

Candidates for Commonwealth Scholarships and Fellowships include the names and email addresses of Referees in their application forms. When a candidate submits an application form, an email to each of the Referees is generated automatically. The email, that you as a Referee will receive, looks like

Dear PB62

This is a request from the Commonwealth Scholarship Commission (CSC).

Jaspal Singh has recently made an application to the Commission for a scholarship, and has named you as a reference. Please could you fill in the online reference form, by clicking the link below, and then use the Submit button to return the form to the CSC. During the filling of the form, you may save it and close it as many times as you wish, with the link below taking you automatically to your most recently saved version. See <http://www.cscuk.org.uk/apply/eas.asp> for guidance.

To access the form, click here:

http://81.171.130.211/csc/csc_refsup.ofml?OFMailID=551pSrp6

Note: rather than typing directly on screen, you may find it more convenient to write the reference in a word processor and then 'cut-and-paste' the text into the *Comments* field. This has the advantage that you can easily produce a hard-copy of the reference on headed-paper.

If you click on the link in the email the following screen will open

Weburn House, 20-24 Tavistock Square
London, WC1H 9HF
United Kingdom
Tel +44 207 380 6700
[Contact Us](#)

Reference

5 years of COMMONWEALTH SCHOLARSHIPS

Submit Save Exit << Back Next >>

Applicant's Details

Name Peter Bourdillon

Click here to download a PDF version of the application form:
[Download Form](#)

Referee's Details

These are the details entered about you by the Applicant. If any of them are incorrect, please click the "Edit" button and enter the correct details.

Name Jaspal Singh Edit

Job Title Cardiologist Edit

Organisation Anytown Hospital Edit

Email jaspal.singh@bourdillon.plus.com Edit

Phone Edit

Fax Edit

Comments

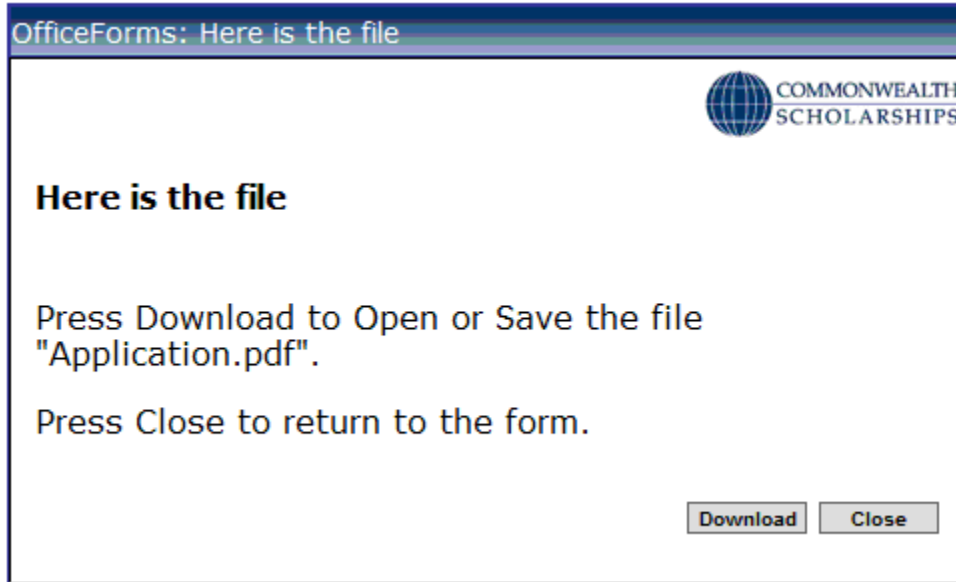
Please provide your reference for the candidate in the box below

*

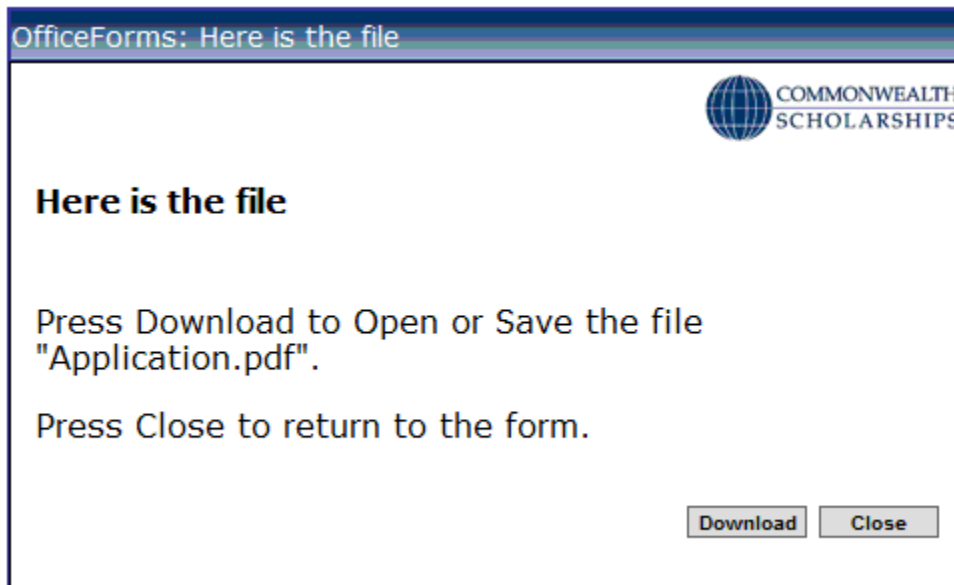
Submit Save Exit << Back Next >>

Here you can change, if you wish, the information in the **Referee's Details** section.

Assuming the candidate has given permission for you to see his/her application, before completing the **Comments** section, click on the **Download Form** button in the **Applicant's Details** section. This screen appears



When you click on the **Close** button (do not click the **X** at the top right corner of the screen otherwise you will have to start all over again)



you return to the form that needs completing

Woburn House, 20-24 Tavistock Square
London, WC1H 9HF
United Kingdom
Tel +44 207 380 6700
[Contact Us](#)

Reference

5 years of COMMONWEALTH SCHOLARSHIPS

Submit Save Exit Back Next

Applicant's Details

Name

Click here to download a PDF version of the application form:

Referee's Details

These are the details entered about you by the Applicant. If any of them are incorrect, please click the "Edit" button and enter the correct details.

Name	<input type="text" value="Jaspal Singh"/>	<input type="button" value="Edit"/>
Job Title	<input type="text" value="Cardiologist"/>	<input type="button" value="Edit"/>
Organisation	<input type="text" value="Anytown Hospital"/>	<input type="button" value="Edit"/>
Email	<input type="text" value="jaspal.singh@bourdillon.plus.com"/>	<input type="button" value="Edit"/>
Phone	<input type="text"/>	<input type="button" value="Edit"/>
Fax	<input type="text"/>	<input type="button" value="Edit"/>

Comments

Please provide your reference for the candidate in the box below

*

Rather than typing directly on screen, you may find it more convenient to write the reference in a word processor and then 'cut-and-paste' the text into the *Comments* field. This has the advantage that you can easily produce a hard-copy of the reference on headed-paper.

The Commission attaches great importance to references from people who are well acquainted with the candidate's academic or professional work. Referees should comment as fully as possible on the candidate, keeping in mind the following points for inclusion, as appropriate:

- how long, and in what capacity, you have known the applicant
- your views on the candidate's academic record and suitability for the proposed research in general and the need for the particular subject of study in the UK
- information on how, and to what extent, the candidate has shown ability in terms of:
 - capability to grasp concepts and to reason analytically
 - capacity for original thought
 - motivation and perseverance in achieving objectives
- assessment of the candidate's particular strengths and weaknesses
- any other general qualities which you consider would make the candidate a good recipient of a Scholarship/Fellowship

You can either complete the reference in one sitting and then click on **Submit**; or you can come back to complete the reference later by clicking on **Save**

Weburn House, 20-24 Tavistock Square
London, WC1H 9HF
United Kingdom
Tel +44 207 380 6700
[Contact Us](#)

Reference

50 years of COMMONWEALTH SCHOLARSHIPS

Submit Save Exit << Back Next >>

Applicant's Details

Name

Click here to download a PDF version of the application form:

Referee's Details

These are the details entered about you by the Applicant. If any of them are incorrect, please click the "Edit" button and enter the correct details.

Name

Job Title

Organisation

Email

Phone

Fax

Comments

Please provide your reference for the candidate in the box below

* It is a pleasure to write a reference for Peter Bourdillon. I have known him for 4 years in my capacity as head of Department. ABC

Submit Save Exit << Back Next >>

If you click on **Save**, you are asked to supply a password to be able to get back in again using the same link from the email

The screenshot shows a dialog box titled "OfficeForms: Password Required" with the Commonwealth Scholarships logo in the top right. The main heading is "Password Required". On the right side, there is a blue link labeled "Accessible Version". A text box contains the message: "Before the reference form is saved, it is necessary to supply a password. This is to protect your information and comments. The password will be needed next time you reopen this reference using the link e-mailed to you, so please." Below this message are two input fields. The first is labeled "* Enter password" and the second is labeled "* Repeat password". At the bottom right, there are two buttons: "OK" and "Cancel".

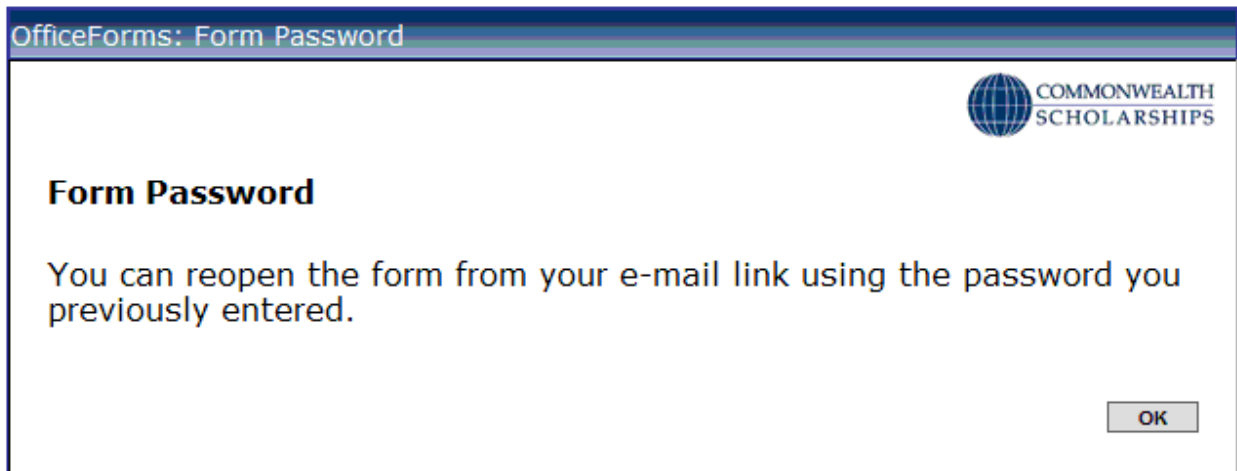
After entering the password twice, click on **OK**

This screenshot is identical to the previous one, but the two password input fields are now filled with a series of black dots, indicating that a password has been entered. The "OK" and "Cancel" buttons remain at the bottom right.

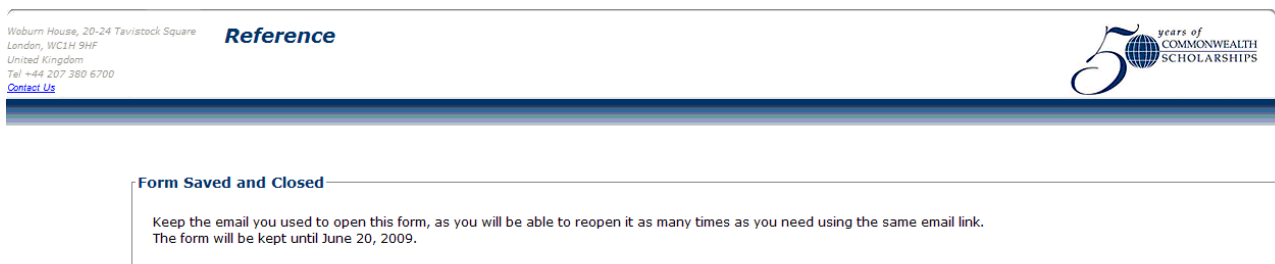
you are then asked if you want to save the changes you've made to the form

The screenshot shows a dialog box titled "OfficeForms: Form Close" with the Commonwealth Scholarships logo in the top right. The main heading is "Form Close". On the right side, there is a blue link labeled "Accessible Version". A text box contains the question: "Would you like to save the changes to your form?". At the bottom right, there are three buttons: "Yes", "No", and "Cancel".

click **OK** which shows the following message



click **OK** and the following message appears



you can now close your Browser

When you click on **Submit** you see the following message

Form Submitted Successfully

This is an automatic acknowledgement from Commonwealth Scholarship Commission Electronic Application System.
The reference or supporting statement form that you submitted has been received successfully.

you can now close your Browser

Please note:

1. you will automatically get email messages informing you about the candidate's progress through the stages of the competition
2. if the candidate reaches the final round of the competition you will receive another email. Attached to it will be your reference in the form of a letter. We would appreciate it if you would print the letter, sign it and post it to the Commonwealth Scholarship Commission in London. The instructions will be in the email.