

# How to Complete Your Online Fellowship Application: Five Easy Steps

## Step 1: Logging In

Once you select the fellowship that you would like to apply for you will be directed to the “online fellowship application portal.”

- Complete the [Scottish Rite Endowment Graduate Fellowship application](#) via the [online fellowships application portal](#).

This will then direct you to the sign in page. You can either sign in with your GWid (email ID and password) or if you do not yet have your GWid (or are having difficulties signing in with your GWid) you can create and log in using a Fellowship Account. Once you have signed in to the fellowship applications proceed to the next step.

### Fellowships Forms

Please log in to continue.

**I Have a GW NetID**

Members of the University community can access myGW by using their Net ID (also known as GWMail account) information.

[Log In](#)

**I Do Not Have a GW NetID**

**I have a Fellowships account:**

Email Address:

Password:

[I forgot my password](#)

[Log In](#)

**I need to create an account:**

Email Address:

Password:

First Name:

Last Name:

[Register](#)

## Step 2: Selecting the fellowship

Upon signing into the fellowship application portal you will see a comprehensive list of available fellowships. Any fellowships you have previously begun will be listed in grey at the top. You can save an application by simply exiting out of it and any information submitted will remain there.

Note, once a fellowship deadline passes you will no longer have access to edit or submit that application. Late Applications will not be accepted.

Also, once a deadline passes that fellowship will no longer appear on the list of available fellowships.

### Your Saved Forms:

#### Career Development Fellowship *(in progress)*

Career Development Fellowships are intended to assist students who are working/interning either full- or part-time in the DC Metro area and are pursuing or wish to pursue graduate (Master's level) study at GW to enhance their knowledge and skills. Assumed is that these students will add the dimension of real world experience to the classroom and that they will, in turn, employ the new knowledge and skills from their courses at GW in the workplace. Completed applications and supplementary materials must be submitted by 12:00 PM (NOON) EST on 20 March 2015 to be considered.

### Other Available Fellowship Forms:

#### Alexandria Partnership Fellowship

The GW and City of Alexandria Partnership Fellowship is intended for students who are citizens of or working or interning full- or part-time in the City of Alexandria. Applicants must also be pursuing or wish to pursue graduate (Graduate Certificate, Master's or Doctoral) study at the GW Alexandria Graduate Education Center. For detailed eligibility requirements, please visit: <http://www.gwu.edu/~fellows/fellowships/alexandria.html>. For questions, please email Connie Mokey at [mokeyc@gwu.edu](mailto:mokeyc@gwu.edu). Completed applications must be submitted by 12:00 PM EST on 4 May 2015 to be considered.

#### Grad2Grad

Eligible applicants for 2015-16 must earn a GW undergraduate degree in one of the following semesters only: Spring 2015, Summer 2015 or Fall 2015; Meet graduate admissions requirements; and enroll for full- or part-time study by Summer 2015, Fall 2015 or Spring 2016 in a GWU master's or graduate certificate program. The tuition discount is available only for the first graduate certificate or master's program pursued after completion of the bachelor's degree and can be applied only toward tuition costs for coursework required for the graduate certificate or degree. Please visit: <https://graduate.admissions.gwu.edu/grad2grad-program> for more details and a list of eligible programs.

#### GW Summer Dissertation Fellowship

The purpose of the GW Summer Dissertation Fellowships is to provide support for advanced GW doctoral students in the summer so that the students can make progress on their dissertations. Advanced students are defined as being at the end of their research and in their final year. Eligible applicants should therefore intend to graduate by the end of Summer 2015. Applicants who do not meet these requirements will not be considered. The fellowships are competitive and the number awarded will be dependent on available funding. Students working in a benefited position at GW are not eligible.

#### Loughran Foundation Endowment Dissertation Research Grants to the University of Oxford

The purpose of the Loughran Dissertation Research Grants to Oxford is to provide support for GW doctoral students who must conduct laboratory or archival research at the University of Oxford in order to further their dissertations. Completed applications and supplementary materials must be submitted by 12:00 PM EST on 1 May 2015 to be considered.

#### Loughran Graduate Fellowship

The Loughran Fellowship is a tuition award (amounts vary from \$2,000 - \$6,000 per year, depending on need and availability of funds) available to outstanding students from the Washington, DC Metropolitan Area who have need, are currently enrolled in or accepted to a graduate program in the School of Business (Foggy Bottom campus only, students in off-campus or Virginia Campus programs are not eligible) or in the Law School at GW, and have a minimum 3.5 GPA at the most recent level of study. Interested applicants must also be taking at least 4.5 credits a semester. Residence in DC, MD, or Northern VA must have been established at least 1 year prior to commencement of graduate studies or the applicant or applicant's current spouse must be an active duty member of the U.S. military stationed in DC, MD, or Northern VA.

#### Scottish Rite Endowment Graduate Fellowship

Tuition fellowships of \$15,000, funded by income from a Scottish Rite endowment given to the George Washington University, are awarded for the academic year to full-time graduate students in the Elliott School of International Affairs, the School of Business, the School of Engineering and Applied Science, the Graduate School of Education and Human Development, the Columbian College of Arts and Sciences, College of Professional Studies, or the Milken Institute at the George Washington University Foggy Bottom campus. Tuition awards will apply only to course registration during the academic year, excluding summer sessions, on the Foggy Bottom campus. Award amounts can vary by semester. While priority is given to full-time students, part time students (those taking at least 6 credits per semester) may apply and will be considered for \$7,500 awards, if funding is available.

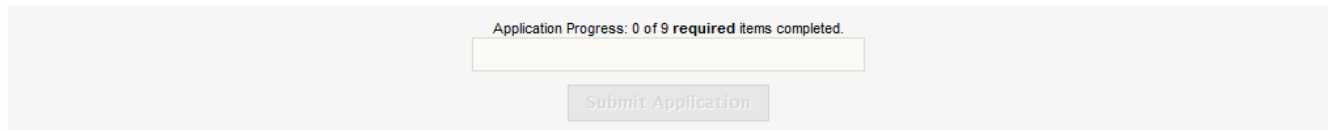
For the purpose of this manual the "Scottish Rite Endowment Graduate Fellowship" will be selected.

### Step 3: Submitting your application Materials

As stated, for the purpose of this manual the Scottish Rite Endowment Graduate Fellowship will be selected. You will be able to follow your application progress when submitting your materials by the progress bar located at the top.

#### Scottish Rite Endowment Graduate Fellowship

Tuition fellowships of \$15,000, funded by income from a Scottish Rite endowment given to the George Washington University, are awarded for the academic year to full-time graduate students in the Elliott School of International Affairs, the School of Business, the School of Engineering and Applied Science, the Graduate School of Education and Human Development, the Columbian College of Arts and Sciences, College of Professional Studies, or the Milken Institute at the George Washington University Foggy Bottom campus. Tuition awards will apply only to course registration during the academic year, excluding summer sessions, on the Foggy Bottom campus. Award amounts can vary by semester. While priority is given to full-time students, part time students (those taking at least 6 credits per semester) may apply and will be considered for \$7,500 awards, if funding is available. Please email gradfel@gwu.edu for questions.



When submitting your application materials for each fellowship you will be prompted to submit each piece individually. This will be important because only when every item has been properly uploaded will you be able to submit your overall application. Incomplete applications (in addition to late applications) will not be considered.

To download the application, simply click on the download link.

#### Application Materials:

\* = required

→ **Application \*** *(click to download)*

Completed applications must be submitted by 12:00 PM EST on 3 August 2015 to be considered. Please do not fill out the application in Mac PDF Viewer or any web browser viewer as your application might be saved blank. Please remember to save a copy of your application.

Status: Pending Submission

Upload Completed Form:     
*(PDF File Only)*



When uploading application materials only PDF files will be accepted. Most school computers will allow you to convert word documents to PDF by using Adobe X. However, if you have questions on how to save your word document as a PDF please visit the following link: <http://www.wikihow.com/Convert-a-Microsoft-Word-Document-to-PDF-Format>. As a final method you can scan any printed document and email it to yourself as a PDF format that can then be uploaded.

→ **Resume \***

Status: Pending Submission

Upload Completed Form:     
*(PDF File Only)*

→ **Personal Essay \***

This essay is your opportunity to provide information about your academic and other interests. Include your anticipated or current academic plan of study, degree program, and field of specialization at the George Washington University. Provide information on your short and long term goals. Please limit your essay to three pages.

Status: Pending Submission

Upload Completed Form:     
*(PDF File Only)*

→ **Undergraduate Transcripts \***

Status: Pending Submission

Upload Completed Form:     
*(PDF File Only)*

By clicking on the **Browse...** button you will be able to locate any document saved on your computer. Once you select the document and open it within the portal you will the file location and name appear. Please note because of the limited display space the file name or location may be cut off as it appears here:



Once the file location and name appears click on the “Upload File” button.

**Application \***  
Completed applications must be submitted by 12:00 PM EST on 3 August 2015 to be considered. Please do not fill out the application in Mac PDF Viewer or any web browser viewer as your application might be saved blank. Please remember to save a copy of your application.

Status: **Completed** on March 12, 2015 **View Item**

Items that have been correctly uploaded will then be shown as “Completed.”

Remember, your submissions are only one part of the application process; you also need to follow through with any academic or professional recommendations. Once you are confident with your ability to upload documents please move on to the next step.

#### Step 4: Submitting References

Most applications will require you to submit various references. You will not have access to the professor’s recommendation, you will instead provide their email address and they will receive instructions on how to submit your recommendation. If they have trouble uploading make sure they are uploading a PDF file. If they are not, direct them to the information above on how to convert a word file. They may also access directions here.

When you click on the “Send to Be Submitted” button you will be prompted to input their information.

→ **Academic Recommendation \***  
Status: Pending Submission

**Send To Be Submitted**

→ **Academic Recommendation \***  
Status: Pending Submission

**Send To Be Submitted**

**Send E-Mail Notice for Academic Recommendation To Be Submitted**

E-Mail Address

First Name

Last Name

**Send Request**

→ **Recommendation Letter \***  
This letter may be personal or professional (from an employer, colleague, or Scottish Rite member), but it may NOT be from a family member.  
Status: Pending Submission

**Send To Be Submitted**

**Send E-Mail Notice for Recommendation Letter To Be Submitted**

E-Mail Address

First Name

Last Name

**Send Request**

Once you properly provide their name and email you will see their information appear as it does below. If you entered any information incorrectly simply click on the “Re-Send Request To Be Submitted” button to prompted to reenter their information. **If you have resent a request, make sure your recommender is accessing the new link. Previous links will expire as soon as a new request is sent out.**

→ **Academic Recommendation \***

Status: Pending Submission. You sent a request to Professor Charles Xavier <gradfell@gwu.edu> to submit this on March 12, 2015.

Re-Send Request To Be Submitted

The status will be listed as “Pending Submission” until the professor uploads the recommendation form. You can submit your application even if your recommenders have not yet submitted their recommendation letters. **(Note that recommendation requests CANNOT be sent or re-sent after your application has been submitted! Please make sure your recommender has received and can upload the recommendation BEFORE submitting your application.)**

Once your recommender submits your recommendation form you will receive an email to your address and your application will be updated to reflect this change.

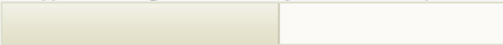
☐ ☆ □ noreply Application Item Submitted for Scottish Rite Endowment Graduate Fellowship Application - Hello, Professor Charles Xa Mar 12

✓ **Academic Recommendation \***

Status: Completed by Professor Charles Xavier <gradfell@gwu.edu> on March 12, 2015

Further, you can confirm recommendations have been received within the fellowship portal through the status of the progress bar.

Application Progress: 5 of 9 required items completed.



Submit Application

## Step 5: Submitting Your Application

Once all items have been uploaded you will need to certify that everything is correct. This digital signature acts in place of your personal signature. You will simply type your name and click submit.

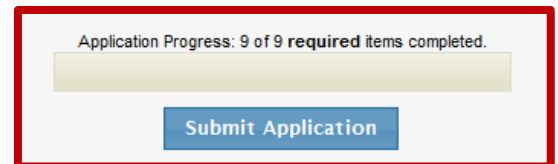
Note: This does not submit your overall application, it simply certifies that the information you provided is genuine.

→ **Signature \***  
I certify that all the information provided in this application is true to the best of my knowledge. I give permission to the Fellowship Committee to make an investigation of the information provided herein. Furthermore, I agree to give proof of the information that I have given on this form if I am asked to do so by the Fellowship Committee. I realize that providing untrue information, or failing to give proof of information when asked, may disqualify me from receiving the Scottish Rite Endowment Graduate Fellowship.

Status: Pending Submission

First\_Name Last\_Name

Once all items have been uploaded a new button will appear at the top of the page, below the progress bar. (For the purpose of this manual it has been highlighted with a red box around it, this box will not appear in your fellowship portal.) Clicking this button submits your application to our office. Failure to submit means your application will not be considered and will be treated as incomplete, even if all items have been uploaded.



Once you have clicked this button it will disappear and instead be replaced by a preview of your application. This will allow you to ensure you properly uploaded all necessary documents. Recommendation letters will not appear within the preview but you will be shown they have been submitted. You can also choose to print this review for your records by moving your mouse icon over the page. Again, until you click the submit button shown in red at the bottom of the page you will application will be treated as incomplete.

### Preview of Your Application:

Preview your application below. It is included here as a PDF file. If there are any missing items, please correct them before submitting your application. If you cannot see the application below, [click here](#). **Your application is NOT yet submitted until you submit it using the button below.**

**Scottish Rite Endowment Graduate Fellowship**  
**Application by Joseph McCormack**  
<[redacted]@gwu.edu>

*Final Application View*


**Application Materials:**

- x Application  
Status: Completed on June 23, 2016
- x Resume

Upon submission you will see a blue status bar showing the date of your completed and submitted application.

### Scottish Rite Endowment Graduate Fellowship

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 You submitted this application on March 12, 2015.

### Application Materials:

\* = required



#### Application \*

Completed applications must be submitted by 12:00 PM EST on 3 August 2015 to be considered. Please do not fill out the application in Mac PDF Viewer or any web browser viewer as your application might be saved blank. Please remember to save a copy of your application.

Status: **Completed** on March 12, 2015

[View Item](#)

Additionally once your application has been correctly submitted you will receive a confirmation email as shown:

Office of Graduate Stud.      Scottish Rite Endowment Graduate Fellowship Confirmation - Dear Joseph, This email serves as confirmation      1:40 pm

Also, at the top of the fellowship portal page you will be able to see the date of your submitted application.

### Your Saved Forms:

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#### Scottish Rite Endowment Graduate Fellowship *(submitted March 12, 2015)*

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For any further questions contact the Office of Graduate Student Assistantships and Fellowships at [gradfell@gwu.edu](mailto:gradfell@gwu.edu)