



# KAUST GLOBAL FELLOWSHIP PROGRAM 2024

## APPLICATION FORM WITH PLUTOEdu – QUICK GUIDE

The KAUST Global Fellowship Program is open to applications on a rolling basis throughout the year with two **cut-off dates: January 1<sup>st</sup> and July 1<sup>st</sup>.**

The deadline for submitting a reference letter is the last day before the cut-off date. If a reference letter is received after the cut-off date will mean that the application (if still eligible) will be evaluated at the next cut-off date.

You must sign up to the PlutoEdu platform to access the system if you are:

- APPLICANT, to complete your application,
- REFEREE, to approve or upload a referee letter.

If you are an applicant, please download our registration guide for applicants found at:

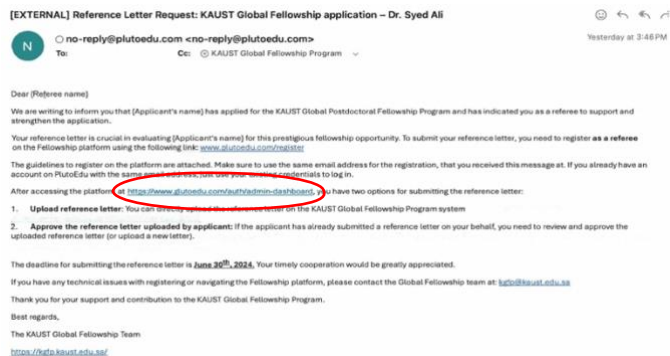
<https://kgfp.kaust.edu.sa/how-to-apply>

## REFEREE REGISTRATION PROCESS

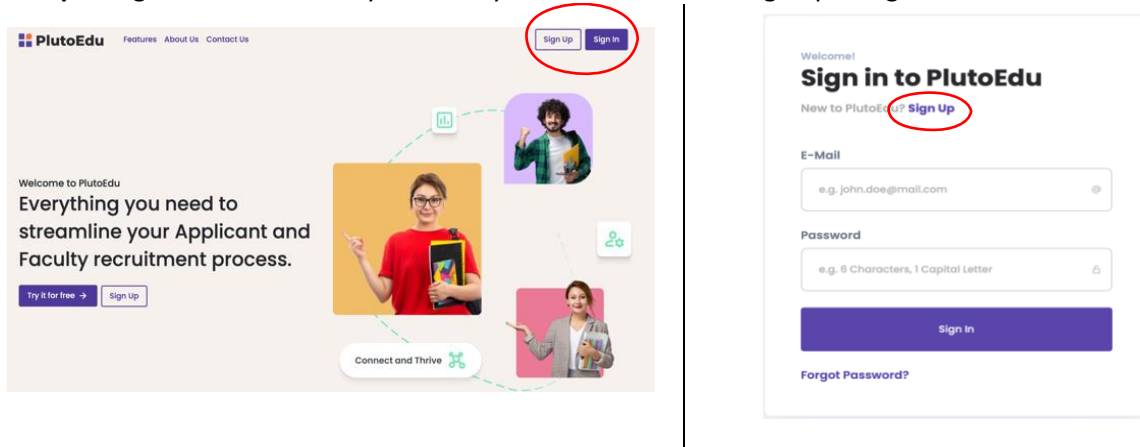
Registration is mandatory to provide a reference letter for an applicant.

For any technical issues or mistakes on the registration process please contact: [kgfp@kaust.edu.sa](mailto:kgfp@kaust.edu.sa)

**Step 1.** You are asked to approve or upload a support letter for an applicant. From the notification email click the link: <https://www.plutoedu.com/auth/admin-dashboard>

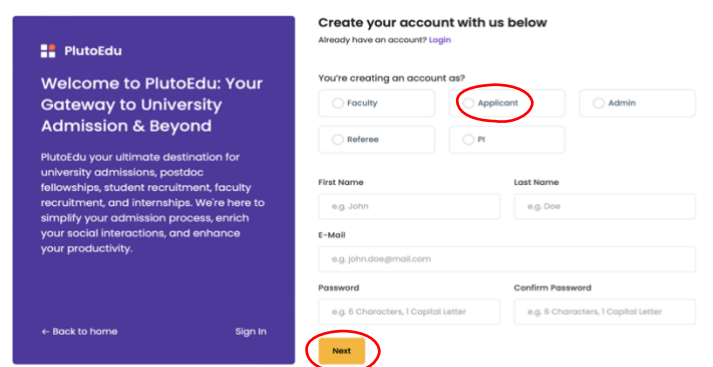


**Step 2.** Sign in to PlutoEdu if you already have an account or sign up using the relevant button.



**Step 3.** Create your account by selecting the REFEREE option, complete the required information and click on the Next button to be transferred to the referee dashboard.

*Note: To register or sign in use the email address to which you received the email. Do not register as faculty or PI, this space is reserved only for KAUST staff.*



**Step 4.** Upload a reference letter or review and approve the reference letter you provided to the applicant to upload by clicking the relevant button.

APPROVAL LIST Filters

Approve Letter Upload Letter

<input checked="" type="checkbox"/>	FULL NAME	EMAIL	ATTACHMENT	LATEST UNIVERSITY	PROGRAM
<input checked="" type="checkbox"/>	Tania Had	tatiana.had@georgiou@ka...		KAUST	KAUST Global Fellowship