

Candidates for Commonwealth Scholarships and Fellowships (other than those applying to take a Taught Master's course) are asked in their application forms to include the names and email addresses of potential Supervisors of their studies in the UK. When a candidate submits an application form, an email to each of the potential Supervisors is generated automatically. The email, that you as a potential Supervisor will receive, looks like

Dear Prof Michelle Saunders

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

Jaspal Singh has recently made an application to the Commission for an Academic Staff Fellowship, and has named you as a potential associate or supervisor. As part of the application, we will require a Supporting Statement from you.

Please could you fill in the online supporting statement 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.

To access the form, click here:

http://81.171.130.211/csctest/csc_refsup.ofml?OFMailID=y642MfsS

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

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

Supporting Statement

5 years of COMMONWEALTH SCHOLARSHIPS

Submit Save Exit Back Next

Applicant's Details

Name Jaspal Singh

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

Associate/Supervisor'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 Prof Michelle Saunders Edit

Institution Mount Vernon Hospital, Northwood Edit

Email michelle.saunders@bourdillon.plus.com Edit

Statement

In principle, I am prepared to have this person working with me.

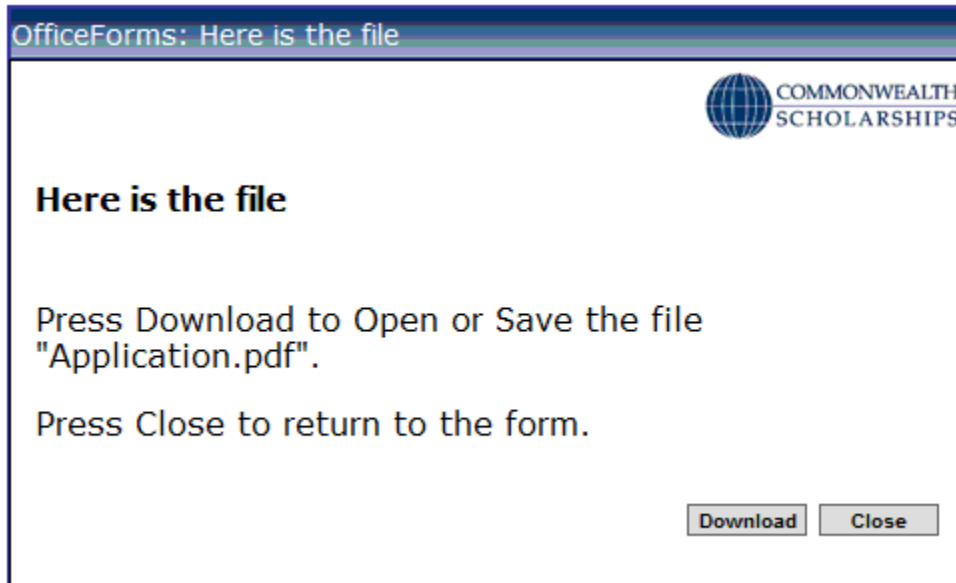
Comments

* [Text area with CSC logo]

Submit Save Exit Back Next

Here you can change, if you wish, the information in the **Associate/Supervisor's Details** section

Before ticking the **Statement** and completing the **Comments** section, click on **Download Form** in the **Applicant's Details** section. This screen appears



When you click on Download, the opening page of the application looks like

www.cscuk.org.uk

TO BE COMPLETED BY THE NOMINATING VICE-CHANCELLOR/EXECUTIVE HEAD

Please note that the Commission will only accept nominations from the candidate's employing Vice-Chancellor, Executive Head or the appointed official. This section should NOT be completed by any other individual on behalf of the Vice-Chancellor or Executive Head. If the candidate's employing institution is affiliated to a university, the parent university should complete this section. If the candidate is employed by an autonomous non-university institution this should be made clear.

1. Name of nominating university:

Kenyatta University

2. Award tenable from *(date of commencement)*:

Please note that a start date later than October 2009 can only be considered in exceptional circumstances

Length of study in **the awarding country** will be 6 MONTHS

3. Candidate's present appointment:

Title:

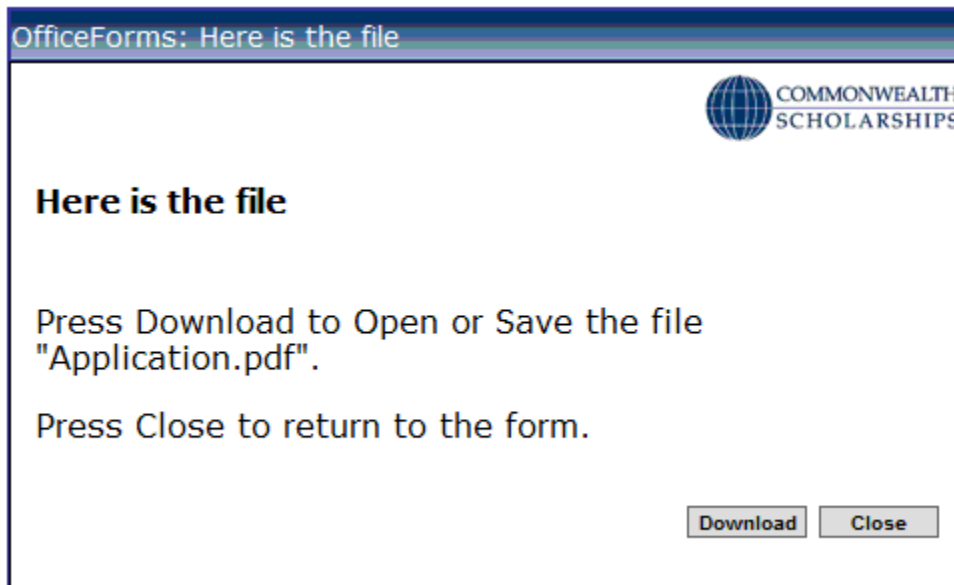
Department:

6. I recommend the candidate named for the following reasons:

7. If the nomination is made partly in the context of departmental/ institutional links:

The university would wish the Commission to give special consideration to making the award tenable at *(name of institution)*:

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

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Supporting Statement

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:

Associate/Supervisor'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

Institution

Email

Statement

In principle, I am prepared to have this person working with me.

Comments

*

<< Back Next >>

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

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Supporting Statement

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Submit Save Exit << Back Next >>

Applicant's Details

Name

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

Associate/Supervisor'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 [Edit](#)


Institution [Edit](#)

Email [Edit](#)

Statement

In principle, I am prepared to have this person working with me.

Comments

* We can offer him hands-on experience in Clinical Oncology, but before he can have this experience he will need Registration with the General Medical Council 

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

OfficeForms: Password Required

COMMONWEALTH SCHOLARSHIPS

Password Required

[Accessible Version](#)

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.

* Enter password

* Repeat password

OK Cancel

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

The screenshot shows a dialog box titled "OfficeForms: Password Required". In the top right corner, there is a logo for "COMMONWEALTH SCHOLARSHIPS" and a blue link labeled "Accessible Version". The main heading is "Password Required". Below this, 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." There are two input fields: the first is labeled "* Enter password" and the second is labeled "* Repeat password", both containing masked characters (dots). At the bottom right, there are "OK" and "Cancel" buttons.

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". In the top right corner, there is a logo for "COMMONWEALTH SCHOLARSHIPS" and a blue link labeled "Accessible Version". The main heading is "Form Close". Below this, a text box contains the question: "Would you like to save the changes to your form?". At the bottom right, there are "Yes", "No", and "Cancel" buttons.

click **OK** which shows the following message



Form Password

You can reopen the form from your e-mail link using the password you previously entered.

OK

click **OK** and the following message appears

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Reference



Form Saved and Closed

Keep the email you used to open this form, as you will be able to reopen it as many times as you need using the same email link.
The form will be kept until June 20, 2009.

you can now close your Browser

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

Woburn House, 20-24 Tavistock Square
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United Kingdom
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[Contact Us](#)

Supporting Statement



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 that you will automatically get email messages informing you about the candidate's progress through the stages of the competition