

## Confirmation of Award - Email

SUBJECT: Confirmation of Award – CSC [SCHOLAR ID]

Dear [Scholar]

Thank you for accepting our offer of award and its terms and conditions.

I am pleased to inform you that your award has now been confirmed. Please find attached a soft copy version of your Confirmation of Award letter with your Confirmation of Financial Support. The letter is password protected; the password is your date of birth, in the format DDMMYYYY (with no dividers).

Also attached is the following:

- Cashcard Instructions
- Chair's Letter

Your cashcard will be couriered to you to the address that you provided on your Award Acceptance form.

It is now important that you do the following:

1. Read your Confirmation of Award carefully.
2. Re-read the [CSC's Pre-Award FAQs. \(Password: Scholar2023\)](#)
3. Prepare and submit your visa application as soon as possible. Once you have applied for your visa, supply us with details of your visa application (see below).
4. Get engaged in the CSC community (see below).
5. Fill in our baseline survey (see below).

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### **Pre-departure briefing**

You may now contact the British Council office that will be assisting you with pre-departure information, details are as follows:

Name  
Email  
Address  
Phone

*For non-represented countries use:*

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### **Visa application**

Please read the student visa application advice on the [CSC website](#) before applying for your visa. Password: Scholar2023

**It is very important that you submit your visa application as soon as possible to avoid any delays in you receiving your visa and travelling to the UK to start your course. You must start preparing all of the required documentation immediately and submit your visa as soon as you are able to.** Please note that the CSC cannot defer your scholarship if you do not arrive in time for the university's latest registration date.

**Once you have submitted your visa application, please complete this form so that the CSC can liaise with UK Visas and Immigration on your behalf. [Please visit the visa application detail form here.](#)**

You will need the following details to log in to the form

**Username:** [AWDID]

**Password:** [PASSWORD]

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### **Booking travel**

Once you receive your visa you will be required to arrange your flights with the CSC travel provider in the UK. To book your flights you will need to follow this link <https://portal.diversitytravel.co.uk/personalized/csc> and complete the booking form. Please ensure you read the booking conditions, [CSC's travel policy](#) and travel FAQ's carefully and complete the form accurately. You will only be able to submit the form once.

You will be required to include a copy of your visa before submitting the form. Please submit the booking form as soon as you receive your visa or as early as possible in order for us to secure the most suitable flights for you. You will need to be flexible with your flight option if you do not submit your booking form as early as possible. –

**Please note that any flights purchased outside of this procedure will not be reimbursed.**

If you require any special assistance at this point, or have any disability-related needs or questions, please do not hesitate to get in touch and we will do what we can to assist you.

Your stipend will begin on the date on which your award officially starts or upon your arrival in the UK, whichever is latest. Please take this into consideration when you are arranging which date you will travel to the UK.

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### **CSC Community**

We encourage you to become involved in the Commonwealth Scholarships community as quickly as possible:

- You can start networking with other 2023 Commonwealth Scholars via our Facebook group: [Commonwealth Scholars 2023 Facebook group](#) (please note this group will be closed at the end of the 2023/24 academic year)
  - You can make contact with other Commonwealth Scholars who are already studying at UK universities in the same region as yours through our Regional Networks: <https://cscuk.fcdo.gov.uk/networks/regional-networks/>
  - You can connect Commonwealth Scholars and alumni studying or working in similar disciplines through our Knowledge Hubs. There is a Knowledge Hub for each CSC theme: <https://cscuk.fcdo.gov.uk/networks/knowledge-hubs/>
  - If you would like to get in touch with alumni in your home country, you can do so via our alumni associations: <https://cscuk.fcdo.gov.uk/alumni/associations/>
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### **Baseline survey**

We will shortly be contacting you with a short survey regarding your experiences prior to applying for a Commonwealth Scholarship. This should take no longer than 20 minutes and will provide us with valuable baseline data for our longer-term evaluation work.

Thank you in advance for taking part in this important exercise. If you have any questions about the survey please contact the Evaluation team at: [evaluation@cscuk.org.uk](mailto:evaluation@cscuk.org.uk).

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Do let me know if you have any queries.

Best wishes,

PO/CSC



Commonwealth Scholarship  
Commission in the UK

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

T +44 (0)20 7380 6700  
F +44 (0)20 7387 2655

[cscuk.fcdo.gov.uk](http://cscuk.fcdo.gov.uk)

Scholar name  
Scholar address

Confirmation date  
CSC Scholar ref

Dear Scholar name

### Confirmation of Award

Thank you for returning the award acceptance form for our offer of a Commonwealth Scholarship under the CSC development theme of **CSC Theme**, tenable at **Institution**. Your scholarship will be funded by the Commonwealth Scholarship Commission, with **Institution** making a contribution to your tuition fee. As you have now met all conditions expressed in our Notification of Award, I am able to confirm the Commission's offer of a scholarship.

Information to assist you in applying for your Student visa (for Chevening, Marshall and Commonwealth scholars) is available on the CSC website. You are strongly advised to read all of the information before making a visa application. Also, attached is your '*Confirmation of Financial Support*' letter. Please note that you must submit both letters with your visa application.

You will be contacted with pre-departure information by the British Council.

[You can also find pre-departure support materials on the CSC pre-award website](#) including FAQs, visa advice and a full visual step by step guide on how to make your student visa application. (Password: Scholar23)

It is important that you familiarise yourself with what to expect when you arrive in the UK both through the 'pre-departure' materials provided to you and the information available from your university. The CSC cannot advise you on securing accommodation, you are encouraged to speak to your university's accommodation office if you have not already done so.

[You can also find useful advice on finding accommodation, as well as other useful information on studying in the UK on the UKCISA website.](#)

It is highly recommended that you take advantage of any 'meet and greet' service that your university provides. Information may have been provided with your university offer letter or you can contact your International Office through the university's website for instructions on how to travel to your institution.

A cash card will be sent to you, which will be loaded with your warm clothing allowance and your first quarterly stipend, and can be used at bank machines around the UK. Instructions on how to use your cash card are provided with your confirmation email. Please ensure that you read these carefully and that you activate the cash card before your arrival in the UK. We recommend that you carry some funds with you for your arrival in case of emergencies or any unforeseen problems with your cash card. A sum of £200 should be enough for this purpose.

If you have any enquiries regarding your cash card please contact [finance@cscuk.org.uk](mailto:finance@cscuk.org.uk)

**OR**

Our records show that you are currently present in the UK.

Please return the **Registration Form** and **Bank account form** available on the CSC website.

Please return these forms as soon as possible in order for your first quarter's stipend to be paid. Please note that if your award is tenable in a different part of the UK from that which you are currently residing, you may be eligible for a relocation allowance. If you have any enquiries regarding your stipend payments or allowances please contact your Programme Officer.

You are now part of a community of over 31,000 people who have held a Commonwealth Scholarship or Fellowship since 1959. Commonwealth Scholarships support talented and motivated individuals who have the potential to make change. Your Commonwealth Scholarship is funded by the UK *Foreign, Commonwealth and Development Office* (FCDO) with the aim of enabling you to gain the knowledge and skills required for sustainable development.

During and after your award, we will ask you at various times for information about your progress, and what impact your award has had; we have already sent you a short survey by email as the first part of this process. Please make the most of these opportunities, and ensure that you reply to such requests promptly. Please help us to publicise the scheme, too, by describing yourself as a 'Commonwealth Scholar' wherever possible. The more evidence and ambassadors that we have for the scheme, the stronger our case for ensuring that it continues to receive support.

• [You can start networking with other 2023 Commonwealth Scholars via our Facebook group](#) (please note that this group will be closed at the end of the 2023/24 academic year)

• [You can make contact with other Commonwealth Scholars who are already studying at UK universities in the same region as yours through our Regional Networks](#)

• You can connect with Commonwealth Scholars and Alumni studying or working in similar disciplines through our Knowledge Hubs. [There is a Knowledge Hub for each CSC theme](#)

• [If you would like to get in touch with alumni in your home country, you can do so via our alumni associations](#)

• You can also apply to take part in the CSC Mentoring programme and be paired with a Commonwealth Alumnus Mentor. [Applications will open in September.](#)

You will have the opportunity to virtually meet the rest of our 2023 Commonwealth Scholars - including those from your country - at various Welcome activities throughout the first academic term. More information about these activities will be emailed to you.

[Information about these activities will also be available soon on the CSC website](#)

You are a Commonwealth Scholar for life and we hope that you will stay involved with the Commonwealth Scholarships community as an active alumnus.

[Through our alumni network](#) you will have the opportunity to build contacts with a diverse range of Scholars in your home country and across the Commonwealth, to support your work and development impact goals.

I would like to take this opportunity to wish you every success with your studies in the UK.

Yours sincerely,



Dr Joanna Newman MBE FRSA  
Executive Secretary

Encs:

Confirmation of Financial Support  
Letter from Chair

cc Scholarship Agency  
Supervisor/Tutor  
Institution/Partnership Funding Contact



Scholar name  
Scholar address

Confirmation date  
Scholar reference

To Whom It May Concern,

## RE: CONFIRMATION OF FINANCIAL SUPPORT

This is to confirm that **Scholar name** has been awarded a Commonwealth **[Scholarship Type]** Scholarship.

The **Commonwealth Scholarship Commission in the United Kingdom (CSC)**, a body established by Act of Parliament, is responsible for managing Britain's contribution to the Commonwealth Scholarship and Fellowship Plan (CSFP). The CSFP is an international programme under which member governments offer scholarships and fellowships to citizens of other Commonwealth countries.

The CSC supports scholarships for postgraduate study as well as academic and professional fellowships. These awards are funded by the UK Government, in conjunction with UK universities.

Under the terms of the award, on behalf of the CSC, the Association of Commonwealth Universities pays the following to the scholar, or on the scholars behalf for the tenure of the award. All of these allowances are British tax and insurance free.

### AWARD DETAILS

**Award tenable at:** **Institution**

**For:** **Degree name/ a period of research for the dates specified**

**Award tenure dates:** from **Planned From date to Estimated To date**

1st period: From: Add circ from date      To: Add circ to date

2nd period: From: Add circ from date      To: Add circ to date

**Award tenure dates:** Maximum dates of tenure are **{AWDTNRPFDATE}** to **{AWDTNRETDATE}**

**Flights:** To and from the UK/Homeward from the UK

**Warm clothing allowance:** [allowance rate]

**Monthly stipend:** £ **Non-LN/LN**

**Disability Support Allowance:** If you have declared a disability, a full assessment of your needs and eligibility for additional financial support will be offered by the CSC.

**Study Travel Grant:** £ maximum available during tenure of award

**Full Tuition Fees (per annum for each year of award):** 100% fee (at 2023/24 rate)

CSC Contribution: **discounted fee**

Host Institution contribution: **difference**

**Field Trip Fee:** £from fees screen:

**Orientation/Induction fee:** £from fees screen

**Research Support Grant:** £from fees screen

Should you require any further information, please do not hesitate to contact me.

Yours faithfully

**PO name**

Programme Officer





## **Cash Passport Instructions**

After your award has been confirmed you will be sent a **Travelex Cash Passport MasterCard** via DHL courier.

When you arrive in the UK, the CSC will credit the Cash Passport with your warm clothing allowance and first quarterly stipend. Your stipend rate and warm clothing allowance are stipulated in your Notification of Award. Your stipend will be pro-rated from the start date of your award or from when you arrive in the UK, (whichever is later) until the end of first quarter. You will be able to use the Cash Passport at Cash Machines throughout the UK.

Please note that the Cash Passport will have **no monetary value** until it has been activated. As with any other card of this nature, you will be responsible for its security once you have acknowledged receipt. If you lose the card, you should immediately report its loss to MasterCard please contact **0800 056 0572**

Please log onto the website [www.cashpassport.com](http://www.cashpassport.com) to register your Cash Passport and to activate a PIN (Personal Identification Number). We recommend using Google Chrome or Internet Explorer.

### **Registering your Cash Passport**

You will need the following information:

- **16 digit card number**
- Your **Date of Birth** in the following format **dd/mm/yyyy**
- **Mother's maiden name:** please use **Tavistock** (irrespective of what your mother's maiden name actually is). The mother's maiden name is case sensitive.
- Your **Email address**

You will need to create your own password and enter your phone number and email address.

Please follow these steps:

1. Choose **Corporate Cash Passport**
2. **Select the country where you got your Corporate Card** - please select: **United Kingdom**
3. Click on Login/Register Multi-currency MyAccount
4. Click on Register and activate your card
5. Enter the 16 digits on your card, email, DOB and Mother's maiden name
6. Create password

## 7. Click on Register

You will now receive a confirmation e-mail and the account is now set up and card activated.

### **Activating your Cash Passport PIN online**

Once you have successfully registered your Cash Passport, please follow the following instructions in order to activate your PIN :

1. Click on Login
2. Enter the 16 digits on your card, email address and password.
3. You will be required to enter a one-time passcode which will be sent to your email address.
4. On the right-hand tab of the Dashboard please select '**Settings**'
5. **Select 'Card Settings'**
6. **Select 'Reveal my PIN'**
7. Fill in the Security Questions which will consist of the '**16-digit Card Number**', '**3-digit Card Security Code**', '**Mother's Maiden Name**' and '**Date of Birth**'
8. **Select 'Start'**. Your PIN will be revealed one digit at a time with a three second delay between each digit
9. Please note down and remember your 4 digit PIN number. You will need your PIN number in order to use the card.

### **Activating Cash Passport via telephone**

If you are unable to activate your cash passport online, please follow the instructions to activate your PIN via phone:

1. Call the relevant phone number on the back of your cash passport
2. For English press 11
3. Press 2 to activate your cash passport
4. Enter the 16 digit cash passport number followed by #
5. Enter your date of birth in the following format dd/mm followed by #
6. Enter the 3 digit card validation at the back your card followed by #

Once you have successfully activated your Cash Passport:

1. Press 1 to hear your PIN, you will only hear this once so please note down and remember your 4 digit PIN number. You will need your PIN number in order to use the card.

### **Using your Cash Passport**

- Please contact MasterCard if you have any issues with registering your Cash Passport.
- If a billing address is required when using your cash passport to make payments, please use the CSC address as follows:**Woburn House, 20-24 Tavistock Square, London, WC1H 9HF**
- Once you have booked your flight, the Finance team will automatically load your

cash passport with your first quarter's stipend and warm clothing allowance in time for your arrival in the UK. You will be notified once this is done.

- Please note, you will not be able to access the funds until you have registered your Cash Passport and you have activated your PIN (follow steps above).
- If you have any queries, please email [finance@cscuk.org.uk](mailto:finance@cscuk.org.uk).