



SYSTEM GUIDE

Marshall Scholarships

Endorsing institutions & fellowship advisors

INTRODUCTION

This document is intended to provide guidance and technical support for fellowship advisors representing institutions endorsing Marshall scholarship applications on the Applicant Scholar Alumni Management System (ASAMS).

This document covers the processes and steps for advisors on ASAMS. For guidance on the application process and applicant journey, please consult the 'How to apply' guide available on [this webpage](#) once applications launch.

About ASAMS

The Applicant Scholar Alumni Management System (ASAMS) is a platform for the management of the applicants, scholars and alumni of the Chevening and Marshall scholarship programmes.

This platform delivers Scholarship programmes on behalf of the Foreign, Commonwealth and Development Office (FCDO).

The platform is administered by the British Council that provide the secretariat services for the Chevening and Marshall scholarship programmes on behalf of FCDO.

The platform was developed and is managed by [MetricsLed](#).

Table of contents

INTRODUCTION.....	2
About ASAMS.....	2
Table of contents.....	2
SYSTEM OVERVIEW.....	4
Accessing ASAMS	4
Data protection.....	4
System tables.....	4
FAQs	5
ACCOUNT REGISTRATION & LOGIN	7
User account registration.....	7
Institution registration form	7
Account registration process	8
Resend verification link.....	9
User account login.....	10
TECHNICAL SUPPORT.....	11
Support for fellowship advisors.....	11
Guidance for applicants	11
Support for applicants.....	11
Common technical queries from applicants	11
ENDORISING INSTITUTIONS	12
Endorsing institution eligibility criteria:.....	12

Role of endorsing institution & advisors	12
Application process overview	12
Application registration & setup	13
<i>Selecting an endorsing institution</i>	<i>13</i>
<i>Selecting an award type</i>	<i>14</i>
<i>Selecting an application region</i>	<i>14</i>
APPLICATION PROCESS [ADVISOR]	15
Fellowship advisor dashboard	16
Reviewing applications	17
<i>Downloading application PDFs</i>	<i>18</i>
<i>Reviewing application (pre-submission)</i>	<i>19</i>
<i>Reviewing application (post-submission)</i>	<i>20</i>
<i>Recommendations tab</i>	<i>22</i>
Endorsing applications	23
<i>Setting up institution endorsers</i>	<i>23</i>
<i>Assigning an endorser to an application</i>	<i>24</i>
<i>Sending an endorsement request</i>	<i>25</i>
<i>Submitting an endorsement on behalf of an endorser</i>	<i>25</i>
Submitting application to regional centre	27
Endorsers	29
<i>Endorsement letter request notification</i>	<i>29</i>
<i>Provide letter of endorsement form</i>	<i>30</i>
Recommenders	31
<i>Recommendation request notification</i>	<i>31</i>
<i>Provide recommendation form</i>	<i>32</i>

SYSTEM OVERVIEW

Accessing ASAMS

ASAMS for Marshall Scholarships can be accessed via <https://asams.marshallscholarship.org/login>

Applicants can commence an application via: <https://asams.marshallscholarship.org/apply>

For more information in on registration and account login, please visit the [technical support section](#).

Data protection

For guidance on data protection, please consult the [Marshall Scholarship privacy notice](#).

Please also consult the [terms of use](#) for ASAMS.








All users are reminded to handle applicant data exported from the platform, such as PDF and .CSV files, with care and to refrain from distributing this information.

Any storage of such data must comply with the Marshall data retention policy.

System tables

Data in ASAMS is commonly displayed in table format. Tables display data in a one row per beneficiary format, with different columns per table dependant on the function/page you are viewing.

Each table has a standard series of tools available to users for manipulating & filtering data:

-  - **Magnifying glass** allows you to search for a specific keywords and phrases in the dataset.
-  - **Filter icon** allows you to toggle the filter option for all columns in the table. This can also be toggled via the 3 dots listed in the column header.
-  - **Column icon** allows you to show/hide individual columns. This can also be toggled for each column via the 3 dots listed in the column header.
-  - **Full screen icon** allows you to toggle between full screen mode.
-  - **Sort icon** allows you to toggle between sort modes for individual columns – i.e. ascending, descending, unsorted.
-  - **Move icon** allows you to move and reorder columns the table. When the page is refreshed columns will load in the default order.
-  - **Column action icon** lists all actions that can be performed on the column.

FAQs

Applicants are unable to locate my institution on the apply page endorsing institution dropdown list / how do I register my institution on ASAMS?

In order to register your institution on ASAMS, please submit a response to [this registration form](#). We will endeavour to process your registration request within 2-3 working days. Once we have processed your request, you will be notified by our system (via marshall.awards@notifications.service.gov.uk) and invited to complete your account registration.

I was unable to complete account registration / I was not able to link the authenticator account.

If the authenticator was not successfully linked during account set-up your account will be locked out and will require manual intervention by a member of staff in order to run a reset. Please contact institutionsupport@marshallscholarship.org directly.

The refreshing code in my authenticator app is no longer working.

If the refreshing 6-digit code in your app is not working please check that the code your inputting is listed under 'UK scholar'. Please also check that you are inputting the code without a space (i.e. 123456) and that the timezone setting on your mobile device is set to automatic.

If this does not resolve your issue, please use the one-time recovery code (formatted A123123123) provided to you during account set-up. The code should be inputted in the same field where you would normally input your 6-digit refreshing code during account login. Alternately, you can book a call to run a manual reset with a member of staff via [this booking page](#).

I have changed my mobile device and need to reset my authenticator / I have lost access to my authenticator app /

Please use the one-time recovery code (formatted A123123123) provided to you during account set-up. The code should be inputted in the same field where you would normally input your 6-digit refreshing code during account login. Alternately, you can book a call to run a manual reset with a member of staff via [this booking page](#).

I am unable to see any applications/applicant details in my dashboard

Applications will only be visible to you once the applicant completed application registration and the 'Share application with your advisor' task. Additionally, until the 'Personal details' task is complete, you will not be able to see the applicants name.

Recommenders/endorsers are unable to submit letters of recommendation/endorsements

Text inputs must be an appropriate length, with a space after full stops and cannot contain email addresses, URLs or any of these characters: < > | = // . Check that the text does not contain an email address (the "@" symbol is not currently included in the error message on screen, but does trigger the system error code when it is part of an email address).

You have the ability to upload letters of recommendation/endorsements on behalf of your recommenders/endorsers, so we recommend testing the text first on your account. Failing that, please contact the relevant support inbox with an example of the text that you are trying to input for review.

Recommender/endorser reports not receiving the recommendation request email

Locate the relevant application on your dashboard and go to the recommendations section. Recommendation requests that have been sent will be listed with 'email sent'. You have the option to resend the email request, and also upload the letter on the recommenders behalf.

Email notifications are sent by marshall.awards@notifications.service.gov.uk – recommenders/endorsers should be asked to search for this address in their email account

Applicant unable to start application

If the 'apply' page is erroring when trying to start an application, this is likely because the applicant has already started an application for a current cycle award. In this instance, the applicant should search for marshall.awards@notifications.service.gov.uk in their email client as they likely missed a registration email from the system.

If the applicant is unable to locate this email, the next option is to start a new application with a different email address.

How to remove a recommender after a recommendation has been submitted

Navigate to the relevant application on your dashboard. Go to the recommenders tab and select 'Remove recommendation' on the right hand side of the screen next to the respective recommendation that you want to remove. After this, you will either be able to re-send the recommendation request link to the same recommender or change the nominated recommender.

ACCOUNT REGISTRATION & LOGIN

User account registration

To access ASAMS, fellowship advisors must first register on the system. The first step in this process is to supply the relevant registration detail for your endorsing institution to the Marshall Secretariat via the fellowship advisor registration form.

Institution registration form

To register an endorsing institution with Marshall, Fellowship Advisors from eligible US higher education institutions must first register their interest via the Marshall Fellowship Advisor registration form:

<https://forms.office.com/e/hCXaMJF7Nn>

This form provides the Marshall Secretariat with the information required in order to add a new endorsing institution profile.

Submissions to this form are reviewed and cross checked against ASAMS by the Marshall Secretariat. Provided the submission meets the following criteria, an endorsing institution profile will be added to ASAMS and an account will be generated for the nominated fellowship advisor under to the email address supplied in the form submission. An account registration email will then be sent to the advisor requesting that they complete account set-up.

Please observe the following recommendations before completing account registration:

- We recommend **against** opening the registration link to complete the process on a mobile phone, as the user will require a separate mobile device available to scan the QR code to link their account to an authenticator application.
- We recommend that you complete the whole registration process in one go, otherwise your account could be locked.
- We recommend having a mobile device with an authenticator app (for example the Google Authenticator, or the Microsoft Authenticator) available, as this will be required for account setup.

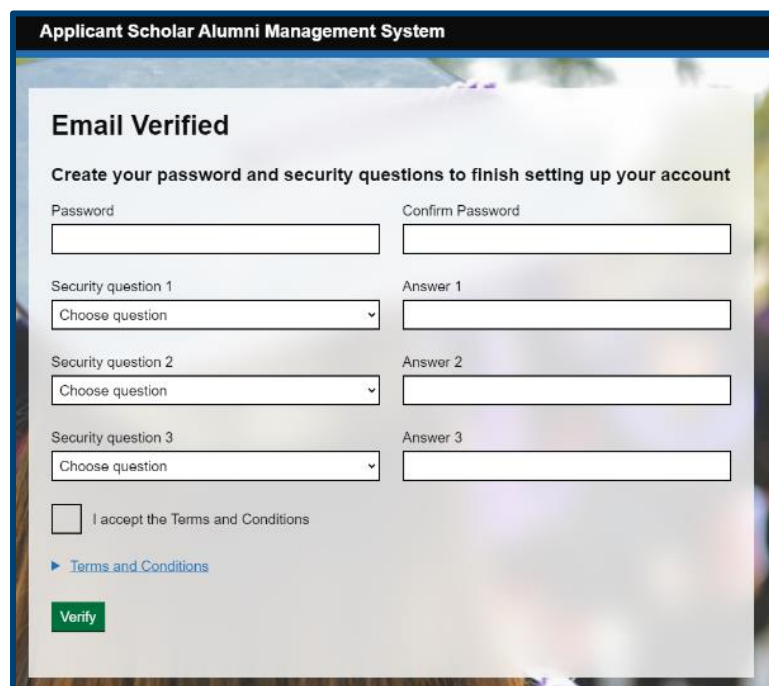
Account registration process

Once an account has been generated for you by the Marshall Secretariat, you will receive an email invitation from 'marshall.scholarship@notifications.service.gov.uk' inviting you to register an account on ASAMS.

This email references the endorsing institution you have been assigned to. If this is incorrect, please contact the Marshall Secretariat team via: institutionsupport@marshallscholarship.org

The email will contain a registration link that can be opened to commence the registration process.

Please note, the registration link is valid for a period of 7 days after the invitation is generated. Once this period lapses, the advisor will be required to follow the '[Resend verification link](#)' process to proceed with registration.

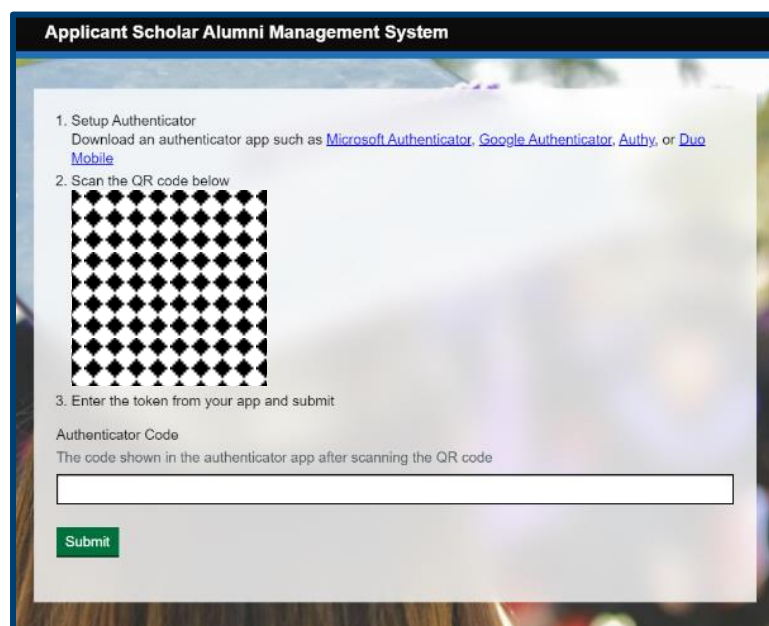


The screenshot shows the 'Applicant Scholar Alumni Management System' interface. The main heading is 'Email Verified'. Below it, the instruction reads: 'Create your password and security questions to finish setting up your account'. The form includes fields for 'Password' and 'Confirm Password'. There are three sets of 'Security question' dropdown menus, each followed by an 'Answer' text field. At the bottom, there is a checkbox labeled 'I accept the Terms and Conditions' with a link to 'Terms and Conditions'. A green 'Verify' button is located at the bottom left of the form area.

Step 1: Set a password and three security question answers.

Step 2: Agree to the Terms and Conditions of the ASAMS platform.

Select 'Verify' to proceed to the next stage of the registration process

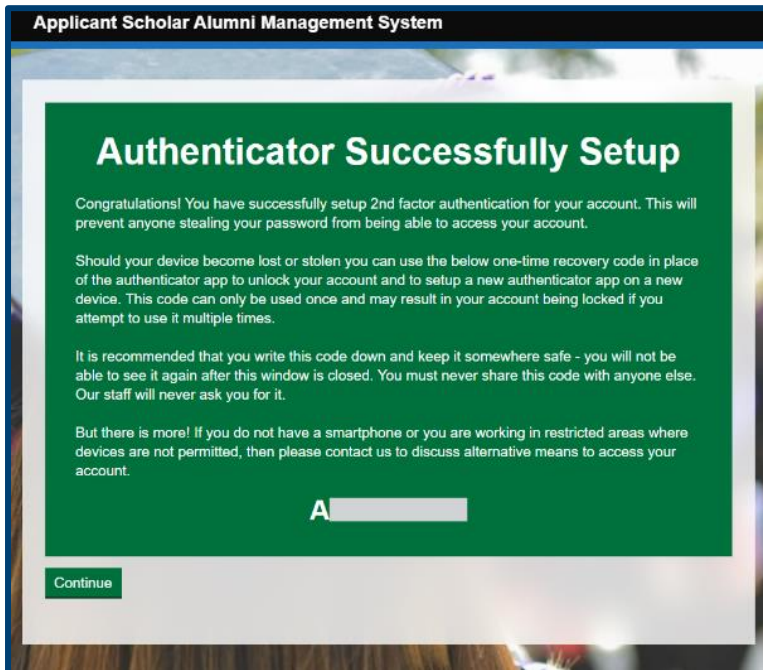


The screenshot shows the 'Applicant Scholar Alumni Management System' interface for the next step. It lists two instructions: '1. Setup Authenticator' (with links to Microsoft Authenticator, Google Authenticator, Authy, or Duo Mobile) and '2. Scan the QR code below'. A QR code is displayed in the center. Below the QR code, instruction '3. Enter the token from your app and submit' is shown. There is a text input field labeled 'Authenticator Code' with the placeholder text 'The code shown in the authenticator app after scanning the QR code'. A green 'Submit' button is at the bottom left.

Step 3: Scan the QR code with a preferred dual-authentication application on a separate mobile device (i.e. a mobile phone).

This will add a refreshing 6 digit code to the users app, listed under **UK-Scholar** by default.

To proceed, input the 6 digit code and select 'Submit'.



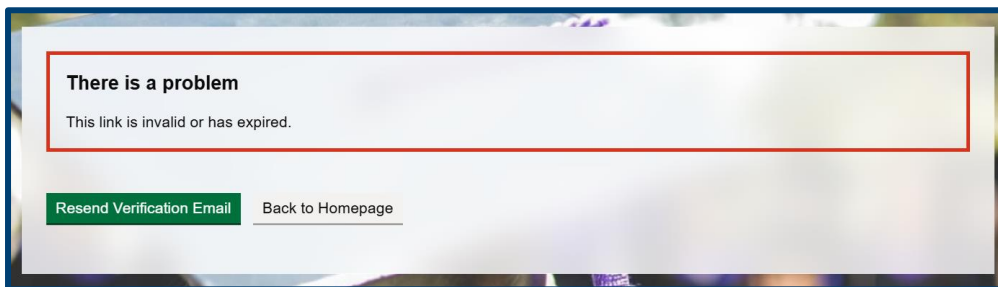
Step 4: You are presented with a recovery code formatted “**A123123123**”.

You should keep a record of this code.

Select 'Continue' to proceed to the dashboard.

Resend verification link

If you attempt to register after the registration link has expired (7 days after link generation) you will be presented with the following error message:



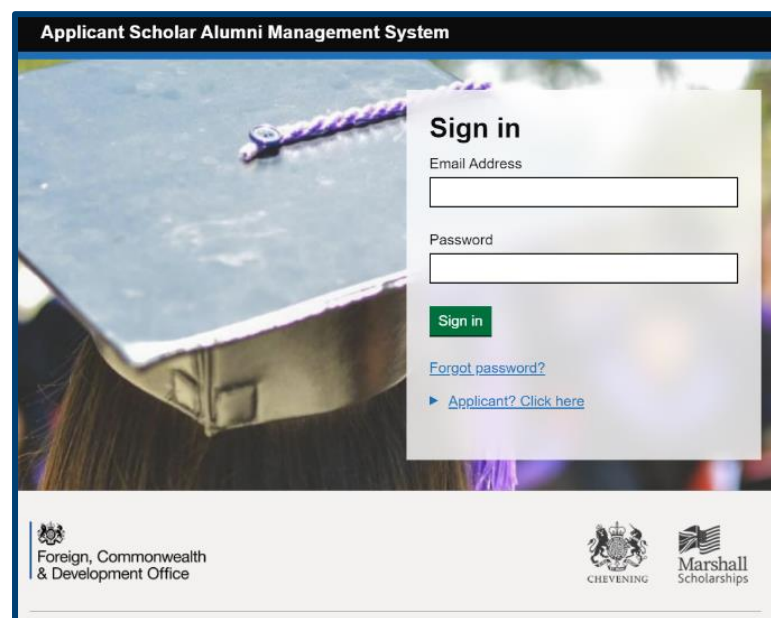
To generate a new registration link, you should select ‘**Resend verification email**’. You will then be asked to input your email address, and a new registration link will be sent to you.

User account login

Once you have registered your account, ASAMS can be re-accessed via the following URL:

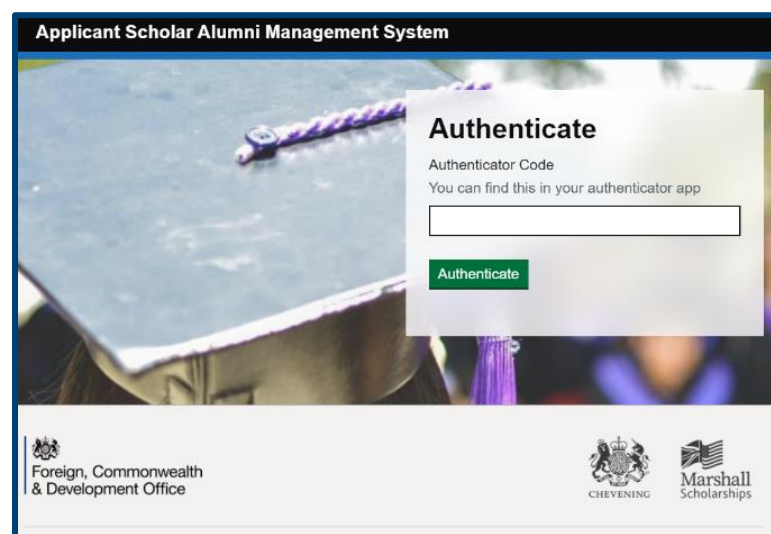
<https://asams.marshallscholarship.org/login>

Please note, once you have registered you will **not** be able to re-use the original registration link sent to your email to re-access your account. All future system access should be via the URL above.



The screenshot shows the 'Applicant Scholar Alumni Management System' login page. It features a background image of a graduation cap. A white sign-in box is centered, containing fields for 'Email Address' and 'Password', a green 'Sign in' button, and links for 'Forgot password?' and 'Applicant? Click here'. The footer includes the Foreign, Commonwealth & Development Office logo, the Chevening logo, and the Marshall Scholarships logo.

Step 1: Input the email address and password registered to your account.



The screenshot shows the 'Applicant Scholar Alumni Management System' authentication page. It features the same background image of a graduation cap. A white authentication box is centered, containing a field for 'Authenticator Code' with the instruction 'You can find this in your authenticator app', a green 'Authenticate' button, and the same footer logos as the previous page.

Step 2: Input the 6-digit refreshing code shown in the dual-authentication app that was used during account registration.

The code will appear under the heading 'UK-Scholar' as standard.

If you are unable to locate the authentication code in your app, or if the link to the app has been removed, please consult the relevant [technical support](#) section.

Once the authentication code is inputted, you will load into your advisor account dashboard.

TECHNICAL SUPPORT

Support for fellowship advisors

If you experience any technical difficulties registering on the ASAMS platform, logging into your account, or using the platform to review & endorse applicants, please contact:

institutionsupport@marshallscholarship.org

For any queries relating to policy or the application process, please contact:

apps@marshallscholarship.org

If your account has been locked out due to repeated failed log-in attempts or interrupted registration, we will need to arrange a call with you to verify your identity before your account can be unlocked.

Guidance for applicants

Guidance and information for applicants can be found on the Marshall website on this page:

<https://www.marshallscholarship.org/apply/>

The following resources are also available to applicants:

- Marshall application guidance video
- Marshall 'How to apply' PDF guide

Support for applicants

Applicants experiencing technical difficulties on the ASAMS platforms have two options for requesting technical support.

- Submitting a request ticket to the ASAMS support desk available in-platform.
- Submitting a query to the applicantssupport@marshallscholarship.org mailbox.

Common technical queries from applicants

Lost unique access code / unable to login

Applicants that lose their unique access code or are unable to login must follow the recovery code process to regain access to their account. This involves requesting a reset code text from the system and retrieving their unique access code. Applicants that are unable to receive a reset code text should contact applicantssupport@marshallscholarship.org – alternately, applicants can choose to restart their application. If they have not completed many of the application tasks, this may be the quickest option.

Unable to locate an email verification link

Applicants that are unable to locate an email verification link in their inbox should go to <https://asams.marshallscholarship.org/application/request-link> and request a new link.

Unable to locate endorsing institution in dropdown list

If an endorsing institution is not located in the dropdown list, applicants should contact apps@marshallscholarship.org.

ENDORISING INSTITUTIONS

To be eligible for a Marshall Scholarship, all applicants must apply via an eligible endorsing US institution. This institution must be the applicant's undergraduate university or college, and must be an eligible US institution.

Each eligible endorsing institution is limited to one fellowship advisor user on ASAMS, and permitted a maximum of 24 applications per cycle.

Endorsing institution eligibility criteria:

- The institution is an accredited four-year college or university based in the United States;
- The US institution does not already have an endorsing institution profile registered on ASAMS

In instances where an endorsing institution already has a profile and a fellowship advisor account registered on ASAMS, the Marshall Secretariat will contact the endorsing institution to verify that the new information supplied in the new form submission should be used to update the existing endorsing institution profile.

Role of endorsing institution & advisors

Endorsing institutions and fellowship advisors play several key roles in the Marshall application process.

- Endorsing institutions and advisors verify applicants and ensure a benchmark of application quality.
- Advisors review applications and provide feedback and guidance to applicants.
- Advisors can assist with requesting recommendations from nominated recommenders and can also submit recommendations on behalf of recommenders.
- Endorsing institutions must provide a formal letter of endorsement (via ASAMS) for each applicant that they submit to MACC.

Application process overview

1. [Applicant selects and award and endorsing institution](#)
2. Applicant complete pre-screen eligibility questionnaire
3. Applicant registers application and is given their unique access code
4. Applicant shares application with **endorsing institution**, and begins completing the main application task list

From this point onwards, advisors will be able to see the application and applicant details in their ASAMS dashboard.

5. Applicant nominates recommenders
6. Nominated recommender(s) provide applicant recommendation OR advisor provides recommendation on their behalf.
7. Applicant submits application for review by **endorsing institution**

At this point, advisors have the option to return the application to the applicant with feedback.

8. Endorsing institution reviews application and nominates application endorser
9. Nominated endorser provides application endorsement OR advisor provides endorsement on their behalf.

10. Endorsing institution endorses application and submits to MACC

Application registration & setup

The first step for applicants in the Marshall application process is to register as an applicant on ASAMS. To do this, applicants should first navigate to the Marshall Scholarship website 'apply' page:

<https://www.marshallscholarship.org/apply>

Alternately, the ASAMS application registration page can be accessed directly via:

<https://asams.marshallscholarship.org/apply>

The ASAMS Marshall application registration page is shown below in full.

Choose an award

► [My institution isn't listed](#)

Choose your endorsing institution

Your application cannot be submitted if your institution does not identify a member of staff who will be responsible for Marshall Scholarship applications.

Choose an award

☐ Marshall - 1 Year Scholarship Award
UAT Description.

☐ Marshall - 2 Year Scholarship Award
This is 2-Year Award for Marshall.

Which region are you applying through?

This decides where your application will be processed and where your interview will take place. Candidates may apply to one region only - either that in which they have their permanent home address or place of residence/employment, or that in which they are studying. Any candidate applying in more than one region will automatically be disqualified.

Choose location

Continue

Selecting an endorsing institution

The first and most crucial question on the registration form asks applicants to nominate their endorsing institution. This must be the applicants undergraduate institution.

Please note, applicants cannot submit an application to MACC without the express endorsement of their nominated endorsing institution.

If an applicant's nominated institution is not listed, they should contact the Marshall Secretariat via the email address listed on the webpage - apps@marshallscholarship.org

► [My institution isn't listed](#)

Choose your endorsing institution

Your application cannot be submitted if your institution does not identify a member of staff who will be responsible for Marshall Scholarship applications.

Selecting an award type

Applicants are then asked to pick between the Marshall 1 year award or 2 year award. For more information on award options please review [this page](#) on the Marshall Scholarship website.

Choose an award

- ☐ Marshall - 1 Year Scholarship Award
UAT Description.
- ☐ Marshall - 2 Year Scholarship Award
This is 2-Year Award for Marshall.

Selecting an application region

This is the regional centre that will review the application if it is endorsed and submitted by the endorsing institution. There are 8 regional centres that applicants can choose between:

Atlanta, Boston, Chicago, Houston, Los Angeles, New York, San Francisco, Washington DC

Which region are you applying through?

This decides where your application will be processed and where your interview will take place. Candidates may apply to one region only - either that in which they have their permanent home address or place of residence/employment, or that in which they are studying. Any candidate applying in more than one region will automatically be disqualified.

Continue

Once an applicant inputted these three choices, they will be invited to provide their contact details and commence with the verification process and eligibility questionnaire. Once these are completed they will gain access to the main application task list.

For more information on the application process for applicants, please review the 'How to apply' PDF guide available on this webpage: <https://www.marshallscholarship.org/apply/>

APPLICATION PROCESS [ADVISOR]

The standard ASAMS Marshall institution endorsement process runs as follows:

1. Applicant nominates endorsing institution at start of application registration.
2. Applicant shares their application with their endorsing institution.
3. Applicant submits completed application to endorsing institution for review.
4. Fellowship advisor reviews application and either returns application with feedback or proceeds with endorsement process.
5. Fellowship advisor nominates endorser for application.
6. Endorsement form is submitted by endorser, or by fellowship advisor on behalf of endorser.
7. Application is endorsed by institution and submitted to the selected regional centre.d

Applicants can select their endorsing institution via the dropdown list on the Marshall 'apply' page. It is the first question asked in the application process.

<https://asams.marshallscholarship.org/apply>

Choose an award

► [My institution isn't listed](#)

Choose your endorsing institution

Your application cannot be submitted if your institution does not identify a member of staff who will be responsible for Marshall Scholarship applications.

To appear in this dropdown list, the endorsing institution must have [a profile set up](#) in the Endorsing Institutions module on ASAMS. If the applicant is unable to locate an endorsing institution, they are prompted to contact the Marshall Secretariat.

Fellowship advisor dashboard

Once you have [registered](#) and [logged in](#) to ASAMS, you will load into your institution's advisor dashboard as shown below:

Applicant Scholar Alumni Management System

Dashboard James Smith Logout

James Smith

Applications to review

Applications are only visible in this view until one week after the deadline.

[Click here to set endorser details](#)

To appear in an advisor dashboard, an applicant must select the relevant endorsing institution from the endorsing institution dropdown when starting their application, and they must complete the task **'Share the application with your advisor'** in the main application task list.

Once this takes place, the application will appear in the table shown above, and will update in real-time as the applicant completes the various application tasks. The status column shown above tracks how far applications have made it through the application process.

The application table features the following columns:

Full name	Status	Date received	Last updated	Deadline	Region
Filter by Full name	Filter by Status	Min Max	Min Max	Min Max	Filter by Region
Samantha Mary Roberts	Incomplete		25 Apr 2025	29 May 2025	Atlanta

Full name

The name of the applicant

Status

The submission status of the applicant. This can be 'Incomplete', 'Ready for review', 'Complete', 'Deadline passed'.

Date received

The date the applicant completed and submitted the application for review by the endorsing institution (i.e. status 'Ready for review').

Last updated

The last date the application updated by the applicant.

Deadline

The deadline for the applicant to submit their application for review by the endorsing institution.

Region

The FCDO US regional centre selected by the candidate to submit to.


From the advisor dashboard several actions can be taken:

- [Reviewing applications & providing feedback](#)
- *Setting up endorser details*
- *Providing endorsements for applications*
- *Submitting applications to MACC*

Reviewing applications

Once applicants that are applying via your endorsing institution complete the [‘Share the application with your advisor’](#) task in the list, they will appear in your advisor dashboard.

You will also receive the following notification template when this occurs.



Dear James Smith,

An application has been started for Marshall – 1 Year Scholarship Award. As the institutional advisor for Athens State University, you are responsible for managing, endorsing and submitting applications for applicants from your institution.

You can login to view live applications at <https://marshall-uat-asams.metricsled.com>. You will not be able to see the application information until the applicant agrees to share it with you.

The applicant deadline for Marshall – 1 Year Scholarship Award is 17:00 UTC on 29 May 2025, and your deadline for submission is 17:00 UTC on 29 April 2025.

Reminder: It is important that you adhere to strict security measures and maintain the privacy and confidentiality of applicant personal information. Only access the Scholar Management System through secure and trusted devices and networks. If you believe that you should not be the advisor for Athens State University or if you encounter any issues, please contact the Marshall Secretariat at apps@marshallscholarship.org.

Best regards,

Marshall Secretariat

Depending on how much of the application form has been completed by the applicant, different amounts of information may be available for review.

For example, in the image below, the applicant has only completed the share task, and therefore no additional application information is available to review yet.

James Smith

Applications to review

Applications are only visible in this view until one week after the deadline.

[Click here to set endorser details](#)

Full name	Status	Date received	Last updated	Deadline
[No name provided]	Incomplete		25 Apr 2025	29 Apr 2025

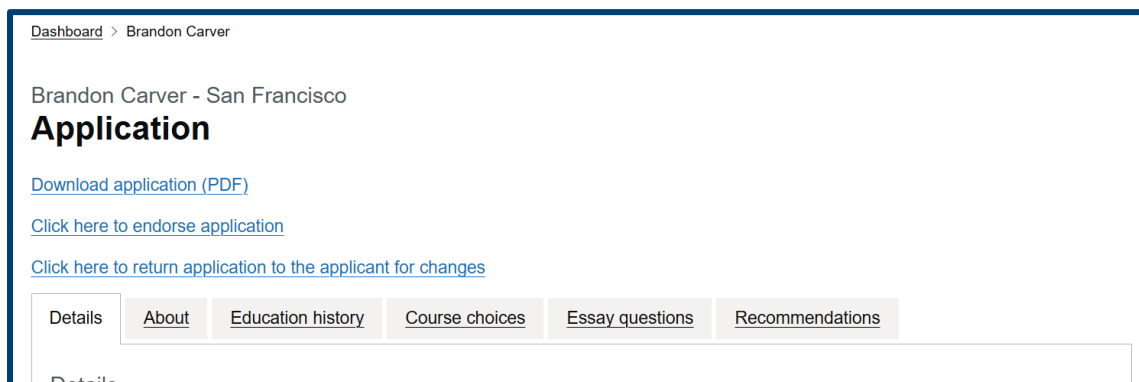
Rows per page 10

1-1 of 1

Downloading application PDFs

Application PDFs can be downloaded by advisors once the applicant has submitted their application for review (i.e. in the status 'Ready for review' on the advisor dashboard'). To download the PDF, click into the application. The 'Download application (PDF)' link is available at the top of the page (see below).

Applications that have not yet submitted for review, or have been returned to the applicant with feedback will not have the option for PDF download available – these applications will be listed under the 'incomplete' status.



The screenshot shows a web interface for an application. At the top, there is a breadcrumb trail: [Dashboard](#) > [Brandon Carver](#). Below this, the text "Brandon Carver - San Francisco" is displayed. The main heading is "Application". Underneath the heading, there are three links: [Download application \(PDF\)](#), [Click here to endorse application](#), and [Click here to return application to the applicant for changes](#). Below the links is a horizontal tabbed menu with five tabs: "Details" (which is active), "About", "Education history", "Course choices", and "Recommendations". The "Details" tab is highlighted with a dark blue border. Below the tabs, the word "Details" is partially visible at the top of a content area.

Reviewing application (pre-submission)

Applications with the status 'Incomplete' have not yet filled out the application form and submitted for review to their endorsing institution. Alternately, they may have submitted to the institution and had the application returned with feedback ([see this section](#)).

To review an individual application, select the hyperlink shown in the 'Full name' column (see below).

Full name	Status	Date received
Filter by Full name	Filter by Status	Min Max
Filter Mode: Contains		
Samantha Mary Roberts	Incomplete	

An application summary page will open, showing the applicants name and selected region at the top.

Below this is a link to complete the [application endorsement process](#).

Underneath, the application details are shown in separated tabs per application section. Each tab contains information that can be reviewed, with the exception of the recommendations tab that has additional functionality (see the [recommendations section](#) for more information).

Samantha Roberts - Atlanta

Application

[Click here to endorse application](#)

DetailsAboutEducation historyCourse choicesEssay questionsRecommendations

Details

First name	Samantha
Middle name	Mary
Last name	Roberts
Email address	
Date of birth	01 Jan 1999
Permanent address	1 Liberty Drive Atlanta Georgia 31827
Contact address	1 Liberty Drive Atlanta Georgia 31827

Reviewing application (post-submission)

Applications with the status '**Ready for review**' have a completed task list and have been submitted by the applicant for review by their endorsing institution.

Applications with this status have been 'completed' by the applicant, however there is a mechanism to review and provide feedback to the applicant available if the endorsing institution/advisor deems that the application requires further work.

James Smith

Applications to review

Applications are only visible in this view until one week after the deadline.

[Click here to set endorser details](#)

Full name	Status	Date received	Last updated	Deadline
Samantha Mary Roberts	Ready for review	11 May 2025	11 May 2025	29 May 2025

Rows per page 10 1-1 of 1

To provide feedback, you can open the application via the hyperlink in the 'full name' column (see above), and then select the 'Click here to return application to the applicant for changes' link (see below).

Samantha Roberts - Atlanta

Application

[Click here to endorse application](#)

[Click here to return application to the applicant for changes](#)

Details

About

Education history

Course choices

Essay questions

Recommendations

Details

First name

Samantha

Middle name

Mary

Last name

Roberts

Email address

A dialogue box will then open where you can provide detail on the changes that are being requested.

To return the application with the feedback attached, you should select '**Return**'.

Please note, any information included in this dialogue box will be sent directly to the applicant in an email once the green 'Return' button is selected.

Samantha Roberts - Atlanta

Application

Note the changes the applicant must make in order for you to endorse their application.


Return

Cancel

The application will then be pushed back to the 'incomplete' status, and the applicant will receive a notification email listing the feedback that you supplied in the text field. This process can be repeated until you are is satisfied with the content and quality of the application.

Full name <small>↑↓</small>	Status <small>↑↓</small>	Date received <small>↑↓</small>	Last updated <small>↑↓</small>	Deadline <small>↑↓</small>
<small>Filter by Full name</small>	<small>Filter by Status</small>	<small>Min</small> <small>Max</small>	<small>Min</small> <small>Max</small>	<small>Min</small>
<small>Filter Mode: Contains</small>				
Samantha Mary Roberts	Incomplete	11 May 2025	11 May 2025	29 May 2025

Below is an example of the email template that is sent to the applicant when the application is returned with feedback.



Hello Samantha Roberts,

Your advisor has returned your application for Marshall – 1 Year Scholarship Award.

Their reason given was:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi urna eros, convallis et lorem non, dapibus accumsan arcu. Vestibulum maximus leo eget est iaculis, non sagittis magna bibendum. Aenean porttitor auctor elementum. Aliquam feugiat non lorem et pulvinar. Etiam tempus lectus eu diam scelerisque, mollis fringilla sem dictum. Nunc nec dui eget massa efficitur tristique. Vestibulum faucibus non nunc non eleifend. Nam tincidunt turpis massa, quis gravida velit facilisis et. Aliquam in consectetur mi. Quisque quis efficitur eros, sed vehicula lacus. Maecenas rhoncus dignissim ligula et convallis.

You will need to resubmit the application after you make the required changes. We strongly recommend you make the required changes and submit your application as soon as possible to avoid missing the applicant deadline on 17:00 UTC on 29 May 2025.

To continue your application, use the following link to log into the application portal.

[Application Portal](#)

Recommendations tab

Each applicant must nominate 3 recommenders as part of the application process.

Applications for Marshall Scholarships must have three letters of recommendation and must be submitted to and endorsed by an accredited US University. **At least two of these recommenders should be in the United States**

Advisors can review nominated recommenders via the 'Recommendations tab'. From this tab you can:

- Review submitted recommendations
- Change recommender details (if the recommender has not yet submitted/if you remove the existing submitted recommendation)
- Send out a recommendation request link ('Send link')
- Submit a recommendation on behalf of a recommender ('Submit')
- Remove submitted recommendations ('Remove recommendation')

For more details please review the '[Recommender details](#)' applicant task, and the '[Recommendations](#)' section.

[Click here to return application to the applicant for changes](#)

Details	About	Education history	Course choices	Essay questions	Recommendations
-------------------------	-----------------------	-----------------------------------	--------------------------------	---------------------------------	------------------------

Recommendations

Preferred recommender	Ons Z Officer BC [Redacted] 44 07849430444 US based Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin eget magna non felis posuere volutpat. Mauris dictum tincidunt rhoncus. Donec vestibulum ut felis sed efficitur. Donec convallis, nisi id cursus elementum, massa tortor interdum quam, id pulvinar ligula justo non turpis. Proin sodales varius eros, et ullamcorper urna. Fusce gravida tortor eu est bibendum, eu dignissim quam finibus. Praesent non ex ac lacus sagittis vulputate quis eleifend magna. Praesent sed placerat ante.	Remove recommendation
General recommender	Ons Z Officer BC [Redacted] 44 07849430444 US based Email sent Recommendation not received	Change Resend link Submit
Leadership recommender	Ons Z Officer BC [Redacted] 44 07849430444 US based Email sent Recommendation not received	Change Resend link Submit

Endorsing applications

Setting up institution endorsers

Each endorsing institution has a list of unique endorsers that can be set-up the fellowship advisor via your dashboard (see below). The Marshall Secretariat can also set endorser details on behalf of the fellowship advisor (to request this please contact institutionsupport@marshallscholarship.org)

At the top of the fellowship advisor tab is the option to add new endorser details via the '**Click here to set endorser details**' link.

Applicant Scholar Alumni Management System

Dashboard James Smith Logout

James Smith

Applications to review

Applications are only visible in this view until one week after the deadline.

[Click here to set endorser details](#)

Selecting this link will load the unique endorser list for the endorsing institution. If no endorser details have been supplied to date, the list will be blank (see below). A new endorser can be added to the list by selecting '**Add another endorser**'.

Manage endorsers

Add another endorser

Save

Manage endorsers

Endorser 1 first name

Remove

Endorser 1 last name

Endorser 1 job role / title

Endorser 1 organisation / institution

Endorser 1 email

Add another endorser

Save

Once an endorsers details have been inputted select '**Save**' to save the form, or '**Add another endorser**'.

Assigning an endorser to an application

To assign an endorser to an application the institution must have a minimum of 1 endorser set up. In order to set up an endorser for an institution [please review the previous section](#).

To assign an endorser to an application, please open the relevant application from your dashboard (by selecting the link on the applicants name) and select **'Click here to endorse application'**.

This will load the application endorsement page. From this page, the endorser can be assigned by selecting **'Change'** on the **'Endorser'** row (see below).

Provide an endorsement for a Marshall scholarship applicant

You must review and submit this application by 17:00 America/New York (UTC -04:00) on 29 May 2025

The application was last updated at 21:03 UTC on 11 May 2025

As the institutional advisor for the Marshall Scholarship programme at your institution, you are responsible for reviewing this candidate's application and submitting it to the MACC. Please ensure all recommendations have been provided and the endorsement letter has been uploaded.

[Read the institutional advisor guidance](#)

Applicant name	Samantha Roberts
Applicant contact details	<div></div> 34346757663
Application	Review application
Endorser	<div></div> <div>Change</div>

Select the correct endorser from the dropdown list and select **'Save'**.

Select the endorser for Samantha Roberts

Select endorser

Select endorser

Select endorser

Jane Doe - fakeemail@email.com

[Return to overview](#)

The application endorsement page will update to show the assigned endorser's details (see below).

[Read the institutional advisor guidance](#)

Applicant name	Samantha Roberts
Applicant contact details	<div></div> g 34346757663
Application	Review application
Endorser	Jane Doe - fakeemail@email.com <div>Change</div>

[Request letter of endorsement from endorser](#)

[Upload a letter of endorsement on behalf of the endorser](#)

Sending an endorsement request

Once an endorser has been assigned to an application, the option to send an endorsement letter request will appear (see below). Selecting this link will send an [email notification](#) to the assigned endorser requesting that they complete an endorsement letter.

Provide an endorsement for a Marshall scholarship applicant

You must review and submit this application by 17:00 America/New York (UTC -04:00) on 29 May 2025

The application was last updated at 21:23 UTC on 11 May 2025

As the institutional advisor for the Marshall Scholarship programme at your institution, you are responsible for reviewing this candidate's application and submitting it to the MACC. Please ensure all recommendations have been provided and the endorsement letter has been uploaded.

[Read the institutional advisor guidance](#)

Applicant name	Samantha Roberts
Applicant contact details	jack.kelly1+marshallapplicant3@britishcouncil.org 34346757663
Application	Review application
Endorser	Jane Doe - fakeemail@email.com Change

[Request letter of endorsement from endorser](#)

[Upload a letter of endorsement on behalf of the endorser](#)

Submitting an endorsement on behalf of an endorser

If an endorser is unable to complete the endorsement letter form themselves, you can complete this form on their behalf. You can do this by selecting '**Upload letter of endorsement on behalf of the endorser**' (see below) on the application endorsement page.

Provide an endorsement for a Marshall scholarship applicant

You must review and submit this application by 17:00 America/New York (UTC -04:00) on 29 May 2025

The application was last updated at 21:23 UTC on 11 May 2025

As the institutional advisor for the Marshall Scholarship programme at your institution, you are responsible for reviewing this candidate's application and submitting it to the MACC. Please ensure all recommendations have been provided and the endorsement letter has been uploaded.

[Read the institutional advisor guidance](#)

Applicant name	Samantha Roberts
Applicant contact details	<div></div> g 34346757663
Application	Review application
Endorser	Jane Doe - fakeemail@email.com Change

[Request letter of endorsement from endorser](#)

[Upload a letter of endorsement on behalf of the endorser](#)

By selecting this link, a copy of the endorsement letter form will open (see below).

Provide an endorsement for a Marshall scholarship applicant 1017641

Use this page to submit an endorsement on behalf of Jane Doe.

You must only use this submission if you have received confirmation from the listed endorser to submit the endorsement on their behalf.

Please outline briefly your institution's grading policies during the Covid-19 pandemic, if applicable to the applicant.

You can enter a maximum of 100 words. (0 words entered)

What is the applicant's class standing or ranking, if your institution tracks it?

You can enter a maximum of 50 words. (0 words entered)

Please give your assessment of the applicant's relevant standing in comparison with other students enrolled on the same degree programme at your institution.

Submitting application to regional centre

Once the application has received three recommendations, and an endorsement letter, the fellowship advisor can endorse the application and submit it to the selected regional centre.

This constitutes the final step in the application process.

Endorsing institutions are limited to submitting a maximum of 24 applications per cycle to MACC. There is no requirement for these to be spread evenly across the regional centres.

To do this, please open the 'application endorsement' page and tick the check boxes at the bottom of the page. To finalise the endorsement and submit to the regional centre, please select '**Continue**'.

Provide an endorsement for a Marshall scholarship applicant

You must review and submit this application by 17:00 America/New York (UTC -04:00) on 29 May 2025

The application was last updated at 08:17 UTC on 12 May 2025

As the institutional advisor for the Marshall Scholarship programme at your institution, you are responsible for reviewing this candidate's application and submitting it to the MACC. Please ensure all recommendations have been provided and the endorsement letter has been uploaded.

[Read the institutional advisor guidance](#)

Applicant name	Samantha Roberts
Applicant contact details	<div></div> g 34346757663
Application	Review application
Endorser	Jane Doe - jack.kelly1+uatadvisor@britishcouncil.org Change

A letter of endorsement has been added.

☐

I confirm I have reviewed the application and that the application is complete

☐

I confirm that I am endorsing the application of Samantha Roberts, and acknowledge that the information provided is true, original and in accordance with MACC rules.

Continue

If the application has outstanding mandatory tasks, for example recommendations, the following error message will flag.

There is a problem

All recommendations must be submitted before endorsement.

Once the application has been submitted, the following confirmation dialogue will appear and the applicant will receive an email notification confirming that their application has been endorsed by the institution and submitted to the selected regional centre for review.

Application submitted

Thank you for submitting the application for Samantha Roberts.

[Download application \(PDF\)](#)

The application status will switch to ‘**Complete**’ in your dashboard.

Full name ↑↓ = :	Status ↑↓ = :	Date received ↑↓ = :	Last update ↑↓ = :
<div><div><div>Filter by Full name</div><div>Filter Mode: Contains</div></div><div><div></div><div></div></div></div>	<div><div><div>Filter by Status</div></div><div><div></div><div></div></div></div>	<div><div><div>Min</div><div>Max</div></div></div>	<div><div><div>Min</div></div></div>
Samantha Mary Roberts	Complete	11 May 2025	12 May 2025

Endorsers

Marshall endorsement process:

1. Fellowship advisor assigns endorser to application.
2. Fellowship advisor send letter of endorsement request to endorser.
3. Endorser receives endorsement letter request notification
4. Endorser opens GUID link to access unique endorsement form.
5. Endorser (or advisor) completes form & submits endorsement letter.

Marshall applications must be endorsed by the President, Provost, or Academic Dean of the applicant's US **undergraduate** institution (endorsing institution).

If an endorser is unable to provide an endorsement for an applicant, the fellowship advisor can submit the endorsement letter on behalf of the nominated endorser. [More details here.](#)

Endorsement letter request notification

Applicant name	Samantha Roberts
Applicant contact details	<div></div> g 34346757663
Application	Review application
Endorser	Jane Doe - fakeemail@email.com Change
Request letter of endorsement from endorser	

Once the 'Request letter of endorsement from endorser' link is selected by the endorsing institution fellowship advisor, an email notification will be sent to the email address of the nominated endorser. The email notification will contain a GUID link to the endorsement form for the applicant referenced in the email.

For more details on setting up institution endorser profiles please review [this section.](#)

 **GOV.UK**

Hello Jane,

James Smith has requested that you submit a letter of endorsement for Samantha Roberts – ID – 1017641.

[Submit endorsement here](#)

The deadline for Samantha's submission is 2025-05-29 17:00, so please submit this as soon as possible.

If you are experiencing problems submitting the endorsement letter, you can contact James Smith at

Thank you for taking the time to read this email.

Best regards,

Marshall Secretariat

Provide letter of endorsement form

By selecting the '**Submit endorsement here**' GUID link in the endorsement request email, a form will load allowing the nominated endorser to provide an endorsement for the applicant.

Provide an endorsement for a Marshall scholarship applicant 1017641

You must provide an endorsement by 10:00 pm GMT on 29 May 2025

You have been nominated as an endorser for Athens State University. Once you have discussed the application with the Marshall Fellowship Advisor, you will need to submit your endorsement using the form below.

Please outline briefly your institution's grading policies during the Covid-19 pandemic, if applicable to the applicant.

You can enter a maximum of 100 words. (0 words entered)

What is the applicant's class standing or ranking, if your institution tracks it?

You can enter a maximum of 50 words. (0 words entered)

Please give your assessment of the applicant's relevant standing in comparison with other students enrolled on the same degree programme at your institution.

Compared to how many students in the applicant's year group in their degree programme / course of study was this assessment made?

You can enter a maximum of 100 words. (0 words entered)

Please give a brief description of the process involved in assessing the applicant's relative standing.

You can enter a maximum of 100 words. (0 words entered)

Please type or paste your endorsement of the applicant.

You can enter a maximum of 1000 words. (0 words entered)

☐ I confirm that I have reviewed the application 1017641, and the endorsement pertains to this individual.

Continue

Please note, the endorsement form does not reference any personal details pertaining to the applicant. The name of the applicant can be found in the notification email.

Endorsement submitted

Thank you for submitting an endorsement for this candidate.

This response was received at 8:17 am UTC on 12 May 2025

Recommenders

Marshall recommendation process:

1. Applicant/advisor nominate recommender and send recommendation request.
2. Recommender receives recommendation request notification via email.
3. Recommender opens GUID link to access unique recommendation form.
4. Recommender (or advisor) completes form & submits recommendation.

For more information on recommenders, please consult [this page](#) on the Marshall website.

If a recommender is unable to provide a recommendation for an applicant, a new recommenders details can be substituted either by the applicant or the endorsing institution fellowship advisor.

Recommendation request notification

Once the following tasks have been completed by the applicant, the option to send recommendation request links to nominated recommenders will unlock both for the applicant and the endorsing institution fellowship advisor.

- *Personal details*
- *Share application with advisor*
- *Recommenders' details*

When applicants submit their application for review to their endorsing institution, any recommenders that have not yet supplied their recommendation will also be notified.

The recommendation request notification template is shown below. The notification contains a GUID link that will load a unique recommendation form for the applicant.



GOV.UK

Hello George Washington,

Samantha Roberts has nominated you as their general recommender for their Marshall application. Their course choices are as follows:

First Choice – Agronomics at Anglia Ruskin University

Second Choice – Agricultural Studies at Birkbeck, University of London

Please contact Samantha to discuss their course choices. Once you have reviewed the application, you will need to submit your recommendation using the link below.

[Submit recommendation here](#)

Guidance on what makes a good recommendation can be found [here](#).

Provide recommendation form

By selecting the '**Submit recommendation here**' GUID link in the recommendation request email, a form will load allowing the nominated recommender to provide a recommendation for the applicant.

Provide a recommendation for a Marshall scholarship applicant

You must provide a recommendation by 10:00 pm GMT on 29 May 2025.

You have been nominated as a recommender for Marshall - 1 Year Scholarship Award. Once you have discussed the application with the applicant, you will need to submit your recommendation using the form below.

[Read the recommender guidance](#)

Recommendation

You can enter a maximum of 1000 words. (0 words entered)

☐

I confirm that I agree to share this recommendation with the candidate's fellowship advisor.

Submit recommendation

Provide a recommendation for a Marshall scholarship applicant

You must provide a recommendation by 10:00 pm GMT on 29 May 2025.

You have been nominated as a recommender for Marshall - 1 Year Scholarship Award. Once you have discussed the application with the applicant, you will need to submit your recommendation using the form below.

[Read the recommender guidance](#)

Recommendation

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer id magna ut quam pharetra ullamcorper et quis erat. Ut pellentesque leo eu arcu euismod, vel pulvinar lorem auctor. Pellentesque vehicula sit amet nisl vitae auctor. Nam tortor lectus, interdum ut turpis at, ornare dignissim lacus. Aenean accumsan justo at neque feugiat pretium. Nulla facilisi. Suspendisse accumsan, ante in

You can enter a maximum of 1000 words. (104 words entered)

☒

I confirm that I agree to share this recommendation with the candidate's fellowship advisor.

Submit recommendation

Your recommendation is about to be submitted.

Click confirm submission or cancel to go back to make additional changes.

Confirm submission

Cancel

Provide a recommendation for a Marshall scholarship applicant

Recommendation submitted.

Thank you for submitting a recommendation for this candidate.

This response was received at 6:14 pm UTC on 07 May 2025