Civil Society Leadership Awards 2019-2020

Open Society Scholarship Programs

Application Deadline: May 15, 2018

Before Applying

o Carefully read the **Guidelines** and **FAQs** **for important information. Due to heavy volume, CSLA staff will not be able to answer every inquiry and any response may be delayed.**

o Consult the **Guidelines** and **FAQs** for requirements, and be sure that you are eligible before completing and submitting an application.

o Thoroughly research the available fields of study, and identify relevant programs at current CSLA host universities using our **Host University Guide**. Carefully consider how various programs approach the discipline and what areas of specialization they offer, and be prepared to demonstrate how your preferred programs fit your professional goals.

o Familiarize yourself with the CSLA selection process, including important dates and deadlines for each stage.

o Reach out to two (2) academic and/or professional contacts to confirm their willingness to provide you with a recommendation.

o Use the Supporting Documents Checklist (below) 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 to be submitted with supporting documentation to be considered for CSLA support. Should you become a CSLA Finalist, you may be asked to submit a separate application for graduate study at certain institutions. In these cases, CSLA staff will notify candidates and assist with the university application process when required.

Applications are due May 15, 2018
Late applications will be automatically disqualified

Online Application

All candidates are strongly encouraged to apply online, if possible, using the online platform Submittable. To apply online, please register on [Submittable](#) and follow the instructions.

Please Note:

- o You will not be able to change the email used to register with Submittable; **all subsequent correspondence** will be sent to that e-mail address. Therefore, please use an email address that you will have access to for at least nine (9) months after you apply.
- o Once you have registered on Submittable and opened an application, you can save your work and return to it later. You may edit your application on Submittable until the deadline (May 15, 2018), even if you have already submitted. After May 15, 2018, the system will be locked and your application will be unavailable to you. **After the application deadline (May 15, 2018) has passed, you will not be able to edit it further**.
- o All applications submitted through Submittable must be completed in English. To complete an application in French, please obtain a paper application and see the instructions below for submission.

Paper Application

Paper applications may be [accessed here](#) or by contacting one of the 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 and/or edit your application, using the email address listed in your application. You may edit your application on Submittable until the deadline (May 15, 2018). After May 15, 2018, the system will be locked and your application will be unavailable to you. For this reason, we encourage you to establish a personal email account that will be valid for up to nine (9) months after you submit your application.

Paper applications may be submitted by mail or by email to submissions@infoscholar.org. Mailed applications must be postmarked by May 15, 2018 and sent to either the New York or London address listed below.

Scholarship Programs	Scholarship Programs
224 West 57th Street	Millbank Tower, 7th Floor
New York, NY 10019	21-24 Millbank, London
USA	SW1P 4QP, UK

Supporting Document Checklist

✓ **Photocopy of picture page of all valid passports or national IDs in your possession**

✓ **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 three (3) 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, or trainings you have attended that are relevant to your professional interests and proposed field of study. If you have recently given 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 Professional Recommendation Letters**

Applicants selected after initial review to continue in competition for interviews will need two (2) letters of recommendation, one (1) professional and one (1) academic. While these letters are not required to be submitted by the application deadline, we encourage you to reach out to recommenders early to avoid potential delays. Recommendations must be submitted on official letterhead of the recommender's place of employment.

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.

Recommendation letters not written in English must be accompanied by a certified English translation.

If you submit your application through [Submittable](#), the recommenders you list will automatically be contacted at the e-mail address you indicate for them.   It is imperative that you confirm their correct email address in advance, as it may be difficult to update it later. Your recommender will receive an email from Submittable with a link to upload their letter to your application. Be sure to have your recommender whitelist submittable.com or check their spam folder to ensure they receive the automatic recommendation request. You will be able to check your application to determine if letters have been submitted. Please do not contact CSLA staff about the status of your recommendations, but ask your recommenders to notify you once they have submitted their letters.

If you submit a paper application, we suggest that you request your recommendation letters to be sent via email by your recommenders to [cslareferences@infoscholar.org](#) with a request for a "[Read Receipt](#)." Due to heavy e-mail volume, we will not be able to confirm whether or not your recommenders have submitted their letters.

✓ **University 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 (grade) you obtained, and sometimes the credit value of each course. If you have completed your university study, the transcript should also show the final degree awarded. Unofficial or provisional transcripts 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/October 2018.

✓ **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 score for each element is clearly visible. If you do not have evidence of language competence at the point of application, you should answer the related questions in section V of the application.

Semi-finalists without evidence of language competency **will be required to take a language test i**n 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 generally be covered by CSLA.

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 desired program is English, you will need to have a valid English language test. As a general point of recommendation, either [TOEFL](#) or [IELTS](#) is required to prove English competency by host universities for finalist placement.

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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 assist with these specifics.

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 the 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 required 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).