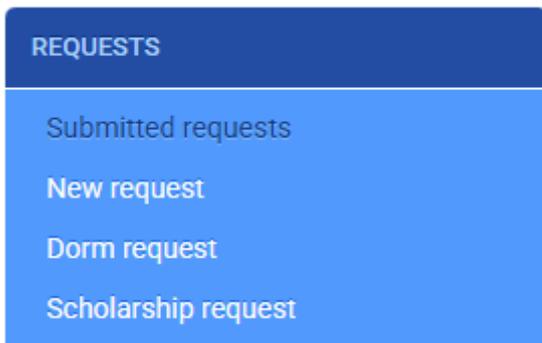


YEAR-ROUND SCHOLARSHIP UNDER ART. 3, PARA. 2 UNDER PMC 90 APPLICATION STEPS

1. In webstudent in section „requests“ the student select “Scholarship requests“.



2. From section „Campaign“ select „2025-2026 year-round“ choose category, responding on your status

3. In case the student applies for scholarship for a first time, he/ she should fill in, the field "IBAN of personal bank account" his personal bank account.

In the field "Bank Statement File", the student attaches a scanned/photographed image of a document issued by the bank where the account is provided, containing the student's name and the account number.

Bank information

If the student has been applied in a previous scholarship campaign, the field "IBAN of personal bank account" is automatically filled in.

Bank information

4. The student marks both declarations with a ✓ (tick) and presses the "continue" button..

By submitting these documents, I declare that I am responsible for any false information, and will be void from scholarship until the end of my education and will be obligated to return any funds from scholarships, recieved with false documents.

I declare that I am aware of the requirement to submit my scholarship documents on paper in the University, College, or the branch where I am being tutored.

Continue

Important: The "continue" button is not active if there is missing or incorrect information.

If the student pass to **STEP 2**, he/ she will not be able return to **STEP 1**

5. On **STEP 2** it appears a screen, where the student **MUST OBLIGATORY** to attach and describe all documents on the basis of which he/she is applying.

REQUESTS

- Submitted requests
- New request
- Dorm request
- Scholarship request

Step 2/2

Edit scholarship request

ADDITIONAL DOCUMENTS

Document type *
Additional documents *
IBAN е потвърден в предходна Кампания

Document type *
Additional documents *
New IBAN: BG99XXXXX000000000000000000

File *
Choose File | iban_da.jpg

+ Add document

Send

Step 2/2

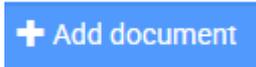
Examples of documents description:

Certificate of marital status № AY01555/ 22.08.2024, issued by

Birth Certificate № 123456/ 29.01.2021 e., issues by

IMPORTANT:

Applications from students who have not correctly described the documents they have attached will not be processed.

If the student wants to change his personal bank account, select . From the menu "document type" he/she selects "**Bank account statement**".

Вид документ *
Удостоверение за банкова сметка

Допълнителни документи *
нова банкова сметка BG00STSA9000000000000000

Файл *
Choose File | Proba.jpg

In the field "Additional documents" the student should write the number of the new bank account, **for example:** "new IBAN: BG00STSA900000000000" and attaches a scanned/photographed image of a document issued by the bank where the account is provided, containing the student's name and the account number they hold. .

Файл *
Choose File | Proba.jpg

Upon successful saving, a message appears stating "the document was saved successfully."



After attaching and saving all document the student clicks the button



6. The student is able to monitor the status of the submitted application as follows:

- on status **"pending a process"** – the student is can edit the application by adding documents if necessary
- on status **"incomplete/ incorrect documents"** - the student should follow the instructions displayed in the "description" field.

The application can be edited only on status **"pending a process"** or **"incomplete/ incorrect documents"**

Дата на заявление	Статус	Описание	
19.09.2023	Некласиран		
14.02.2024	Некласиран		
25.09.2024	Непълни/неточни документи или данни	Моля, прикачете удостоверение за раждане на дете.	

- on status **"expects presenting original documents"** it is necessary to fulfill the following steps:

По успех; По доход и успех	25.09.2024	Очаква представяне на оригинални документи	 Изберете и изпратете всички файлове/ страници наведнъж
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- download the application, clicking the button
- check the all data in the application, including the personal bank account;
- print the application;
- sign with the date and signature;
- scan the document/ image of the application;
- click the button
- select the file of the scanned application;
- click the button .

After approval, the application status changes to **"eligible for ranking"**.