



The European Union Scholarship Programme for the Turkish Cypriot Community Academic Year 2018/19

Annex 2 Steps on How to Fill in the Online Application

Steps to follow for online application;

- Register and create an account (you need to have a valid email address)
- Once you register, a confirmation email will be sent to your account.
- To activate your account, click on the link sent by email and create your “LOGIN” password.
- Login with your password and answer the pre-application questions. This will enable the system to determine your category/sub-category.
- You will then be sent a unique registration number.
- Answer **ALL** the questions and complete the application form. In case of incomplete answers the system will prevent you from submitting your application form.
- Upload a copy of your ID/passport and photo (minimum pixel width 600).
- When the application form is complete, press save and submit.
- Please note that you can always save your answers and continue later, however, **once the application form is submitted, no changes can be made.**

Important Note

Applicants will receive a WARNING MESSAGE if they fail to meet the eligibility criteria after they answer a few initial validation questions during the online application process. The message will tell them that they do not meet the eligibility criteria for the scholarship and/ or for their chosen category/subcategory, thus, their application WILL NOT BE VALIDATED. However, the system will not prohibit them from completing and submitting the application form.

Applicants must specify on the application form the following:

- the language of the General Ability Test (GAT)- **English or Turkish**
- the language of the course/programme they will attend.

It is important to note that;

- The **language of the Language Proficiency Test** and the **language of the Motivation Letter** will be **selected automatically by the system** after the applicant specifies the language of the course/programme they will attend **as they all have to be the same**, i.e. if the programme chosen is in French, the language proficiency test and the motivation letter should also be in French.
- Applicants in sub-categories **A2, C2, C3** and **D1** should take GAT and write their motivation letter in **Turkish regardless of the language of programme chosen.**

N.B Applicants will receive a WARNING MESSAGE after they answer a few initial validation questions during the online application process if they fail to meet the eligibility criteria. The message will tell them that they do not meet the eligibility criteria for the scholarship and/ or for their chosen category/subcategory; thus, their application WILL NOT BE VALIDATED. However, the system will not prohibit them from completing the application form and submitting it.