**INSTRUCTIONS FOR APPLICANTS**

**FOR COMPLETING THE ELECTRONIC FORM**

**FOR SUBMITTING APPLICATIONS FOR SCHOLARSHIPS TO STUDY THE CROATIAN LANGUAGE IN THE REPUBLIC OF CROATIA FOR THE ACADEMIC YEAR 2024/25.**

**Introduction**

Dear applicants, please **carefully read** these instructions before completing the electronic application form for the submission of applications for scholarships to study the Croatian language in the Republic of Croatia, **so that you can correctly fill out the electronic application form.**

We recommend accessing this application through a desktop computer and ensuring you have enough time to complete the application, as well as preparing the necessary documentation in advance, which you will send as electronic attachments.

Please note that the documentation you send as attachments must be legible and valid, and the size of each individual attachment is limited to 30 MB.

Ensure that the electronic application form is completely filled out and that all mandatory documentation is attached, otherwise, it will not be considered.

**If you have already registered and activated your user account previously, it is not necessary 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 can access and complete the electronic application form through the link published on the Ministry of Demography and Immigration and the Central State Office for Croats Abroad websites. Before accessing and completing the electronic application form, you must register and activate a User Account. You will initiate the registration by clicking on the "Prijava" (Sign in) button and then on the "Registriraj se" (Register) button. To register in the system, you must enter a username and password. You should enter your email address as the username and an appropriate number of characters as the password (at least 7 characters in total, including 1 capital letter, 1 general character, and 2 numbers).

After registering and creating your user account, you will receive an email (it is recommended to use a Gmail address) with an activation message for your user account. Click on the link in the received message to complete the registration. Only then can you access the electronic application and begin filling out the electronic application form with your username and password.

**Note:**

**It is extremely important that the email you use is one you check regularly, as all important information will be sent exclusively to the email you used when applying.**

**New Application**

The application itself begins by selecting the "Moji zahtjevi" (My requests) button in the application toolbar at the top of the page and selecting the Call:

* PRIJAVNI OBRAZAC za podnošenje prijava za dodjelu stipendije za učenje hrvatskog jezika u Republici Hrvatskoj za akademsku godinu 2024./25. (APPLICATION FORM for submitting applications for the award of a scholarship for learning the Croatian language in the Republic of Croatia for the academic year 2024/25.)

After previously registering and selecting the Call, you access the application by selecting the **Kreiraj zahtjev** (Create request) button.

The application consists of three sections:

**1.- Basic Information**

**2.- Additional Questions**

**3.- Attachments** (uploading attachments).

Following the mentioned steps and question groups, complete the application form, in which it is necessary to fill in all the blank fields with information about your application.

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| --- |
| **Important:**  **Mandatory fields are marked with an asterisk (\*), and "if applicable" means that the entry is mandatory if you have a data or document.** |

The ***Motivation Letter*** field must contain **at least 250 words**.

**In three paragraphs**, describe yourself, your connection with the Republic of Croatia, and why you want the scholarship.

Also, provide other information that you consider important for the application, such as if you have already studied Croatian (when, where, and for how long).

When answering the question:**“** **Imate li potrebu za studentskim smještajem u razdoblju trajanja Tečaja?” ("Do you need student accommodation during the duration of the Course?"), you have the option to answer yes or no, but note that places in student accommodation are limited, and preference is given to candidates with a higher number of points and not older than 33 y.o. until the places are filled.**

When choosing the location to attend the Croatian language course, it is important to note that certain cities do not have all language levels (B1/B2, C1), so you should carefully choose the location.

**REMARK:**

**Certain language levels are available in certain cities depending on the number of registered participants.**

|  |  |  |
| --- | --- | --- |
| **City** | **from** | **to** |
| Zagreb | A1 | B2 |
| Split | A1 | C1 |
| Rijeka | A1 | B2 |
| Osijek | A1 | C1 |
| Zadar | A1 | B2 |
| Pula | A1 | B1 |

**NOTE: After completing each field, it is necessary to save the data you have entered (button "Spremi" (Save)).**

If all required fields are not completed, when submitting the application, a red note will appear about the step and the field that has not been completed. You will then need to return to that field/step, complete the required data or document, save it, and then submit the application.

The electronic application form can be completed multiple times, you just need to save the data after entering it, and during that time your application is saved and is in the status "u izradi" (in progress). You can then close the screen and later, when you have time, continue completing the application multiple times.

**Adding Attachments**

In the "Prilozi" (Attachments) section, it is necessary to upload mandatory and optional documents (if applicable), as stated in the public call. **All attachments must be named according to the type of document** (passport, birth certificate, etc.) **\_ first name and last name**: for example, *Passport \_ First Name and Last Name*. Each attachment is uploaded by clicking "Dodaj" (Add) next to the corresponding document, selecting the file, and clicking the "Spremi" (Save) button.

Each of the uploaded attachments can be deleted by clicking the "Obriši datoteku" (Delete file) button or downloaded by clicking on the uploaded file.

.Attach the main page of the passport as well as the second page if there is important information on the same page that is not on the main page

**Submitting and Sending the Application**

If all steps have been completed, to finally submit the electronic application form, it is necessary to click the "Pošalji" (Submit) button, after which it will no longer be possible to edit the electronic application form. **Therefore, we recommend that before clicking the "Pošalji" (Submit) button, you review all the data in the electronic application form again, as after that you will not be able to change or edit the data.**

Please note that the **deadline for submitting electronic applications is July 11th, 2024.**

**Reviewing Applications**

To review your submitted applications and all entered data, the applicant can access by clicking 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 have the option to start a new application by selecting the appropriate public call and clicking the "Kreiraj novi zahtjev" (Create new request) button and then entering the data in the manner already described.

If you have forgotten your username and/or password, you need to click on "Zaboravili ste lozinku?" (Forgot your password?) and follow the instructions. If you still cannot access your user account, you will need to register a new user account from scratch, for which you need a completely new email address that you have not used in the previous registration and activation of the user account.

If necessary, you can obtain additional information related to the application in the public call at the email address: [stipendije@mdu.hr](mailto:stipendije@mdu.hr).

**NOTE: Courtesy translation only**