

Annex 2 - Step by Step Guide on How to Fill in the 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 **“LOG IN” password**
- Log in with your password and choose the language from the top right of your screen, i.e. English or Turkish that you want to use complete the application form
- Answer the questions as you go. The system will guide you according to your answers
- Answer **ALL** the questions. In case of incomplete answers, the system will prevent you from submitting your application form
- Upload a copy of your ID/passport, photo and required documents for your category/sub-category. **Minimum pixel width for all documents/photos must be 600**
- You can edit and save your answers to continue later, however, **once the application form is submitted, no changes can be made**
- When you submit your application your category/sub-category will be determined, and you will be given a unique registration number
- When the application form is complete, press the submit button.

Important Note

You will receive a **WARNING MESSAGE** if you fail to meet the eligibility criteria during the online application process, thus your application **WILL NOT BE VALIDATED**. However, the system will not prohibit you from completing and submitting the application form.