

eChevening Guidance

School year 2012 - 2013



British Embassy
Manila

How to apply



British Embassy
Manila

The application period for the **British Chevening Scholarship** award for the academic year **2012-2013** is now open until **6 January 2011**, 11:59pm Philippine standard time, for The Philippines, Marshall Islands and Palau.

E-chevening is the global online Chevening Scholarship application system. All applicants should complete the application available at:

Please take note that applications are automatically time stamped upon submission.

Late applications will not be accommodated.



Filling the application



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STEP 1

Your Details

Enter all your details in the spaces provided. Make sure to **complete all Mandatory fields*** or your application will **NOT** be considered complete.

For applicants coming from Marshall Islands, Micronesia and Palau, please choose **“Phone Interview”** when asked for your nearest BC office.

This refers to the location where the interview would be held.

BRITISH CHEVENING SCHOLARSHIPS

Foreign & Commonwealth Office

Applicant Details

Applicant Full Name: Unknown Date of Birth: Unknown Application Status: INCOMPLETE Status Date: 04/11/2011 **Mandatory Fields ***

Your Details:

Country of Citizenship: PHILLIPINES * Nearest FCO/BC Office: MANILA *
Surname: Dela Cruz * Title: Mr *
First Names: Juan * Known Names:
Date of Birth (dd/mm/yyyy): 04/14/1987 * Sex: Male *
Place of Birth: Makati * Marital Status: Single *
Nationality: FILIPINO *

Additional Details

Personal Information	CONTACT DETAILS 0% Complete	CURRENT SITUATION 0% Complete	DECLARATION OF HEALTH 0% Complete
Education Information	ACADEMIC BACKGROUND 0% Complete	PROFESSIONAL BACKGROUND 0% Complete	
Proposed Course	COURSE DETAILS 0% Complete	UK SCHOLARSHIP 0% Complete	
Other Information	REFERENCES 0% Complete	STATEMENTS 0% Complete	

If you have completed all pages of this on-line form, click submit to apply for a Chevening Scholarship

SUBMIT

To save the current details please click the Save button. In order to save details on this page, all required information must be entered.

SAVE

If you wish to cancel any changes made here, click the cancel button

CANCEL

To log out without saving any changes, click here.

LOG OFF

Click here to print all information entered;
To return here after printing, use the 'Back' button of the browser.
NOTE: You must have saved your details first

PRINT



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Filling the application



Additional Details

Personal Information	CONTACT DETAILS 0% Complete	CURRENT SITUATION 0% Complete	DECLARATION OF HEALTH 75% Complete
Education Information	ACADEMIC BACKGROUND 0% Complete	PROFESSIONAL BACKGROUND 0% Complete	
Proposed Course	COURSE DETAILS 0% Complete	UK SCHOLARSHIP 0% Complete	
Other Information	REFERENCES 0% Complete	STATEMENTS 0% Complete	

Personal Information

Click on **Contact Details** and fill out the form. Input all required fields. Click the **OK** button to save information and return back to the application home page.

BRITISH CHEVENING SCHOLARSHIPS
Foreign & Commonwealth Office

Contact Details

Applicant Full Name: Santiano, Francesca Date of Birth: 14/04/1987 Application Status: INCOMPLETE Status Date: 24/10/2011 **Mandatory Fields ***

Please enter your contact details in order for us to contact you with the results of your application.

Contact Details

Contact Name: <input type="text" value="Juan Dela Cruz"/>	Telephone: <input type="text" value="555-1234"/>
Address Line 1: <input type="text" value="123 Green Street"/>	Mobile Phone: <input type="text" value="9195551234"/>
Address Line 2: <input type="text" value="Brgy. Santa Maria"/>	Fax (if Applicable): <input type="text" value="555-4321"/>
Address Line 3: <input type="text" value="Commonwealth, Quezon city"/>	
Address Line 4: <input type="text" value="Philippines"/>	
Primary E-Mail: <input type="text" value="JuanDelaCruz@rocketmail.com"/>	Alternative E-Mail: <input type="text"/>

If you have completed all fields on this screen click the OK button to Save the information and return to Applicant Details

OK

To save the current details please click the Save button. In order to save details on this page, all required information must be entered.

SAVE

If you wish to cancel any changes made here, click the cancel button

CANCEL

Once you have completed all details, you will return to the application home page. The bar below the con-tact details should be green indicat-ing you have completed all required fields.



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Filling the application

Additional Details

Personal Information	CONTACT DETAILS 100% Complete	CURRENT SITUATION 0% Complete	DECLARATION OF HEALTH 75% Complete
Education Information	ACADEMIC BACKGROUND 0% Complete	PROFESSIONAL BACKGROUND 0% Complete	
Proposed Course	COURSE DETAILS 0% Complete	UK SCHOLARSHIP 0% Complete	
Other Information	REFERENCES 0% Complete	STATEMENTS 0% Complete	

BRITISH CHEVENING SCHOLARSHIPS
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Current Situation

Applicant Full Name: Santiano, Francesca Date of Birth: 14/04/1987 Application Status: INCOMPLETE Status Date: 24/10/2011 **Mandatory Fields ***

Your Current Details

Where are you currently working or studying? If you are not currently working or studying please provide details of other activities.

I am currently studying at....

If you were selected or nominated by an organisation to apply, please provide the name or description of the organisation.

I was selected....

If you are currently working, please provide brief details of your post grade and main responsibilities.

I currently work as....

If you are currently studying, what qualification do you expect to obtain, and when do you expect to obtain it?

I expect to obtain a....

OK **SAVE** **CANCEL**

STEP 3

Once you have completed contact details, Click on **Current Situation** and answer the questions provided.

Click **OK** to save and return to personal information once the form is complete.

The green bar below the **Current Situation** icon should be green - indicating you have completed all required fields.



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Filling the application

Additional Details

Personal Information	CONTACT DETAILS 100% Complete	CURRENT SITUATION 100% Complete	DECLARATION OF HEALTH 75% Complete
Education Information	ACADEMIC BACKGROUND 0% Complete	PROFESSIONAL BACKGROUND 0% Complete	
Proposed Course	COURSE DETAILS 0% Complete	UK SCHOLARSHIP 0% Complete	
Other Information	REFERENCES 0% Complete	STATEMENTS 0% Complete	

BRITISH CHEVENING SCHOLARSHIPS
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STEP 4

Once you have completed current situation, Click on **Declaration of Health.**

***ALL FIELDS ARE MANDATORY.**

Declaration of Health

Applicant Full Name: Unknown Date of Birth: Unknown Application Status: INCOMPLETE Status Date: 04/11/2011 **Mandatory Fields ***

Declaration of Health

I am pregnant: Yes No *

In the past 12 months I have received medical treatment: Yes No *

Please give full details:

I declare that I am in good health and fit to take up an award in the UK. Yes No *

Please give brief details and tell us if you are receiving medical treatment at present.

If you have completed all fields on this screen click the OK button to Save the information and return to Applicant Details

OK

To save the current details please click the Save button. In order to save details on this page, all required information must be entered.

SAVE

If you wish to cancel any changes made here, click the cancel button

CANCEL

Answer all the questions and click **OK** to save and return to applicant details.

The bar below **Declaration of Health** should be green indicating you have completed all required fields.



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Filling the application

Additional Details

Personal Information: CONTACT DETAILS (100% Complete), CURRENT SITUATION (100% Complete), DECLARATION OF HEALTH (100% Complete)

Education Information: **ACADEMIC BACKGROUND** (0% Complete), PROFESSIONAL BACKGROUND (0% Complete)

Proposed Course: COURSE DETAILS (0% Complete), UK SCHOLARSHIP (0% Complete)

Other Information: REFERENCES (0% Complete), STATEMENTS (0% Complete)

STEP 5

Education & Information

Choose the **Academic Background** icon. Enter all the required fields. In order for the details of your qualifications to show, you must press the **Add New Detail** button. Once you have completed your list of qualifications, Press **OK** to save the information and return to the application home page.

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Academic Background

Applicant Full Name: Santiano, Francesca Date of Birth: 14/04/1987 Application Status: INCOMPLETE Status Date: 24/10/2011 **Mandatory Fields ***

English Language

Is English your first language? Yes No *

Have you taken an English language test? Yes No

You will need to take a test. Please enter the date and location of your English Language test:

Academic Qualifications Attained

Please list all academic qualifications obtained since completing your secondary education, stating the institutions attended, the main subjects of study and when the main courses started and finished. Please indicate with an asterisk(*) in the **Subject** field those courses which were entirely or mainly English medium - i.e. where the language instruction or supervision was English.

Please note that applicants invited to attend an interview will be required to bring all their original qualification certificates with them.

Qualification: * Grade, Level or Class: *

Institution: * Subject: *

From Date (dd/mm/yyyy): * To Date (dd/mm/yyyy): *

ADD NEW DETAIL ←

Your Qualification List

Qualification	Grade	Institution	Subject	From:	To:	
Marketing diploma	Short course	Ateneo	Marketing	10/08/2008	19/12/2008	View / Amend Details
AB International Affairs	undergraduate	University	All	05/05/2005	03/03/2008	View / Amend Details
Chef's degree	Professional diploma	Culinary institute	Cooking	08/10/2009	05/02/2010	View / Amend Details

Take note that **IELTS/TOEFL** is **NOT** a requirement during the initial stages of application. Please enter "NA" in this field if you have not taken the examination. Otherwise, please indicate the over-all band score of your examination result. The examination result should be valid 2 years from the date of application. Successful applicants will be asked to take the IELTS and fees will be covered by the programme.



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STEP 6

Additional Details

Personal Information	CONTACT DETAILS 100% Complete	CURRENT SITUATION 100% Complete	DECLARATION OF HEALTH 100% Complete
Education Information	ACADEMIC BACKGROUND 100% Complete	PROFESSIONAL BACKGROUND 0% Complete	
Proposed Course	COURSE DETAILS 0% Complete	UK SCHOLARSHIP 0% Complete	
Other Information	REFERENCES 0% Complete	STATEMENTS 0% Complete	

Click the **Professional Background** icon and enter all the required fields. Again, to show your list of professional experiences, you must press the **Add New Detail** button.

BRITISH CHEVENING SCHOLARSHIPS
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Professional Background

Applicant Full Name: Santiano, Francesca Date of Birth: 14/04/1987 Application Status: INCOMPLETE Status Date: 24/10/2011 **Mandatory Fields ***

Professional Experience

NOTE: You must enter at least ONE record. Click on 'Add New Detail' to save the entry. If any of the text fields are not applicable, please enter 'none'. Please list all positions held since completing your secondary or tertiary education:

Position: * Organisation/Institution: *

From Date (dd/mm/yyyy): * To Date (dd/mm/yyyy):

Currently Working Here - If you currently work at this organisation, then please check this box and do not enter a "To Date".

ADD NEW DETAIL **REMOVE DETAIL**

If you have completed all fields on this screen click the OK button to Save the information and return to Applicant Details

If you wish to cancel any changes made here, click the cancel button

OK **CANCEL**

Your Professional Experience List

Position	Organisation	From:	To:	
EnglishTeacher	Private tutor	10/01/2009	20/02/2010	View / Amend Details
Marketing Assistant	Samsung	01/03/2010	04/04/2011	View / Amend Details
Copy writer	Mega Publishing	03/05/2011		View / Amend Details

Once you have completed your professional background, Press **OK** to save information and return to additional details.

The bar below professional back-ground should be green indicating you have completed all required fields.



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Additional Details

Personal Information	CONTACT DETAILS 100% Complete	CURRENT SITUATION 100% Complete	DECLARATION OF HEALTH 100% Complete
Education Information	ACADEMIC BACKGROUND 100% Complete	PROFESSIONAL BACKGROUND 100% Complete	
Proposed Course	COURSE DETAILS 0% Complete	UK SCHOLARSHIP 0% Complete	
Other Information	REFERENCES 0% Complete	STATEMENTS 0% Complete	

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Proposed Course

Click on the **Course Details** option. Enter all required information. You may also choose to enter your prospective UK institutions.

Once you have completed this form, click **OK** to return to proposed course

The green bar below proposed course should now be green indicating you have completed all the required fields.

Proposed Course Details

Applicant Full Name: Santiano, Francesca Date of Birth: 14/04/1987 Application Status: INCOMPLETE Status Date: 02/11/2011 **Mandatory Fields ***

Details
What type of qualification would you like to obtain? Choose from the list or select 'other' and enter the details. If you wish to conduct research rather than obtain a formal qualification, please state so clearly after selecting 'other'.

Proposed Sector of Study: *

Proposed Subject: *

Proposed Length of Study?:

Proposed Length of Study?:

Academic Year for which you are applying?:

At which institution would you like to study or to which institution have you already applied? If there are alternatives to your first choice, please state order of preference. If you have no particular preferences and would like the British Council to identify a suitable institution for you, please do not complete this section.

1:

2:

3:

Are you applying for a fully funded British Chevening Scholarship? Yes No *

Have you already applied to these institutions? Yes No *

If you have completed all fields on this screen click the OK button to Save the information and return to Applicant Details

OK

To save the current details please click the Save button. In order to save details on this page, all required information must be entered.

SAVE

If you wish to cancel any changes made here, click the cancel button

CANCEL



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Filling the application

Additional Details

Personal Information	CONTACT DETAILS 100% Complete	CURRENT SITUATION 100% Complete	DECLARATION OF HEALTH 100% Complete
Education Information	ACADEMIC BACKGROUND 100% Complete	PROFESSIONAL BACKGROUND 100% Complete	
Proposed Course	COURSE DETAILS 100% Complete	UK SCHOLARSHIP 0% Complete	
Other Information	REFERENCES 0% Complete	STATEMENTS 0% Complete	

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STEP 8

Choose the **UK Scholarship** option and answer the questions.

***Every question is mandatory.**

UK Study / Scholarships

Applicant Full Name: Santiano, Francesca Date of Birth: 14/04/1987 Application Status: INCOMPLETE Status Date: 02/11/2011 **Mandatory Fields ***

UK Study / Holidays

Have you ever studied in the UK? Yes No *

Have you ever visited the UK on holiday or for other purposes? Yes No *

UK Scholarships

Are you applying for any other scholarships or awards to study in the UK, to be funded either by the British Council or by other institutions or foundations? Yes No *

If you have completed all fields on this screen click the OK button to Save the information and return to Applicant Details

OK

To save the current details please click the Save button. In order to save details on this page, all required information must be entered.

SAVE

If you wish to cancel any changes made here, click the cancel button

CANCEL

Click **OK** when done to save your information and return to additional details.

Once completed, the bar below the UK Scholarship icon should be green indicating you have completed all required information.



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Filling the application

Additional Details

Personal Information

CONTACT DETAILS 100% Complete

CURRENT SITUATION 100% Complete

DECLARATION OF HEALTH 100% Complete

Education Information

ACADEMIC BACKGROUND 100% Complete

PROFESSIONAL BACKGROUND 100% Complete

Proposed Course

COURSE DETAILS 100% Complete

UK SCHOLARSHIP 100% Complete

Other Information

REFERENCES 0% Complete

STATEMENTS 0% Complete



Other Information



References

Applicant Full Name: Santiano, Francesca Date of Birth: 14/04/1987 Application Status: INCOMPLETE Status Date: 24/10/2011 **Mandatory Fields ***

Please provide details of the two referees below. Please note that you will be required to bring the original letters of reference from your designated referees with you, should you be invited to interview. The FCO or British Council may contact your designated referees for confirmation of details provided. Please obtain permission from your referees before completing this section.

<p>First Referee</p> <p>Title and Name: *</p> <p>Maria Lopez *</p> <p>Position: *</p> <p>editor in chief *</p> <p>Address: *</p> <p>225 Paseo De Roxas, Makati City *</p> <p>Telephone: *</p> <p>5553636 *</p> <p>Email: *</p> <p>marialopez@yahoo.com *</p> <p>How long have you known this referee? *</p> <p>1 year *</p> <p>What is his/her professional relationship to you? *</p> <p>boss *</p> <p><input checked="" type="checkbox"/> Tick the box to allow us to contact your first referee directly. *</p>	<p>Second Referee</p> <p>Title and Name: *</p> <p>John Smith *</p> <p>Position: *</p> <p>Consultant *</p> <p>Address: *</p> <p>636 legazpi village makati *</p> <p>Telephone: *</p> <p>5553636 *</p> <p>Email: *</p> <p>johnsmith@yahoo.com *</p> <p>How long have you known this referee? *</p> <p>2 years *</p> <p>What is his/her professional relationship to you? *</p> <p>boss *</p> <p><input checked="" type="checkbox"/> Tick the box to allow us to contact your second referee directly. *</p>
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If you have completed all fields on this screen click the OK button to Save the information and return to Applicant Details

OK

If you wish to cancel any changes made here, click the cancel button

CANCEL

Choose the **References** icon and complete all required information. You will need two (2) references in order to complete your application. It is important to personally inform your references that you have included them in your application.

Once you have completed all the information, click OK to save and return to your application. The bar below References should be green indicating you have completed all required fields.



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Filling the application

Additional Details

Personal Information	CONTACT DETAILS 100% Complete	CURRENT SITUATION 100% Complete	DECLARATION OF HEALTH 100% Complete
Education Information	ACADEMIC BACKGROUND 100% Complete	PROFESSIONAL BACKGROUND 100% Complete	
Proposed Course	COURSE DETAILS 100% Complete	UK SCHOLARSHIP 100% Complete	
Other Information	REFERENCES 100% Complete	STATEMENTS 0% Complete	

STEP 10

Click on **Statements** and write a Personal Statement no more than 1,000 words. The research proposal is optional and has a limit of 2,000 words. Click **OK** when complete to return to the application home page.

BRITISH CHEVENING SCHOLARSHIPS
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Statements

Applicant Full Name: Santiano, Francesca Date of Birth: 14/04/1987 Application Status: INCOMPLETE Status Date: 02/11/2011 **Mandatory Fields ***

Details

Please complete the following narratives IN YOUR OWN WORDS (NOTE 'Personal Statement' is a Mandatory field):

NOTE: The entries should be TEXT ONLY.

Personal Statement:
Describe in not more than 1,000 words, your reasons for applying for the course you wish to follow and explain how it will help you with the work you expect to do on your return to your home country.
You should include an outline of your intended profession, your ambitions and your career plan.
Describe also, your most outstanding non-academic achievement involving other people where you demonstrated leadership potential (you may describe an extra curricular/sport/community/professional activity or an assignment):

Write your personal statement here.

Word count:

Research Proposal:
If you are seeking to undertake research please also give details of your research proposals in not more than 2,000 words in the space provided below (Please note this should be in addition to your personal statement):

This is not required

If you have completed all fields on this screen click the OK button to Save the information and return to Applicant Details

To save the current details please click the Save button. In order to save details on this page, all required information must be entered.

If you wish to cancel any changes made here, click the cancel button

YOUR PERSONAL STATEMENT is primarily an academic statement usually targeted directly towards the subject you are interested in. It should also include something about yourself and your general interests, giving us an opportunity to see your potential not only as a leader, but as a student as well. This is where you can put your academic achievements into context.

Filling the application



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STEP 11

The icons on your application should all be green indicating that you have completed all the required information.

You may click **SAVE** in order to amend your application at a later time or you may click **SUBMIT** to send your application.

***Please take note that once you submit your application, it can no longer be amended.**

Flowchart of Application and Screening Process



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The Screening Process

Status Notification

Due to the high number of applicants the British Chevening Scholarship award receives each year, we **will not accommodate any enquiries** regarding the status of your application.



First Screening

Once you have submitted your application, it will **immediately be evaluated**. We will be able to give the status of your application within 10 working days. This creates an advantage for those who apply early, allotting more time to collate required documents for the second screening.

The Screening Process



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Second Screening

After the application period, the British Council will contact applicants who passed the first screening to submit the following additional requirements:

Curriculum Vitae

2 Reference Letters

Copy of Transcript of Records

Copy of Valid Passport

*Curriculum Vitae and Reference letters have no specific format

These documents must be submitted on or before 3 February 2011

Complete and mail documents to:

Anna Carreon

Scholarships Officer

British Embassy Manila

120 Upper McKinley Road

McKinley Hill, 1634

Taguig City, Philippines

Incomplete and late applications will be rejected.

We do not accept documents submitted via Fax or email.



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Interview and Selection



Applicants who pass the second screening will receive an email from the British Council containing the details of their interview. Applicants will undergo a panel interview which will be conducted by the selection committee.

The member of the selection committee will decide on the successful applicants at the end of the interview process.

Successful applicants will be contacted by the British Embassy during the month of February 2012.

Good luck!



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