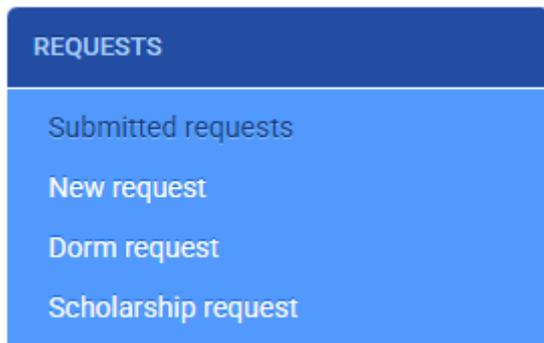


ACADEMIC ACHIEVEMENT SCHOLARSHIP APPLICATION STEPS

1. In WebStudent in section „Requests“ the student selects „Scholarship requests“.



2. From section „Campaign“ select „2025-2026 winter/ summer semester“ and „academic achievement scholarship“.

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

Bank information

IBAN *

Bank Statement File *

The IBAN has been confirmed in a previous Campaign

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

IBAN *

Required field!

Bank Statement File *

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 inactive 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 can edit the application..

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

+ Add document

Send

If the student does not want to edit the application, he/she presses the button

Send

Editing the scholarship application is required in the following cases:

- if a wrong file of bank account statement document is attached;
- if the student wants to change his personal bank account.

+ Add document

In these cases the student select . From the menu "document type" he/she selects "**Bank account statement**".

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: BG99XXXX0000000000000000

File *

Choose File iban_da.jpg

+ Add document

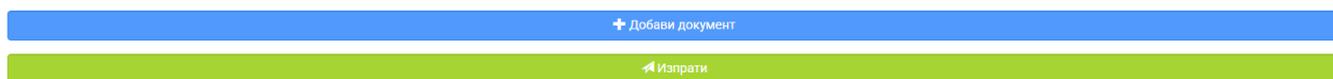
Send

Step 2/2

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. .



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



Стъпка 2/2

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 Записването на документа е успешно 



After saving the 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**”

Заявления за стипендии

Вид стипендия	Дата на заявление	Статус	Описание	
По успех	24.09.2024	Непълни/неточни документи или данни	Моля, прикачете документ, издаден от банка, съдържащ имената Ви и номера на сметката Ви.	 Редакция  Отказ

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

Уверение		25.09.2024 21:44	Изпратено			
Уверение за студентски кредит		25.09.2024 9:59	Изпратено			

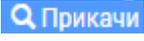
Заявления за общежитие

Кампания	Вид заявление	Дата на заявление	Статус на заявление	Дата на промяна на статус	Печат
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Заявления за стипендии

Вид стипендия	Дата на заявление	Статус	Описание	
По успех	23.09.2025	Очаква представяне на оригинални документи		 Заявление Изберете и изпратете всички файлове/страници наведнъж  Прикачи  Запиши
По успех	24.02.2025	Некласиран		 Заявление

- download the application, clicking the button  **Заявление**;
- 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**".