Chief Executive Women

Women leaders enabling women leaders

## CEW SCHOLARSHIP APPLICATION GUIDE

The selection process for a CEW scholarship is competitive and rigorous. This guide will help you check you eligibility for a scholarship, and plan and complete your application.

To give yourself the best chance of being selected, we encourage you to set aside enough time to complete your application to a standard that best reflects your suitability.

Late applications will not be accepted.

We recommend aiming to have your application finalised, or close to it, at least 72 hours before the deadline. In particular, make sure you have given yourself enough time to obtain your sponsor's endorsement letter.

**When you're ready to begin here are the steps you'll need to take:**

1. **Register an account and sign in**. This will take you to the HOME screen for the application process.

2. **Provide answers to commitments and consents**. These questions make sure you understand the obligations that are attached to CEW scholarships.

3. **Complete the eligibility questionnaire**. This will determine which scholarships you are eligible to apply for. You may apply for any or all the scholarships that appear on your HOME page.

4. **Begin the application process** by clicking on the **Application ID** next to the scholarship for you want to apply for.

   **Please note that the application consists of three parts:**

   a. Employment and education information

   b. Scholarship application form

   c. Sponsorship Letter

5. **Fill out your employment and education information**. This includes details of your past and present work experience, including honours and awards.

6. **Fill out your scholarship application form**.

   <u>First</u>, you must provide the name of a referee (called a Sponsoring Executive) from your organisation. This person must also provide you with an endorsement letter. (NB: For the Women's Leadership Forum Scholarship to Harvard, you must provide the names of two referees, however you only need an endorsement letter from one).

   <u>Second</u>, provide answers to the essay questions. This is an important part of the application process so take care to provide thorough and thoughtful answers to all the questions. Please note the word limit is a maximum, not a guide.

7. **Upload your sponsor's endorsement letter**. Make sure you give yourself enough time to obtain a letter of endorsement from your Sponsoring Executive. In addition to describing why the sponsor supports you, the letter must include the following points:

   - Confirmation that you meet the scholarship criteria, and

   - Confirmation that your employer will allow you to attend the entire course (including study modules) if you are successful.

   The endorsement letter must be on company letter-head. Only one endorsement letter will be accepted.

   You will need to upload the letter in a supported file format (pdf is preferred, but the system will accept .doc, .odt and .txt files. Please DO NOT use .docx files)

8. **Submit your application.** The final step is to submit your entire application. Please note that once you have done this, you cannot make any further changes. We recommend that once you have submitted your application you download and save a copy for your own records.

9. **Apply for another scholarship.** If you are eligible for more than one scholarship and wish to submit another application, repeat this process from STEP 4.


**NOTES ABOUT SAVING, EDITING AND SUBMITTING**

- When you working on your application on-line, you have the option to "SAVE" as many times as you need to draft and review your answers.

- If you decide to work on your answers off-line (in a Word document, for example), please copy and paste your answers to the on-line application, and press "SAVE" after you've copied in each answer.

- Please remember to press "SAVE" before you continue to a new page.

- Remember you have the option to "DOWNLOAD" your application at any time, to proof-read off-line. It is also recommended that you download and keep a copy of your completed application.

- Please be advised that when you press "SUBMIT", your application will be locked, and you will not be able to make any further amendments.

**IF YOU NEED HELP**

If you have any questions regarding the scholarship program or application process, please contact our CEW Scholarship Team scholarships@cew.org.au.

If you have any technical issues processing your application on the website, please contact our system provider tech@fluidreview.com, who will respond to you within 24 hours.