


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.



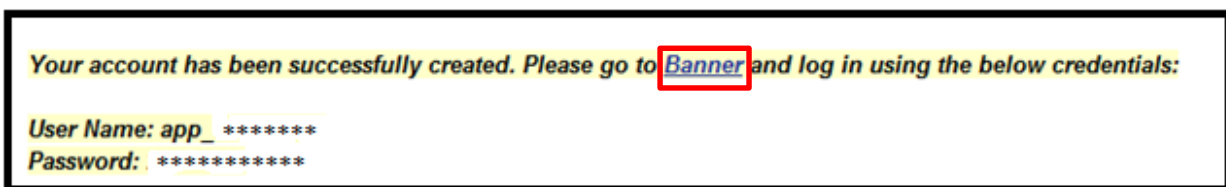
The screenshot shows the 'Create Account' form for The American University in Cairo (AUC). At the top, there is a banner with the university's logo and name in English and Arabic. Below the banner, there are two input fields: 'Banner ID:' and 'Birth Date:'. The 'Banner ID' field is a simple text box. The 'Birth Date' field is a text box with a calendar icon to its right. Below these fields is a 'Create Account' button. To the right of the input fields, there are two red arrows pointing left, indicating that the user should enter their Banner ID and Birth Date into the respective fields.

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.



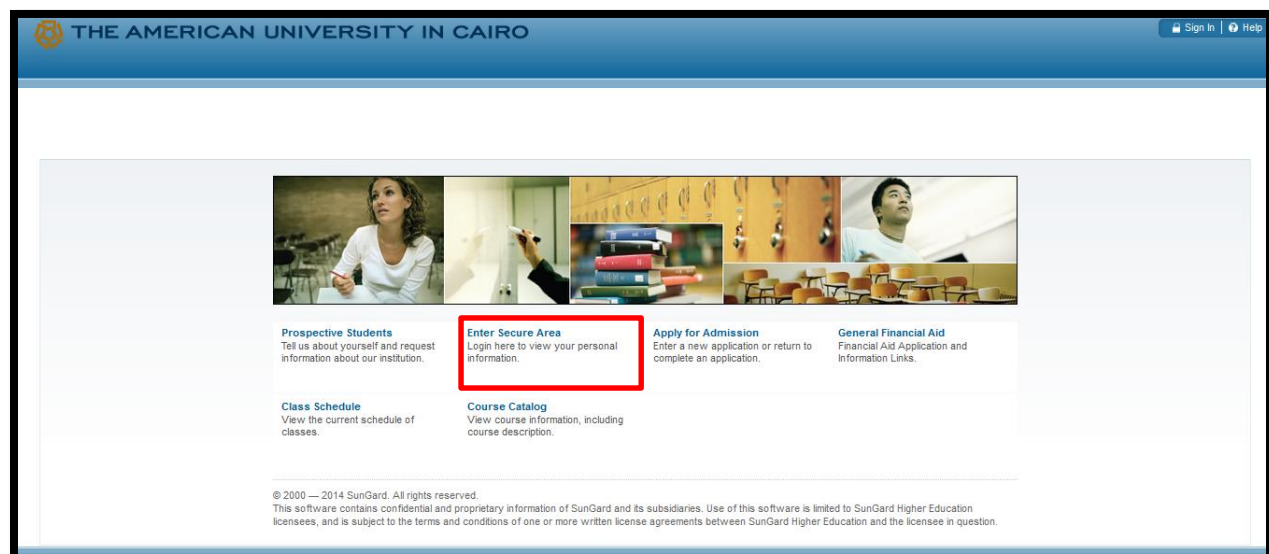
6. Click on **Banner** Hyperlink to be directed to *Banner Self-Service Pages* at AUC.



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

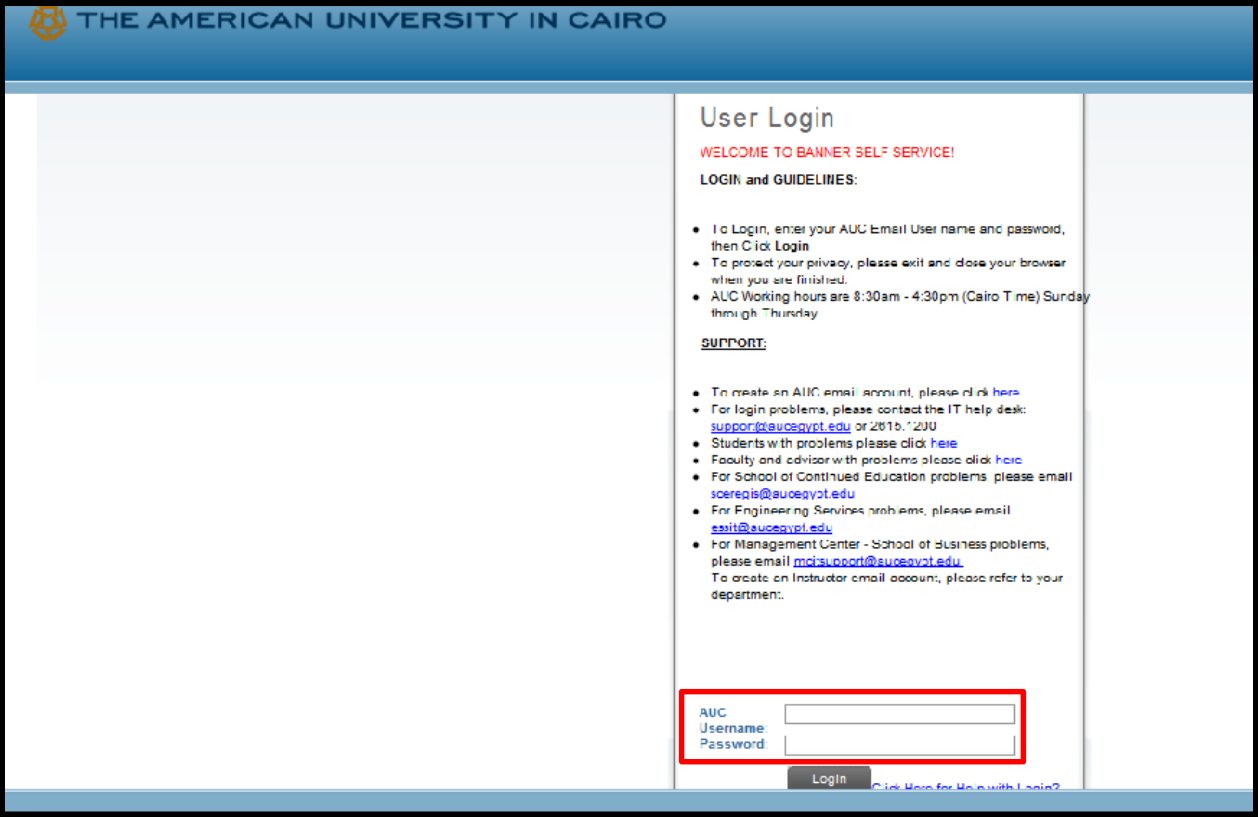
Step II for All (new applicants and already enrolled students)

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



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



THE AMERICAN UNIVERSITY IN CAIRO

User Login

WELCOME TO BANNER SELF SERVICE!

LOGIN and GUIDELINES:

- To Login, enter your AUC Email User name and password, then Click **Login**
- To protect your privacy, please exit and close your browser when you are finished.
- AUC Working hours are 8:30am - 4:30pm (Cairo Time) Sunday through Thursday

SUPPORT:

- To create an AUC email account, please click [here](#)
- For login problems, please contact the IT help desk: support@aucegypt.edu or 201b, 1200
- Students with problems please click [here](#)
- Faculty and advisor with problems please click [here](#)
- For School of Continued Education problems please email socregis@aucegypt.edu
- For Engineering Services problems, please email eesit@aucegypt.edu
- For Management Center - School of Business problems, please email mbsupport@aucegypt.edu. To create an Instructor email account, please refer to your department.

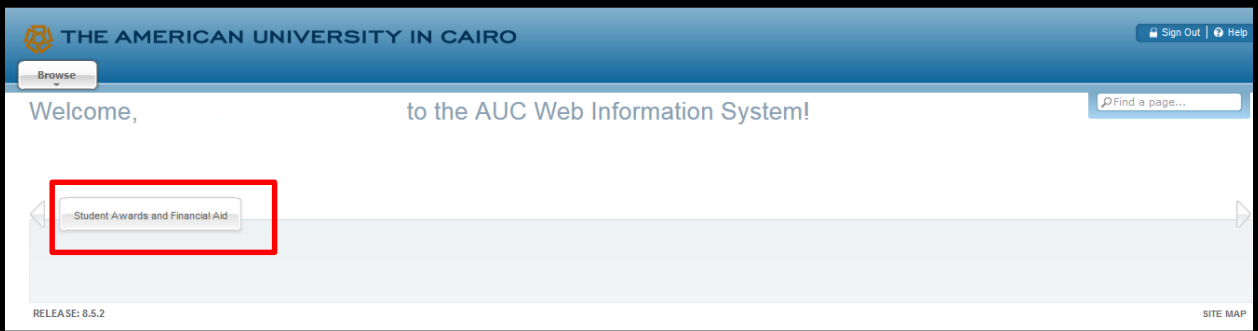
AUC Username:

Password:

Login [Click Here for More with Login?](#)

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

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



THE AMERICAN UNIVERSITY IN CAIRO [Sign Out](#) [Help](#)

[Browse](#)

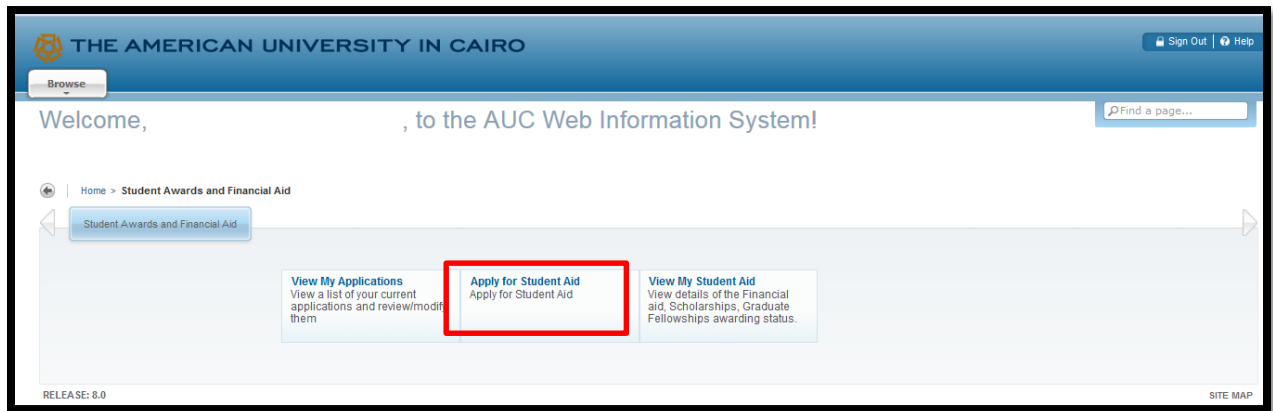
Welcome, to the AUC Web Information System!

[Student Awards and Financial Aid](#)

RELEASE: 8.5.2 [SITE MAP](#)

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11. Click on **Apply for Student Aid**



12. Choose the **Aid Year** and **Aid Period** as below

Select Aid Year and Period

Home > Student Awards and Financial Aid > Apply for Student Aid

Please select the Aid Year and Aid Period you want to apply for

Select Aid Year and Period

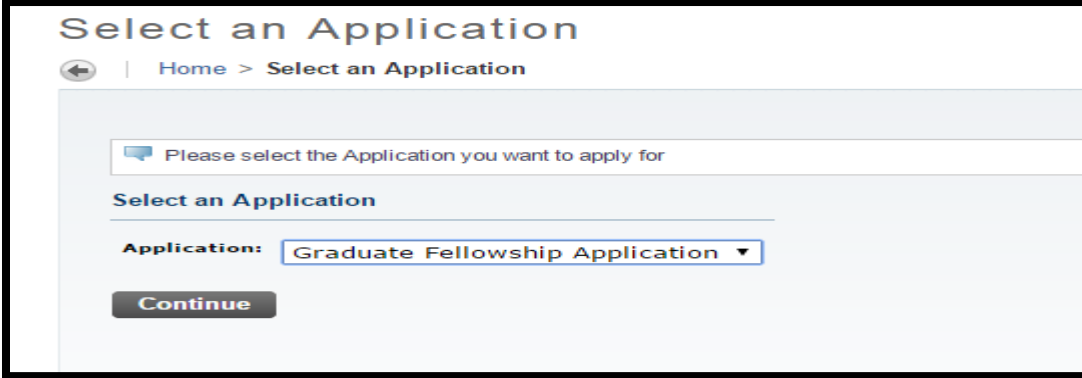
Aid Year: Financial Year 2015-2016 ▼

Aid Period: Full Year coverage Period ▼

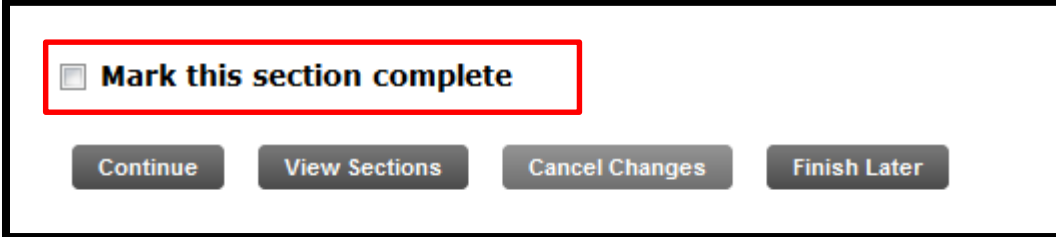
Continue

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13. Select “**Graduate Fellowship Application**” from the list. Press Continue.

A screenshot of a web application interface titled "Select an Application". At the top, there is a breadcrumb trail: "Home > Select an Application". Below this, a light blue box contains the instruction "Please select the Application you want to apply for". Underneath, the heading "Select an Application" is followed by a label "Application:" and a dropdown menu currently showing "Graduate Fellowship Application". A "Continue" button is located at the bottom of the form.

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.

A screenshot of a web application interface showing a checkbox labeled "Mark this section complete". The checkbox is currently unchecked. Below this, there are four buttons: "Continue", "View Sections", "Cancel Changes", and "Finish Later".

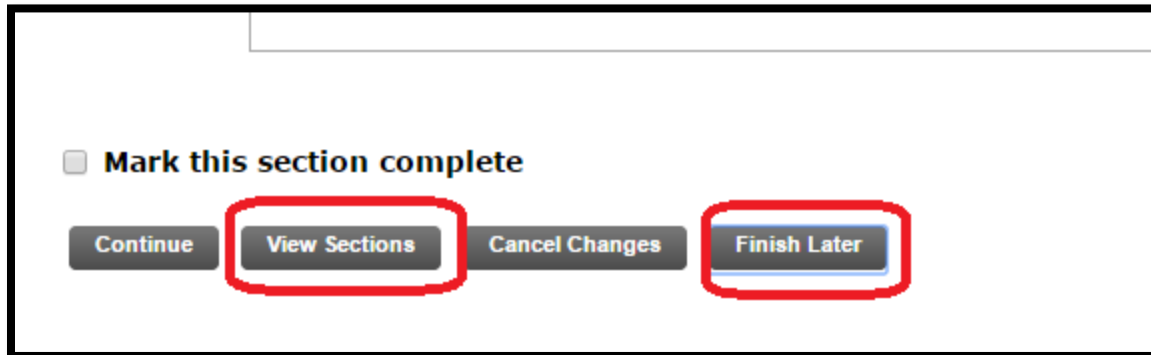
15. Press the “submit” button after finishing all required sections.

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.

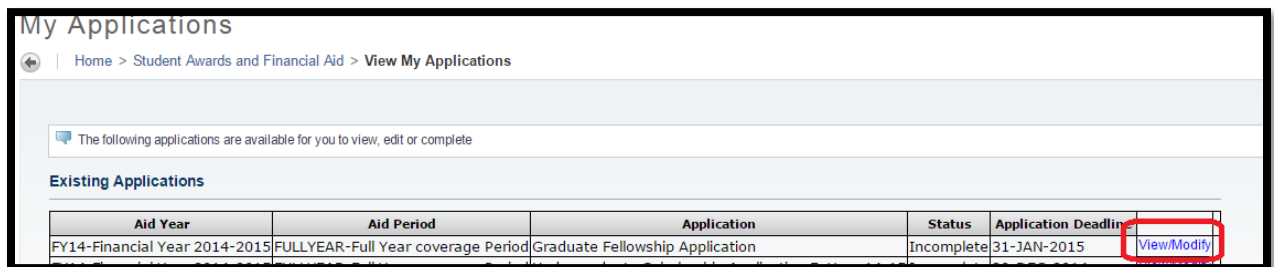
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18. If you want to finish your application at a later time; please press the “Finish Later” button.
If you want to view the application sections, press “View Sections” button



A screenshot of a web interface showing a checkbox labeled "Mark this section complete" which is unchecked. Below the checkbox are four buttons: "Continue", "View Sections", "Cancel Changes", and "Finish Later". The "View Sections" and "Finish Later" buttons are highlighted with red rectangular boxes.

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

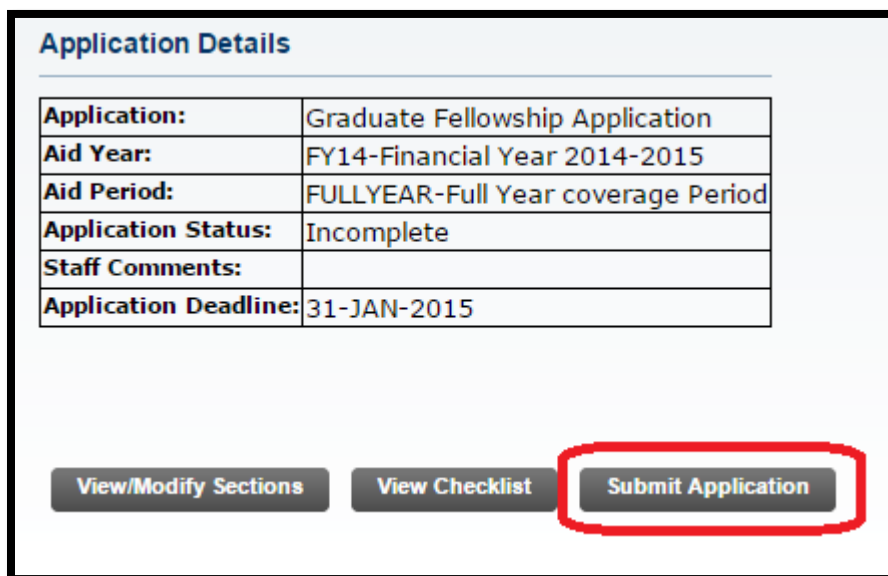


A screenshot of the "My Applications" page. The breadcrumb trail shows "Home > Student Awards and Financial Aid > View My Applications". A message states: "The following applications are available for you to view, edit or complete". Under the heading "Existing Applications", there is a table with the following data:

Aid Year	Aid Period	Application	Status	Application Deadline	
FY14-Financial Year 2014-2015	FULLYEAR-Full Year coverage Period	Graduate Fellowship Application	Incomplete	31-JAN-2015	View/Modify

The "View/Modify" link in the last column of the table is highlighted with a red rectangular box.

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



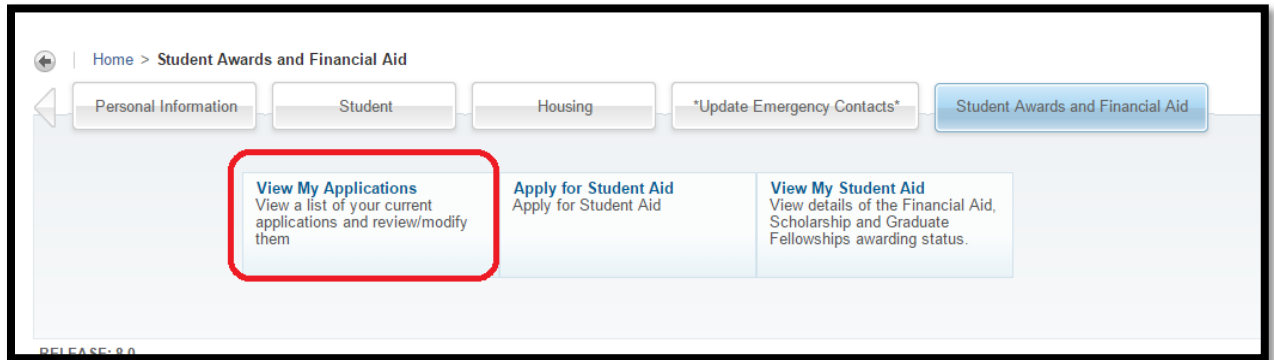
A screenshot of the "Application Details" page. It displays a table with the following information:

Application:	Graduate Fellowship Application
Aid Year:	FY14-Financial Year 2014-2015
Aid Period:	FULLYEAR-Full Year coverage Period
Application Status:	Incomplete
Staff Comments:	
Application Deadline:	31-JAN-2015

Below the table are three buttons: "View/Modify Sections", "View Checklist", and "Submit Application". The "Submit Application" button is highlighted with a red rectangular box.

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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:

