

Applicants: How to apply for a Commonwealth PhD Scholarship

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Log On/Register

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



The screenshot shows the homepage of the Electronic Application System (EAS). 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 sub-heading "Log On". There is a link for "Accessibility Help". 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 option below." There are two input fields: "Email Address" and "Password". Below them is a "Log On" button. At the bottom, there are three buttons: "Register New User", "Forgot Password", and "Change Application Status". A "Cancel" button is at the bottom right.

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.



The screenshot shows the "CSC Self Registration Form". The title is "CSC Self Registration Form" and the Commonwealth Scholarships logo is at the top right. The form is titled "BASIC DETAILS" and has a sidebar with "Basic Details" and "Extra Details". The form fields are: "E-mail Address", "Please enter a password", "Please re-enter your password", "Title" (dropdown), "Given Names", "Surname", "Your address for correspondence", "Country for correspondence about this application" (dropdown), "Telephone", "Permanent address (if different)", "Permanent Country (if different)" (dropdown), "Permanent E-mail (if different from above)", "Permanent Telephone", and "Mobile number". There are "Cancel" and "Next >>" buttons at the bottom right.

- 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.

CSC Self Registration Form

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Submit Registration Cancel < Back

EXTRA DETAILS

Basic Details
Extra Details

Nationality / Citizenship [Dropdown] ?

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: Day [Dropdown] Month [Dropdown] Year [Text]

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] ?

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 Registration Cancel < Back

- 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 'Log Off | My Details'. Below this, there are three tabs: 'New Existing Applications', 'Start New Application', and 'Feedback'. The 'Start New Application' tab is active. Underneath, 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. On the *Application Details* page, select the name of the country from which you are applying.

http://cscuk.dfid.gov.uk/apply/, which give further advice and outline the eligibility criteria.' Below this is a section titled 'Applying for Split-site Doctoral studies' with instructions: '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'. There are three dropdown menus: '* Name of the country you are applying from' (set to '<Select Country>'), 'Nominating Agency you are applying through' (set to '<Select Nominating Agency>'), and 'What are you applying for?' (set to '<Select>'). A bottom navigation bar contains buttons for 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', and 'Next >>'."/>

2. Select the name of the Nominating Agency through which you are applying.
3. Select the type of Scholarship for which you are applying: 'Doctoral'. The deadline for submitting your application to your Nominating Agency will then be highlighted.

http://cscuk.dfid.gov.uk/apply/, which give further advice and outline the eligibility criteria.' Below this is a highlighted box with the text: 'Important: This form must be completed and submitted to your Nominating Agency by 08 February 2018'. Below that is a section titled 'Applying for Split-site Doctoral studies' with instructions: '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'. There are three dropdown menus: '* Name of the country you are applying from' (set to 'UGANDA'), '* Nominating Agency you are applying through' (set to 'UGANDA Ministry of Education and Sports'), and 'What are you applying for?' (set to 'Doctoral'). A bottom navigation bar contains buttons for 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', '<< Back', and 'Next >>'."/>

4. 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

Accessible Help Grasp 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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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 (if 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.

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form Save and Exit Spell Check Edit Back Next

Section Two: Your Career To Date

2.1 Educational Background

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

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

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

c. Academic distinctions or prizes

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

Examples

- Soler A, Wasserman SL, 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: 987-90
- Csler AG (1976) Complement: mechanisms and functions. Englewood Cliffs: Prentice-Hall

Publication details	Web address
Add New	

Print Form Save and Exit Spell Check Edit 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.

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

Print Form | Download Form | Spell Check | Add | Go Back | Back

Account Help | General Help

Screen Lock | Your Location | Date

Application Details

Personal Information

Career To Date

Career To Date - cont

Career To Date - cont

References

Proposed Study

Home Country Benefit

Future Career

Attachments

Checklist

Submission

Add Table Row

* Country of Institution: [Dropdown]

* Name of Institution: [Text]

Dates Attended

* From: Day [Dropdown] Month [Dropdown] Year [Year]

To: Day [Dropdown] Month [Dropdown] Year [Year]

To present: [Icon]

* Subject: [Text]

Language of Instruction: [Text]

Qualifications Awarded: [Dropdown]

Class of Award: [Dropdown]

Date of Award: Day [Dropdown] Month [Dropdown] Year [Year]

Awarding Body: [Text]

OK Cancel

a. List up to 10 publications, including titles of any theses submitted. For publications, please give the names and initials of all authors. Author 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:

- Soler A, Wasserman B, Austin KF (1975) Cold urethane release into the circulation of histamine and acetylcholinesterase inhibitors during cold challenge. *New England Journal of Medicine* 294: 667-69.
- Dahl AG (1976) Complement, psychoneurosis and fibrosis. *Edgewood Cliffs: Prentice-Hall*

Citation 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.

The screenshot shows the 'Application for a Commonwealth Scholarship' web interface. The main heading is 'Section Two: Your Career To Date' and the sub-section is '2.1 Educational Background'. The form includes a table for listing qualifications and a section for academic distinctions or prizes.

2.1 Educational Background

Please list all undergraduate and postgraduate university qualifications obtained. Do not include pre-university qualifications (See Note 9)

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

* 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

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 the author(s), editor, publisher, title and location of the publisher or distributor as the above data items include the name of the publisher.

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.

The 'Add Table Row' pop-up form contains two text input fields:

- Publication details**: A large text area for entering the title and other details of the publication.
- Digital object identifier (doi)/Web Address**: A text field for entering a DOI or a web address.

Buttons for **OK** and **Cancel** are located at the bottom right of the pop-up.

6. 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

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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
<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](#))

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.

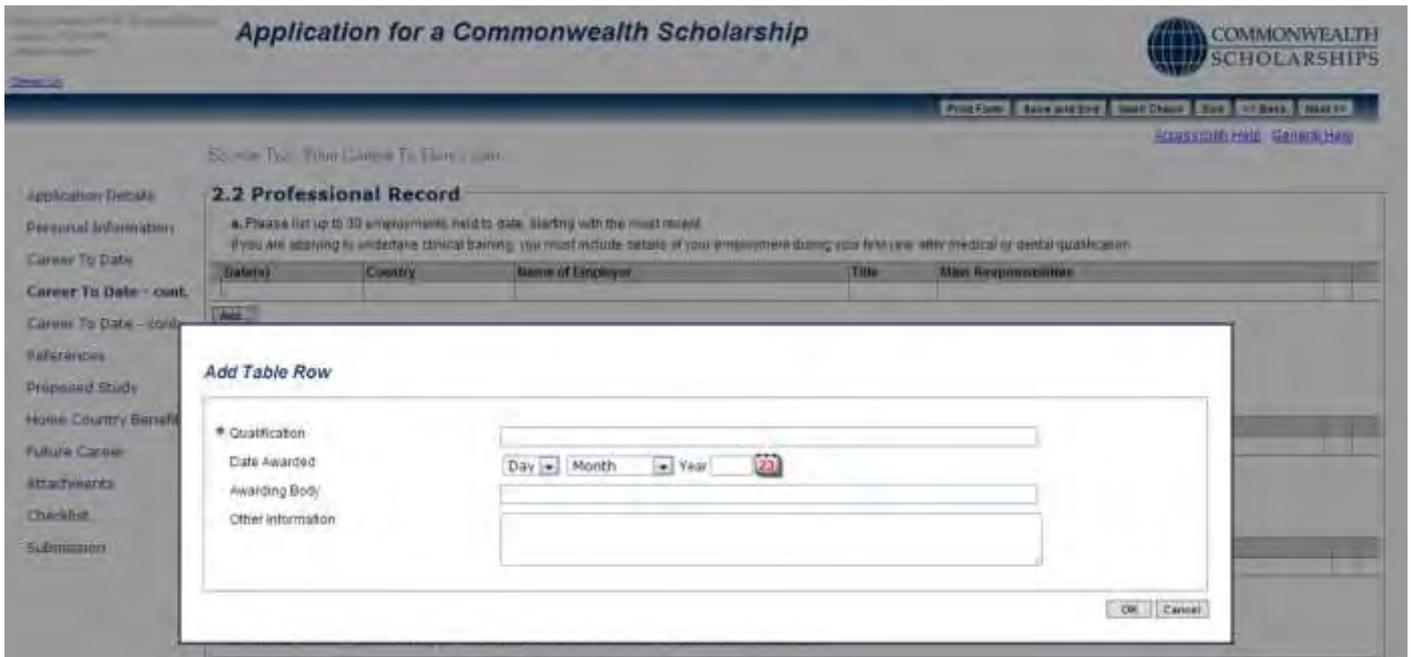
The screenshot shows the 'Add Table Row' pop-up window over the '2.2 Professional Record' section. The pop-up contains the following fields:

- Dates:**
 - * From: Day (dropdown), Month (dropdown), Year (dropdown with '23' selected)
 - To: Day (dropdown), Month (dropdown), Year (dropdown with '20' selected)
 - To present:
- * Country:
- * Name of Employer:
- Job Title:
- Main Responsibilities:

Buttons for 'OK' and 'Cancel' are at the bottom right of the pop-up.

8. Question b:

Click on **Add** to enter details of a professional qualification. The *Add Table Row* pop-up will open. Fill in the form. Click **OK** to return to the *Professional Record* page. You can add up to 5 professional qualifications.



9. Fill in the *Personal Statement* and *Voluntary and Leadership Experience* sections.

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)

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

[Contact Us](#)

[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
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- 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

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

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

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

Please note that evidence of a minimum IELTS score of 6.5 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

11. Complete the *Other Information* page

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.

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 10 for guidance on 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.

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.

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

SECTION FOUR: PROPOSED STUDY IN THE UK

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

Proposed Study In The UK - Research Degrees Only

(UK Registered PhDs/DPHils and Research Master's)

[Please read Notes 9 and 10 before completing this section.](#)
You should note that this section will form the basis of any submission to your chosen institution(s).

Proposed qualification

Proposed length of stay

Subject or field of study

Proposed date of commencement Day Month Year 

Institution of study
You are recommended to propose a choice of three institutions. If you wish, you can propose one institution for a 4-year PhD but this must be in a recognised *Doctoral Training Centre*. You should research your option thoroughly and justify the added value of this above a 3-year PhD. As the CSC will only fund a small number of 4-year PhDs, if you do choose this option you are strongly advised to also propose at least one 3-year PhD option. The CSC will make the final decision on institution of study, and reserves the right to overrule any preferences indicated by the candidate.

PhD candidates must name the intended supervisor at each institution. **Unless there is at least one supporting statement from a UK Supervisor, a PhD application will not be considered eligible for an award**

You must list the institutions in order of preference

Preferred Institution of Study	Supervisor	Supervisor's email address
<input type="button" value="Add..."/>		

4.1 What factors led you to choose the above institutions? (100 words maximum)

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. You can enter up to three preferred institutions of study.

least one supporting statement from a UK Supervisor, a PhD application will not be

Add Table Row

* Preferred Institution of Study

* Supervisor's Name

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

Word Count: 0

3. Fill in the rest of the page

4.1 What factors led you to choose the above institutions? (100 words maximum)

Word Count: 0

4.2 The Selection Panel will pay particular attention to contact you have had with institutions listed above. Please indicate details of any applications submitted, or acceptances obtained.

4.3 Would you be willing to consider any alternative institution, if recommended by the Commission? ([See Note 14](#))

Yes No 

* 4.4 Has the following plan of study been discussed with, or produced in conjunction with, any prospective supervisor or host institution in the UK?

Yes No

4.5 Detailed Plan of Study

You should describe clearly your research question, the methodology that you will use and the potential significance of the study to your discipline. You should also justify why you want to study at each of the institutions and with the supervisor(s) listed in your application. Although the Selection Panel will be well informed professionals, remember that they are not likely to be specialists in your subject.

(750 words maximum)

4. 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. Select one of the Subject Themes from the dropdown list.

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

[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**
- Future Career
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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)

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 >>

2. Fill in the *Benefit to Your Home Country* section.

3. Select up to 3 Sustainable Development Goals from the dropdown 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 >>

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

Please 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. Fill in the form.

The screenshot shows the 'Application for a Commonwealth Scholarship' web interface. At the top, there is a header with the Commonwealth Scholarships logo and navigation buttons: 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', 'Go Back', and 'Next'. Below the header, the page title is 'Section Seven: FUTURE CAREER PLANS'. On the left side, there is a vertical menu with the following items: 'Application Details', 'Personal Information', 'Career Title', 'Career Title - cont.', 'Career Title - cont.', 'References', 'Proposed Study', 'Home Country Benefit', 'Future Career', 'Attachments', 'Checklist', and 'Submission'. The 'Future Career' item is highlighted. The main content area is titled 'Future Career Plans' and contains the following text: '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.' Below this text are three text input fields: 'Objectives during the award', 'Career plans in the 5 years following the award', and 'Long-term career plans'. At the bottom of the form area, there are navigation buttons: 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', 'Go Back', and 'Next'.

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

H. ATTACHMENTS

6. 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

COMMONWEALTH SCHOLARSHIPS

Contact Us

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

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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	<input type="checkbox"/>	<input type="button" value="Attach"/>
University / College transcript(s) certified by the awarding body		
Attached	<input type="checkbox"/>	<input type="button" value="Attach"/>
University / College certificate(s) certified by the awarding body		
Attached	<input type="checkbox"/>	<input type="button" value="Attach"/>
Offer of a place at a UK university		
Attached	<input type="checkbox"/>	<input type="button" value="Attach"/>

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

7. Click on **Attach** to include a scan of your passport page. This must be at least 12 KB in size, otherwise it will be unreadable. 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.

Add Attachment

Choose the file to attach:

no file selected

Files must not be larger than 2 MB.

8. 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.
9. You **must** check that each file has 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 <input checked="" type="checkbox"/>	<input type="button" value="Retrieve"/> <input type="button" value="Delete"/>
University / College transcript(s) certified by the awarding body	
Attached <input checked="" type="checkbox"/>	<input type="button" value="Retrieve"/> <input type="button" value="Delete"/>
University / College certificate(s) certified by the awarding body	
Attached <input checked="" type="checkbox"/>	<input type="button" value="Retrieve"/> <input type="button" value="Delete"/>
Offer of a place at a UK university	
Attached <input type="checkbox"/>	<input type="button" value="Attach"/>

10. 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. Fill in the form.

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

[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.

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 application is incomplete and it cannot therefore be considered for an award.

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**.

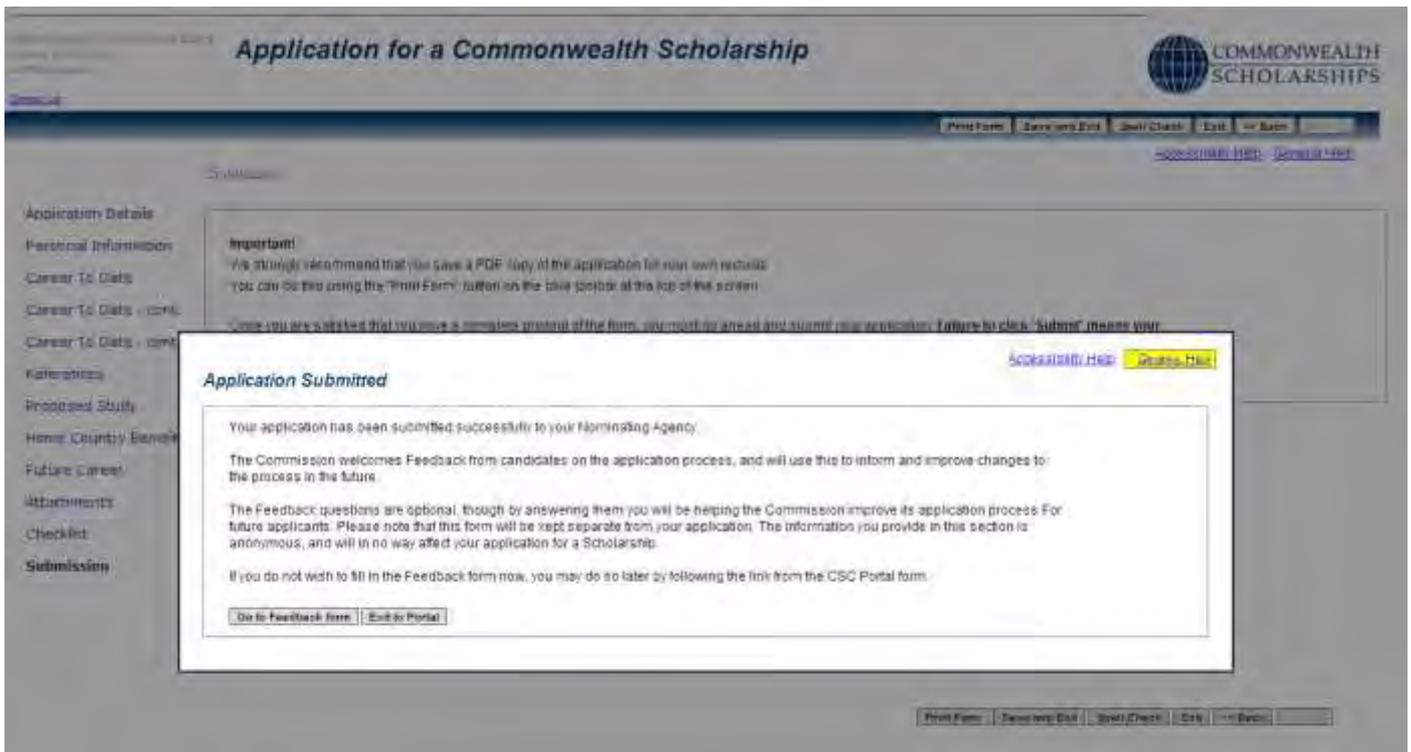
Errors On The Form

The following form sections have errors which need to be corrected.

- Career To Date - cont.

Click OK to go to the first of these sections.

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

Applicant's Portal

View Existing Applications | [Start New Application](#) | [Feedback](#) | [Log Off](#) | [My Details](#)

Search | Show 20 records per page

Submitted Forms In Process:

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

ID	Originated	Type	Stage	Now With	Since	Received So Far	Form
324219	12/Apr/16 19:43	Distance Learning Scholarship	Nominating Agency 1	University of York : Social Policy & Social Work	22/Apr/16 17:19	References: all 2	View Form
322769	07/Apr/16 14:30	Distance Learning Scholarship	Nominating Agency 1	SOAS - Financial & Management Studies	07/Apr/16 16:02	References: 0 of 2	View Form

Page 1 of 1 (Showing 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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[Accessibility Help](#) [GENERAL HELP](#)

APPLICATION DETAILS

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

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](#) [Back](#) [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.

Application for a Commonwealth Scholarship

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 on this page.](#)

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

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

Do you consent to your referees and potential supervisors (if relevant) receiving an email asking 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.

Application for a Commonwealth Scholarship

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 on this page.](#)

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:

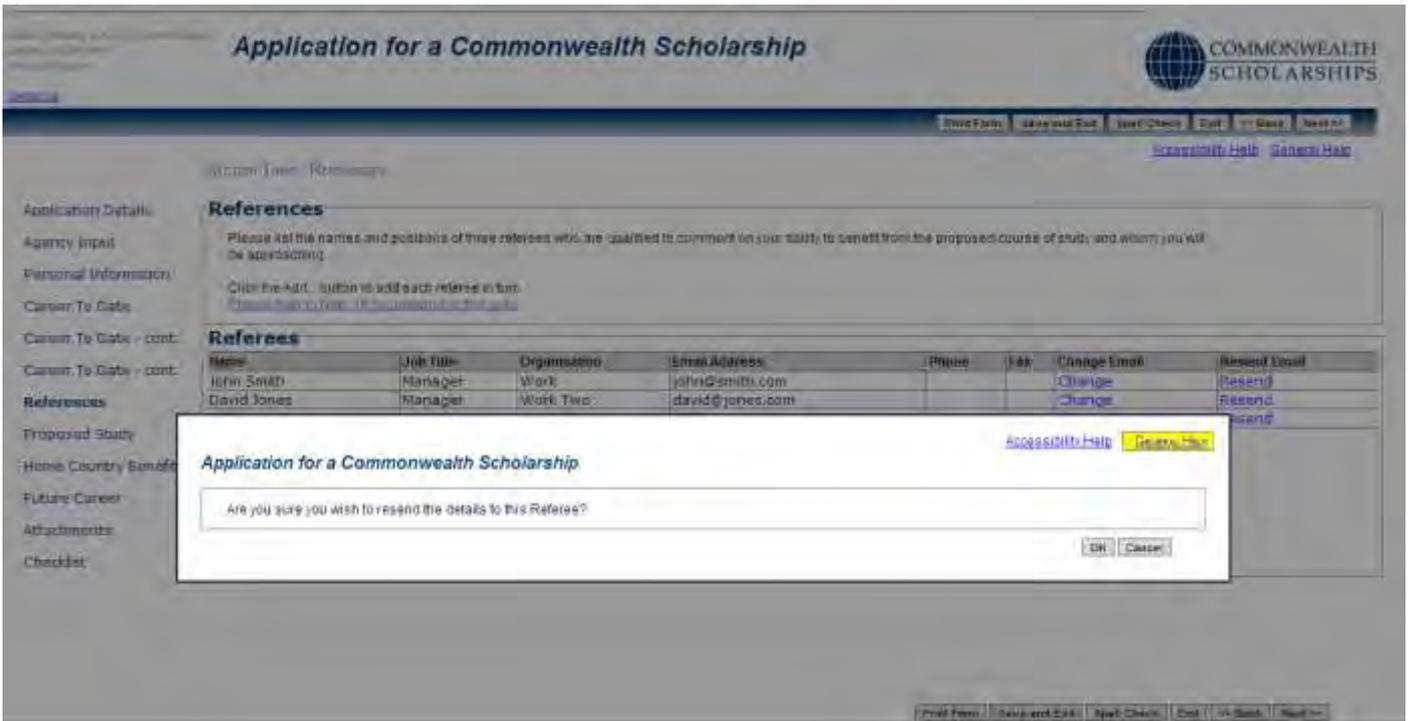
* Repeat email address:

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

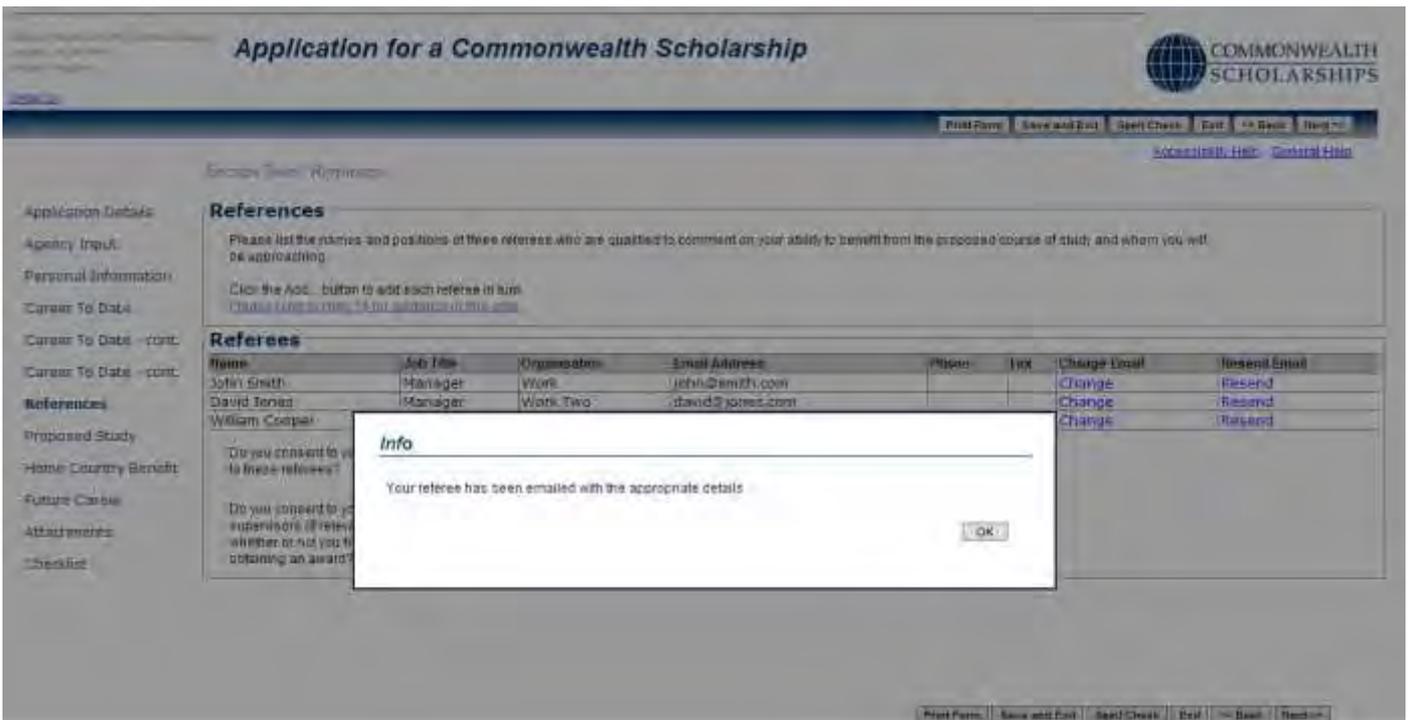
[OK](#) [Cancel](#)

[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.



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.

The screenshot shows the 'Basic Details' page of the CSC Self Registration Form. The page title is 'CSC Self Registration Form' and the Commonwealth Scholarships logo is in the top right. The page has a navigation bar with 'Cancel' and 'Next' buttons. On the left, there are tabs for 'Basic Details' and 'Extra Details'. The main form area contains the following fields:

- E-mail address: [Text input field]
- Tick here if you wish to change your password: Change Password
- Title: [Dropdown menu]
- * Given Names: [Text input field]
- * Surname: [Text input field]
- Your address for correspondence: [Text area]
- * Country for correspondence about this application: [Dropdown menu, set to India]
- Telephone: [Text input field]
- Permanent address (if different): [Text area]
- Permanent Country (if different): [Dropdown menu]
- Permanent E-mail (if different from above): [Text input field]
- Permanent Telephone: [Text input field]
- Mobile number: [Text input field]

At the bottom right of the form area, there are 'Cancel' and 'Next' buttons.

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

The screenshot shows the 'Extra Details' page of the CSC Self Registration Form. The page title is 'CSC Self Registration Form' and the Commonwealth Scholarships logo is in the top right. The page has a navigation bar with 'Submit New Details', 'Cancel', and 'Go Back' buttons. On the left, there are tabs for 'Basic Details' and 'Extra Details'. The main form area contains the following fields:

- Nationality / Citizenship: [Dropdown menu]
- Do you hold a second Nationality / Citizenship?: Yes No
- Place of birth: [Text input field]
- Country of residence: [Dropdown menu]
- How many years have you lived in this country?: [Text input field]
- Sex: Male Female Other
- * Date of birth: [Dropdown menu, set to 1 January Year 1990]
- Religion: [Dropdown menu]
- Ethnicity: [Dropdown menu]
- 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 input field]
- Please state their ages: [Text input field]
- Emergency contact: [Text input field]
- Relationship: [Text input field]
- Telephone: [Text input field]
- E-mail: [Text input field]
- Father's nationality: [Dropdown menu]
- Is your father: Pre-retirement Retired Deceased
- Father's occupation: [Text input field]
- Mother's nationality: [Dropdown menu]
- Is your mother: Pre-retirement Retired Deceased
- Mother's occupation: [Text input field]

At the bottom right of the form area, there are 'Submit New Details', 'Cancel', and 'Go Back' buttons.

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