



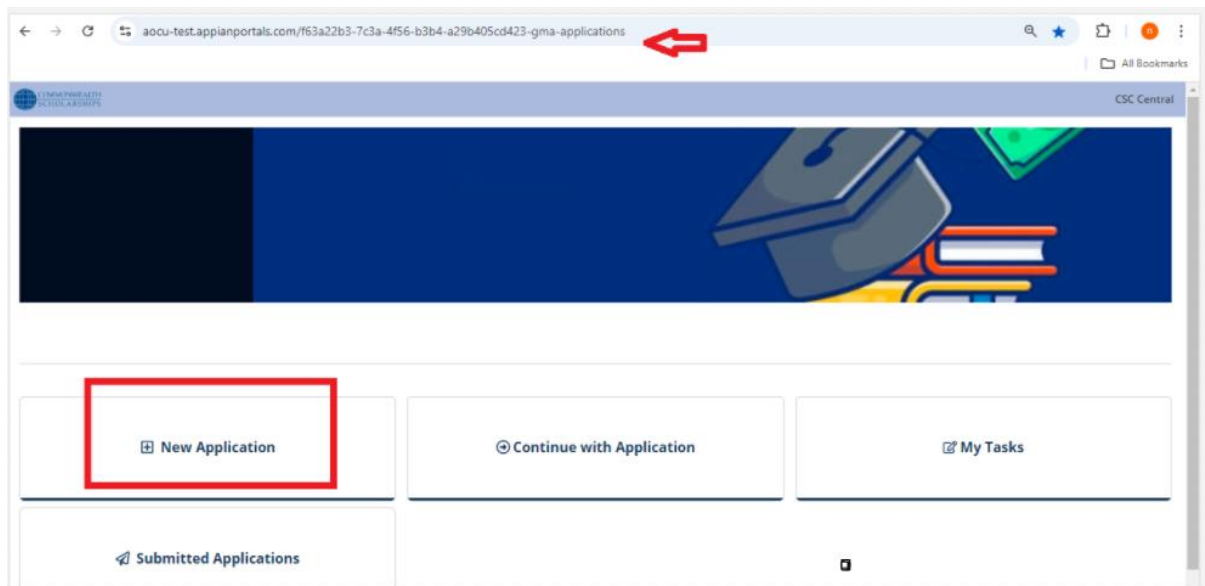
## Guidance Document for Applicants

### INSTRUCTIONS FOR FILLING APPLICATION FORM

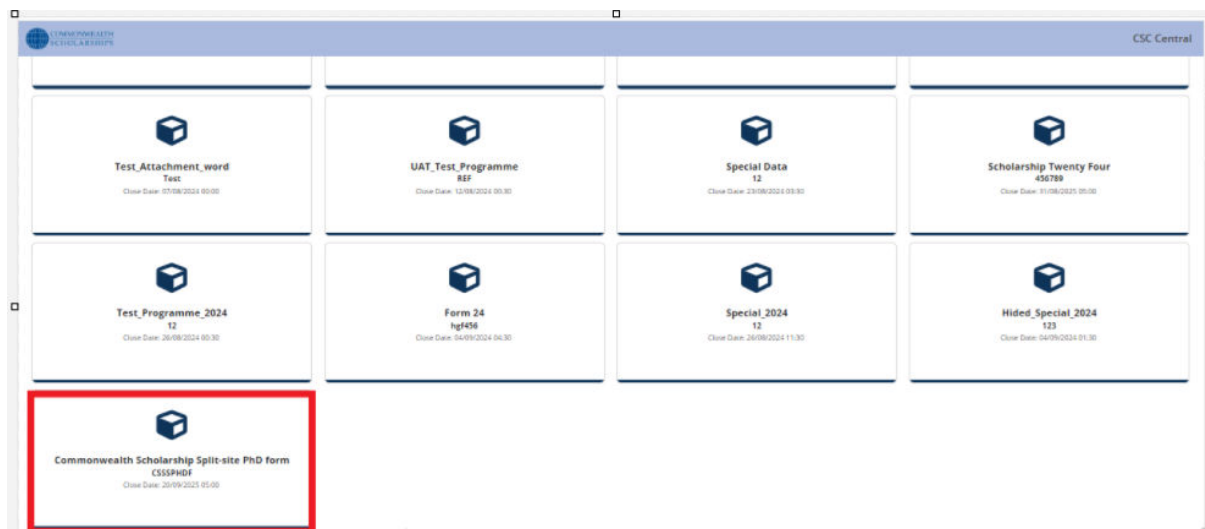
Scenario 1: Candidate fills the application and 'Submit' the application.

Step No	Steps	Page No
Step 1:	Go to Applicant portal site	2
Step 2:	Click on 'New Application' button in portal landing page	2
Step 3:	Select Programme	2
Step 4:	Enter the required details	3
Step 5:	Click on 'Submit' button -> Note Reference Number	3
Step 6:	Click on 'Continue to Application'	3
Step 7:	Fill in the Application Form sections: *Candidate Details *Academic *Professional Background *References *Development Impact *Career Plans *Proposed Study in the UK *Personal Statement and Voluntary and Leadership Experience *Checklist and Confirmation *Attachments *Summary	4 to 9
Step 8:	Click on 'Submit' -> Note Reference Number	9
Step 9:	Click on 'Exit' button	9
Step 10:	Click on 'Submitted Applications' in portal landing page	10
Step 11:	Enter the 'Reference Number' and 'Passcode'	10
Step 12:	Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button	10
Step 13:	Enter One-Time Password (six-digit code)	10
Step 14:	Click on 'Verify and Search' button -> View Submitted Application Form	10
Step 15:	Click on 'Exit' button	11

- Go to Applicant portal site
- Click on 'New Application' button in portal landing page



- Select Programme



- ✚ Enter the required details
- ✚ Click on 'Submit' button -> make a note of your Reference Number

**Enter your details**

Title\*  
 — Select a Title —

Given Names (as in your passport or official ID)\*  
 Enter Given Names

Preferred Name (if different)  
 Enter Preferred Name

Last Name (as in your passport or official ID)\*  
 Enter Last Name

Date of Birth\*  
 dd/mm/yyyy

Gender\* Gender Self Identification  
 — Select a Gender —

Country Code\* Mobile  
 — Select a value —

Email ID\*  
 Enter Email ID

Enter the Country of which you are Citizen or you have Refugee Status\*  
 Search for a country

Other Nationality (if you are a dual national)  
 Search for a country

By September 2025, you must hold either a first university degree of at least upper second class (2:1) honours standard or a second class (2:2) university degree and relevant postgraduate qualification (usually a Master's degree) to meet the academic eligibility criteria for this scholarship.

Your personal information will be used to conduct necessary due diligence checks to CSC's satisfaction before CSC proceeds with any type of formal agreement or contractual relationship. In most cases, the due diligence checks will be straightforward, however further information may be requested, so we ask for your full co-operation to speed up the process.

If you do not agree to your personal data being used for the purpose of conducting due diligence, unfortunately you will not be able to proceed further with the application process.

Do you meet the academic eligibility criteria and agree to the due diligence checks?  
 No  Yes

Are you registered for a PhD at a university in an eligible Commonwealth country or will you be by September 2025?  
 No  Yes

BACK SUBMIT

Fill all the mandatory details

- ✚ Click on 'CONTINUE TO APPLICATION'

Research UK  
 CSC Central

**Your Reference Number**

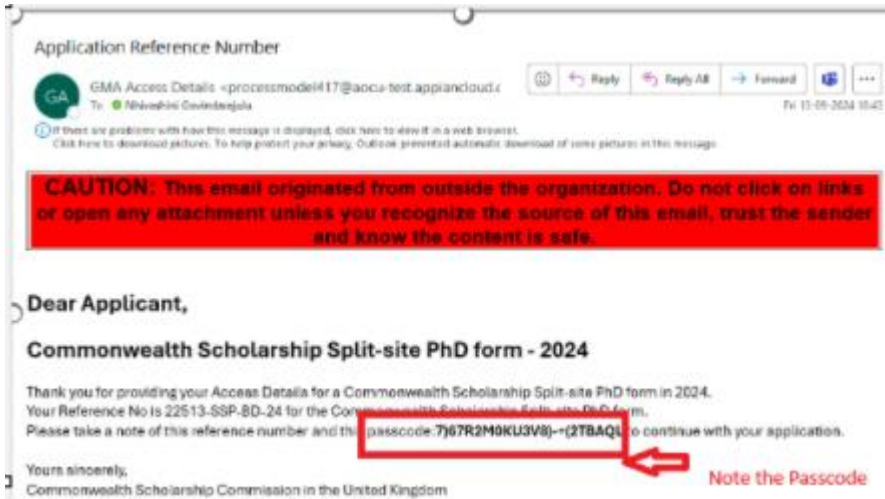
**22513-SSP-BD-24**

Please take a note of this reference number to continue with your application.

CONTINUE TO APPLICATION

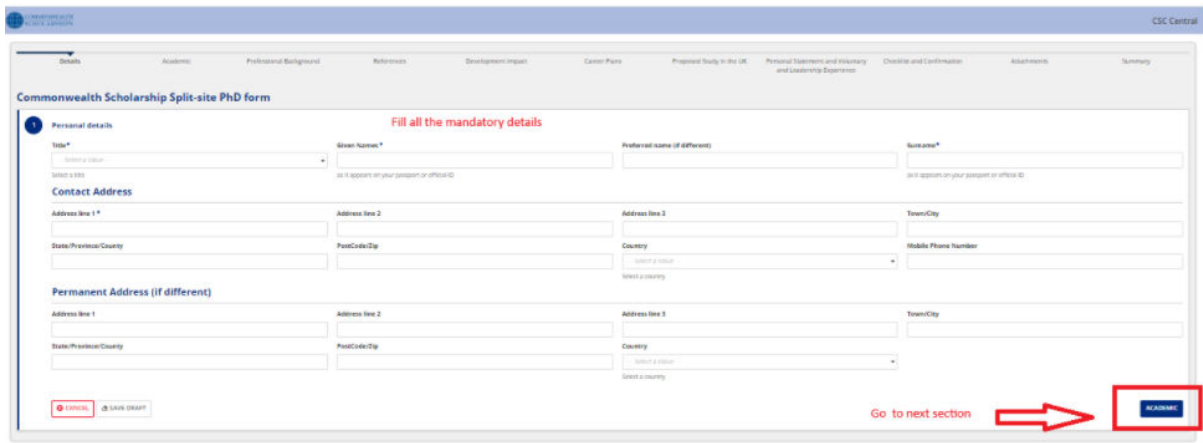
Note the Reference Number

For your registration to be a PhD at a university in an eligible Commonwealth country or will you be by September 2025?  
 No  Yes



Complete the Application Form sections:

- Candidate Details
- Academic
- Professional Background
- References
- Development Impact
- Career Plans
- Proposed Study in the UK
- Personal Statement and Voluntary and Leadership Experience
- Checklist and Confirmation
- Attachments
- Summary



CSC Central

Commonwealth Scholarship Split-site PhD form Fill the Mandatory details

**1** Qualifications

**Qualification 1 (current or most recent)**

**Institution\***  
 Select a value If your institution is not listed, please add the name here

**Country\***  
 Select a value **Date Awarded From\***  
 Select a value

Select a country

**Date Awarded To (please enter expected completion date if not yet completed)\***  
 Select a value **Subject\***

**Qualifications Awarded or sought\***  
 Select a value **Class of Award (if completed):**

**Date of Award (please enter expected date if not yet completed)**  
 Select a value

**State/Province/Country**  **PostCode/Zip**  **Country**

Select a value

**University education outside home country and previous scholarships**

Please describe any previous academic scholarships that you have held and any university education you have carried out outside of your home country. If you have studied at any universities outside your home country, explain how this was funded and how the education you received differed from that in your home country.

Go to Next section CONTINUE

GO BACK CANCEL SAVE DRAFT

CSC Central

**Publication 4**  
 Name  Digital Object Identifier (DOI)

**Publication 5**  
 Name  Digital Object Identifier (DOI)

**Publication 6**  
 Name  Digital Object Identifier (DOI)

**Publication 7**  
 Name  Digital Object Identifier (DOI)

**Publication 8**  
 Name  Digital Object Identifier (DOI)

**Publication 9**  
 Name  Digital Object Identifier (DOI)

**Publication 10**  
 Name  Digital Object Identifier (DOI)

Academic abstracts and prizes

List any academic or professional prizes, awards, or distinctions that are relevant to your application.

Go to Next section PROFESSIONAL BACKGROUND

GO BACK CANCEL SAVE DRAFT

CSC Central

Commonwealth Scholarship Split-site PhD form Fill the Employment details

**1** Employment

Please provide details of the general sector and area of your professional background.

**Sector\***  Select a value **Area\***  Select a value If Other, please give details:

List up to five jobs you have held and outline how the experience gained supports and is relevant to your application, starting with the most recent.

**Employment 1 (current or most recent)**

**Employer Name**  **Job Title**

**Date From**  Select a value **Date To**  Select a value

**Country**  Select a value **Main Responsibilities**

Select a country

**Other details**

Go to Next section EMPLOYMENT

GO BACK CANCEL SAVE DRAFT

Commonwealth Scholarship Split-site PhD Form

1. **References** Fill the Reference details

Use the names and positions of three referees who are qualified to comment on both your capacity to benefit from your proposed study in the UK and your ability to deliver development impact afterwards. You are expected to provide references from your current/previous employer, your most recent academic study and you are required to provide the details of someone to be a personal referee. The referee should know you in a personal rather than a professional capacity and should not be related to you.

If you hold a Master's degree in the UK you should include a faculty referee from your study in the UK.

You will be asked to upload the references, an institutional introduction or an email stating showing the referee's details, at the end of the application form.

Your application will be considered valid only if it is accompanied by an academic referee. It is your responsibility to ensure that each of your referees is able to complete the reference by the deadline.

Some examples of a referee's relationship to you are Supervisor at work, Personal referee and Master's supervisor:

**Referee 1**

Full Name\*  Job Title\*  Email Address\*

Repeat Referee's Email Address\*  Relationship of the Referee to you\*

**Referee 2**

Full Name\*  Job Title\*  Email Address\*

Repeat Referee's Email Address\*  Relationship of the Referee to you\*

**Referee 3**

Full Name\*  Job Title\*  Email Address\*

Repeat Referee's Email Address\*  Relationship of the Referee to you\*

GO BACK CANCEL SAVE DRAFT Go to Next section **DEVELOPMENT IMPACT**

Commonwealth Scholarship Split-site PhD Form

2. **Development Impact** Fill the Development impact details

Which CSC development theme are you applying under?

Select up to three Sustainable Development Issues that relate to your future development impact, starting with the most relevant.

First Sustainable Development Goal\*

Second Sustainable Development Goal

Third Sustainable Development Goal

Commonwealth scholarships in the UK are funded by the UK Foreign, Commonwealth & Development Office (FCDO). An important selection criterion is the potential contribution that you will make to international development if you are awarded a scholarship. Provide a Development Impact Statement in 4 parts including:

**Development Impact part 1**

How your proposed study relates to development issues at the global, national and local level? (development issues selected to your chosen CSC development theme and the wider world?)

**Development Impact part 2**

How you intend to apply your new skills and qualifications when you return home? (this may refer to reference innovation and application of knowledge at global, national or local level, and include intended technologies and implementation strategies.)

**Development Impact part 3**

GO BACK CANCEL SAVE DRAFT Go to next section **CAREER PLANS**

Commonwealth Scholarship Split-site PhD Form

3. **Career Plans** Fill the Career Plan details

The selection panel will want to understand how your proposed study will assist you in your career.

Describe the skills that you require to gain from this scholarship, and your career plans once you return home afterwards.

**Objectives during the award**

**Career plans in the 5 years following the award**

**Long-term Career Plans**

GO BACK CANCEL SAVE DRAFT Go to Next section **PROPOSED STUDY IN THE UK**

UNIVERSITY OF LONDON  
CSC Central

### Commonwealth Scholarship Split-site PhD form

**1 Proposed Study in the UK** Fill all the mandatory details

**Subject of Study\***

**Proposed Topic/Title of Study\***

**Award will be undertaken as subject to CSC agreement\***

One period of study of 12 months

Two periods of study totalling 12 months

We invite three proposed universities for your studies. Please note that if you are selected for a scholarship, placements will proceed in the order of the institutions you have listed starting with choice 1, and the order cannot be changed once submitted. Similarly, it is not possible to change your preferences if you are selected, so please ensure that you are happy with the order you have listed.

The CSC will make the final decision on institution of study, and reserves the right to overlook any preferences by the applicant.

You must name your proposed supervisor at each university. Your application will be considered ineligible unless it is accompanied by at least one supporting statement from a UK supervisor. It is your responsibility to ensure that each proposed supervisor is able to provide the supporting statements by the deadline.

Your application will be considered ineligible unless it is accompanied by supporting statements from both your Home Supervisor and your proposed UK Supervisor.

It is your responsibility to ensure that your proposed supervisors are able to complete the supporting statements by the deadline.

You will be asked to upload the supporting statements on institutional interfaces at the end of the application form.

**Home Institution\***

**Home Supervisor\***

**Home Supervisor Email\***

**UK Institution\***

**UK Supervisor\***

**UK Supervisor Email\***

It is very important that you provide details of the UK in the section below and that both your

Go to Next section

UNIVERSITY OF LONDON  
CSC Central

Details Academic Professional Background References Development Impact Career Plans **Proposed Study in the UK** Personal Statement and Voluntary and Leadership Experience Choice and Confirmation Attachments Summary

### Commonwealth Scholarship Split-site PhD form

**2 Research** Fill all the mandatory details

Provide a brief outline of your proposed study/research for your first choice institution. This should be written for an audience that does not have any prior knowledge of the subject, and must not be overly technical. Any abbreviations or specialist terms must be explained.

**Research outline (250 words)\***

Provide a detailed plan of your proposed research. You should remember that, although the selection panel will be well-informed, they are not likely to be specialists in your subject. It is important that you reference and provide links to relevant literature.

**Describe clearly:**

1. Your research question
2. Brief references to key literature that informs your proposed research
3. Your research design and methodology
4. The potential significance of the study for your discipline and its development policy
5. A timetable outlining the work that will be completed before you come to the UK and the work that will be undertaken at your proposed UK institution
6. If relevant, justification for why you would require less than 8 months between visits for awards of two periods of study totalling 12 months
7. If relevant, justification for why it would be beneficial for you to undertake a period of study in the UK in the first 6 months of your PhD registration

You should refer to the Commonwealth Split-site Scholarship General Conditions, which outline the types of activities that the CSC expects to be undertaken as part of split-site study in the UK.

**Detailed Plan of Research (700 words)\***

**Keyword 1\***

**Keyword 2\***

**Keyword 3\***

Go to Next Section

UNIVERSITY OF LONDON  
CSC Central

Details Academic Professional Background References Development Impact Career Plans Proposed Study in the UK **Personal Statement and Voluntary and Leadership Experience** Choice and Confirmation Attachments Summary

### Commonwealth Scholarship Split-site PhD form

**3 Personal Statement** Fill all the mandatory details

The CSC encourages applications from candidates who have faced significant disadvantage or personal barriers to higher education or job/gender representation in their field of study/employment. Please substantiate the ways in which your personal background has encouraged you to want to make an impact in your home country. This may wish to highlight any areas where you have already made significant contributions, including volunteering/personal or community barriers to accessing higher education or within your field. (200 words)

Summarise the ways in which you have engaged in voluntary activities and the opportunities you have had to demonstrate leadership.

Go to Next section





Do you have any spent or unspent criminal convictions?  
No  
If yes, please provide details

Are you, or is any relation of yours, a Politically Exposed Person (PEP)?  
No  
If yes, please provide details

Acad: \_\_\_\_\_  
Funds: \_\_\_\_\_  
I confirm that I am unable to study in the UK without this scholarship

Own work: \_\_\_\_\_  
I confirm that all information in this application is true to the best of my knowledge and, where otherwise stated, is my own work

Date: 13/09/2024

### Attachments

Uploaded Attachments

Document Name	Document Type	Uploaded
Passport	pdf document	✓
Transcripts	pdf document	✓
Degree Certificate	pdf document	✓
University Offer Letter	pdf document	✓
References	pdf document	✓
Supporting Statements	pdf document	✓

Reference Number: **22513-SSP-00-24**

Your application has been submitted successfully

**Application Received**

GMA Submission Email <processmodel1144@aocu-test.appiandc>  
To: Nhivasini Govindarajulu  
Fri 13-09-2024 10:53

Start your reply all with:

**CAUTION: This email originated from outside the organization. Do not click on links or open any attachment unless you recognize the source of this email, trust the sender and know the content is safe.**

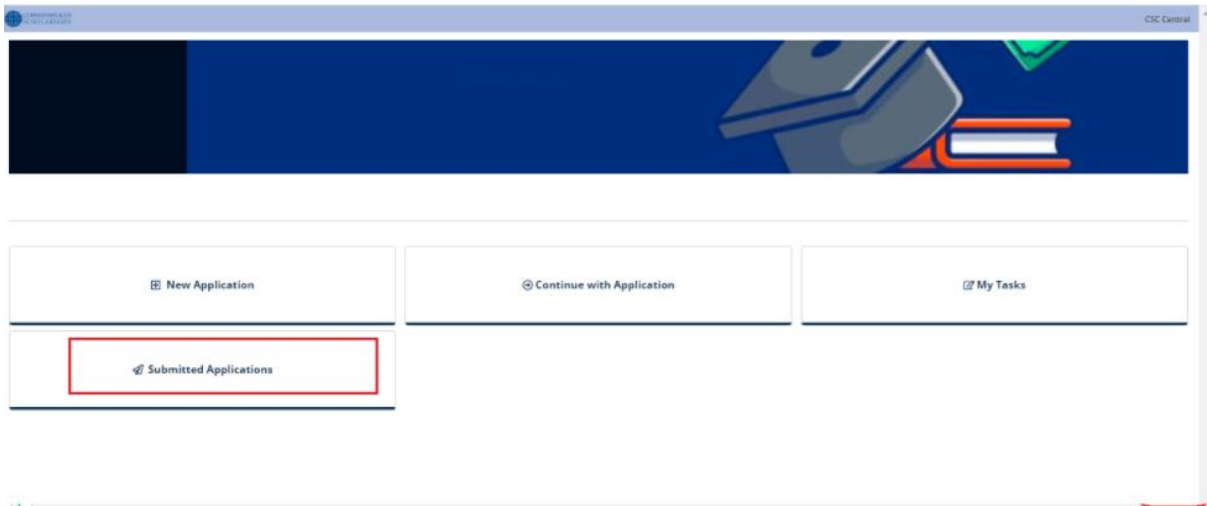
Hi Nhivasini Govindarajulu,

Thank you for submitting the application for Commonwealth Scholarship Split-site PhD form.

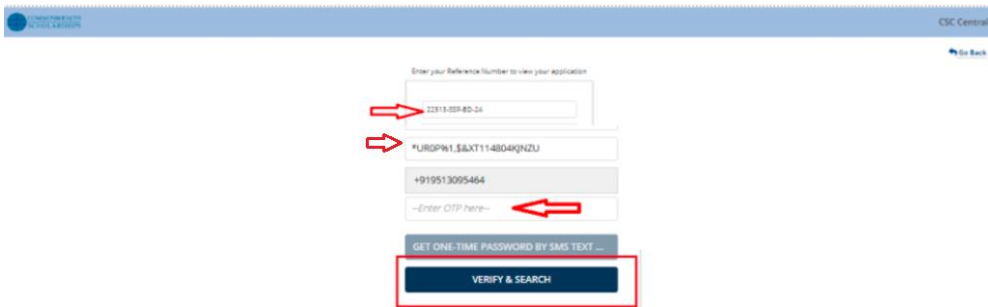
You can access the submitted application by clicking on the below link.

[Portal](#) To View the Submitted Application

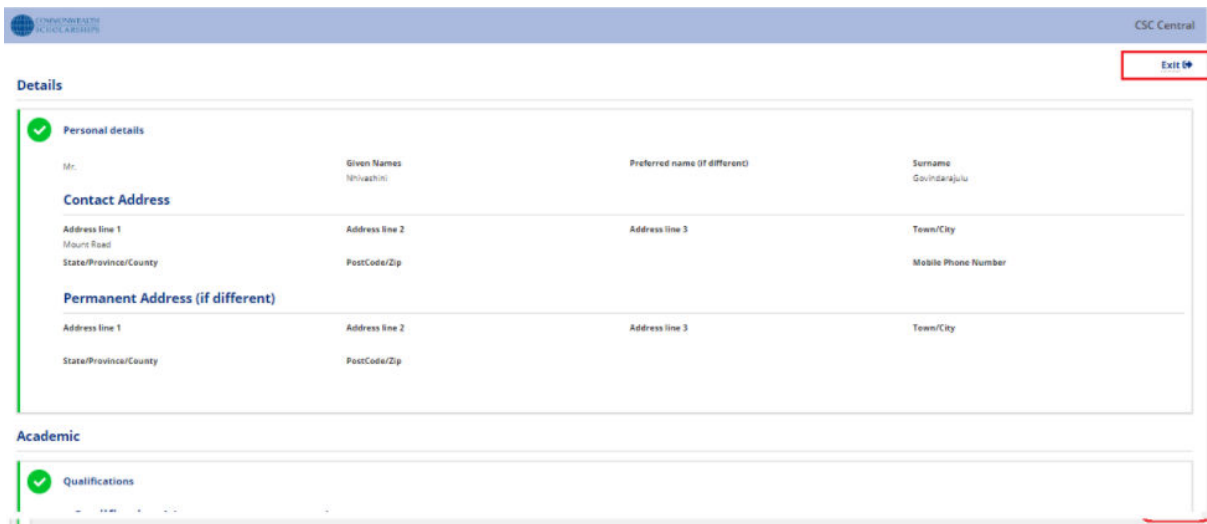
Click on 'Submitted Applications' in portal landing page



- + Enter the 'Reference Number' and 'Passcode'
- + Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button
- + Enter your One-Time Password (six-digit code)
- + Click on 'Verify and Search' button -> View Submitted Application Form





- + Click on 'Exit' button

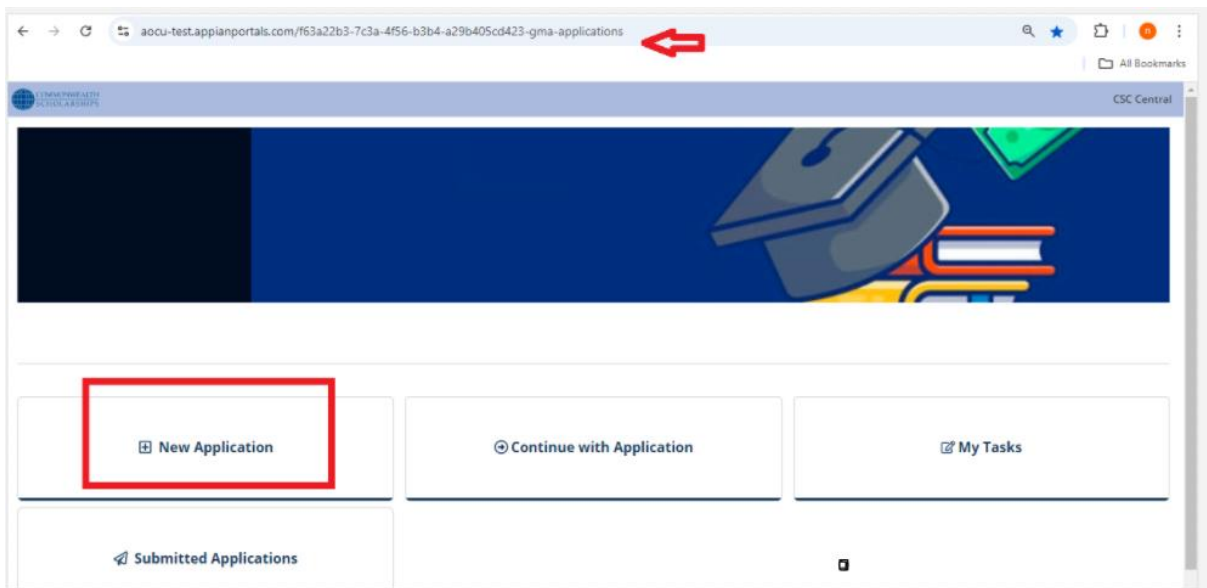


## INSTRUCTIONS FOR COMPLETING APPLICATION FORM

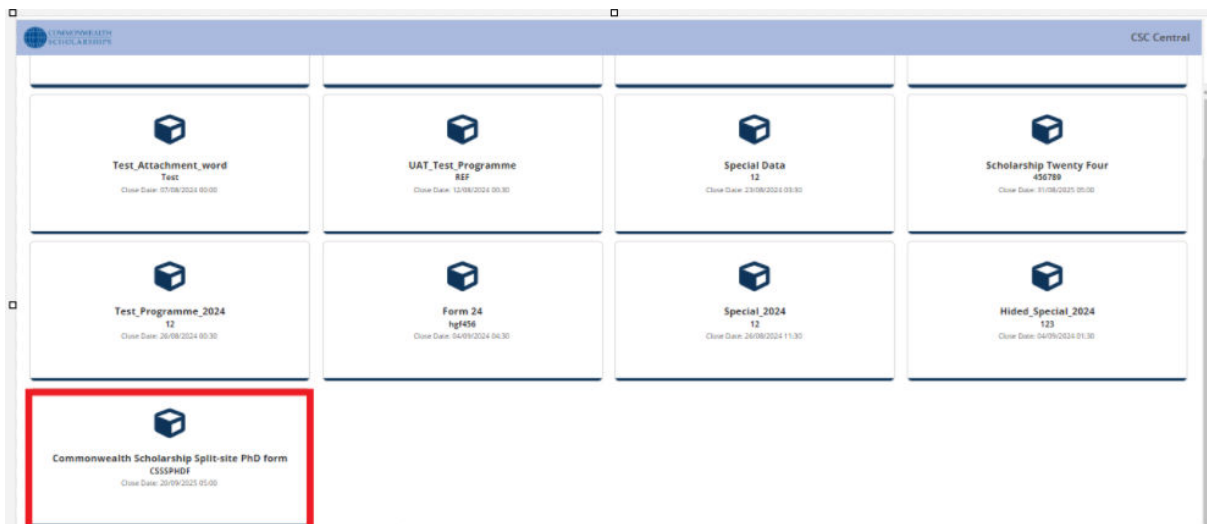
Scenario 2: Candidate fills the application form and submits the application with 'Save Draft' functionality.

Step No	Steps	Page No
Step 1:	Go to Applicant portal site	13
Step 2:	Click on 'New Application' button in portal landing page	13
Step 3:	Select Programme	13
Step 4:	Enter the required details	14
Step 5:	Click on 'Submit' button-> Note Reference Number	14
Step 6:	Click on 'Continue to Application'	14
Step 7:	Click on 'Save Draft' button-> Note Reference Number	15
Step 8:	Click on 'Go to Home Page' button	16
Step 9:	Click on 'Continue with Applications' in portal landing page	16
Step 10:	*Search with Email id and enter Passcode *Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button *Enter One-Time Password (six-digit code) *Click on 'Verify and Search' button	16
Step 11:	*Search with Reference Number and enter Passcode *Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button *Enter One-Time Password (six-digit code) *Click on 'Verify and Search' button	17
Step 12:	Continue filling in the Application form sections: *Candidate Details *Academic *Professional Background *References *Development Impact *Career Plans *Proposed Study in the UK *Personal Statement and Voluntary and Leadership Experience *Checklist and Confirmation *Attachments *Summary	18 to 22
Step 13:	Click on 'Submit' button -> Note your Reference Number	23
Step 14:	Click on 'Exit' button	23
Step 15:	Click on 'Submitted Applications' in portal landing page	23
Step 16:	*Enter the 'Reference Number' and 'Passcode' *Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button *Enter One-Time Password (six-digit code)	24
Step 17:	Click on 'Verify and Submit' button-> View Submitted Application Form.	24
Step 18:	Click on 'Exit' button	24

-  Go to Applicant portal site
-  Click on 'New Application' button in portal landing page



Select Programme



- Enter the required details
- Click on 'Submit' button-> Note Reference Number

### Enter your details

**Title\***  
 — Select a Title —

**Given Names (as in your passport or official ID)\***  
 Enter Given Name

**Preferred Name (if different)**  
 Enter Preferred Name

**Last Name (as in your passport or official ID)\***  
 Enter Last Name

**Date of Birth\***  
 dd/mm/yyyy

**Gender\***      **Gender Self Identification**  
 — Select a Gender —

**Country Code\***      **Mobile**  
 — Select a value —

**Email ID\***  
 Enter Email ID

**Enter the Country of which you are Citizen or you have Refugee Status\***  
 Search for a country

**Other Nationality (if you are a dual national)**  
 Search for a country

By September 2025, you must hold either a first university degree of at least upper second class (2:1) honours standard or a second class (2:2) university degree and relevant postgraduate qualification (usually a Master's degree) to meet the academic eligibility criteria for this scholarship.

Your personal information will be used to conduct necessary due diligence checks to CSC's satisfaction before CSC proceeds with any type of formal agreement or contractual relationship. In most cases, the due diligence checks will be straightforward, however further information may be requested, so we ask for your full co-operation to speed up the process.

If you do not agree to your personal data being used for the purpose of conducting due diligence, unfortunately you will not be able to proceed further with the application process.

**Do you meet the academic eligibility criteria and agree to the due diligence checks?**  
 No     Yes

**Are you registered for a PhD at a university in an eligible Commonwealth country or will you be by September 2025?**  
 No     Yes


    

Fill all the mandatory details



Click on 'Continue to Application'

CSC Portal

  
**Your Reference Number**  
 : 31092-SSP-BD-24

These are the details of your reference number. To discuss with your sponsor.

For more information on the application process, please visit our website: [www.csc.gov.uk](#) or contact us on 020 7033 2000. © CSC 2024.

Note the Reference Number

## Application Reference Number



GMA Access Details <processmodel417@aocu-test.appiancloud.>  
To: Nhvishini Govindarajulu



Tue 17-09-2024 09:29

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**CAUTION: This email originated from outside the organization. Do not click on links or open any attachment unless you recognize the source of this email, trust the sender and know the content is safe.**

Dear Applicant,

### Commonwealth Scholarship Split-site PhD form - 2024

Thank you for providing your Access Details for a Commonwealth Scholarship Split-site PhD form in 2024.  
Your Reference No is **31092-SSP-BD-24** for the Commonwealth Scholarship Split-site PhD form.  
Please take a note of this reference number and this passcode **!WK7Q+4W86942JKYJ)\*6OIE** to continue with your application.

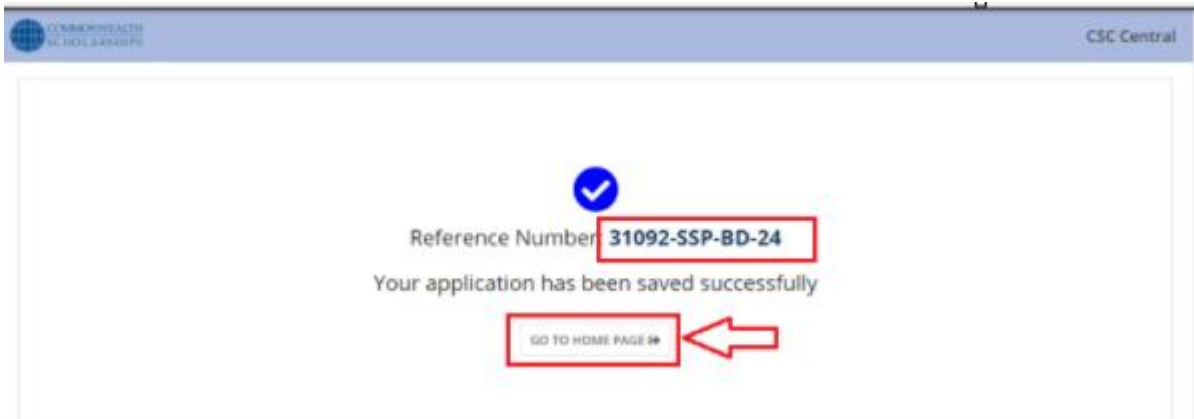
← Note the Passcode

Yours sincerely,  
Commonwealth Scholarship Commission in the United Kingdom

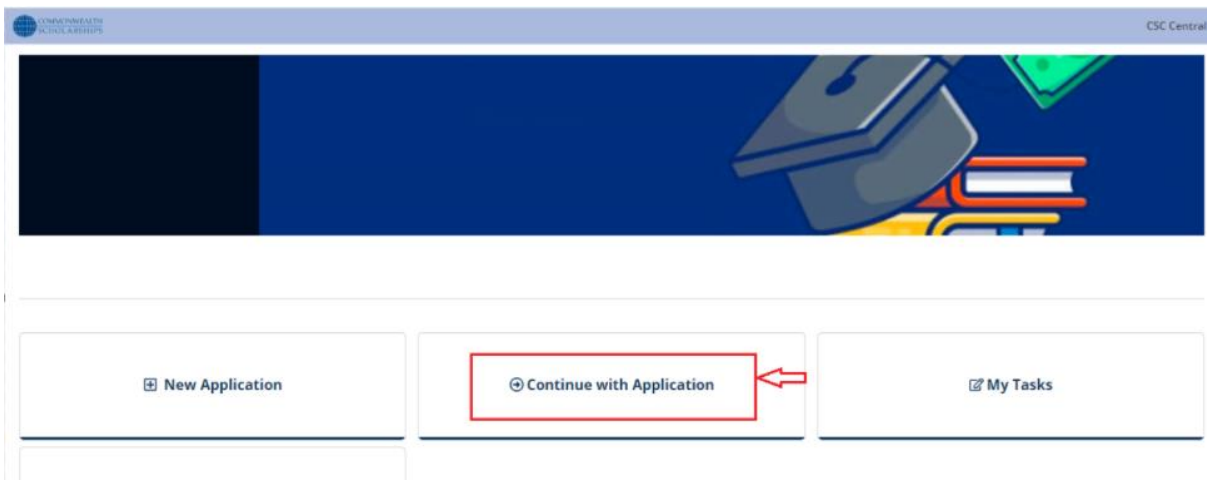
Click on 'Save Draft' button-> Note Reference Number

The screenshot shows the 'Commonwealth Scholarship Split-site PhD form' application page. The page is divided into several sections: Personal details, Contact Address, and Permanent Address (if different). Each section contains input fields for name, address, phone number, and country. At the bottom left, there are two buttons: 'CANCEL' and 'SAVE DRAFT'. A red box highlights the 'SAVE DRAFT' button, and a red arrow points to it with the text 'Click'.

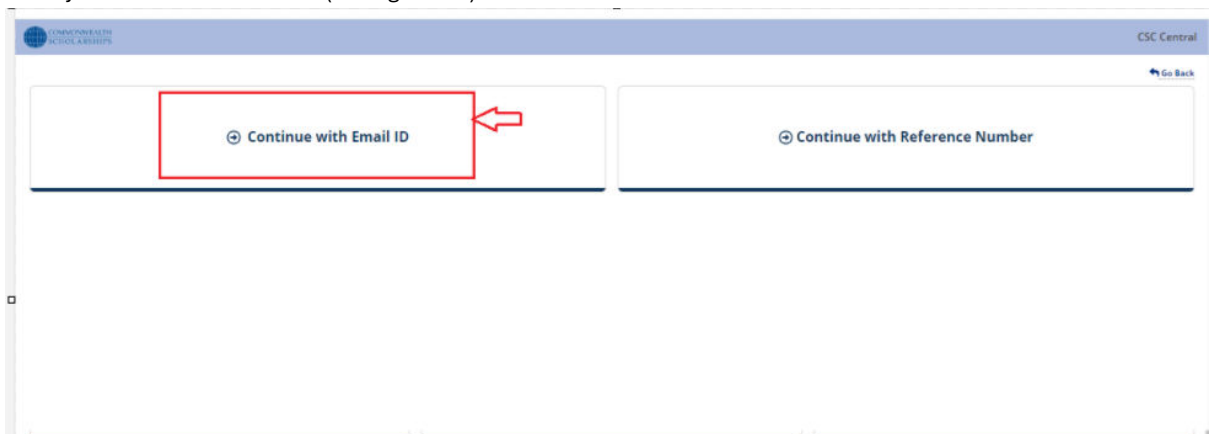
Click on 'Go to Home Page' button



Click on 'Continue with Applications' in portal landing page



- Search with Email id and enter Passcode
- Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button
- Enter your One-Time Password (six-digit code)



- Click on 'Verify & Search' button

Enter your Email ID & Passcode to continue with your application

nhivashini@coforge.com

\*UIROP#1.\$&XT114B04KJNZU

+919513095464

--Enter OTP here--

GET ONE-TIME PASSWORD BY SMS TEXT ...

VERIFY & SEARCH

- After a minute, 'Click here to resend One Time Code' link will be enabled
- Search with Reference Number and enter Passcode
- Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button
- Enter your One-Time Password (six-digit code)

Continue with Email ID

Continue with Reference Number

- Click on 'Verify & Search' button

Enter your Reference Number and Passcode to continue with your application

Enter Reference Number

\*UIROP#1.\$&XT114B04KJNZU

+919513095464

--Enter OTP here--

GET ONE-TIME PASSWORD BY SMS TEXT ...

VERIFY & SEARCH

- Continue filling the Application form
  - Candidate Details
  - Academic
  - Professional Background
  - References
  - Development Impact
  - Career Plans
  - Proposed Study in the UK
  - Personal Statement and Voluntary and Leadership Experience
  - Checklist and Confirmation
  - Attachments



- Summary

Commonwealth Scholarship Split-site PhD form **Fill the Mandatory details**

1 Qualifications

Qualification 1 (current or most recent)

Institution\*  If your institution is not listed, please add the name here

Country\*\*  Date Awarded From\*\*

When a country

Date Awarded To (please enter expected completion date if not yet completed)\*

Subject\*

Qualifications Awarded or sought\*


Class of Award (if completed)

Date of Award (please enter expected date if not yet completed)

State/Province/Country  PostCode/City  Country

University education outside home country and previous scholarships

Please describe any previous academic scholarships that you have held and any university education you have carried out outside of your home country. If you have studied at any universities outside your home country, explain how this was funded and how the education you received differed from that in your home country.

Go to Next section 

Commonwealth Scholarship Split-site PhD form

2 Professional Background

Publication 4  Digital Object Identifier (DOI)

Publication 5  Digital Object Identifier (DOI)

Publication 6  Digital Object Identifier (DOI)

Publication 7  Digital Object Identifier (DOI)


Publication 8  Digital Object Identifier (DOI)

Publication 9  Digital Object Identifier (DOI)

Publication 10  Digital Object Identifier (DOI)

Academic distinctions and prizes

List any academic or professional prizes, awards, or distinctions that are relevant to your application.

Go to Next section 

Commonwealth Scholarship Split-site PhD form **Fill the Employment details**

3 Employment

Please provide details of the general sector and area of your professional background.

Sector\*  Area\*  If Other, please give details:

List up to four jobs you have held and explain how the experience gained supports and is relevant to your application, starting with the most recent.


Employment 1 (current or most recent)

Employer Name  Job Title

Date From  Date To

Country  Main Responsibilities

Other details

Go to Next section 

Commonwealth Scholarship Split-site PhD Form

1. **References** Fill the Reference details

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**Referee 1**

Full Name\*  Job Title\*  Email Address\*

Repeat Referee's Email Address\*  Relationship of the Referee to you\*

**Referee 2**

Full Name\*  Job Title\*  Email Address\*

Repeat Referee's Email Address\*  Relationship of the Referee to you\*

**Referee 3**

Full Name\*  Job Title\*  Email Address\*

Repeat Referee's Email Address\*  Relationship of the Referee to you\*

GO BACK CANCEL SAVE DRAFT

Go to Next section → **DEVELOPMENT IMPACT**

Commonwealth Scholarship Split-site PhD Form

2. **Development Impact** Fill the Development impact details

Which CSC development theme are you applying under?

Select up to three Sustainable Development Issues that relate to your future development impact, starting with the most relevant.

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**Development Impact part 2**

How you intend to apply your new skills and qualifications when you return home? (this may seek to reference innovation and application of knowledge at global, national or local level, and include intended technologies and implementation strategies.)

**Development Impact part 3**

GO BACK CANCEL SAVE DRAFT

Go to next section → **CAREER PLANS**

Commonwealth Scholarship Split-site PhD Form

3. **Career Plans** Fill the Career Plan details

The selection panel will want to understand how your proposed study will assist you in your career.

Describe the skills that you require to gain from this scholarship, and your career plans once you return home afterwards.

**Objectives during the award**

**Career plans in the 5 years following the award**

**Long-term Career Plans**

GO BACK CANCEL SAVE DRAFT

Go to Next section → **PROPOSED STUDY IN THE UK**

UNIVERSITY OF LONDON  
CSC Central

### Commonwealth Scholarship Split-site PhD form

**1 Proposed Study in the UK** Fill all the mandatory details

**Subject of Study\***

**Proposed Topic/Title of Study\***

**Award will be undertaken as subject to CSC agreement\***

One period of study of 12 months

Two periods of study totalling 12 months

We invite three proposed universities for your studies. Please note that if you are selected for a scholarship, placements will proceed in the order of the institutions you have listed starting with choice 1, and the order cannot be changed once submitted. Similarly, it is not possible to change your preferences if you are selected, so please ensure that you are happy with the order you have listed.

The CSC will make the final decision on institution of study, and reserves the right to overlook any preferences by the applicant.

You must name your proposed supervisor at each university. Your application will be considered ineligible unless it is accompanied by at least one supporting statement from a UK supervisor. It is your responsibility to ensure that each proposed supervisor is able to provide the supporting statements by the deadline.

Your application will be considered ineligible unless it is accompanied by supporting statements from both your Home Supervisor and your proposed UK Supervisor.

It is your responsibility to ensure that your proposed supervisors are able to complete the supporting statements by the deadline.

You will be asked to upload the supporting statements on institutional interfaces at the end of the application form.

**Home Institution\***

**Home Supervisor\***

**Home Supervisor Email\***

**UK Institution\***

**UK Supervisor\***

**UK Supervisor Email\***

It is very important that you provide details of the UK in the section below and that both your

Go to Next section

UNIVERSITY OF LONDON  
CSC Central

Details Academic Professional Background References Development Impact Career Plans **Proposed Study in the UK** Personal Statement and Voluntary and Leadership Experience Choice and Confirmation Attachments Summary

### Commonwealth Scholarship Split-site PhD form

**2 Research** Fill all the mandatory details

Provide a brief outline of your proposed study/research for your first choice institution. This should be written for an audience that does not have any prior knowledge of the subject, and must not be overly technical. Any abbreviations or specialist terms must be explained.

**Research outline (250 words)\***

Provide a detailed plan of your proposed research. You should remember that, although the selection panel will be well-informed, they are not likely to be specialists in your subject. It is important that you reference and provide links to relevant literature.

**Describe clearly:**

1. Your research question
2. Brief references to key literature that informs your proposed research
3. Your research design and methodology
4. The potential significance of the study for your discipline and its management practice
5. A timetable outlining the work that will be completed before you come to the UK and the work that will be undertaken at your proposed UK institution
6. If relevant, justification for why you would require less than 8 months between visits for awards of two periods of study totalling 12 months
7. If relevant, justification for why it would be beneficial for you to undertake a period of study in the UK in the first 6 months of your PhD registration

You should refer to the Commonwealth Split-site Scholarship General Conditions, which outline the type of activities that the CSC expects to be undertaken as part of split-site study in the UK.

**Detailed Plan of Research (700 words)\***

**Keyword 1\***

**Keyword 2\***

**Keyword 3\***

Go to Next Section

UNIVERSITY OF LONDON  
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Details Academic Professional Background References Development Impact Career Plans Proposed Study in the UK **Personal Statement and Voluntary and Leadership Experience** Choice and Confirmation Attachments Summary

### Commonwealth Scholarship Split-site PhD form

**3 Personal Statement** Fill all the mandatory details

The CSC encourages applications from candidates who have faced significant disadvantage or personal barriers to higher education or job/gender representation in their field of study/employment. Please substantiate the ways in which your personal background has encouraged you to want to make an impact in your home country. This may wish to highlight any areas where you have already made significant contributions, including volunteering/personal or community barriers to accessing higher education or within your field, 2000 words.

Summarise the ways in which you have engaged in voluntary activities and the opportunities you have had to demonstrate leadership.

Go to Next section

Commonwealth Scholarship Split-site PhD form

**1 Checklist**

How did you find out about Commonwealth Scholarship?\*

- Advertising agency or body in your home country
- University in your home country
- University in the UK
- Supervisor in your home country
- Supervisor in the UK
- A friend or former Commonwealth Scholar/Fellow
- Print or online media advertisement
- CSC website
- CSC social media channels
- Other

What sources did you use to find out more about Commonwealth Scholarship?

- Advertising agency or body in your home country
- University in your home country
- University in the UK
- Supervisor in your home country
- Supervisor in the UK
- A friend or former Commonwealth Scholar/Fellow
- Print or online media advertisement
- CSC website
- CSC social media channels
- Other

**Fill the mandatory Checklist details**

**Declaration of Candidates\***

I have read and understood the Sponsor's Candidate Selection Criteria\*

I have read and understood the Selection Criteria\*

Due to financial regulations and requirements, the CSC is required to undertake due diligence checks on all potential scholars to follow best practice in mitigating risk and protecting the CSC from reputational damage, corruption or other harm.

Do you have any spent or unspent criminal convictions?\*

Yes

No

Prefer not to say

If yes, please provide details:

A Politically Exposed Person (PEP) is someone who has been appointed by a community institution, an international body or a state. PEPs can be:

- heads of state, heads of government, ministers, and deputy or assistant ministers;
- members of parliament;
- members of courts of audit or the boards of central banks;
- ambassadors, consuls, consuls-general and high-ranking officers or members of the armed forces;
- members of the administration, arrangements or supervisory bodies of state-owned enterprises;
- members of supreme courts, constitutional courts or other high-level judicial bodies whose decisions are not generally subject to further appeal, except in exceptional circumstances.

Are you, or is any relative of yours, a Politically Exposed Person (PEP)?\*

Yes

No

Prefer not to say

If yes, please provide details:

**PEP's\***

I confirm that I am unable to study in the UK without this scholarship

**Own work\***

I confirm that all information in this application is true to the best of my knowledge and, unless otherwise stated, is my own work

**Date\***

The Commonwealth Scholarship Commission 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 at [https://www.csc.ac.uk/privacy-notice](#)

**Go to Next section** **Attachments**

Commonwealth Scholarship Split-site PhD form

**2 Upload Attachments**

**Upload the attachments**

Name	Document
Passport	UPLOAD <input type="text" value="Upload file here"/>
Transcripts	UPLOAD <input type="text" value="Upload file here"/>
Degree Certificate	UPLOAD <input type="text" value="Upload file here"/>
University Offer Letter	UPLOAD <input type="text" value="Upload file here"/>
References	UPLOAD <input type="text" value="Upload file here"/>
Supporting Statements	UPLOAD <input type="text" value="Upload file here"/>

**Go to 'Summary' Screen** **Summary**

Commonwealth Scholarship Split-site PhD form

**3 View the Summary of the Application Form**

**View the Summary of the Application Form**

**Personal details**

Personal details

**Contact Address**

Address line 1: Address line 2: Address line 3: Town/City

PostCode/Zip: Mobile Phone Number

**Permanent Address (if different)**

Address line 1: Address line 2: Address line 3: Town/City

PostCode/Zip

**Academic**

Click on 'Submit' button-> Note Reference Number

Do you have any special or unique criminal convictions?  
No  
If yes, please provide details

Are you, or is any relation of yours, a Politically Exposed Person (PEP)?  
No  
If yes, please provide details

Acad: \_\_\_\_\_  
I confirm that I am unable to study in the UK without this scholarship

Own work  
I confirm that all information in this application is true to the best of my knowledge and, where otherwise stated, is my own work.

Date  
13/09/2024

**Attachments**

Uploaded Attachments

	Document Name	Document Type	Uploaded
Passport	pdf document	pdf	✓
Transcripts	pdf document	pdf	✓
Degree Certificate	pdf document	pdf	✓
University Offer Letter	pdf document	pdf	✓
References	pdf document	pdf	✓
Supporting Statements	pdf document	pdf	✓

GO BACK CANCEL **EXIT**

Click on 'Exit' button

Reference Number: 22513-SSP-00-24  
Your application has been submitted successfully

EXIT

**Application Received**

GMA Submission Email <processmodel1144@aocu-test.appiancl...>  
To: Nhivasini Govindarajulu  
Fri 13-Sep-2024 10:53

Start your reply all with: [Completed](#) [I applied](#) [Submitted](#) [Feedback](#)

**CAUTION: This email originated from outside the organization. Do not click on links or open any attachment unless you recognize the source of this email, trust the sender and know the content is safe.**

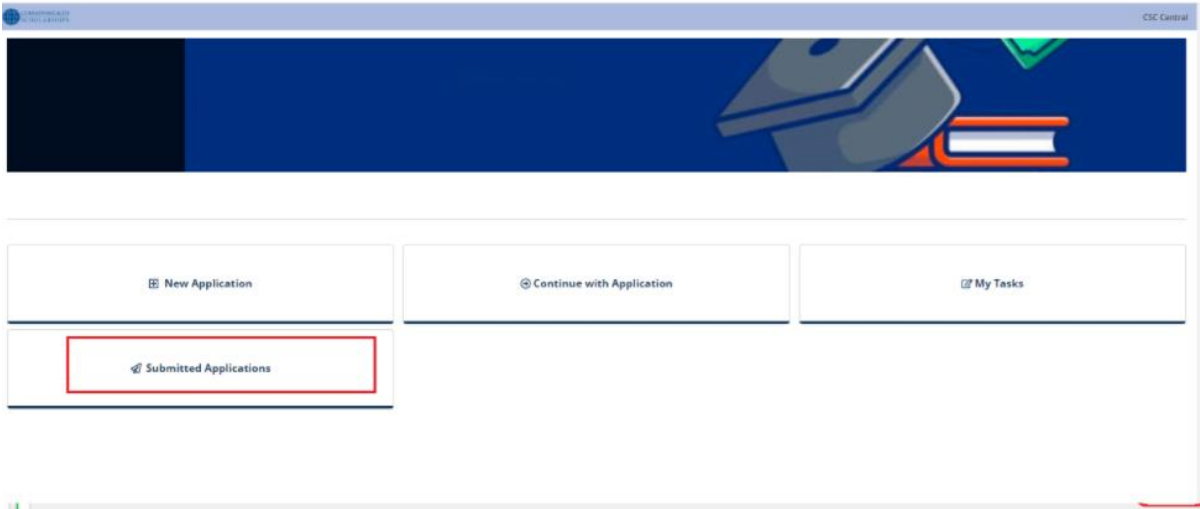
**Hi Nhivasini Govindarajulu,**

Thank you for submitting the application for Commonwealth Scholarship Split-site PhD form.

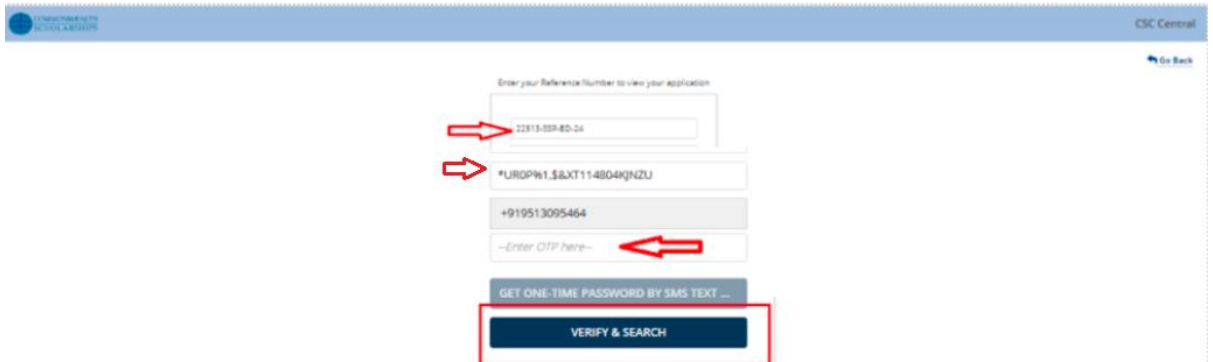
You can access the submitted application by clicking on the below link.

[Portal](#) To View the Submitted Application

- Click on 'Submitted Applications' in portal landing page



- Enter the 'Reference Number' and 'Passcode'
- Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button
- Enter your One-Time Password (six-digit code)
- Click on 'Verify and Submit' button-> View Submitted Application Form.



- Click on 'Exit' button

CSC Central Exit

**Details**

✔ **Personal details**

Mr.	Given Names Nivathin	Preferred name (if different)	Surname Govindarajulu
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**Contact Address**

Address line 1 Mount Road	Address line 2	Address line 3	Town/City
State/Province/County	PostCode/Zip		Mobile Phone Number

**Permanent Address (if different)**

Address line 1	Address line 2	Address line 3	Town/City
State/Province/County	PostCode/Zip		

**Academic**

✔ **Qualifications**

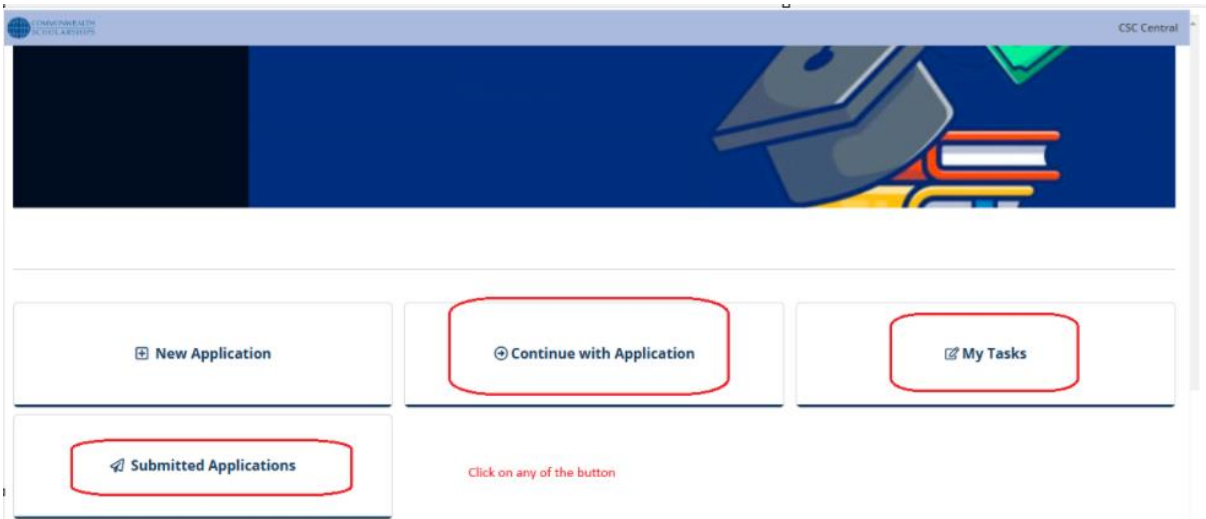
## INSTRUCTIONS for SMS Two-Factor Authentication in Application Portal

Scenario 3: SMS Two-Factor Authentication in application portal

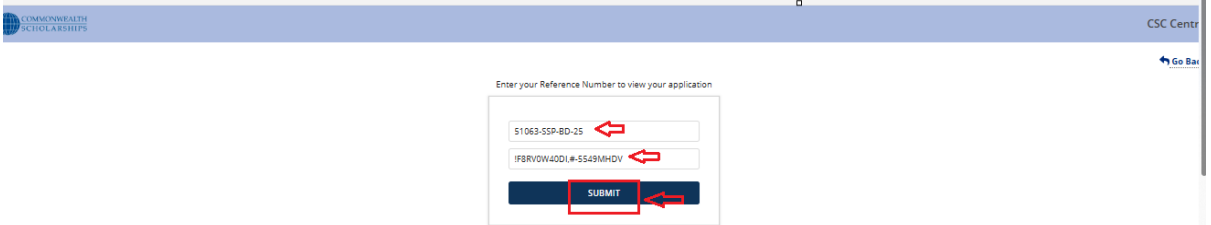
Step No	Steps	Page No
Step 1:	Go to Applicant portal site	26
Step 2:	Click on 'Submitted Applications'/'Continue with Application'/'My Tasks'	26
Step 3:	Search by Email-ID/Reference Number Enter the Passcode Click on 'Submit' button	26
Step 4:	Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button	26
Step 5:	Applicant fails to enter One-Time Password	26
Step 6:	Click on 'Click here to resend One-Time code' link	27
Step 7:	Click on 'GET ONE-TIME PASSWORD BY SMS TEXT' button	27
Step 8:	Enter the One-Time Password (six-digit code)	27
Step 9:	Click on 'Verify and Search' button	27

- Go to Applicant portal site
- Click on 'Submitted Applications'/'Continue with Application'/'My Tasks'

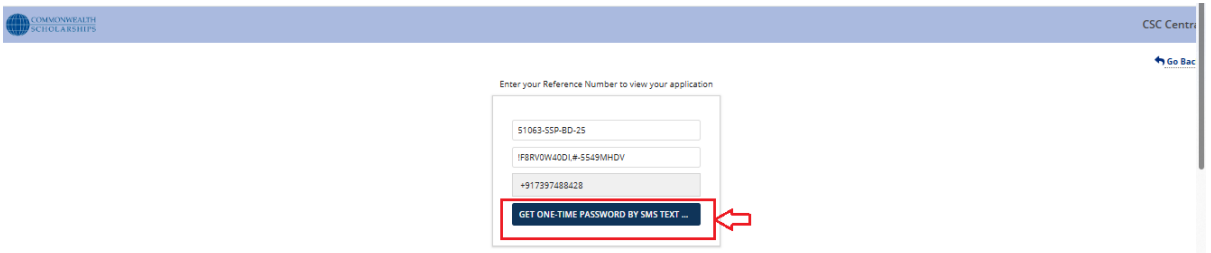




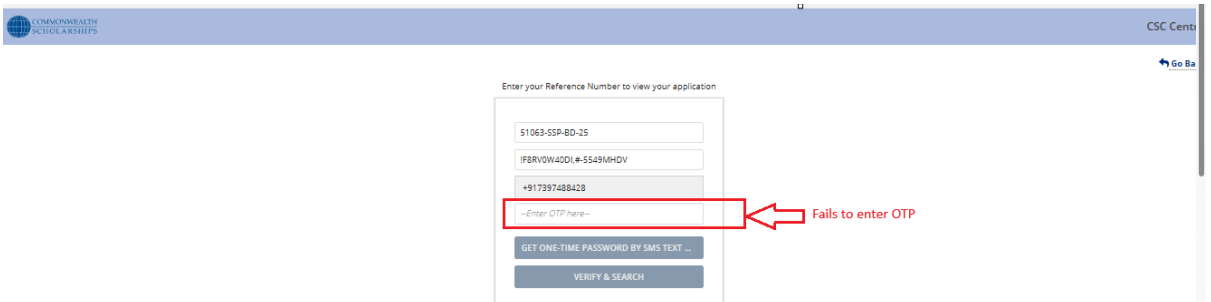
- Search by Email-ID/ Reference Number
- Enter the Passcode
- Click on 'Submit' button



- Click on 'GET ONE-TIME PASSWORD BY SMS TEXT...' button



- Applicant fails to enter One-Time Password



- Click on 'Click here to resend One-Time code' link

Enter your Reference Number to view your application

  
  
  
  
[Click here to resend One Time Code](#)  
  

Link will be enabled after a minute

- Click on 'GET ONE-TIME PASSWORD By SMS TEXT' button

Enter your Reference Number to view your application

- Enter the One-Time Password (six-digit code)
- Click on 'Verify and Search' button

Enter your Reference Number to view your application