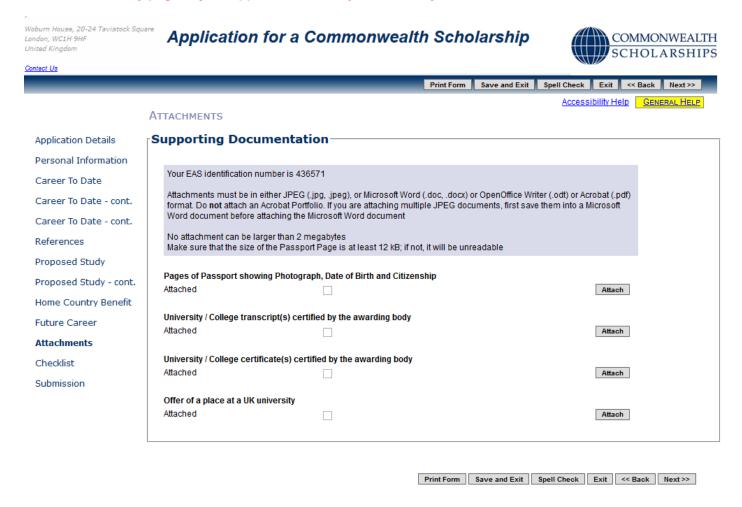

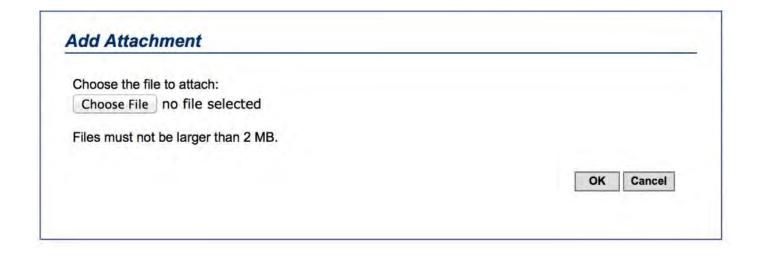2. Click on **Next** to go to the next section.

H. **ATTACHMENTS**

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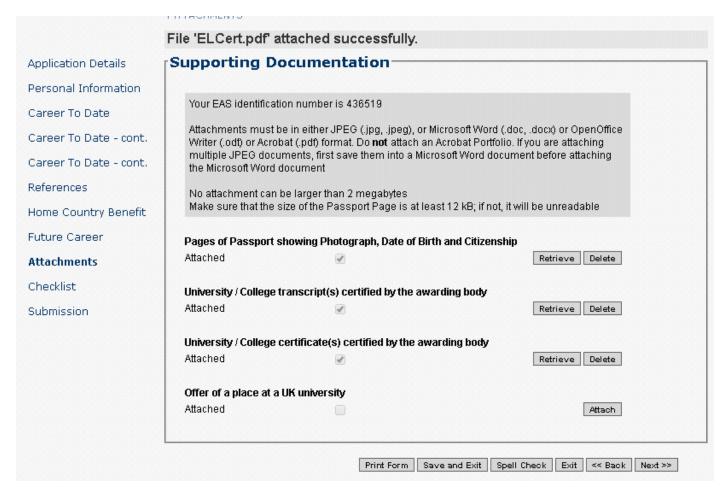
   This is the only page in your application where you can find your EAS identification number

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

4. 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.

5. It is important that you check that these files have been attached correctly by clicking on the **Retrieve** button for each one.

File 'ELCert.pdf' attached successfully.

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

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 >>]

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

.

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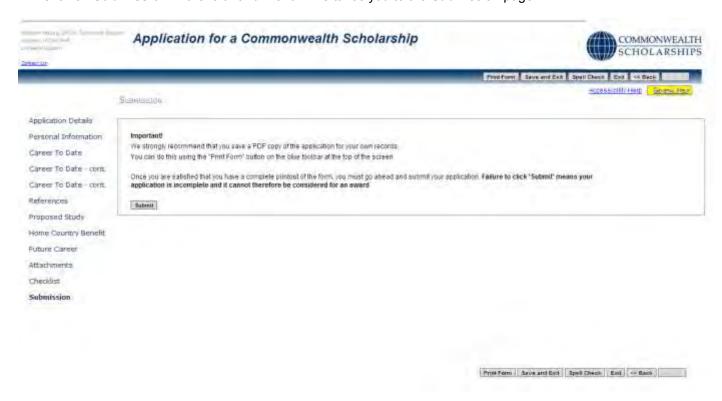
1. Click on **Checklist** in the left hand menu. This takes you to the *Checklist and Confirmation* page.

CHECKLIST

Checklist and Confirmation

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

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 ____ 📅

Print Form | Save and Exit | Spell Check | Exit | << Back | Next >>
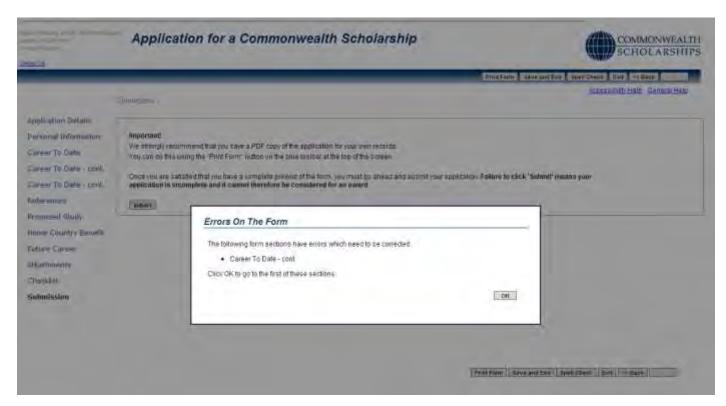
2. Click on **Next** to go to the next section.
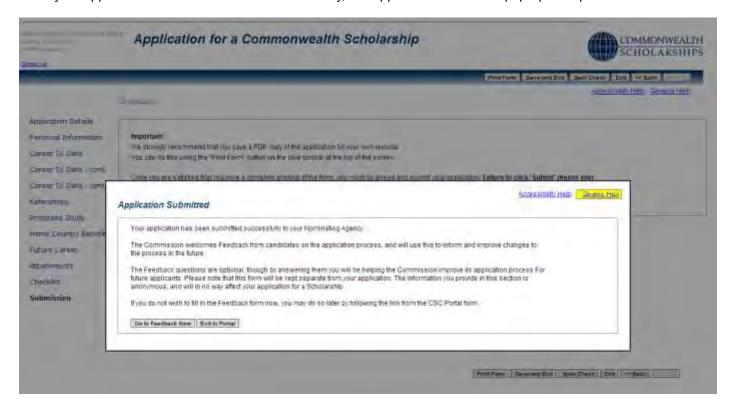
J. SUBMISSION

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.

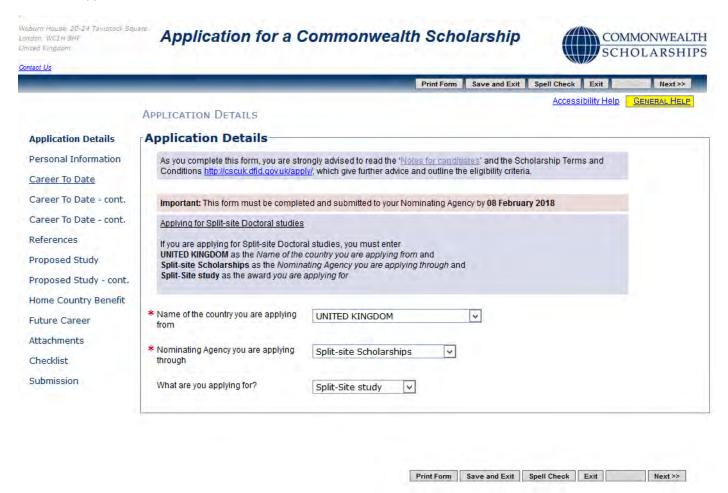6. Click on **Exit to Portal** to return to the *In Tray*.

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 &_ 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

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
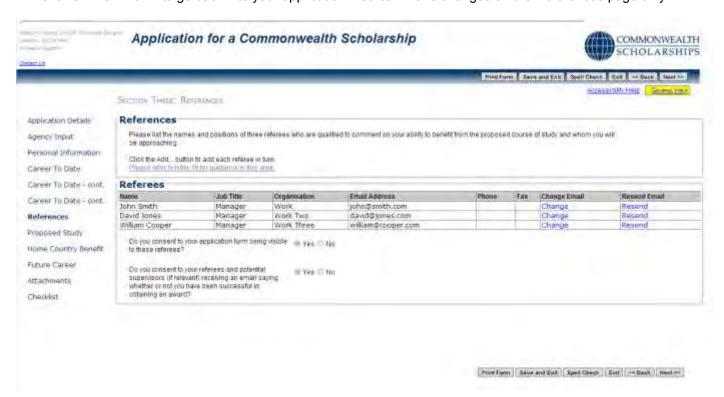
A. CONTINUE WITH SAVED APPLICATION

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

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

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

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

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

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

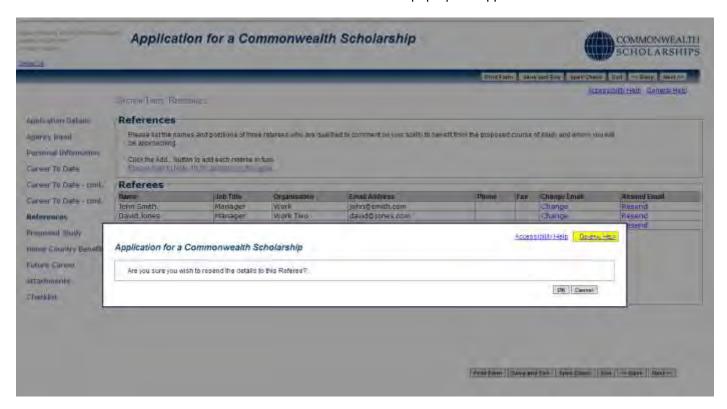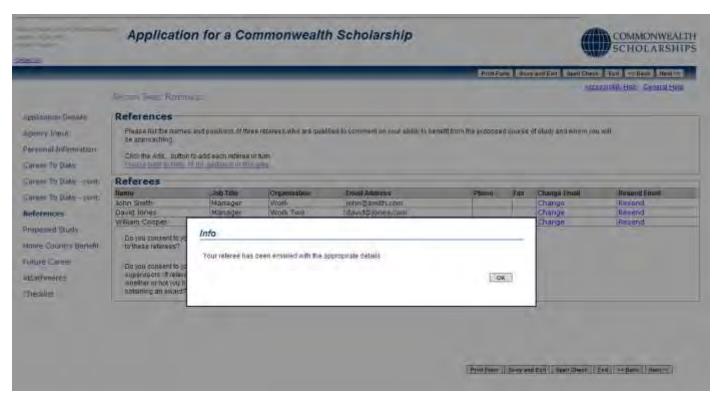If one of your Referees has difficulty submitting their reference using the online form, you should ask them to send a signed reference, preferably on headed paper, scanned in PDF format as an attachment to an email to references.scholarships@cscuk.org.uk

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
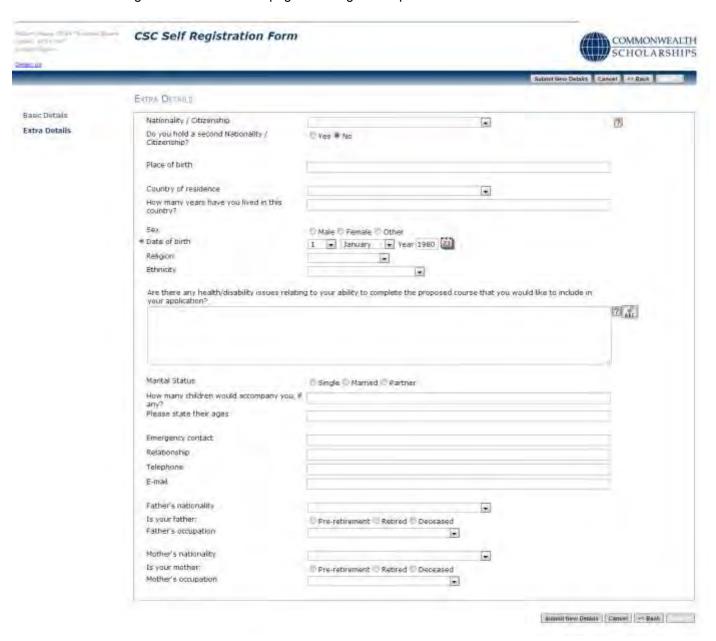
There is no deadline in the EAS for referees

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.

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

CSC Self Registration Form

COMMONWEALTH
SCHOLARSHIPS

Submit New Details | Cancel | << Back

EXTRA DETAILS

Basic Details
Extra Details

Nationality / Citizenship	[dropdown]
Do you hold a second Nationality / Citizenship?	○ Yes ● No
Place of birth	[text field]
Country of residence	[dropdown]
How many years have you lived in this country?	[text field]
Sex	○ Male ○ Female ○ Other
* Date of birth	1 [▼] January [▼] Year 1980
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 area]

Marital Status	○ Single ○ Married ○ Partner
How many children would accompany you, if any?	[text field]
Please state their ages	[text field]
Emergency contact	[text field]
Relationship	[text field]
Telephone	[text field]
E-mail	[text field]
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.