

HOW TO APPLY

2018-2019 CIVIL SOCIETY LEADERSHIP AWARDS

Open Society Scholarship Programs

Before Applying

- Carefully read the [Guidelines](#) for citizenship requirements, and be sure that you are eligible before completing and submitting an application.
- Thoroughly research your prospective field of study, and identify relevant programs within current CSLA's host university partnerships using the [Host University Guide](#). Carefully consider how various programs approach the discipline and what areas of specialization they offer, and be prepared to demonstrate how any given program fits within your professional goals.
- Familiarize yourself with the 2018 CSLA selection process, including important dates and deadlines for each stage.
- Reach out to two (2) academic and/or professional contacts to confirm their willingness to provide you with a recommendation; once confirmed, send them our [Recommendation Form](#) and attached instructions.
- Use the attached Supporting Documents Checklist to ensure that you have collected all required supporting documents and they are ready to submit.

Completing an Application

Interested applicants must complete an online or paper CSLA application and submit along with supporting documentation to be considered for CSLA support. Please note that some universities require a separate application for graduate study at that institution; in these cases, CSLA staff will notify candidates and assist with the university application process when required. **Applications are due by July 15, 2017**; late applications will be automatically disqualified.

If you have further questions before or after applying, please first consult the [Frequently Asked Questions](#) (FAQs). If you do not find answers there, you may email us at csla@infoscholar.org or contact the local administrative offices listed below.

Online Application

All candidates are strongly encouraged to apply online, if possible, using Submittable, an online platform.

To apply online, please register on [Submittable](#) and then follow instructions.

Please take note of the following important information:

- You will not be able to change the email associated with your application in Submittable after you submit your application. We suggest that you use an email address you will have access to for at least six (6) months after the time that you apply.
- You are able to save your application and return to it later until you submit, but once your application is submitted, you will not be able to edit it further.
- **Applications submitted through Submittable may be completed in English or French. **

Paper Application

Paper applications may be accessed [here](#) or by contacting one of the local administrative offices (see list below). Please download the application form in Word before completing or printing, and review the accompanying materials before submitting your application.

Once your paper application has been received, CSLA staff will upload it to Submittable and you will be able to view your application on Submittable, using the email address listed in your application. For this reason, we encourage you to establish an email account that will be valid for up to six (6) months after you submit your application, if you do not already have one.

Paper applications may be submitted by mail or by email to csla@infoscholar.org. Mailed applications must be postmarked by July 15, 2017 and sent to either the New York or London address listed below.

OSF Scholarship Programs
224 West 57th Street
New York, NY
10019, USA
Email: csla@infoscholar.org

OSF Scholarship Programs
Millbank Tower, 7th Floor
21-24 Millbank, London
SW1P 4QP, UK
Email: csla@infoscholar.org

Alternately, paper applications may also be sent to one of the local administrative offices:

[Baku Education Information Center](#)

40 J. Jabbarli Street, Caspian Business Center
Baku AZ1065
Tel./Fax: (994 12) 4482845/46
Contact: Bahar Haji-zada
bhaji-zada@beic.az

[Education Advising Center](#)

European Humanities University
Tauro g. 12
LT-10101 Vilnius, Lithuania
Tel.: 00370 5 274 0622
Contact: Kevin Reiling advising@ehu.lt

[Educational Center "Bilim - Central Asia"](#)

158/160 Kunaev St., apt.7, Almaty 050010,
Kazakhstan

Tel.: +7 (727) 261 15 55

Fax: +7 (727) 261 15 55

Contact: Leila Yedygenova lyedygenova@bilim.kz

[Open Society Afghanistan](#)

Contact: Mustafa DaiMerkisha

CSLAAfghanistan@gmail.com

[Educational Advising Center OSI AF in Tajikistan](#)

37/1 Bokhtar str., Vefa Business Center
Dushanbe, Tajikistan

Tel./Fax: (+992) 372-441-0728

Contact: Gulnora Shukurbekova

Gulnora.shukurbekova@osiaf.tj

SUPPORTING DOCUMENT CHECKLIST

- Photocopy of passport picture page or national ID
- Resume or Curriculum Vitae (CV) in English

Please include a detailed CV or resume that includes your most recent professional and educational history in no more than two (2) pages.

Your CV or resume should include awards, grants, fellowships, or honors you have received, any professional, cultural or other associations to which you belong, and any conferences, workshops, trainings you have attended that are relevant to your professional interests and proposed field of study. If you recently gave a presentation, please include the topic and conference details on your CV/resume.

For assistance creating a sufficient CV or resume, please consult the [EuroPass](#) website.

- Academic and Personal Recommendation Letters

All applicants will need two (2) letters of recommendation, which we encourage include one (1) professional and one (1) academic. Applicants can reach out to their recommenders before the submission of their application and should do so as early as possible.

No personal recommendations will be accepted and referees must not be relatives of the applicant. Additionally, we cannot accept recommendation letters sent directly from the applicant or used in any previous applications submitted.

Recommenders are encouraged to use the Recommendation Form; any recommendation letter not submitted through our Recommendation Form must be submitted on organization letterhead.

All recommendation letters should be submitted in the intended language of instruction of the applicant's desired university program.

If you submit your application through Submittable, you will be able to provide the email address for your recommenders; it is imperative that you confirm this is the correct email address in advance, as you will not be able to update it later. Your recommender will receive an email with a link to upload our Recommendation Form. Be sure to have your recommender whitelist submittable.com or check their spam folder to ensure they receive your recommendation request. Please note that we will not be able to update you once your recommendation letter has been submitted. Please ask your recommenders to notify you once they have submitted their electronic Recommendation Form.

If you submit a paper application or do not have the information for your recommenders at the time of applying, we suggest that you request your recommendation letters to be sent via email by your recommenders to cslreferences@infoscholar.org with a request for a "Read Receipt." We will not be able to confirm whether or not your recommenders have submitted their letters prior to the deadline.

- Transcripts

A transcript is a list of all the courses you have taken (or are currently taking) during a program of study, with the result you obtained, and sometimes the credit value of each course. If you have completed your study, the transcript should also show your final award.

What you need to send and when

Uncertified copies and provisional versions of your transcript can be provided when submitting your application. You will not need to send a final and original transcript unless you are invited to an interview in September 2017.

If you are only supplying an uncertified or provisional copy, you should request your transcripts from your institution before you begin your application, so that you have them ready to submit. The Registrar at your university will be able to produce a transcript of courses you have taken/are currently taking, but this may take a number of days for them to process and send to you. You may be charged for this service.

All recommendation letters should be submitted in the intended language of instruction. If your documents are not in English, you must also submit a full translation of each document, prepared by a registered translator.

➤ Evidence of Competence in Intended Language of Instruction

All applicants for whom the intended language of instruction is not a native language will be asked to submit evidence of their language competence. Submit images or scans of your language test reports, ensuring the scores for each element is clearly visible. If you do not have evidence of your competence in English at the point of application, you should answer the related questions in section VIII of the application.

Semi-finalists without evidence of language competency will be required to take a language test in order to remain in the competition. CSLA staff will advise these candidates of the appropriate test and a timeline for taking the test. These tests will be arranged through local partners; costs associated with international travel, registration and accommodations for duration of the test will be covered by CSLA, and semi-finalists will receive a stipend to cover domestic travel.

You should review the host university guide to ensure that you have sufficient language competency for any programs you are interested in attending.

It is important to note that many programs in France and Germany are conducted at least partially in English; if the language of instruction for your program is English, you will need to have a valid English language test. As a general point of recommendation, both [TOEFL](#) and [IELTS](#) test are accepted by our host universities for finalist placement.

For programs with exclusively French instruction, applicants who have had at least six (6) years of education in a Francophone country (where French is the official language) are exempt from language test. If you were not educated in a Francophone country, you will need to sit one of the following: Test de connaissance du français ([TCF](#)); Test d'évaluation de français ([le TEF](#)); Diplôme d'études en langue française ([DELF](#)); or the Diplôme approfondi de langue française ([DALF](#)) with satisfactory results.

For programs with exclusively German instruction, you may be requested to sit for a [TestDaf](#) test. Please note that citizens from Cambodia, Egypt, Laos, Libya, Myanmar/Burma, and Syria are not eligible for placement at CSLA host universities within the German Academic Exchange Service (DAAD).

Grantees attending universities in the UK will need to obtain at least a 6.5 on the [UKVI IELTS](#) in order to obtain a Tier 4 student visa to the UK. CSLA staff will arrange UKVI IELTS test for grantees during the pre-academic summer school; costs associated with the test will be covered by CSLA.

➤ Disability Accommodations Questionnaire

The Civil Society Leadership Award welcomes applications from disabled students including those with a specific learning difficulty or a long-term health condition (including mental health difficulties) and considers them on the same academic grounds as all other candidates.

Your application will not be adversely affected by declaring a disability, and it will be processed in exactly the same way as any other application.

Disclosing your Disability

If you have a disability, specific learning difficulty or long-term health condition, you are encouraged to disclose this in your application by completing the Disability Accommodations Questionnaire. If you wish to provide further information you may do so by submitting additional information.

This information is circulated along with the rest of your application, but will not negatively impact the academic decision on whether to make an offer of placement, or to make an offer grant funding.

The information is used to ensure that any reasonable adjustments can be made in the event that we wish to organize an interview or if you have specific requirements which might need to be taken into account during your studies or tests.