Instructions to apply for fellowships
2015-2016

New applicants who are in the process of being admitted or have already received their admission decision must follow Step I to sign up to the AUC Banner system.

Continuing students who are currently enrolled at AUC do not need to go through Step I and can go directly to step II.

Step I: Create a Banner Account for New Applicants

1. Visit the following **URL**
    https://signup.aucegypt.edu/EmailProvisioning/Prospective/CreateProspective.aspx
2. Enter Your **Banner ID** that you have received when applying to a graduate program at AUC
3. Choose your **Birthdate** from the Calendar Icon.
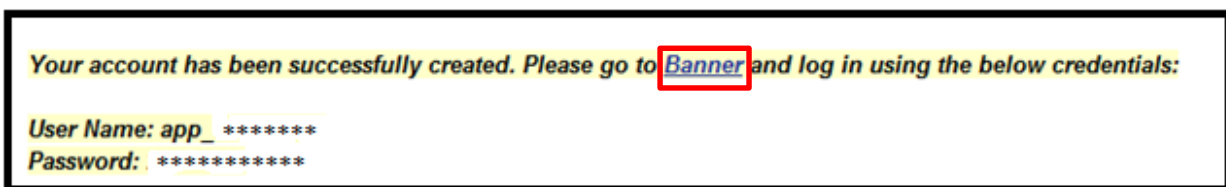4. Click on **Create Account** Button.

5. Your banner account will be created and you will receive a message stating your **username** and **password**.

> Keep this window open in your browser or make sure to copy your login credentials.
> Save these login credentials to check on your fellowship application status at a later time.
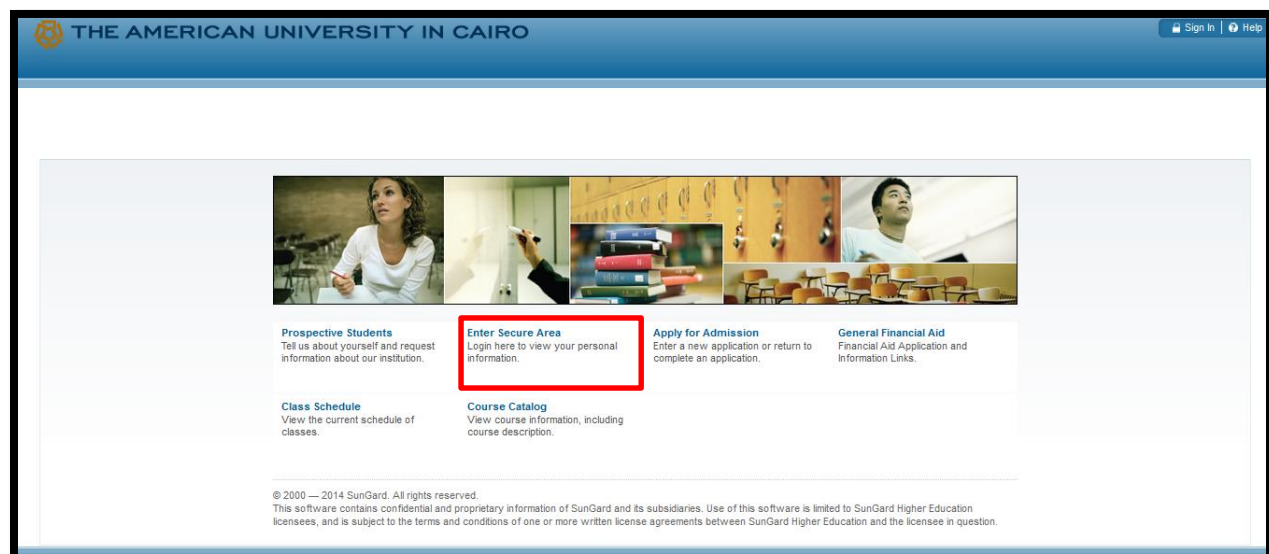> **New applicants should not signup more than once to avoid system error.**

6. Click on **Banner** Hyperlink to be directed to *Banner Self-Service Pages* at AUC.

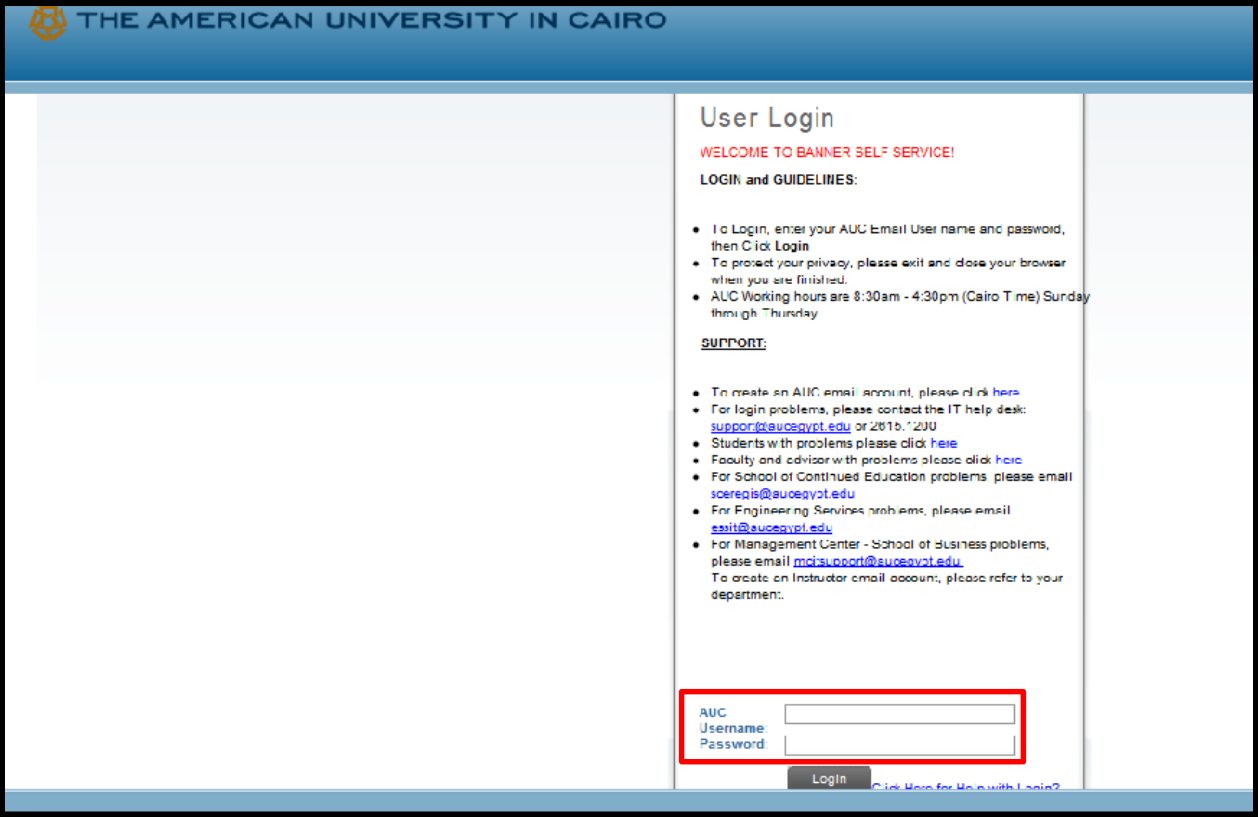7. Now you will be able to login to AUC Self Service.

Step II for All (new applicants and already enrolled students)

8. Click on **Enter Secure Area**.

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9. Enter your username and password in the below fields and click **Login**

You are now successfully logged into *AUC Banner Self-Service*.

10. Click on the **Student Awards and Financial Aid** button.

11. Click on **Apply for Student Aid**
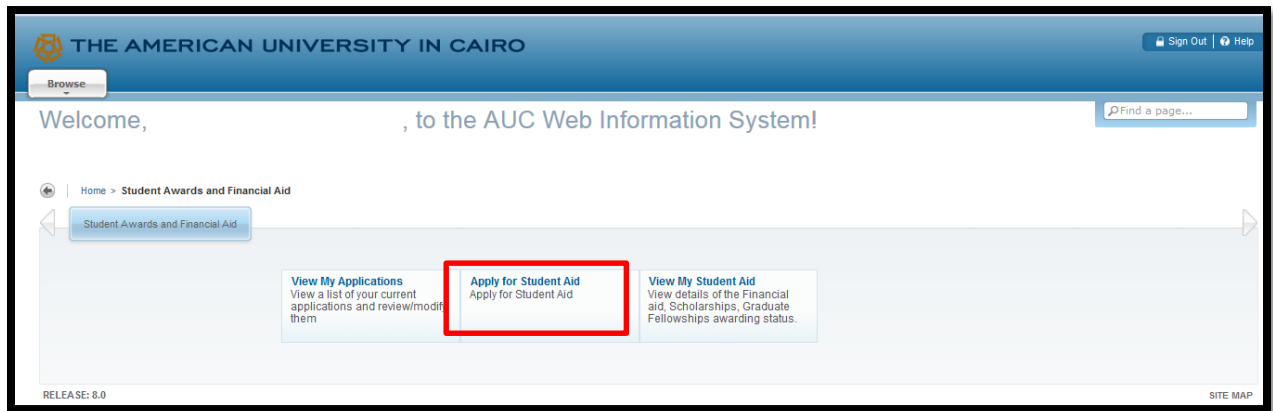
12. Choose the **Aid Year** and **Aid Period** as below
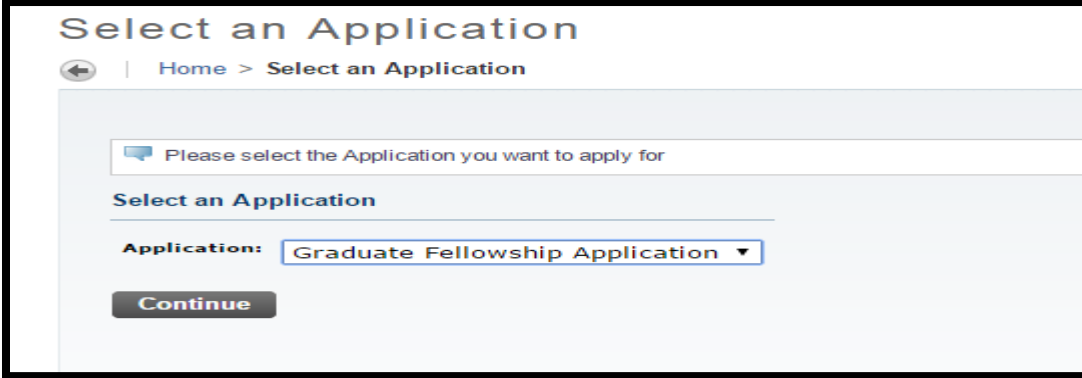
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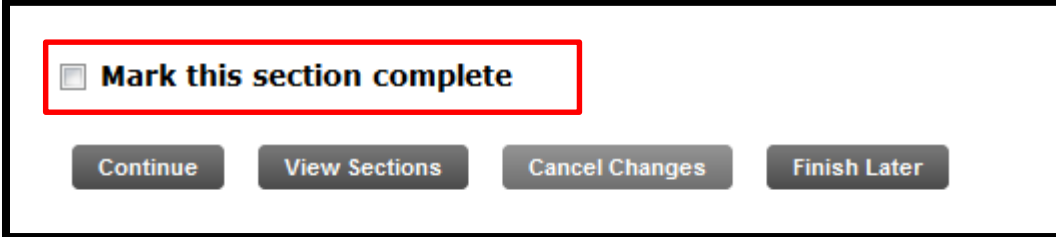
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13. Select "**Graduate Fellowship Application**" from the list. Press Continue.

14. Complete each section of the application. It is mandatory to **check** the box "**Mark this section complete**". When the section is completed press Continue.
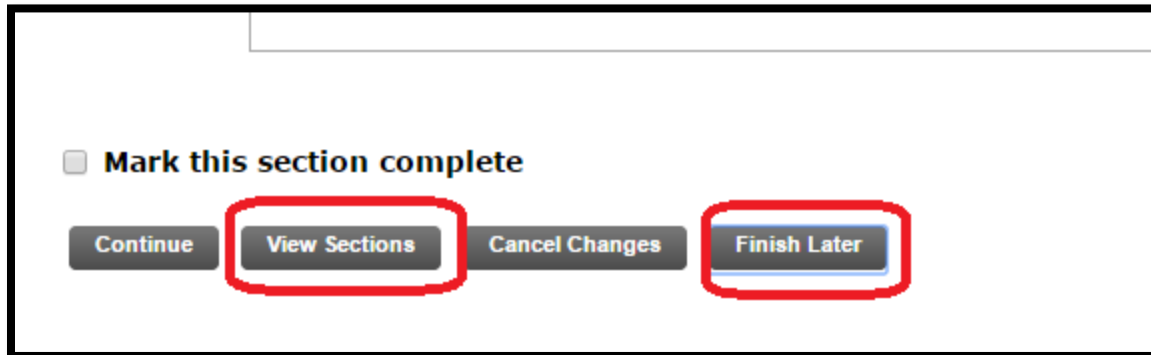

15. Press the "submit" button after finishing all required sections.

16. Please read the awards eligibility criteria section very carefully in order to choose the appropriate fellowship. It is essential to apply to up to three fellowships only.
If you select more than 3 fellowships your web application will not be considered.

17. It is important to view the AUC self-service web site to check the status of your application regularly.
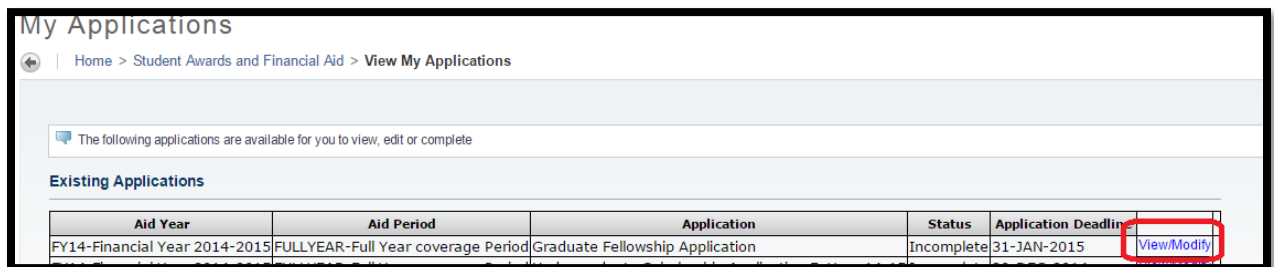
18. If you want to finish your application at a later time; please press the "Finish Later" button.
If you want to view the application sections, press "View Sections" button

19. If you pressed the" Save Later" button and you want to go back to fill the rest of your application, kindly press the "View/ Modify" link
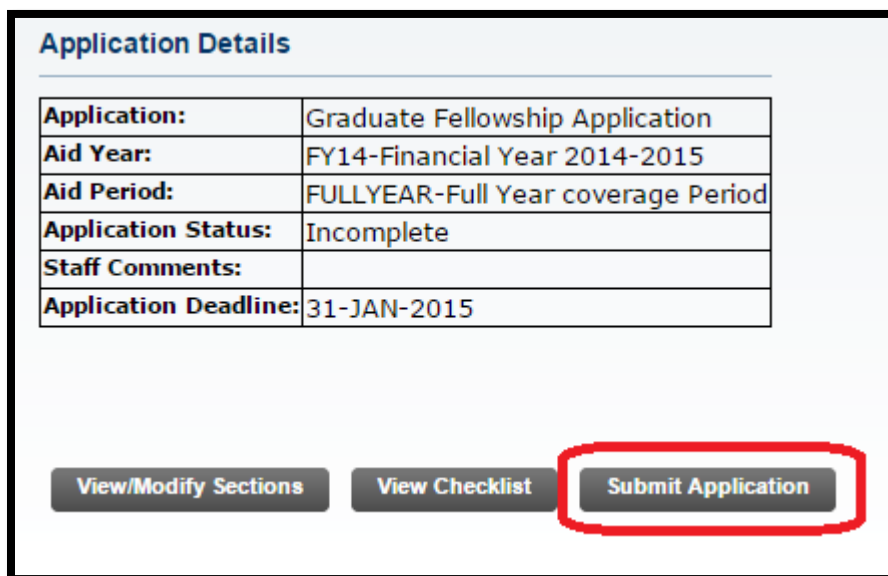

20. After reviewing all sections, kindly do NOT forget to press "Submit" button. By pressing the button it will be ready for evaluation

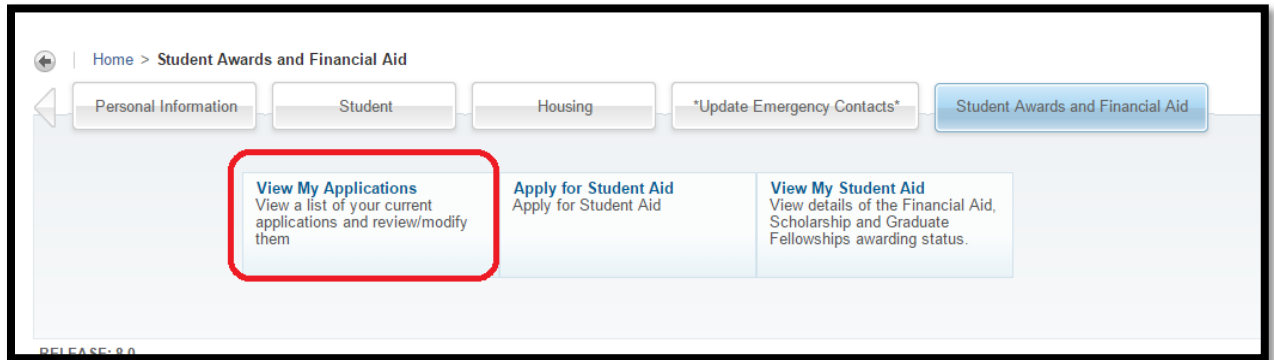21. Once the application is submitted and follow-up on your application status using SSB; kindly Press the "View My Applications" Button.

If any, comments will be displayed in the field below: