

**These Frequently Asked Questions are a supplement to
the Guides showing how to complete an application**

Q

What is a Nominating Agency?

A

A Nominating Agency is an organisation that directly or indirectly selects candidates to nominate to the Commonwealth Scholarship Commission. A Nominating Agency can be:

- in the case of Scholarships
 - a Commonwealth Government Ministry, such as a Ministry of Education, or
 - a Commonwealth national body, such as a University Grants Commission, or
 - a Commonwealth university or
 - a UK organisation invited to nominate by the Commonwealth Scholarship Commission
- in the case of Scholarships and Academic Staff Fellowships
 - a Commonwealth national body, such as a University Grants Commission, or
 - a Commonwealth university
- in the case of Shared Scholarships
 - a UK university
- in the case of Distance Learning Scholarships
 - a department of a UK university
- in the case of Professional Fellowships
 - a UK organisation or a department of a UK university

Commonwealth universities nominate candidates either directly or indirectly to the Commonwealth Scholarship Commission. If Commonwealth universities nominate candidates indirectly to the Commonwealth Scholarship Commission, the nominations go to a national body which then makes its selection to nominate to the Commonwealth Scholarship Commission. See <http://www.cscuk.org.uk/apply.asp> for details

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Can I apply direct to the Commonwealth Scholarship Commission?

A

No

Q

How do I download the application form from the website?

A

You do not download the application form when using the Electronic Application System. You complete the form sitting in front of the computer. Your entries are automatically saved as you complete the different parts of the form. You can save and log out when the form is partially complete and log in again later to continue completing the form

Q

Why could I not move to the next page after completing the 2nd page?

A

This was probably because of heavy traffic on the Internet. At times it is necessary to be patient. Be assured that the information you enter is automatically saved on a regular basis but it is sensible to save yourself from time to time

Q

Why could I not log out?

A

This may occur if you leave the application open without entering any information for some time. When you go back to log out or to enter more information you are likely to find an Error message. If you do, click on the button in the Error message and this will let you re-open the application. You can then log out normally

Q

Why could I not move from the section on qualifications to the following section? The page kept recurring with the result that my form ended up with repeated details on my academic records

A

This was probably because of heavy traffic on the Internet and frequent clicking of the Refresh button on your part. If you have not been able to log out, close your browser and try again later

Q

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

A

You cannot print the PDF of your application until you have downloaded it onto your computer. When you click on the Print Form button and then click on the Print button on the 'Print to PDF' screen, the PDF is generated and downloaded onto your PC. You can then print it and/or save it. Be patient, particularly if you have attached several transcript pages

Q

After completing/submitting the form, how do I know whether the Nominating Agency has received it?

A

If you log off after completing/submitting and then log on again, you will go straight to your In Tray. The In Tray will show you where your application is. The Nominating Agency does not receive an email saying your application has 'arrived'. It is up to the staff of the Nominating Agency to check their In Tray to see when applications arrive. If your Nominating Agency is a Commonwealth university it is important to check that the Vice-Chancellor/Rector has been registered on the EAS; if not, the Vice-Chancellor/Rector cannot view your application and so cannot nominate you

Q

Why can I not retrieve my password to continue filling the application form? All attempts failed when I used the password recovery system. The dialogue box indicated that recovery was successful, but the email with the link to recover my password was never sent to me

A

Have you checked the spam/trash folder in your email system? If the email is not there, this suggests that there is a problem with the email address in your Personal Information on the EAS

Q

Where do I find the password when using the password recovery system?

A

You will receive an automatically generated email with a link to obtain a password. An example password is on this screen

Password Issued

Your new password is EHVYW8VY

OK

and is EHVYW8VY in this instance. If you copy-and-paste this password when you log on, make sure you copy it from left to right (and not right to left). We recommend that when you've used the password to get back into your application, you either click on *My Details* or go into *Personal Information* and change your password to something easier to remember

Q
Where do I find my ID?

A
If you have not completed/submitted the application, you find the ID in the blue-coloured section on the *Attachments* page. If you have completed/submitted the application, the ID is the number at the left hand edge of the application listed on your In Tray

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How do I find my In Tray?

A
If you log on after starting or after completing/submitting an application, the EAS will open in your In Tray

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What can I do with my In Tray?

A
You can open an incomplete application form (by clicking on *Open*) and you can monitor the progress of a completed/submitted application. If you have submitted an application, the In Tray also tells you which of your referees have completed a reference about you and which of your potential supervisors in the UK have completed supporting statements. You can also read (and print) a PDF version of your application

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

A
It probably means that the Nominating Agency has rejected your application (you should have received an email telling you so). If, however, you are applying for a Professional Fellowship, it may mean the UK Organisation developing the programme has decided to revise the programme. When the revisions have been made, you will be able to continue with your application. All the information you previously entered will still be there.

Q
I have completed/submitted my application, but can I change the e-mail address of the 2nd referee to joe.bloggs@cscuk.org.uk instead of drjoe.bloggs@cscuk.org.uk?

A
There is no way of changing the email address of a referee once an application has been completed/submitted. If you do not enter the correct email address, you will have to ask the referee to send the reference on headed paper by post. Also ask him/her to include your EAS ID in the

reference. Your In Tray will not tell you whether the reference has been completed

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Why can't I see the references and the supporting statements of potential supervisors that my In Tray tells me have been completed on-line?

A

Only Nominating Agencies and the Commonwealth Scholarship Commission can see your references and the supporting statements of your potential supervisors

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On my In Tray what does 'References: 2 &_ of 3' under *Received So Far* mean?

A

It means referee number 2, and only number 2, on the list of referees in your application has completed the reference about you on-line. Similarly, 'References: 1 & 3 of 3' means that referees 1 and 3, but not referee number 2, have complete references on-line; whereas 'References: all 3' means that all 3 referees have completed references on-line

Q

If I realise I have made a mistake in my application after I have submitted it, can I correct it?

A

No. Once you have submitted you cannot make any changes, nor can you delete the application.

You can make another application cutting-and-pasting from one to the other, but

- do warn your Nominating Agency you have made a second application
- do warn your referees that each will get a second email requesting another on-line reference
- do warn your potential supervisors that each will get a second email requesting another on-line supporting statement

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, such as a Bachelor of Science degree. A professional qualification is awarded by a professional body, for instance membership of an engineering professional body obtained by examination.

Q

What is the difference between 'Leadership potential' and 'Benefit to Home Country'?

A

Candidates from developed Commonwealth countries are expected to complete the section of the application form entitled 'Leadership potential'. Candidates from developing Commonwealth countries are expected to complete the section of the application form entitled 'Benefit to Home Country'. The Notes for Candidates are the same for candidates from developing countries and for candidates from developed countries

Split-site Scholarship

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Section 4.2 asks the candidate's supervisor in the Nominating Institution (your home university) to complete the section. How does the supervisor do this?

A

Please ask your supervisor in your home university (the person whom you entered in the field entitled *Name and department of supervisor in home institution* in section 4.1) to complete section

4.2 by typing his/her comments directly into your application. In contrast, your proposed supervisor in the UK will be emailed requesting a supporting statement when you have completed/submitted the application.

Shared Scholarship

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I am applying for a Shared Scholarship. Why am I not asked to include the names and email addresses of referees?

A

In the case of the Shared Scholarship Scheme, the UK universities make the selection of candidates. Usually the Commonwealth Scholarship Commission accepts the decisions of the universities. As the universities have different selection procedures, candidates are asked to look at the relevant University's website or to contact the University to find out what references are required

Professional Fellowship

Q

I am applying for a Professional Fellowship. I have started my application but why can I no longer find it?

A

This either means the UK Organisation offering the programme has rejected your application (you should have received an email telling you so) or it means the UK Organisation developing the programme has decided to revise the programme. When the revisions have been made, you will be able to continue with your application. All the information you previously entered will still be there