

## Instructions on how to apply in the University of Gothenburg's scholarship application system

1. Enter via the link on the website. It is not possible to log in via a saved link in your browser.
2. Once you have entered the scholarship application system, you can not use the forward or back buttons in your browser. Use the buttons in the scholarship application system. Filled data is automatically saved when you navigate through the system.
3. Create a new account if you do not previously have made a scholarship application.
4. Click New User and fill in the information. It is important that this information is correct, especially your name. This can affect the payment of your scholarship funds.

The screenshot shows a web form titled "New user" with a "New user" button in the top left. The form contains the following fields and instructions:

- Instruction: "Enter all information below and click 'Continue'".
- Fields: "First name \*", "Surname \*", "E-mail address \*", and "Personal ID (yymmdd-nnnn) \*".
- Link: "[Personal Data/Cookies](#)".
- Instruction: "All fields must be completed before you can continue." followed by "Continue" and "Cancel" buttons.
- Footnote: "Personal ID: If you do not have a Swedish 'personnummer', please fill out the temporary ID you have gotten from the University of Gothenburg. It starts with your birthday (YYMMDD) and then P or T followed by three numbers. Please do not forget the hyphen." and "E-mail: For best functionality, use your e-mail address within GU's domain, ie e-mail that ends with student.gu.se or gu.se".
- Legal notice: "By using this application system, I accept that the information submitted is treated in accordance with the General Data Protection Regulation, GDPR ((EU) 2016/679) and the Electronic Communications Act (2003:389)." followed by a dashed line.
- Footer: "Ansökan3D" in the bottom right corner.

5. An automatic email with a password is sent to the specified e-mail address. Please check the Spam folder in your email, if you haven't received it.
6. Log in with your email address and the password sent to you.
7. On your Home in the scholarship application system, you can edit personal information, see previous scholarship applications and create a new application.
8. Click Create new application
9. Select the scholarship in the list which you want to apply for ex. Adlerbertska scholarships 2022.
10. Continue to your Home, where you will find your application.
11. Click the application number ex. AD2022-0101.
12. Click Edit

13. Fill out the information in the application. The data will automatically be saved when you change views.

14. In the upper right corner there are instructions on each form. Press the question mark and there is further information.

The screenshot shows a web application interface for a scholarship application. At the top, there is a dark blue navigation bar with several buttons: 'Category', 'Travel 1', 'Travel 2', 'Payment', 'Res. address', and 'Back'. The 'Res. address' button is currently selected and highlighted in a darker blue. Below the navigation bar, the main content area is titled 'Residential address' in blue. It contains four input fields: 'Street address:', 'c/o:', 'Postal code:', and 'City & Country:'. A red arrow points from the right side of the form towards a 'Guidelines' link in the top right corner, which is accompanied by a question mark icon. At the bottom right of the form, the text 'Ansökan3D' is visible.

15. When you have filled in all the information, press the Back button and you will come to your Home in the scholarship application system.

16. Click the application number ex. AD2022-0101

17. Click Submit.

Mandatory fields are checked automatically. If the application is not filled in correctly, it is not possible to send it in and instead of a confirmation you will receive an error message "The application can not be submitted as it is not complete - see above" It states which mandatory fields in the application are missing.

- a. To correct the application, click Back
  - b. Click the application number
  - c. Click Edit
  - d. Fill in the information and press Back.
- You can now submit your application in the system.

18. It is possible to Cancel a submitted application and change it until the last application day. The application then changes status from "Submitted" to "Not Submitted". An application that is not submitted to the scholarship application system will not be included in the selection of scholarships. Please don't forget to submit your application when you have made the changes.

19. It is possible to delete an application that has not been submitted until the last application date.

20. To check your bank details, log in and press your application number. Then tap View my choice of payment (Unfortunately, the name of the bank is not listed here, but we see it when we send the information to the bank).

21. You log out of the system by pressing the "Logout" button at the top of the Website in the scholarship application system.

22. Feel free to read the FAQ on the website if you have any questions: [Scholarships and grants – Student Portal \(gu.se\)](#)

23. Feel free to contact us at [adlerbertska@gu.se](mailto:adlerbertska@gu.se) if you have more questions