**GUIDELINES FOR APPLICANTS FOR FILLING OUT *ONLINE* APPLICATION FORM FOR GRANTING THE SCHOLARSHIP FOR CROATIAN LANGUAGE COURSE IN THE REPUBLIC OF CROATIA FOR THE ACADEMIC YEAR 2023/24**

**Introduction**

Dear applicants,

please read these guidelines thoroughly before filling out the *online* application form forthe scholarship for learning the Croatian language in the Republic of Croatia so as to be able to properly fill out the e-application form.

In order to proceed with the application process we advise you to use the web browser on your desktop and to allocate enough time and prepare in advance all required documents that you send electronically in the attachment.

We remind you that all the attached documents you send must be legible and valid, and the size of an attachment is limited to 30 MB.

Please take into account that an incomplete e-application form or one which does not contain all required documents will not be considered.

**If you have already registered and activated a User Account for the 2023/2024 academic year, you do not need to register again (use the same username and password as in the previous registration), all other candidates must complete the Registration Process.**

**Registration and application**

You access the e-application form at the link available on the website of the Central State Office for Croats Abroad. Before you access and start filling out the e-application form you must register and activate your user account. You will start registration by clicking on the ″Prijava″ (“Application“) button and then on the ″Registriraj se″ (“Register“) button. You should enter your username and password in order to register. You enter your *e-mail* address as a username, and a certain number of characters (minimum 7 characters, 1 should be a capital letter, 1 special character and 2 numbers) as a password.

After registering and creating your user account you will get a message about the activation of your user account to your e-mail address **(it is recommended to use Gmail address**) which you have written in user data. You finish the registration by clicking on the link in the message received. Only then can you use your username and password to access the e-application and start completing the e-application form.

**New application**

The application process starts with a click on the button „Moji zahtjevi“ („My requests“) in the application toolbar on the top of the page and then choose the Public Call you apply to or the applicant's category:

* Public call for the Scholarship Grant for Learning the Croatian Language for the academic year 2023/2024 – **pripadnik hrvatskog naroda (a member of the Croatian people**)
* Public call for the Scholarship Grant for Learning the Croatian Language for the academic year 2023/2024 – **supružnik pripadnika hrvatskog naroda (a spouse of a member of the Croatian people)**
* Public call for the Scholarship Grant for Learning the Croatian Language for the academic year 2023/2024 – **prijatelj hrvatskog naroda (a friend of the Croatian people)**

After you register and choose one of the Public Calls i.e. adequate applicant's category, you access the application form by choosing ***Kreiraj zahtjev (*Create a Request)** button.

Completing the application form consists of several steps:

1. Applicant data,

2. Additional data,

3. Attachments (uploading the attachments).

The **motivation letter** field must contain at least 250 words.

It is necessary to declare and elaborate on the connection with the Croatian people (for example, Categories: Member of the Croatian people - great-grandfather, grandfather, father/mother; Spouse: husband/wife; Friend: community/association).

Also, please indicate if you have already studied the Croatian language (when, where and for how long).

**For the question: “Do you need student accommodation during the course?", you can answer yes or no, but it should be pointed out that dorm room allotments in student accommodation are limited and precedence will be given to candidates with more points.**

It is also important to mention that certain universities don’t offer all language levels (B1, B2 i C1), so the choice of city in which you will be attending the Course should be carefully selected:

|  |  |  |
| --- | --- | --- |
| **Course Locations** | **From level** | **To level** |
| Zagreb, *Croaticum* | A1 | C1 |
| Split, *Centar za hrvatske studije u svijetu* | A1 | C1 |
| Rijeka, *Riječka kroatistička škola* | A1 | B2 |
| Osijek, *Program hrvatskog jezika za strance* | A1 | C1 |
| Zadar, *Centar za strane jezike* | A1 | A2 |
| Pula, *Odsjek za kroatistiku* | A1 | A2 |
| Dubrovnik, *Centar za jezike* | A1 | A2 |

Following the above-mentioned steps and groups of questions, you start completing the application form in which you have to fill out all empty fields with the data about your application and project.

**NOTE: After each field you fill out, you should save the data you entered ( *Spremi “Save”* button)!**

If all required fields are not filled out when sending the application a red note will appear in the step or field that is not completed. Then you have to return to the field/step and enter the required data and save them, and then send the application form.

E-application form can be filled out in stages and you need to save the data after you enter them and then your application is saved and has the status “u izradi” (“In progress“). So you can stop the process and continue filling out the form later when it is convenient for you.

**Uploading the attachments**

In step 5 Attachments, you need to upload the required attachments and additional documents (if applicable) as stated in the Public call. Each attachment is uploaded by clicking „Dodaj“ (“Add“) next to the attachment and then click on the „Spremi“ (“Save“ )button.

Each uploaded attachment can be deleted by clicking on „Obriši datoteku“ (“Delete the file“) or downloaded by clicking the uploaded file.

**Submitting the application**

When all the steps are completed, you need to choose the „Pošalji“ (“Send“) button to submit the e-application form. After that, it is not possible to make any changes to the e-application form. Therefore, we advise you to check all the data again before you choose the „Pošalji“ (“Send“) button as you cannot change or arrange them later.

We remind you that the deadline for the submission of the applications is 19th of June 2023.

**Review of applications**

In order to review all submitted applications and the data entered, the applicant can access them with the click on „Moji zahtjevi“ (“My requests“) in the application toolbar at the top of the page and on „Predani“ (“Submitted“) on the left side of the request page.

If necessary you can also make a new application by choosing the adequate Public Call and then clicking the „Kreiraj novi zahtjev“ (“Create a new request“) button and then entering the data in the manner already described.

If you forget your username and/or password you should click ″Zaboravili ste lozinku?″ (“Forgot password?“) and follow the instructions. If you cannot access your user account in that way you have to register a new user account but you need a different e-mail address than the one you used when you registered and activated your user account for the first time.

For more information related to the application to the Public Call, you can send an e-mail to: tecaj-hrvatskog-jezika@hrvatiizvanrh.hr or call phone numbers: +385 1/6444 683 and +385 1/6444 673 during working hours from 10 a.m. to 3 p.m.