

## CyberGirls Fellowship 2024 Application Guide

This guide is designed to help you understand and complete the 2024 CyberGirls Fellowship application process. After reading this guide, if there is anything you do not understand please contact the CyberGirls Admissions team.

### Before you apply

Before starting the application process, please ensure that you meet these eligibility criteria.

1. Are a Female aged 18 - 28 years old as of the commencement of the fellowship (25<sup>th</sup> March 2024).
2. Are a citizen and resident of an African country.
3. Are passionate about starting a career in cybersecurity.
4. Are proficient in English and have completed High school/Secondary school.
5. Can withstand the pressures of intensive hands-on technical training.
6. Have access to the internet and are willing to devote fully to 8 months of intensive training.
7. Do not have a job in cybersecurity or possess a major cybersecurity certification that can land you one.
8. Are not participating in any similarly timed tech fellowship or boot camp.

**Please note:** Individuals living with disabilities that do not impede their ability to use a computer are welcome to apply.

### Application Timeline

Stage 1: Application Starts	20 <sup>th</sup> November 2023
Stage 1: Application Ends	11 <sup>th</sup> December 2023
Stage 1 Feedback	14 <sup>th</sup> December 2023
Stage 2: Cyber Essentials Course Starts	15 <sup>th</sup> December 2023
Stage 2: Cyber Essentials Course Ends	8 <sup>th</sup> January 2024
Stage 2 Feedback	12 <sup>th</sup> January 2024
Stage 3: Identity Verification and Recommendation Submission Starts	12 <sup>th</sup> January 2024
Stage 3: Identity Verification and Recommendation Submission Ends	12 <sup>th</sup> February 2024
Stage 4: Personal Statement and Application Video Review	-
Stage 4 Feedback	4 <sup>th</sup> March 2024
Fellow Onboarding Commences	18 <sup>th</sup> March 2024
Orientation	23 <sup>rd</sup> March 2024
First day of Training	25 <sup>th</sup> March 2024

### How to Complete Your Application

Applying to the CyberGirls Fellowship is easy. Outlined below are the stages in the application process and what to expect.

#### Stage 1: Completion of Application Form

*Start: Monday, 20th November 2023, 12 pm (WAT)*

*Deadline: Monday, 11th December 2023, 12 pm (WAT)*

Intending applicants are given a 3-week window to complete and submit the application form. In this section, you'll share detailed information about yourself, including contact information, educational and employment information, a

3000-character limit personal statement, and a 2-minute application video. Ensure to provide correct and verifiable information as failure to do so results in automatic disqualification from the process and loss of spot in the fellowship. When you are satisfied with your application, click the ‘**Submit**’ button. Please note that once you have done this, you cannot modify your application, or any uploads made with it so ensure to review it carefully. We anticipate a high volume of applications, so please give yourself enough time to submit the strongest application possible. Remember, you can only submit one application and we will only accept your first application.

After submitting your application, you will see a pop-up acknowledging receipt and an email confirmation. Afterward, application progress will also be communicated via email, refer to the application timeline or confirmation email for feedback dates.

**Please note:** If there are any adjustments to the feedback date, applicants will be notified via email and through our social media channels. Contact the admissions office via email if you still haven’t received an email a day after the communicated date.

### *Health and Disability*

You are asked to provide us with information about your health if it may affect your studies. Having a health condition or living with a disability will not hinder your acceptance into the fellowship provided the condition will not restrict your full participation in fellowship activities. We are not asking whether you are ‘healthy’ as many health conditions can be managed appropriately.

### *Language Proficiency*

The CyberGirls Fellowship application process and training will be conducted in English Language. Hence all Applicants are advised to learn to communicate effectively in English. Any application not submitted in English is ineligible.

### *Personal Statement*

When reading your statement, our Admissions team wants to see your interest, commitment, and passion for Cybersecurity. You are expected to use not more than **3000 characters** (approximately 500 words) to pass on the message and ensure each word counts. Plagiarism is a serious offense; plagiarized responses will be deemed ineligible.

- The personal statement should be written in English within the application form. We advise that you pause completing the application, write it out on a notepad, and paste it when completed.
- Do not use bullet points or numbering, put your response in paragraphs. You can dedicate a paragraph to answer each question.
- It is important to highlight key educational and vocational achievements, your course of study and University (indicate if completed or currently ongoing), job role and industry (if you are currently employed), and the nature of your business if you are self-employed.

Follow our guide below to ensure you address all necessary details in your statement.

- Tell us about yourself, your work/educational background, and your key achievements.
- Tell us about your educational background.
- Tell us about any cybersecurity-related courses, training, or boot camps you have taken (indicate the name of the program, if it is currently ongoing, and the expected date of completion).
- Tell us about any cybersecurity-related association or network you belong to and how they have impacted you.
- Have you volunteered in any organization or occupied any leadership role before? If yes, what was the role and what did it entail?
- Why you should be chosen for this opportunity?

### *Application Video*

The application video should be in English, no longer than **2 minutes** (can be a little less but not more), and should contain nothing except the applicant talking. You are expected to be properly dressed, clearly visible, and seated in a well-lit quiet environment. Ensure you are audible, and your environment is free from visual distractions.

- Do not recite a written script: Use bullet points instead. Using bullet points, just talk spontaneously as you would to a friend. Reading a written script doesn't help your application, convey communication skills, or display passion.
- When uploading your video file, ensure that it is properly named with your first name, last name, and document title e.g., Jane Doe – Application Video
- The accepted file format is .MP4, if your video file is in another format, feel free to use an open-source (free) video converter like [FreeConvert](#), [Veed.io](#), or [cloudconvert](#)
- If dealing with a file that exceeds the **10 MB file size restriction**, feel free to use an open-source (free) video compressor like [FreeConvert](#), [Veed.io](#), or [Clideo](#)

In the video, please respond to the following;

- Tell us about yourself, your work/educational background, and your key achievements.
- Why are you interested in cybersecurity and what aspect of cybersecurity interests you?
- Where do you see yourself in 5 years (Career goals)?
- Why did you choose to enroll in this program?
- If selected, how does this program fit into your 5-year career goal?
- Peradventure you do not scale through this application stage, would you still pursue a career in cybersecurity and why?
- Why are you the right candidate for this opportunity?

## Stage 2: Complete the Cybersecurity Essentials Course

*Start date:* Friday, 15<sup>th</sup> December 2023, 12 pm (WAT)

*Deadline:* Monday, 8<sup>th</sup> January 2024, 9 am (WAT)

Applicants who made it past the first stage of the application stage will receive an email prompting them to enroll in our Cyber Essentials course on our Learning Management System. The Cyber Essentials course is beginner-friendly and equips you with the first tool you need to begin your cybersecurity journey, awareness. This stage is competitive and only applicants who complete the course and meet the **70% cut-off mark** will make it to the next stage.

**Please note:** If there are any adjustments to the feedback date, applicants will be notified via email and through our social media channels. Contact the admissions office via email if you still haven't received an email a day after the communicated date.

## Stage 3: Complete the Identity Verification and Recommendation Form

*Start date:* Friday, 12<sup>th</sup> January 2024, 12 pm (WAT)

*Deadline:* Monday, 12<sup>th</sup> February 2024, 9 am (WAT)

In this stage, you will be required to complete the identity verification and recommendation form.

### *Verifying your identity*

Applicants who make it to this stage are expected to provide a valid means of identification in JPG/PNG/PDF format. The means of identification should support your nationality claim. Accepted means of identification include a national identification card, international passport, and driver's license.

A valid means of identification meets the following criteria;

- Contains your date of birth
- Has a clear photograph of your face
- Indicates your nationality
- Is a valid national identification method in your country?

### *Recommendation*

Recommendations are an integral part of the CyberGirls Application selection process. You are expected to turn in two letters;

- A signed Academic or Educational recommendation letter written by an individual who has known you in an academic or professional capacity. We recommend having a former teacher, professor, academic advisor, current or former employer, or supervisor write this for you.

- ii. A Signed Character Reference letter written by an individual who can comment on your general suitability to a CyberGirl. This can be a family member, friend, guardian, or community leader. This person will also serve as an emergency contact and guarantor liable to incur charges in the event of damage or loss of property.

Ensure you inform the individuals whose letters you are submitting that they will be contacted by our team before submitting their details.

**Please note:** The submitted data cannot be modified or corrected after submission. Ensure to provide correct and verifiable information as failure to do so results in automatic disqualification from the process and loss of spot in the fellowship.

#### Stage 4: Personal Statement and Application Video Review

All applicants who submit verifiable information in the third stage of the application will make it to this stage. In this stage personal statement and application video entries submitted in the first stage are graded using a point-based system and only 500 applicants will make it into the fellowship. Whilst you might naturally feel nervous understanding the system would help you put your best foot forward and send in a strong application.

#### Grading System

Entries will be graded using the following criteria;

- **Person**

This section grades responses to *questions 1 and 7* in the application video and *questions 1, 2, 5, and 6* in the personal statement. The applicant is expected to talk about themselves, their achievements, experiences, and most importantly why they are the right candidates. In summary, the goal is to answer the question goal “Who are you and why should we choose you?” Having leadership experience is an added advantage.

- **Purpose**

This section assesses responses to *questions 3, 4, and 5* in the application video. The applicant is expected to discuss their career goals, why they chose the fellowship, and how the fellowship helps actualize those goals. A key indicator is their ability to explain clearly how helpful the training will be in achieving their career goal.

- **Passion and Enthusiasm**

This section grades responses to *questions 2 and 6* in the application video and *question 4* in the personal statement. The applicant is expected to discuss their interest in cybersecurity and showcase the knowledge gathered through research on the subject matter and the next steps if they do not get into the program. We firmly believe that passion doesn't easily give way when faced with rejections, so we actively look out for resilience. The goal is to answer the question “How passionate are you about cybersecurity and what motivates you?”

- **Preparation**

This section assesses the response to *question 3* in the personal statement. The goal is to answer the question “What have you done about your passion for cybersecurity and how have you been able to nurture this passion?”. The applicants are expected to demonstrate an interest in developing their knowledge of cybersecurity through research, free and paid courses, workshops, training, boot camps, and university education.

- **Presentation and Delivery**

This section assesses all the applicants' responses taking into consideration how applicants can communicate the points, display passion, and present themselves as excellent choices. The goal is to answer the question “Do you think this candidate fits the profile of our ideal CyberGirl fellow?”

#### Claim your spot in the fellowship!

Only 1 in 40 applications will make it to this stage. All applicants will be informed of the status of their application via email. Successful applicants are carefully selected through an intense review process by the CyberGirls Fellowship admissions committee. Applicants who meet all admission requirements will be sent an email welcoming them into the fellowship before the 7<sup>th</sup> of March 2024.

**Note:** Only contact the admissions team for updates if you haven't received the email on the status of your application two days after the communicated feedback date.

### **Application Tips**

To ensure you enjoy a seamless application, we have collated tips and advice for you when using the application portal:

- 1) Where possible, use the Google Chrome web browser, as this is recommended for the best experience. We recommend using a laptop or PC, rather than a mobile device.
- 2) When completing your application form, work in a full-sized window. This will make your entries on the application form easier to read in its intended format.
- 3) Enter information accurately, especially your contact details. Please ensure that you enter a valid email address otherwise you may miss important updates about your application.
- 4) You do not have to complete the form in one session. You can pause and finish off your application later without having to start over. Please note we can't view partial and unsubmitted responses, so make sure to submit it before the deadline.
- 5) Check the size and format of the files you intend to upload and ensure they meet the requirements.

### **Got a Question?**

We have some similar answered questions to get you started.

[Frequently Asked Questions](#)

### **Contact the CyberGirls Admissions Team**

For enquiries, please send an email to our admissions team at [cgfellowship@cybersafefoundation.org](mailto:cgfellowship@cybersafefoundation.org) or call us at +234 814 1969 381