

ASAMS



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](#).

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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 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

The table of applications in your advisor dashboard displays data in a one row per beneficiary format.

Test Advisor
Applications to review

Applications registered to Northwestern University will appear in the table below. The hyperlink on the applicant name will take you to the applicant review page where you can review application content, upload endorsement & recommendation letters, and submit completed applications to the Marshall Aid Commemoration Commission (MACC).

If you have any queries or experience any technical issues please contact institutionsupport@marshallscholarship.org directly.

Full name	Status	Date received	Last updated	Dea
Janet Smith	Submitted for review	19 May 2026	19 May 2026	01 C

Rows per page: 10 | 1-1 of 1

Tables in ASAMS have 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.

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 you're 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. If you try these steps and are still unable to login, please contact institutionsupport@marshallscholarship.org for support.

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. If you do not have a record of this code, please contact institutionsupport@marshallscholarship.org for support.

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

Applications will only be visible to you once the applicant has completed application registration, entered their personal details and completed the 'Share application with your advisor' task.

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 'Link 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, and check their spam/junk folders.

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.

Changelog

Description	Implemented
Added new "Work history" question to the application form. Applicants asked to supply up to 15 entries of employment history, including internships and volunteering.	Spring 2026
Modified the task list order for applicants. Applicants must complete their personal details first (i.e. name) before sharing their application with their endorsing institution.	Spring 2026
Updated the proposed programmes of study interface to enable easier input of two year programmes.	Spring 2026
Modified the recommendation request link to PDF upload instead of text input.	Spring 2026
Removed external endorsement request links and moved endorsement letter upload to the main application review page.	Spring 2026
Modified the endorsement letter to PDF upload instead of text input.	Spring 2026
Added new statuses to the advisor dashboard to enable tracking of applicant outcomes post-endorsement.	Spring 2026
Revamped layout of application review page.	Spring 2026
Introduced rich text formatting (RTF) for better text presentation in long-text fields. Enables bold, italic, underline, bullets, lists and paragraph spacing retention.	Spring 2026
Modified application review tabs so that question prompts appear when no answers have been submitted.	Spring 2026
Modified user registration process so that users no longer experience lock-out during failed authentication set-up.	Spring 2026
Updated registration & log-in screens with improved step-by-step guidance.	Spring 2026
Improved final endorsement & submission to MACC processes with clearer guidance and confirmation screens for advisors.	Spring 2026
Introduction of preferred pronouns question in personal details task.	Spring 2026
Introduction of "prefer not to say" and "prefer to self-identify" response categories for gender in the equal opportunities task.	Spring 2026
New validation rules for candidates on 1 year programme who select a course less than 10 months in length.	Spring 2026

ACCOUNT REGISTRATION & LOGIN

User account registration

To access ASAMS, new 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.

Returning advisors do not need to complete the form, but instead will be contacted by the Marshall Secretariat and asked to confirm their participation for the current application cycle. Their account will then be reactivated, and they can login using the same email, password and authenticator code they used last year.

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 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 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.

Dear Test Advisor,

Thank you for registering with us as the Marshall Scholarship institutional advisor for Northwestern University. You will be responsible for reviewing, endorsing and submitting applications for applicants from your institution.

In order to access your applications for review, you will first need to set up your account on the Applicant Scholar Alumni Management System (ASAMS). Please follow link provided below to set up your account:

[Click here](#)

Guidance on the ASAMS registration and log-in process can be found [here](#).

For more information on the Marshall application process and the requirements for institution advisors, please visit [this webpage](#) on our website.

If you believe that you should not be the institutional advisor for Northwestern University, or if you have any other queries, please contact the Marshall Secretariat at institutionsupport@marshallscholarship.org

Kind regards,
Marshall Secretariat

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.

Applicant Scholar Alumni Management System

Email verified

Thank you for verifying your email address. To proceed with your account registration please create a password and pick three security question prompts. The answers you set to these questions are used for account verification and recovery purposes, in the event that you lose access to your account.

Password Confirm Password

Security question 1 Answer 1

Security question 2 Answer 2

Security question 3 Answer 3

Please accept the terms and conditions below, before proceeding to the next stage of account registration.

[Terms and Conditions](#)

The next step of account registration requires access to a mobile device with an authenticator app such as Microsoft Authenticator, Google Authenticator, Authy or Duo Mobile. Please select "Continue" below once you are ready to proceed with authentication set up.

Continue

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

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

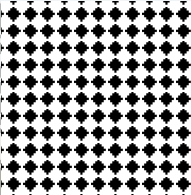
Select 'Continue' to proceed to the next stage of the registration process

Applicant Scholar Alumni Management System

Setup authenticator:

In order to complete your account registration, you are required to link your account to an authentication app on a mobile device. Please follow the steps outlined below:

- If you have not done so already, please download an authentication app such as [Microsoft Authenticator](#), [Google Authenticator](#), [Authy](#), or [Duo Mobile](#) on to a mobile device Authenticator, Authy, or Duo Mobile or Duo Mobile on to a mobile device
Please note, you must use an authentication app on a separate device, as you will be required to scan the QR code shown below.
- Open the authentication app, and follow the steps to link a new account via QR code.
Please note, you must not use your devices generic camera app to scan the code - it must be the QR code scanner in the authentication app itself.
- Scan the QR code below with the scanner in your chosen authenticator app.



Once scanned, a new refreshing 6-digit numeric code will appear in your app. Enter the code from your app and then select "Submit" below.

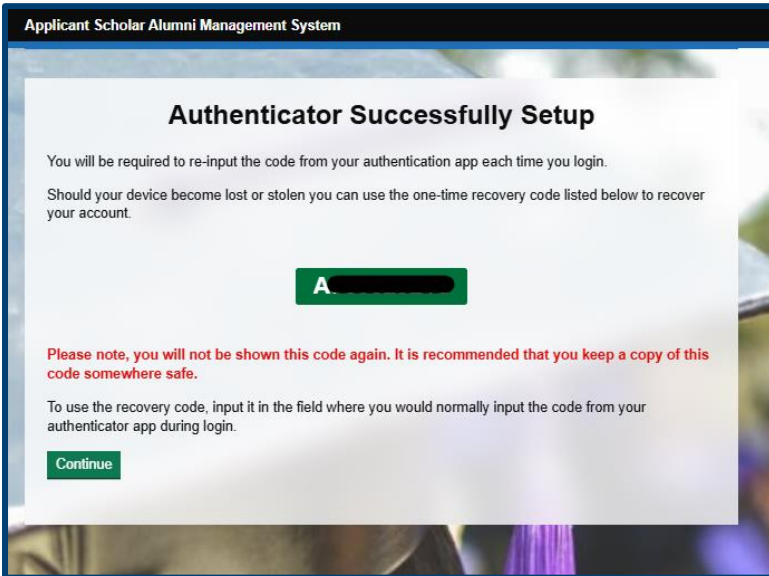
Please enter the code without any spaces - i.e. "123456"

Submit

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'.



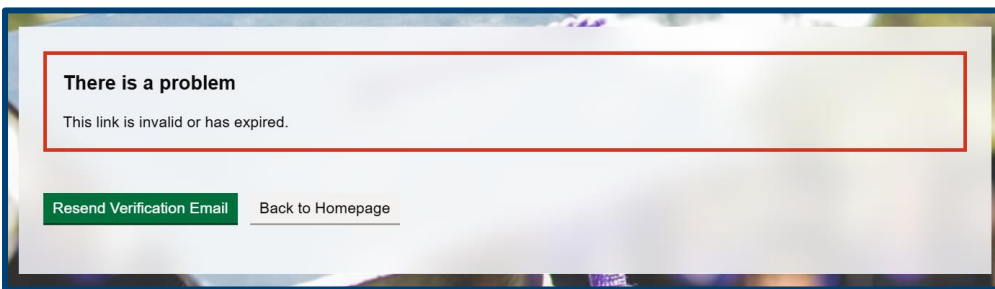
Step 4: You are presented with a recovery code formatted “**A123123123**”.

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:



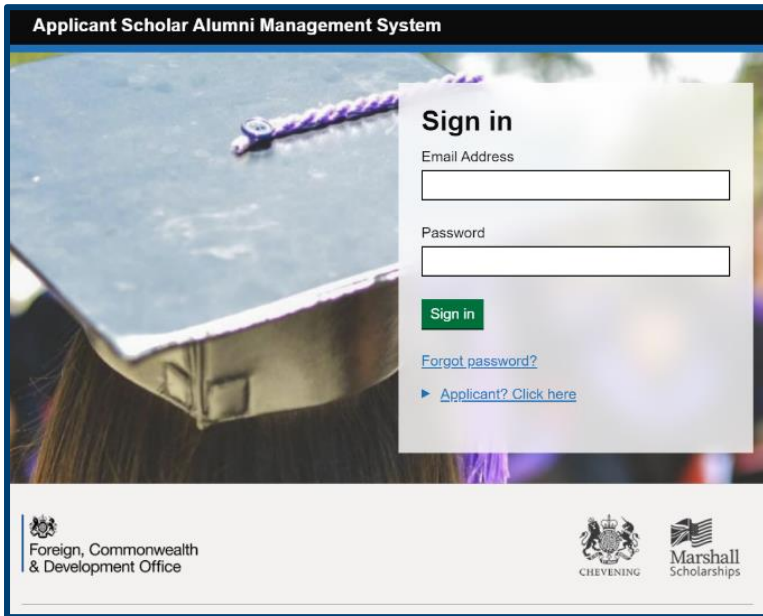
To generate a new registration link, you should select '**Resend verification email**'. You will then be asked to input your email address, and a new registration link will be sent to you.

User account login

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

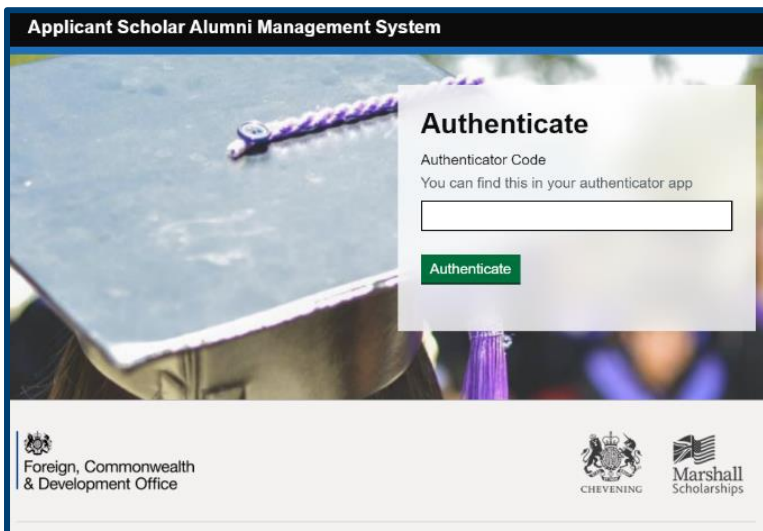
<https://asams.marshallscholarship.org/login>

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 'Sign in' page of the Applicant Scholar Alumni Management System. The page features a background image of a graduation cap. A white sign-in form is overlaid on the image, containing the following elements: the title 'Sign in', an 'Email Address' input field, a 'Password' input field, a green 'Sign in' button, a blue link for 'Forgot password?', and a blue link for 'Applicant? Click here'. At the bottom of the page, there are logos for the Foreign, Commonwealth & Development Office, Chevening, and Marshall Scholarships.

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



The screenshot shows the 'Authenticate' page of the Applicant Scholar Alumni Management System. The page features the same background image of a graduation cap. A white authentication form is overlaid, containing the title 'Authenticate', the text 'Authenticator Code' and 'You can find this in your authenticator app', an input field for the code, and a green 'Authenticate' button. At the bottom, the same logos for the Foreign, Commonwealth & Development Office, Chevening, and Marshall Scholarships are present.

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

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 should submit 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

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 that the application is true, original and in accordance with the Candidate Rules.
- 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 decide whether to endorse an application and provide a formal letter of endorsement (via ASAMS) for each applicant that they submit to MACC.

Application process overview

1. [Applicant selects an award and endorsing institution](#)
2. Applicant complete pre-screen eligibility questionnaire
3. Applicant registers application and is given their unique access code
4. Applicant enters their personal details, 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. Applicant submits application for review by **endorsing institution**

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

7. Nominated recommender(s) provide applicant recommendation OR advisor provides recommendation on their behalf.
8. Endorsing institution reviews application and nominates application endorser
9. Nominated endorser provides application endorsement OR advisor provides endorsement on their behalf.
10. Advisor endorses application on behalf of their institution 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

Choose your endorsing institution

[▶ My institution isn't listed](#)

Choose an award
Please choose carefully - applicants will be required to start a new application if they decide to change the award pathway. More information about the award pathways can be found [here](#).

Marshall - 1 Year Scholarship 2027-2028
The One Year Marshall Scholarship is tenable for one academic year commencing in September 2026 and cannot be extended.

Marshall - 2 Year Scholarship 2027-2028
The Two Year Marshall Scholarship is tenable for two academic years commencing from September 2027, but may be extended by the Commission, though not beyond the end of a third academic year. Third-year extensions are granted by the Commission on a limited basis, for strong academic reasons, subject to the availability of funds.

Choose a region
This determines 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 found 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 applicant's 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 are advised to contact an appropriate member of staff at their institution, who should reach out to institutionsupport@marshallscholarship.org

Choose your endorsing institution

▼ [My institution isn't listed](#)

If your endorsing institution is not listed in the dropdown, this means that there is no registered contact for your institution in our system. Please get in touch with the fellowships advisors or appropriate member of staff at your institution to let them know that you would like to apply for the Marshall Scholarship programme. They will need to contact institutionsupport@marshallscholarship.org to be become registered - more information regarding institution registration can be found [here](#).

In the meantime, whilst you are waiting for your institution to register you can find more information regarding the application process & requirements on our website [here](#).

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

Please choose carefully - applicants will be required to start a new application if they decide to change the award pathway. More information about the award pathways can be found [here](#).

Marshall - 1 Year Scholarship 2027-2028
The One Year Marshall Scholarship is tenable for one academic year commencing in September 2026 and cannot be extended.

Marshall - 2 Year Scholarship 2027-2028
The Two Year Marshall Scholarship is tenable for two academic years commencing from September 2027, but may be extended by the Commission, though not beyond the end of a third academic year. Third-year extensions are granted by the Commission on a limited basis, for strong academic reasons, subject to the availability of funds.


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

Choose a region

This determines 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 found applying in more than one region will automatically be disqualified.

Choose location 

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 selects 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. Recommenders submit recommendation letters, or fellowship advisor uploads on their behalf.
5. Fellowship advisor reviews application and either returns application with feedback or proceeds with endorsement process.
6. Fellowship advisor nominates endorser for application.
7. Endorsement form is submitted by endorser, or by fellowship advisor on behalf of endorser.
8. Application is endorsed by institution and submitted to the selected regional centre.

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 your endorsing institution

▼ My institution isn't listed

If your endorsing institution is not listed in the dropdown, this means that there is no registered contact for your institution in our system. Please get in touch with the fellowships advisors or appropriate member of staff at your institution to let them know that you would like to apply for the Marshall Scholarship programme. They will need to contact institutionsupport@marshallscholarship.org to become registered - more information regarding institution registration can be found [here](#).

In the meantime, whilst you are waiting for your institution to register you can find more information regarding the application process & requirements on our website [here](#).

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 their institution.

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 Test Advisor

Test Advisor

Applications to review

Applications registered to Northwestern University will appear in the table below. The hyperlink on the applicant name will take you to the applicant review page where you can review application content, upload endorsement & recommendation letters, and submit completed applications to the Marshall Aid Commemoration Commission (MACC).

If you have any queries or experience any technical issues please contact institutionsupport@marshallscholarship.org directly.

To appear in an advisor dashboard, an applicant must select the relevant endorsing institution from the endorsing institution dropdown when starting their application. They must then complete the **'Personal details'** task, followed by **'Share the application with your advisor'** in the main application task list.

Once this takes place, the application will appear in the table shown below, 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
Josephine Smith	In draft	20 May 2026		01 C

Full name

The name of the applicant

Status

The submission status of the applicant. For more details please review [this section](#).

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.

Award year

The year the award will be taken up. For applications commenced in 2026 for the 2027-2028 academic year, the award year is 2027.

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

Application status

The status of the application as shown on the dashboard indicates the progress of the application through the Marshall application process. A full list of the available statuses and their meanings is listed below:

Status	Description
In draft	Applicant has registered application and is completing the task list. This status also applies to applications that have been reviewed by the endorsing institution and returned for revision with feedback.
Submitted for review	Applicant has completed their application and submitted for review to the endorsing institution. Recommendation letter may still be outstanding.
Endorsed	Application has been endorsed and submitted by the endorsing institution to the Marshall Aid Commemoration Commission (MACC).
Deadline passed	The deadline to submit the application has passed and it cannot be taken forward.
Invited to interview	Endorsed applicant has been shortlisted for interview.
Finalist	Shortlisted candidate has been selected as a finalist and offered a scholarship.
Reserve	Shortlisted candidate has been nominated as a reserve candidate for an award.
Withdrawn	Applicant/candidate has withdrawn from the Marshall application process.
Unsuccessful	Applicant/candidate has been notified that their application has been unsuccessful. There are two rejection points – pre-interview and pre-offer.

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 Test,

An application for the Marshall – 1 Year Scholarship 2027-2028 has been started under your institution. As the institutional advisor for Northwestern University, you are responsible for reviewing, endorsing and submitting applications for applicants from your institution.

Applicant name: Josephine Smith
Applicant email address: [REDACTED]

You can login to view live applications via [this webpage](#).

The applicant deadline for Marshall – 1 Year Scholarship 2027-2028 is 17:00 UTC on 29 September 2026, and your deadline for submission to the MACC is 17:00 UTC on 1 October 2026.

Reminder: It is important that you adhere to strict security measures and maintain the privacy and confidentiality of applicant personal information. Only access ASAMS through secure and trusted devices and networks.

If you believe that you should not be the advisor for Northwestern University or if you encounter any issues, please contact institutionsupport@marshallscholarship.org

Kind 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. In the example below, only the personal details have been provided, hence the other sections shows no answers provided yet.

Josephine Smith - Chicago

Application

As the nominated fellowship advisor for the Marshall Scholarship programme at your institution you are responsible for reviewing this candidate's application and submitting it on their behalf to the Marshall Aid Commemoration Commission (MACC).

[Read the institutional advisor guidance](#)

Recommendation letters Not Received

Endorsement letter Not Received

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

[Endorse and submit application to MACC](#)

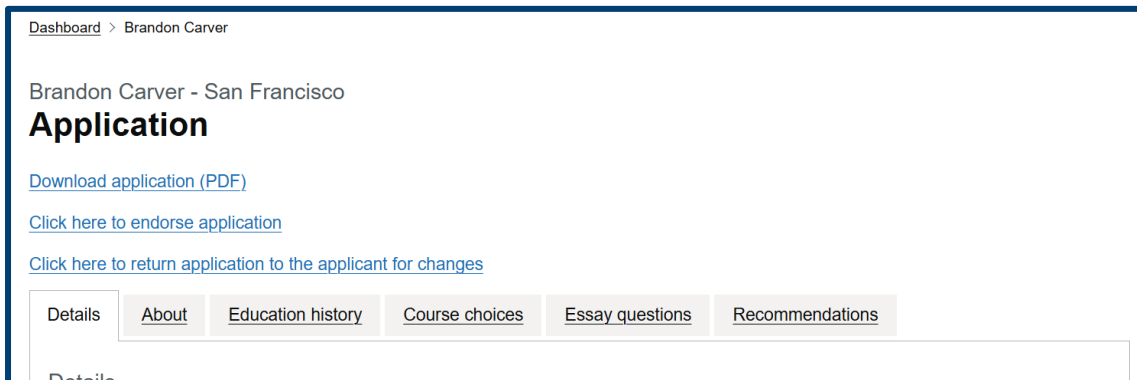
[Details](#) [About](#) [Citizenship](#) [Education history](#) [Work history](#) [Course choices](#) [Essay questions](#)

[Recommendations](#) [Endorsement letter](#)

Work history
No answer provided yet

Downloading application PDFs

Application PDFs can be downloaded by advisors once the applicant has submitted their application for review (i.e. in the status 'Submitted 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).



Reviewing application (pre-submission)

Applications that have been shared with the advisor, but have not been submitted for review yet, will show the status 'In draft'. This status also includes applications that have previously been submitted for review and returned to the applicant with feedback ([see this section](#)).

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

The screenshot shows a table with columns: Full name, Status, Date received, Last updated, and Dear. The table contains two rows of data. The first row is for Josephine Smith, with status 'In draft' and last updated '20 May 2026'. The second row is for Janet Smith, with status 'Submitted for review' and last updated '19 May 2026'. The table has a filter mode of 'Contains' and a rows per page of 10.

Full name	Status	Date received	Last updated	Dear
Josephine Smith	In draft		20 May 2026	01 C
Janet Smith	Submitted for review	19 May 2026	19 May 2026	01 C

An application summary page will open with an '**Important**' reminder box at the top explaining key dates and process details.

Below this are the applicant's name and selected region.

Below this are links to download the application as a PDF and '**Endorse and submit application to MACC**'.

Underneath, the application details are shown in separated tabs per application section. Each tab displays non-editable applicant submission responses, with the exception of the recommendations tab, which has additional functionality (see the [recommendations section](#) for more information).

Dashboard > Josephine Smith

Important

The application was last updated at 11:39 UTC on 20 May 2026.
 The deadline to endorse and submit this application to MACC is 17:00 America/Chicago (UTC -05:00) on 1 October 2026.
 In order to endorse and submit to MACC the following requirements must be met:

- The application has been submitted for review by the applicant
- 3 submitted recommendation letters
- 1 submitted endorsement letter

Josephine Smith - Chicago

Application

As the nominated fellowship advisor for the Marshall Scholarship programme at your institution you are responsible for reviewing this candidate's application and submitting it on their behalf to the Marshall Aid Commemoration Commission (MACC).

[Read the institutional advisor guidance](#)

Recommendation letters

Not Received

Endorsement letter

Not Received

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

[Endorse and submit application to MACC](#)

Details

[About](#)[Citizenship](#)[Education history](#)[Work history](#)[Course choices](#)[Essay questions](#)[Recommendations](#)[Endorsement letter](#)**Details**

First name	Josephine
Middle name	No answer provided yet
Last name	Smith
Email address	mark.wood+josephine@britishcouncil.org
Date of birth	01 Jan 2000
Permanent address	7428 Sunset Vale Blvd Apartment 12C Los Angeles California 90028
Contact address	1835 Maple Ridge Ave Unit 3B Evanston Illinois 60201

Reviewing application (post-submission)

Applications with the status '**Submitted 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 available to provide feedback and return to the applicant for review if the endorsing institution/advisor deems that the application requires further revision.

Test Advisor

Applications to review

Applications registered to Northwestern University will appear in the table below. The hyperlink on the applicant name will take you to the applicant review page where you can review application content, upload endorsement & recommendation letters, and submit completed applications to the Marshall Aid Commemoration Commission (MACC).

If you have any queries or experience any technical issues please contact institutionsupport@marshallscholarship.org directly.

Full name	Status	Date received	Last updated	Dear
Josephine Smith	In draft		20 May 2026	01 C
Janet Smith	Submitted for review	19 May 2026	19 May 2026	01 C

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).

Janet Smith - Los Angeles

Application

As the nominated fellowship advisor for the Marshall Scholarship programme at your institution you are responsible for reviewing this candidate's application and submitting it on their behalf to the Marshall Aid Commemoration Commission (MACC).

[Read the institutional advisor guidance](#)

Recommendation letters

1 received

Endorsement letter

Not Received

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

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

[Endorse and submit application to MACC](#)

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.

Janet Smith - Los Angeles

Application

As the nominated fellowship advisor for the Marshall Scholarship programme at your institution you are responsible for reviewing this candidate's application and submitting it on their behalf to the Marshall Aid Commemoration Commission (MACC).

[Read the institutional advisor guidance](#)

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 'In draft' 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 satisfied with the content and quality of the application.

Full name	Status	Date received	Last updated	Deadline
Samantha Mary Roberts	Incomplete	11 May 2025	11 May 2025	29 May 2026

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

Hello Janet Smith,

Your advisor has returned your application for Marshall – 2 Year Scholarship 2027-2028.

Their reason given was:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vel imperdiet mi, ut interdum ipsum. Praesent blandit lobortis pellentesque. Quisque quis hendrerit erat, in condimentum nibh. Donec sit amet sapien tempor, pharetra mi sit amet, volutpat ex. Mauris ligula augue, vestibulum sed elit sed, hendrerit commodo nisi. Nunc pulvinar facilisis lacus, in tempor nisi bibendum quis. Etiam volutpat posuere fermentum. Interdum et malesuada fames ac ante ipsum primis in faucibus. Praesent laoreet, sapien vitae feugiat posuere, nulla metus molestie orci, nec lacinia lectus tortor efficitur nunc. Sed finibus sit amet urna sed commodo. Pellentesque sit amet dapibus nunc. Donec elementum ipsum a aliquet blandit. Morbi luctus maximus nibh, vitae faucibus ligula molestie non. Nullam sollicitudin ultrices metus, non iaculis magna. Pellentesque nec fermentum tortor, non consectetur diam.

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 September 2026.

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

[Application Portal](#)

Kind regards,
Marshall Secretariat

Please note, applications returned with feedback must be re-submitted for review by the applicant deadline to be eligible for endorsement & submission to MACC.

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](#).

Details	About	Citizenship	Education history	Work history	Course choices	Essay questions
Recommendations	Endorsement letter					
Recommendations						
Preferred recommender	Bob Ross Lecturer Northwestern University					Remove recommendation
						
	1 1111111111					
	US based					
	Download recommendation					
General recommender	Mona Lisa Dean Bologna University					Change Resend link Submit
						
	39 1111111111					
	Email sent Recommendation not received					
Leadership recommender	Jeff Ellison CEO Summer Camp Ltd.					Change Resend link Submit
						
	1 1111111111					
	US based					
	Email sent Recommendation not received					

Endorsing applications

Fellowship advisors are required to complete endorsement of Marshall Scholarship applications before submitting them to the Marshall Aid Commemoration Commission (MAC). The endorsement process consists of a form with a series of questions regarding your institution’s assessment of their standing in comparison to other students in their cohort, and the upload of an official letter of endorsement from the institution, typically provided by the President, Provost, Academic Dean or equivalent.

Guidance on letters of endorsement can be found on the Marshall website [here](#).

The advisor should complete the endorsement form and upload the letter of endorsement as a PDF on the endorser’s behalf.

Endorsement letter tab

To review or add an endorsement, navigate to the ‘Endorsement letter’ tab on the application review page. To add an endorsement letter select “Add endorsement letter” at the top of the tab. Previously submitted forms can be updated by selecting “Update”.

The screenshot shows a web interface for the 'Endorsement letter' tab. At the top, there is a navigation menu with tabs: Details, About, Citizenship, Education history, Work history, Course choices, and Essay questions. Below this, the 'Endorsement letter' tab is selected, and a sub-tab 'Recommendations' is visible. The main content area is titled 'Endorsement letter' and contains a green button labeled 'Add endorsement letter'. Below the button are several questions, each followed by a grey bar indicating 'No answer provided yet':

- What is the applicant's class standing or ranking, if your institution tracks it?
- 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?
- Please give a brief description of the process involved in assessing the applicant's relative standing.
- Endorser's first name
- Endorser's last name
- Endorser's job role / title
- Endorsement letter

At the bottom, it states 'No endorsement letter uploaded yet'.

Endorsement form

In the 'Endorsement letter' tab, advisors select 'Add endorsement letter' to open the endorsement form.

The endorsement form consists of a series of questions regarding the applicant's class ranking, followed by fields to provide the endorser's details, and finally a link to upload the letter of endorsement itself.

Applicant Scholar Alumni Management System

Dashboard > Janet Smith > Endorsement letter

Provide an endorsement letter for a Marshall scholarship applicant 1018089

To submit the endorsement letter for this application, please answer the following questions and upload your institution's official letter of endorsement. You will also be required to provide the details of the member of staff at your institution that has provided this endorsement.

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

↶ ↷ B I U ☰ ☷ ⚡

0 words ↗

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.

Please note, for institutions that do not track class ranking, there is an option in the dropdown to indicate N/A.

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

↶ ↷ B I U ☰ ☷ ⚡

0 words ↗

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.

↶ ↷ B I U ☰ ☷ ⚡

0 words ↗

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

Endorser's first name

Endorser's last name

Endorser's job role / title

Upload endorsement letter (PDF)
 No file chosen

I confirm that the endorser listed above has requested this endorsement letter be submitted on their behalf.

In contrast to previous years, endorsers no longer have direct access to submit their letters of endorsement to ASAMS. Instead, the advisor is required to upload the letter on their behalf in PDF format.

Advisors must complete the entirety of the endorsement form in one go. In the example below, the questions have been answered, and the Endorsement letter PDF has been uploaded, but the endorser details have not been provided, which produces an error when attempting to 'Save'.

Endorser's first name
 Enter the endorser's first name

Endorser's last name
 Enter the endorser's last name

Endorser's job role / title
 Enter the endorser's job role / title

Upload endorsement letter (PDF)
 Marshall sch...ent letter.pdf

I confirm that the endorser listed above has requested this endorsement letter be submitted on their behalf.

Once all fields in the endorsement form have been completed, including the PDF upload and the checkbox, advisors can select 'Save' to save their responses. They will be returned to the application page and their responses will be visible in the 'Endorsement letter' tab.

[Details](#)
[About](#)
[Citizenship](#)
[Education history](#)
[Work history](#)
[Course choices](#)
[Essay questions](#)

[Recommendations](#)
[Endorsement letter](#)

Endorsement letter

[Update endorsement letter](#)

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vel imperdiet mi, ut interdum ipsum. Praesent blandit lobortis pellentesque. Quisque quis hendrerit erat, in condimentum nibh. Donec sit amet sapien tempor, pharetra mi sit amet, volutpat ex.

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

5%

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vel imperdiet mi, ut interdum ipsum. Praesent blandit lobortis pellentesque. Quisque quis hendrerit erat, in condimentum nibh. Donec sit amet sapien tempor, pharetra mi sit amet, volutpat ex. Mauris ligula augue, vestibulum sed elit sed, hendrerit commodo nisl. Nunc pulvinar facilisis lacus, in tempor nisi bibendum quis. Etiam volutpat posuere fermentum. Interdum et malesuada fames ac ante ipsum primis in faucibus. Praesent laoreet, sapien vitae feugiat posuere, nulla metus molestie orci, nec lacinia lectus tortor efficitur nunc.

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vel imperdiet mi, ut interdum ipsum. Praesent blandit lobortis pellentesque. Quisque quis hendrerit erat, in condimentum nibh. Donec sit amet sapien tempor, pharetra mi sit amet, volutpat ex. Mauris ligula augue, vestibulum sed elit sed, hendrerit commodo nisl. Nunc pulvinar facilisis lacus, in tempor nisi bibendum quis. Etiam volutpat posuere fermentum. Interdum et malesuada fames ac ante ipsum primis in faucibus. Praesent laoreet, sapien vitae feugiat posuere, nulla metus molestie orci, nec lacinia lectus tortor efficitur nunc.

Endorser's first name

Jane

Endorser's last name

Doe

Endorser's job role / title

Provost

Endorsement letter

[Download endorsement letter](#)

The endorsement letter can be downloaded from this screen by selecting the download link at the bottom of the page.

If the endorsing institution deadline has not passed and the application has not been submitted to the MACC yet, advisors can return to the endorsement form by selecting 'Update endorsement letter'. This reloads the endorsement form showing the previously submitted responses. The advisor can amend their responses and replace the endorsement letter as required, before selecting 'Save', again ensuring all fields are completed.

Submitting application to MACC

Once the application has received three recommendations, and an endorsement letter, the fellowship advisor can endorse the application and submit it to the Marshall Aid Commemoration Commission (MACC).

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, select the green 'Endorse and submit application to MACC' button on the application overview page.

Janet Smith - Los Angeles

Application

As the nominated fellowship advisor for the Marshall Scholarship programme at your institution you are responsible for reviewing this candidate's application and submitting it on their behalf to the Marshall Aid Commemoration Commission (MACC).

[Read the institutional advisor guidance](#)

Recommendation letters	Complete
Endorsement letter	Complete

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

[Endorse and submit application to MACC](#)

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

There is a problem

Application must have three submitted recommendation letters and an endorsement letter completed before it can be submitted to MACC.

If the application has not been submitted to endorsing institution for review, or has been returned to the applicant for review and not resubmitted, the following error message will flag.

There is a problem

This application must be completed and submitted by the applicant first in order to be able to submit it to MACC

If all required tasks have been completed, a confirmation screen will load with two checkboxes.

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

In my capacity as the nominated fellowship advisor for my institution, I confirm that the information provided in this application is true, original and in accordance with MACC rules.

[Endorse and submit application to MACC](#)

[Cancel and return to overview](#)

When the advisor checks the two boxes and selects 'Endorse and submit application to MACC', there is one final confirmation before the application is submitted.

Are you sure you want to endorse and submit this application to MACC on behalf of Janet Smith?

This step is final - applications that are endorsed and submitted to MACC will be taken forward and distributed to regional committees for review. No changes can be made to applications after this point.

[Submit](#) [Cancel](#)

Once the application has been submitted successfully to the MACC, 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 Janet Smith.

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

[Return to overview](#)

The application status will now show as to **'Endorsed'** in your dashboard.

Full name	Status	Date received	Last updated	Dea
Josephine Smith	In draft		20 May 2026	01 C
Janet Smith	Endorsed	20 May 2026	20 May 2026	01 C

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.

Hello Bob Ross,

Janet Smith has nominated you as their preferred recommender for their Marshall application. Recommenders are asked to provide a letter of recommendation on behalf of applicants in support of their application.

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

Janet Smith's UK course choices are as follows:

Year 1

First Choice – Digital Humanities at University of Cambridge
Second Choice – Creative Writing at University of Edinburgh

Year 2

First Choice – Digital Humanities at University of Cambridge
Second Choice – Literary Studies at Queen's University Belfast

You are required to submit your recommendation letter in PDF format. Once ready, you can submit your letter via the link below:

[Submit recommendation here](#)

The deadline for Janet's application submission is 17:00 UTC on 29 September 2026. Please ensure you submit your recommendation letter before this deadline.

If the link in this email has expired, enter your email address on the expired link page to get a new link.

If you are experiencing problems submitting this recommendation, you can contact Test Advisor at

Thank you for taking the time to read this email.

Kind regards,
Marshall Secretariat

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 upload a recommendation in PDF format for the applicant.

Provide a recommendation for a Marshall scholarship applicant

You must provide a recommendation by 05:00 PM America/Chicago (UTC -05:00) on 29 Sep 2026.

You have been nominated as a recommender for a Marshall - 1 Year Scholarship 2027-2028. Please discuss the application with the applicant, and review the recommender guidance. Once ready, please submit your recommendation letter as a PDF via the upload link.

[Read the recommender guidance](#)

Upload recommendation PDF
document must be a PDF.

No file chosen

I agree to share this recommendation letter with the applicant's endorsing institution fellowship advisor for review.

When the recommendation has been successfully uploaded and the recommender has checked the box, they can select 'Submit recommendation'. This loads a confirmation screen.

Your recommendation is about to be submitted.

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

When submission is confirmed, the system shows the following completion screen.

Recommendation submitted.

Thank you for submitting a recommendation for this candidate.

This response was received at 17:45 UTC on 20 May 2026