

## NEXT STEPS FOR CANDIDATES WHO ARE NOMINATED FOR AN AWARD IN THE FIRST-ROUND PLACEMENT

### STEP 1 – Open a Euro bank account

- Open a Euro bank account in your name at a local bank that works internationally.
- Fill in the '**Bank Details**' form on your portal
- Print the completed form and sign it.
- Upload the signed and scanned copy of this form on the portal again. The deadline for this process is Friday, **4 September 2020**.
- Please click on the link for a sample template of the [Bank Details](#) form.

### STEP 2 – Enter your Programme Details on the portal

- Complete the '**Programme Details**' form on your portal **as soon as possible**.
- Upload a copy of your unconditional offer letter on your portal. If you do not have an unconditional offer, upload your conditional offer letter.
- Your offer letter should include the following information:
  - Tuition fee of the academic year (2020/21) / period you will be attending. If your offer letter does not contain this information, you can upload another document taken from your educational institution that shows the information required.
  - Name of department/programme you have been accepted to.
  - Start and end date of your programme

You can access the Bank Details and Programme Details forms from the menu on the left hand side of your portal. To have access to your portal please click on <https://apply.abburs.eu>

### STEP 3 – Contract signing

Once all above-explained conditions are met, we will get in touch with you to sign the contract. A copy of your contract will be available on your portal. Please read your contract and the [instructions](#) regarding contract signing carefully before you come to sign.

### STEP 4 – Grant payment

Once the contract is signed, the grant payment will be disbursed as described below

- Payment of Tuition Fee to the host institution upon receipt of the invoice from the host institution
- First instalment of Living Allowance (70%) and travel allowance

**Important Notice for Short Term Nominees:** Nominees for short term programmes must start their programme **latest by Wednesday, 1 September 2021**.