

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

1. Enter the system using the link on [the website](#). It is not possible to log in using a saved link in your browser.
2. Once you have entered the scholarship application system, you cannot use the forward or back buttons in your browser. Use the buttons in the scholarship application system. Your data is saved automatically when you navigate through the system.
3. Create a new account if you have not previously submitted a scholarship application. This login is not the same as the Student Portal. You must create a new account.
4. Click New User and fill in the information. It is important that this information is correct, especially your name, as this can affect the payment of your scholarship funds.

The screenshot shows a web form titled "New user" with a blue header bar. Below the header, there is a "New user" button. The form contains the following fields and instructions:

- First name *** (text input)
- Surname *** (text input)
- E-mail address *** (text input)
- Personal ID (yymmdd-nnnn) *** (text input)

Below the fields, there is a checkbox labeled "Personal Data/Cookies".

Instructions: "Enter all information below and click 'Continue'." and "All fields must be completed before you can continue." Below these are "Continue" and "Cancel" buttons.

Additional instructions: "Personal ID: If you do not have a Swedish 'personnummer', please fill out the temporary ID you have gotten from the University of Gotenburg. 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".

At the bottom, there is a legal disclaimer: "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.

The footer of the page contains the text "Ansökan3D".

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5. An automatic email with a password will be sent to the email address you provided. Please check your spam folder if you do not receive it.
6. Log in using your email address and the password sent to you.
7. On your Home page in the scholarship application system, you can edit your personal information, view previous scholarship applications, and create a new application.
8. Click Create new application.

9. Select the scholarship you want to apply for, for example, *Adlerbertska Hospitiestiftelsen 2026*.
10. Return to your Home page, where your application will now appear.
11. Click the application number, for example, *AH2026-0101*.
12. Click Edit
13. Fill in the required information in the application. Your data will be saved automatically when you change views.
14. In the upper right corner of each form, you will find instructions. Click the question mark for additional information.

The screenshot shows a web form titled "Student data". At the top, there are navigation tabs: "Student data" (active), "Payment", "Res. address", and "Back". Below the tabs, the form contains the following fields and questions:

- Address in native country:** A text input field.
- Citizenship:** A dropdown menu with "--" selected.
- Place of birth:** A text input field with a "Max 30 Characters" label.
- Do you intend to return to your native country after you have completed your education at the University of Gothenburg:** A dropdown menu with "Yes" selected.
- Do you study for more than 3 months at the University of Gothenburg:** A dropdown menu with "Yes" selected.
- Do you receive Swedish study loan from CSN:** A dropdown menu with "No" selected.
- Do you have a permanent residence permit in Sweden (PUT), not the same as a study resident permit:** A dropdown menu with "No" selected.
- I hereby confirm that the information given in this application is complete and correct:** A dropdown menu with "Yes" selected.

A red arrow points from the right side of the form towards a "Guidelines" link in the top right corner.

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15. When you have filled in all the information, click Back to return to your Home page in the scholarship application system.
16. Click the application number, for example, *AH2026-0101*.
17. Click Submit.
18. Mandatory fields are checked automatically. If the application is not correctly filled in, it cannot be submitted. Instead of a confirmation, you will receive an error message: "The application cannot be submitted as it is not complete – see above." The message indicates which mandatory fields are missing.

- To correct the application, click **Back**
Click the application number
Click **Edit**
Fill in the missing information and click **Back**
You may now submit your application.
19. You can cancel a submitted application and make changes until the final application date. The application status will change from “Submitted” to “Not Submitted”.
Applications that are not submitted in the system will not be included in the scholarship selection. Please remember to re-submit your application after making changes.
 20. You can delete an application that has not been submitted until the final application date.
 21. To check your bank details, log in and click your application number. Then select View my choice of payment. (Note that the name of the bank is not displayed here, but we can see it when we send the information to the bank.)
 22. Log out of the system by clicking the Logout button at the top of the website.
 23. Please read the [FAQ on the website](#) if you have any questions
 24. You are welcome to contact us at adlerbertska@gu.se if you have further questions.