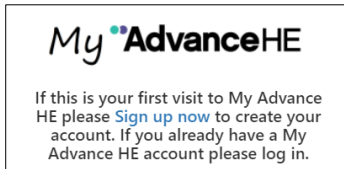
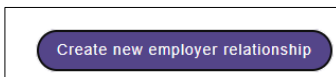


1.1 Set up your My Advance HE account

1. Go to [My Advance HE](#) . Click on **Sign up now**.

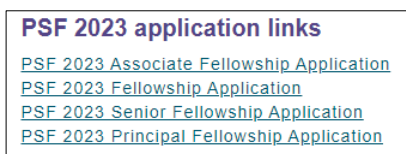


2. Follow the instructions to set up your account.
3. Click on **My Profile**.
4. Set up your **Employer Relationship**. If you are currently employed and your employer is paying for your application, you must add them here.



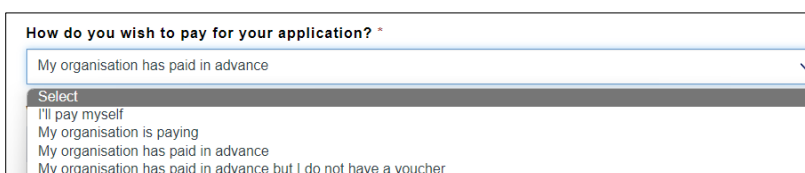
1.2 Start your application

1. Click on **Fellowship** in the top menu bar.
2. Click on **View or make a fellowship application**, then on **Click here to start a new application**.
3. Select the application category.



4. Accept the Terms and Conditions

1.3 Select your payment option



IMPORTANT

- 'My organisation has paid in advance' - use this **only** if you have a voucher code.
- 'My organisation has paid in advance but I do not have a voucher' use this **only** if your organisation has paid for a bulk contract.

1.4 Your Certificate Name

Enter your name **exactly** as you would like it to appear on your certificate. What you write in this box is what will show on your certificate.