**GUIDELINES FOR APPLICANTS FOR FILLING OUT *ONLINE* APPLICATION FORM FOR GRANTING A SCHLARSHIP FOR CROATIAN LANGUAGE COURSE IN THE REPUBLIC OF CROATIA FOR 2022/23 ACADEMIC YEAR**

**Introduction**

Dear applicants,

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

We advise you to access this application using the web browser on your desktop and to allocate enough time and prepare in advance all required documents that you send electronically in 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 incomplete e-application form or the one which does not contain all required documents will not be considered.

**If you have already registered and activated your User Account to apply to some previous Public Calls electronically, it is necessary to go through registration procedure again as the application has been changed.**

**Registration and application**

You access the e-application form at the link available at the website of the Central State Office for Croats Abroad. Before you access and start filling out e-application form you must register and activate your user account. You will start registration by clicking on “Application“ button and then on “Register“ button. You should enter your username and password in order to register. You enter your *e-mail* address as 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 the message about 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 you can use your username and password to access e-application and star completing the e-application form.

**New application**

Application process starts with a click on the button „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 Award of Scholarships for Croatian Language Learning for the academic year 2022/2023 – **a member of the Croatian people**
* Public call for the Award of Scholarships for Croatian Language Learning for the academic year 2022/2023 – **a spouse**
* Public call for the Award of Scholarships for Croatian Language Learning for the academic year 2022/2023 – **a friend of the Croatian people**

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

Completing the application form consists of several steps:

1. Applicant data,

2. Additional data,

3. Attachments (uploading the attachments).

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 ( *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 a status “In progress“. So you can stop the process and continue filling out the form later when it is convenient to you.

**Uploading the attachments**

In the 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 “Add“ next to the attachment and then click on the “Save“ button.

Each uploaded attachment can be deleted by clicking on “Delete the file“or download by clicking the uploaded file.

**Submitting the application**

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

We remind you that the deadline for the submission of the applications is 19 June 2022.

**Review of applications**

In order to review all submitted applications and the data entered, the applicant can access them with the click on “My requests“ in the application toolbar at the top of the page and on “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 click “Create a new request“ button and then enter the data in the manner already described.

If you forget your username and/or password you should click “You have forgotten your 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 the e-mail to : tecaj-hrvatskog-jezika@hrvatiizvanrh.hr or phone: +385 (0)1/6444-683 working hours 10 a.m. to 3 p.m.