

## 1- Provisional Selection e-mail

Dear [NAME],

CSC Reference Number: CSC ID

I am delighted to let you know that the Commonwealth Scholarship Commission in the UK has provisionally selected you for a Commonwealth Scholarship, tenable at [University] for studies leading to the qualification of MSc taught in [Course], commencing in September/October 2023.

I am writing to offer my congratulations on your success in what was a highly competitive application round, and to give you some information regarding the next steps. I must stress that this correspondence is not an award offer. We will only issue a formal offer once placement at an institution is secured on terms agreeable to the CSC. Should this not be possible, no offer will be made.

Any offer of award will similarly be subject to satisfactory completion of any degree programme for which you were registered, at the time of your application.

It is important that you read this email carefully and action all of the following points as soon as possible to avoid any delay in you receiving an offer of award:

1. Course application: if you have not already done so, you should apply immediately for admission to the institution listed above.
2. English Language: [University] will be required by UK Visas & Immigration (UKVI) to assess your ability in English Language as a condition of sponsoring you for a Student visa. You are advised to liaise directly with the institution about your visa. The CSC will expect all candidates to meet all course entry requirements, including English Language testing, prior to confirmation of their award. The CSC will not normally support pre-sessional English Language, or other pre-sessional courses.
3. TB certificate: Check whether you are required to undergo a [Tuberculosis test](#) for your Student visa application and arrange the test as required. You should seek advice from your university about the most appropriate time to book your TB test as your medical certificate will be valid for six months only.
4. ATAS: Check with your university as soon as possible whether your course requires security clearance from the [Academic Technology Approval Scheme \(ATAS\)](#) before you can study in the UK. If you do need to obtain an ATAS certificate, you can [apply online](#). ATAS certificates are valid for 6 months and your university may need a copy of an ATAS certificate before they issue a CAS. Processing times for ATAS certificates can be in excess of 4 to 6 weeks. Please note that the CSC has no influence on the speed or outcome of ATAS certificate applications.
5. Health and Disability Form: Please complete the [Health and Disability form](#) and email it to your Programme Officer. The information provided will be used

by the CSC to assist you with any support or adjustments that may be required.

6. Missing documentation: if documentation was missing from your application that is still required, this is indicated in the list of documents required at the end of this email, and you are advised to send this documentation to your Programme Officer immediately.
7. If for any reason you are unable to start at the beginning of the academic year (September/October 2023) your provisional selection may be withdrawn.

Should you, for any reason, not wish us to proceed with your candidacy or should at any point receive a rejection of a place from the above listed institution or any others listed in your application, please contact your Programme Officer (details below) as soon as possible so that the placement procedure can be halted.

### **Your Programme Officer**

The CSC has a team of Programme Officers, based at The Association of Commonwealth Universities. The Officer responsible for [University] is [Name](e-mail) and they will be working on your placement over the coming weeks. Do note that for operational reasons your Programme Officer may change from time to time. Please return all requested documents as soon as possible, ensuring that you have included up to date contact details.

### **Pre-Award Information**

It is very important that you read the information provided in the Pre-Award Information section of the CSC website including the Frequently Asked Questions, which can be read on the website [here](#). Note that this website requires a password.

The password is: Scholar2023

Finally, let me say how pleased I am that you decided to apply for a Commonwealth Scholarship. The CSC recognises that the continued success of this scheme depends on our ability to maintain the excellent standard of award holders. We are intensely proud of the achievements of the thousands of former scholars who have gone on to achieve international prominence in a wide variety of fields. I feel certain that the 2023 selections will more than meet the exacting standards of their predecessors, and very much hope to meet you, as part of this group, later this year.

Yours sincerely,

Annabel Boud

Head of the Commonwealth Scholarship Commission

Commonwealth Scholarship Commission in the UK

Further information about Commonwealth Scholarships in the UK is available at <https://cscuk.fcdo.gov.uk/>.

The CSC is committed to protecting your personal information and to being transparent about the information we are collecting about you and what we do with it. To find out more, see our [privacy notice](#).

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In order to proceed with your placement, the CSC will require copies of the documents listed below. References must be provided on institutional letterhead if these were not already included in your application.

The documents listed below are requested either because they have not been received at all, or, for references, that they have not been received on institutional letterhead.

Documents Required:

- XXXXXX
- XXXXXX