

## 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 selects candidates to nominate to the Commonwealth Scholarship Commission (CSC). A Nominating Agency can be:

For Commonwealth Scholarships for taught Master's and PhD study:

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

For Commonwealth Scholarships for academic staff and Commonwealth Academic Fellowships:

- a Commonwealth national body, e.g. University Grants Commission
- a Commonwealth university. Commonwealth universities nominate candidates either directly or indirectly to the CSC. If indirectly, the nominations are sent to a national body, which makes the final selection of candidates to be nominated to the CSC. See <http://bit.ly/cscuk-eas> for details.

For Commonwealth Shared Scholarships

- a UK university

For Commonwealth Distance Learning Scholarships

- a department of a UK university

For Commonwealth Professional Fellowships

- a UK organisation or a department of a UK university

**Q: Can I apply direct to the Commonwealth Scholarship Commission?**

A: No.

**Q: How do 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. Your entries are automatically saved as you complete the different sections 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: 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.

**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.

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

A: This is a known intermittent software bug. To work-around: log out, open an application and click on *My Details* from within the application and then you can complete the *Extra Details* page

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

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

**Q: What can I do with the *In Tray*?**

A: You can:

- click on **View Existing Applications** to complete and print incomplete applications and view complete applications
- 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

In the *View Existing Applications* tab in the *In Tray*, you can see:

- *ID*: the identification number of your application
- *Originated*: the date you initiated 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. For example, 'References: 1 & 3 of 3' means that Referees 1 and 3 have completed their references online.

**Applicant's Portal**

The screenshot shows the Applicant's Portal interface. At the top right, there are links for "Log Off" and "My Details". Below this is a navigation bar with tabs for "View Existing Applications", "Start New Application", and "Feedback". A "Refresh" button is on the left, and "Show 20 records per page" is on the right. The main content area is divided into two sections:

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

Started	Last Viewed	Type	
12/Aug/13 13:12	12/Aug/13 13:12	Scholarship	<a href="#">Open...</a>

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	<a href="#">View Form</a>

Page 1 << Previous Next >>

**Q: Where do I find my EAS ID?**

A: If you have not completed/submitted your application, go to the *Attachments* page – your ID is in the blue panel at the top of the page. If you have completed/submitted your application, go to your *In Tray* – your ID is the number in the first column under 'Submitted Forms In Process'.

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

A: This was probably due to heavy internet traffic. You will have to be patient and wait for pages to load at times when using the EAS. Avoid clicking the Refresh button in your internet browser, as this can result in duplicated information appearing on your application. You might find it easier to log out (or, if you are unable to, close your browser) and try again later.

The information you enter is automatically saved on a regular basis, but it is sensible to save the form yourself from time to time.

**Q: Why can't I log out?**

A: This may happen 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 will probably see an error message. If you do, click on the button in the error message – this will re-open the application and you can then log out normally.

**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 save the PDF on your computer, and print it. You might have to wait for the PDF to download, especially if you have attached several transcript pages.

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

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

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

A: This probably means that the Nominating Agency has rejected your application. You should have received an email notifying you of their decision.

If you are applying for a Commonwealth Professional Fellowship, it may mean that the Nominating Agency (the UK organisation offering the programme) has decided to revise the application form. When the revisions have been made, you will be able to continue with your application, and all the information you previously entered will still be there.

**Q: I have started my application for a Commonwealth Professional Fellowship – why can I no longer see it in my In Tray?**

A: This means either that the UK organisation offering the programme has rejected your application (you should have received an email telling you so), or that the UK Organisation offering 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: 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, but not Referee 2, have completed their references online. Similarly, 'References: 2 & \_ of 3' means that only Referee 2 has completed the on-line reference

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	<a href="#">View Form</a>

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

A: Only Nominating Agencies and the Commonwealth Scholarship Commission (CSC) can see your references.

**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.

**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 both developed and developing countries.

**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 a new application AND:

- 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 you have made a second application

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

**A:** Yes. Click on **View Form** in your **In Tray** to open your application.

**Applicant's Portal** [Log Off](#) | [My Details](#)

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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	<a href="#">Open...</a>

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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	<a href="#">View Form</a>

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

Woburn House, 20-24 Tavistock Square  
 London, WC1H 9HF  
 United Kingdom

**Application for a Commonwealth Scholarship**



[Print Form](#) | [Save and Exit](#) | [Spell Check](#) | [Exit](#) | [<< Back](#) | [Next >>](#)

[Accessibility Help](#) | [General Help](#)

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

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			<a href="#">Change</a>	<a href="#">Resend</a>
David Jones	Manager	Work Two	david@jones.com			<a href="#">Change</a>	<a href="#">Resend</a>
William Cooper	Manager	Work Three	william@cooper.com			<a href="#">Change</a>	<a href="#">Resend</a>

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

[Print Form](#) | [Save and Exit](#) | [Spell Check](#) | [Exit](#) | [<< Back](#) | [Next >>](#)

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

Woburn House, 20-24 Tavistock Square  
London, WC1H 9HF  
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**

*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

Resend Email  
Resend  
Resend  
Resend

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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London, WC1H 9HF  
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			<a href="#">Change</a>	<a href="#">Resend</a>
David Jones	Manager	Work Two	david@jones.com			<a href="#">Change</a>	<a href="#">Resend</a>

*Application for a Commonwealth Scholarship* [Accessibility Help](#) [GENERAL HELP](#)

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

OK Cancel

Resend  
Resend  
Resend

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

Click on **OK** again to close the pop-up. Click on **Exit** to return to your *In Tray*.

The screenshot shows the 'References' section of the Commonwealth Scholarships application form. At the top, it says 'Application for a Commonwealth Scholarship' and 'COMMONWEALTH SCHOLARSHIPS'. The page is titled 'SECTION THREE: REFERENCES'. On the left, there is a navigation menu with items like 'Application Details', 'Agency Input', 'Personal Information', etc. The main content area has a 'References' section with instructions: '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.' Below this is a 'Referees' table with columns for Name, Job Title, Organisation, Email Address, Phone, Fax, Change Email, and Resend Email. The table lists three referees: John Smith (Manager, Work, john@smith.com), David Jones (Manager, Work Two, david@jones.com), and William Cooper. A pop-up window titled 'Info' is overlaid on the table, containing the text: 'Your referee has been emailed with the appropriate details' and an 'OK' button. At the bottom of the page, there are navigation buttons: 'Print Form', 'Save and Exit', 'Spell Check', 'Exit', '<< Back', and 'Next >>'.

Name	Job Title	Organisation	Email Address	Phone	Fax	Change Email	Resend Email
John Smith	Manager	Work	john@smith.com			<a href="#">Change</a>	<a href="#">Resend</a>
David Jones	Manager	Work Two	david@jones.com			<a href="#">Change</a>	<a href="#">Resend</a>
William Cooper						<a href="#">Change</a>	<a href="#">Resend</a>

If one of your Referees has difficulty submitting their reference using the online form, you should ask them to send a signed reference, preferably on headed paper, scanned in PDF format and quoting your EAS number, to:

- [references.scholarships@cscuk.org.uk](mailto:references.scholarships@cscuk.org.uk) if the application is for a Commonwealth Scholarship for Master's or PhD study
- [references.sharedscholarships@cscuk.org.uk](mailto:references.sharedscholarships@cscuk.org.uk) if the application is for a Shared Scholarship
- [references.distancelearning@cscuk.org.uk](mailto:references.distancelearning@cscuk.org.uk) if the application is for a Distance Learning Scholarship
- [references.fellowships@cscuk.org.uk](mailto:references.fellowships@cscuk.org.uk) if the application is for an Academic Fellowship
- [references.medicalfellowships@cscuk.org.uk](mailto:references.medicalfellowships@cscuk.org.uk) if the application is for a Medical Fellowship

The Helpdesk will then upload the reference into the candidate's online application.

Any references sent in this way must be sent directly from the same email address to which the invitation to submit a reference was sent via the EAS. **A reference sent from any other address will be ignored.**

A reference will not be uploaded into more than 1 application.

There is no deadline in the EAS for references.