

Frequently Asked Questions: how to apply for a Commonwealth Scholarship or Fellowship

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Q: What is a Nominating Agency?

A: A Nominating Agency is an organisation that directly or indirectly shortlists candidates to nominate to the Commonwealth Scholarship Commission in the UK (CSC). A Nominating Agency can be:

For Commonwealth PhD Scholarships (for low and middle income countries), and Commonwealth Master's Scholarships:

- A government ministry in a Commonwealth country, e.g. Ministry of Education
- A university in a Commonwealth country
- A university body in a Commonwealth country, e.g. University Grants Commission
- A UK organisation invited by the CSC to nominate candidates

For Commonwealth Split-site Scholarships (for low and middle income countries), Commonwealth PhD Scholarships (for high income countries), Commonwealth Split-site Scholarships (for high income countries), and Commonwealth Rutherford Fellowships:

- A sub-Agency of the CSC

For Commonwealth Shared Scholarships

- A UK university

For Commonwealth Distance Learning Scholarships

- A UK university

For Commonwealth Medical Fellowships

- A university in a Commonwealth country
- A medical college in a Commonwealth country
- A university body in a Commonwealth country, e.g. University Grants Commission

Q: Can I apply direct to the Commonwealth Scholarship Commission in the UK (CSC)?

A: Only for the following awards:

- Commonwealth Split-site Scholarships (for low and middle income countries)
- Commonwealth PhD Scholarships (for high income countries)
- Commonwealth Split-site Scholarships (for high income countries)
- Commonwealth Rutherford Fellowships

The Nominating Agencies for these applications are sub-Agencies of the CSC.

Applications for all other awards have to be submitted to one of the different types of Nominating Agency described above.

Q: Can I download the application form from the website?

A: There is no form to be downloaded when you use the Electronic Application System (EAS). You complete the form sitting in front of the computer. Although your entries are automatically saved as you complete the different sections of the form, you are strongly advised to *Save and Exit* your application from time to time. You can save and log out when the form is partially complete and log on again later to continue completing it.

Q: Can I submit more than one application?

A: Yes, but you should:

- Warn your Referees that they will each receive a second email requesting another reference
- Warn your potential Supervisors (if relevant) that they will each receive a second email requesting another supporting statement
- Warn the Vice-Chancellor/Rector/Executive Head of your university (if relevant) that s/he will receive a second email requesting another endorsement

Q: What do I do if I have forgotten my password?

A: On the *Log On* page, click on **Forgotten Password**, enter your email address, and click **OK**.



You will receive an automatically-generated email with a link to a page with your new password. Click on **Retrieve Password**. Your new password will be displayed. If you copy and paste this password to use when you log on, make sure you copy it from left to right (not right to left). Once you have logged on, you can change your password to something easier to remember on the *My Details* or *Personal Information* pages.

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Retrieve Password



[Contact Us](#)

Password Issued

Your new password is J2PFMXR0

OK

Q: Why haven't I received an email with a link to retrieve my password?

A: Check your email spam/junk folder. If the email is not there, there is a problem with the email address you provided on the *Personal Information* page in the EAS, and you will need to register again.

Q: Why can't I complete the *Extra Details* page when registering?

A: This is a known intermittent software bug. To work around it, you should log out, log on again, open an application, and click on *My Details* from within the application. You will then be able to complete the *Extra Details* page.

Q: How do I find the *In Tray*?

A: Each time you log on after starting or completing/submitting an application, you will be taken to the *In Tray* page first.

Applicant's Portal

[Log Off](#) | [My Details](#)

View Existing Applications

[Start New Application](#)

[Feedback](#)

Refresh

Show 20 records per page

Saved Forms Not Yet Submitted:

Click "Open..." to continue filling in the form

Records 1 - 1 of 1

Started	Last Viewed	Type	
12/Aug/13 13:12	12/Aug/13 13:12	Scholarship	Open...

Page 1 << Previous Next >>

Submitted Forms In Process:

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

ID	Originated	Type	Stage	Now With	Since	Received So Far	Form
135458	12/Aug/13 11:17	Scholarship	Nominating Agency 1	INDIA (Inward): Ministry of HRD	12/Aug/13 13:11	References: 0 of 3	View Form

Q: What can I do with the In Tray?

- A: On the *View Existing Applications* tab, you can:
- Click on **Open** to continue with and print an incomplete application
 - Click on **View Form** to view and print a submitted application
 - Click on **My Details** to amend your personal information
 - Click on **Start New Application** to start a new application
 - Click on **Log Off** to log off from the EAS

Under **Submitted Forms In Process** you can see:

- *ID*: the identification number of your application
- *Originated*: the date you started your application
- *Type*: the type of award for which you applied
- *Stage*: the stage to which your application has progressed
- *Now With*: who is currently dealing with your application
- *Since*: the date your application moved to its latest stage
- *Received So Far*: which of your Referees have completed their references online and, if relevant, which of your potential Supervisors have completed their supporting statements online.

Q: Where do I find my EAS ID?

A: If you have not yet completed/submitted your application, go to the *Attachments* page – your ID is in the blue panel at the top of the page.

ATTACHMENTS

Supporting Documentation

Your EAS identification number is **433926**

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 Passport Page is at least 32 Kb; if not, it will be unreadable

If you have already completed/submitted your application, go to your *In Tray* – your ID is the number in the first column under ‘Submitted Forms In Process’.

Submitted Forms In Process:

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

ID	Originated	Type	Stage	Now With	Since	Received So Far	Form
433924	05/Sep/17 15:36	Scholarship	Nominating Agency 1	BOTSWANA Dept. of Student Placement & Welfare	05/Sep/17 15:41	References: 0 of 3	View Form

Q: Why didn't the next page of the application open when I clicked on Next?

A: There are two possible reasons for this. First, if you have tried to move from the *Checklist and Confirmation* page without completing this page, you will see the following message:

CHECKLIST

You must tick all the boxes in this section

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.

Checklist and confirmation

Please tick all applicable boxes

If you want, you can ignore the message and move to another page by clicking twice on another item in the menu on the left-hand side. Please note that you will not be able to submit your application without completing the *Checklist and Confirmation* page.

Second, the next page of the application may fail to load because of heavy internet traffic. In this case, you should be patient and wait for the next page to load. Avoid clicking the Refresh button in your internet browser, as this can result in duplicated information appearing on your application. You might find it preferable to log out (or, if you are unable to, close your browser) and try again later. **You should save the form while you are working on it from time to time.**

Q: Why did I receive an error message after uploading an attachment?

A: If you see an error message that refers to a file with a different name than the one you have just uploaded, or which indicates that an error has occurred after uploading your passport page as a PDF, you can ignore it. If you are able to *Retrieve* an attachment, then it has been successfully uploaded.

Q: Why doesn't my passport page appear on the PDF of my application?

A: This is a known intermittent software bug, but it also occurs if you try to upload an image that is less than 10 KB in size. You should note that any image less than 32 KB in size may not be legible.

Q: Why can't I log out?

A: This may happen if you leave your application open without entering any information for some time. When you go back to log out or to enter more information, you will probably see an error message. If you do, click on the button in the error message – this will let you re-open your application.

Q: Why doesn't the *Print Form* button actually print the form?

A: You cannot print your application until you have created a PDF of it and downloaded it onto your computer. To do this, click on **Print Form**, then click on **Print** on the *Print to PDF* screen. You can then either print the PDF or save it on your computer and then print it.

Q: After completing/submitting my form, how do I know if my Nominating Agency has received it?

A: You can monitor the progress of your application on the **In Tray** page. Nominating Agencies are not automatically notified when applications are submitted – it is their responsibility to check the EAS.

If your Nominating Agency does not use the EAS and asks you to submit a PDF of your application, the only attachment that the Nominating Agency will be able to see is your passport page.

Your Nominating Agency can only see an online reference for you if they access the EAS. You cannot see the reference.

Q: I have completed/submitted my application – why can I no longer see it in my *In Tray*?

A: If your Nominating Agency does not use the EAS to process your application, you will no longer be able to see it in your **In Tray** – even if you have been nominated to the CSC.

If you have received an email notifying you that your application has been rejected, you will no longer be able to see it in your **In Tray**.

Q: In my *In Tray*, what does 'References: 1 & 3 of 3' under *Received So Far* mean?

A: It means that Referee 1 and Referee 3 have completed their references online, but Referee 2 has not done so yet. Similarly:

- **'References: 1 & 2 of 3'** means that Referees 1 and 2 have completed their references online, but Referee 3 has not done so yet
- **'References: 2 & 3 of 3'** means that Referees 2 and 3 have completed their references online, but Referee 1 has not done so yet
- **'References: 1 & _ of 3'** means that only Referee 1 has completed their reference online
- **'References: 2 & _ of 3'** means that only Referee 2 has completed their reference online
- **'References: 3 & _ of 3'** means that only Referee 3 has completed their reference online

When all three of your Referees have completed their references online, you will see **'References: all 3'** displayed.



Show 20 records per page

Received So Far	Form
References: all 3	New Form

It can take a few hours for your *In Tray* to be updated with the information that a Referee has submitted a reference online.

If you are applying for a PhD Scholarship and previously studied for a Master's degree in the UK, you will be asked to name 4 Referees, one of whom needs to be your UK Master's supervisor.

Q: Why can't I see the references that my *In Tray* indicates have been completed online?

A: Only your Nominating Agency and the CSC can see your references.

Q: Why can't I see Section 6 of the application form?

A: Section 6 is reserved for the supporting statements (if relevant) that potential Supervisors submit online.

Q: If I realise I have made a mistake or omitted important information in my application after I have submitted it, can I change it?

A: No. Once you have submitted your application, you can only change the email addresses of your Referees (and the email address of the Vice-Chancellor/Rector/Executive Head of your university, if relevant), and you cannot delete your application.

If you want to make changes, you will have to start and submit a new application. If you do this, you should:

- Warn your Nominating Agency that you have made a second application
- Warn your Referees that they will each receive a second email requesting another online reference
- Warn your potential Supervisors (if relevant) that they will each receive a second email requesting another online supporting statement
- warn the Vice-Chancellor/Rector/Executive Head of your university (if relevant) that s/he will receive a second email requesting another endorsement

Applications and candidates' details are deleted from the EAS once a year, in July.

Q: I have submitted my application – can I change the email address of one of my Referees?

A: Yes. Click on **View Form** under the *View Existing Applications* tab to open your application.

Applicant's Portal

[Log Off](#) | [My Details](#)

View Existing Applications
[Start New Application](#)
[Feedback](#)

Refresh
Show 20 records per page

Saved Forms Not Yet Submitted:
Click "Open..." to continue filling in the form

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135458	12/Aug/13 11:17	Scholarship	Nominating Agency 1	INDIA (Inward): Ministry of HRD	12/Aug/13 13:11	References: 0 of 3	View Form

Go to the *References* page and click on **Change** next to the Referee whose email address you want to change.

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Application for a Commonwealth Scholarship

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

SECTION THREE: REFERENCES

Application Details

Agency Input

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

References

Proposed Study

Home Country Benefit

Future Career

Attachments

Charities

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 in this area.

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
John Smith	Manager	Work	john@smith.com			Change	Resend
David Jones	Manager	Work Two	david@jones.com			Change	Resend
William Cooper	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 saying whether or not you have been successful in obtaining an award? Yes No

The *Edit referee email address* pop-up will open. Enter the details and click **OK** to return to the References page.

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Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

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

SECTION THREE: REFERENCES

Accessibility Help General Help

Application Details

Agency Input

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

References

Proposed Study

Home Country Benefit

Future Career

Attachments

Checklist

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 in this area.

Referees

Edit referee email address for John Smith

Accessibility Help **GENERAL HELP**

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 >>

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

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United Kingdom

Application for a Commonwealth Scholarship

COMMONWEALTH SCHOLARSHIPS

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

SECTION THREE: REFERENCES

Accessibility Help General Help

Application Details

Agency Input

Personal Information

Career To Date

Career To Date - cont.

Career To Date - cont.

References

Proposed Study

Home Country Benefit

Future Career

Attachments

Checklist

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 in this area.

Referees

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
John Smith	Manager	Work	john@smith.com			Change	Resend
David Jones	Manager	Work Two	david@jones.com			Change	Resend

Application for a Commonwealth Scholarship

Accessibility Help **GENERAL HELP**

Are you sure you wish to resend the details to this Referee?

OK Cancel

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

Another pop-up will appear. Click on **OK** again to return to your *In Tray*.

Q: Can my Referees upload references in PDF format?

A: No, but if your Referees have difficulty submitting their reference using the online form, they can submit a reference via email. The reference must be on headed paper and signed, and should be scanned in PDF format and sent as an attachment to the appropriate address:

- For Commonwealth PhD Scholarships (for low and middle income countries): references.scholarships@cscuk.org.uk
- For Commonwealth Split-site Scholarships (for low and middle income countries): references.scholarships@cscuk.org.uk

- For Commonwealth Master's Scholarships: references.scholarships@cscuk.org.uk
- For Commonwealth Shared Scholarships: references.sharedscholarships@cscuk.org.uk
- For Commonwealth Distance Learning Scholarships: references.distancelearning@cscuk.org.uk
- For Commonwealth PhD Scholarships (for high income countries): references.scholarships@cscuk.org.uk
- For Commonwealth Split-site Scholarships (for high income countries): references.scholarships@cscuk.org.uk
- For Commonwealth Rutherford Fellowships: references.rutherford@cscuk.org.uk
- For Commonwealth Medical Fellowships: references.medicalfellowships@cscuk.org.uk

The reference will be uploaded into your application if it meets **all** of the following conditions:

1. It was sent directly to the relevant email address above from the same email address that is listed for that Referee in your EAS application.
2. It is less than 2 MB in size.
3. The email to which the reference is attached quotes the EAS Number of the **one** application into which the reference is to be uploaded.

Any reference received that does not meet **all** three conditions will not be uploaded.

Receipt of references submitted in this manner will not usually be acknowledged. It may take up to three weeks for such references to be uploaded into your application.

There is no deadline in the EAS for referees.

Q: I have submitted my application – can I change the email address of one of my potential Supervisors?

A: No. To change the details of a potential Supervisor, you will have to start and submit a new application.

Applications and candidates' details are deleted from the EAS once a year, in July.

Q: What is the difference between an academic qualification and a professional qualification?

A: An academic qualification is awarded by a university or other higher education institution – for example, a Bachelor of Science (BSc) degree. A professional qualification is awarded by a professional body – for example, membership of an engineering professional body obtained by examination.