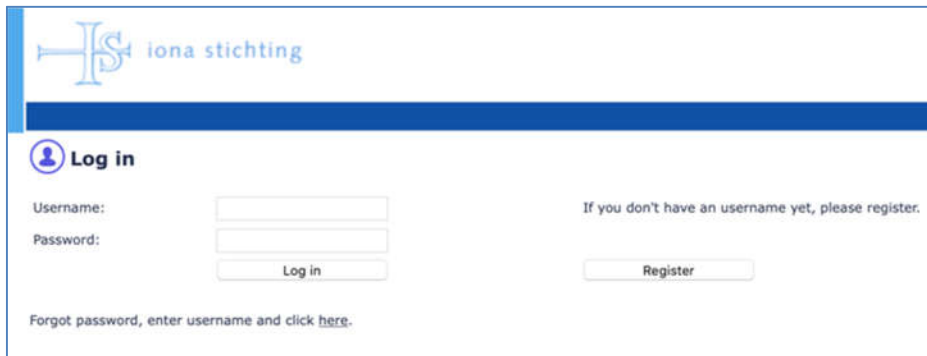


Manual online application system Iona Stichting for students

- Your e-mail address and password will give you access to your own online Iona page. Did you forget your password? Click on the *forgot password* link on the home screen.
- It is possible your e-mail address is already registered because you applied before. In that case, click on the link *forgot password*.
- There is a question mark in the upper right corner. By clicking there you will receive more information about the page.
- Your personal project description is essential. Keep the requested information on the website short and to the point.

1. Log in

(First click on the British flag at the right top of your screen)



The screenshot shows the login page of the Iona Stichting website. At the top left is the logo and the text 'iona stichting'. Below this is a blue header bar. The main content area is titled 'Log in' with a user icon. It contains two input fields: 'Username:' and 'Password:'. To the right of the 'Username:' field is the text 'If you don't have an username yet, please register.' Below the input fields are two buttons: 'Log in' and 'Register'. At the bottom left, there is a link: 'Forgot password, enter username and click [here](#).'

Your e-mail is your username. If you have forgotten your password or the system indicates your e-mail is already registered, enter your username and click on *forgot password*. The password will be sent to your e-mail address.
If your username is not yet registered, click on *register*.

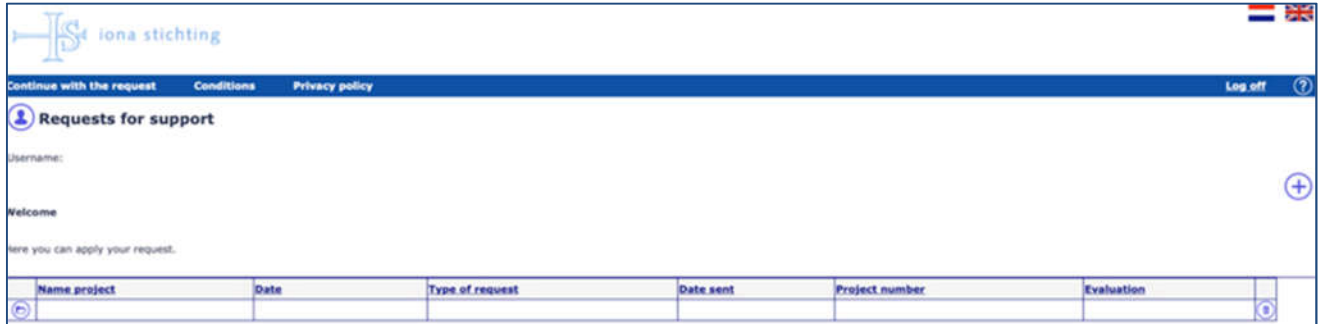
2. Register (skip this step if you can log in)



The screenshot shows the registration page of the Iona Stichting website. At the top left is the logo and the text 'iona stichting'. Below this is a blue header bar. The main content area is titled 'To create a username'. It contains an input field for 'E-mail applicant:'. Below this is a captcha image showing the letters 'H8J8' with a refresh button and a help button. Below the captcha is an input field for 'Captcha code:'. At the bottom, there is a button labeled 'Password request'.


Enter the details and click on *Password request*. You will receive an email with your password. You will immediately be redirected to your own home page.


3. Homepage



This is the home page. You will see an overview where you will find more information about your application later in the process.

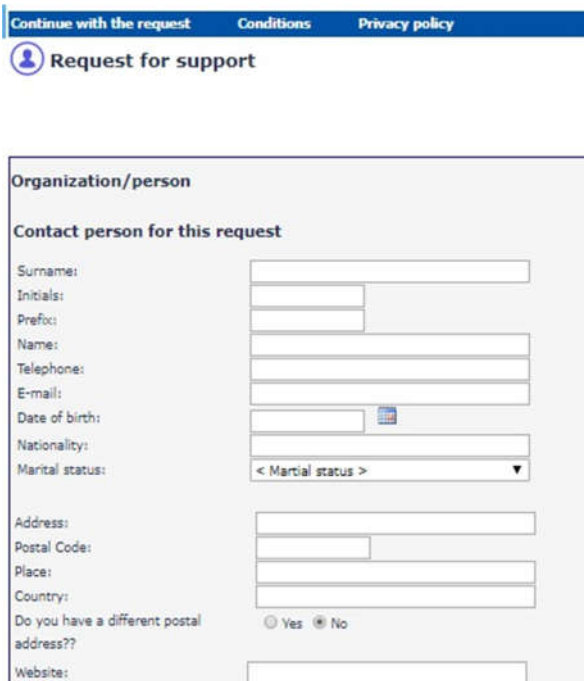
- *Name project* is the name that you give to your project when you submit your application
- *Type of request* indicates whether your application is about a project or a student grant
- *Project number* will be assigned by us
- *Evaluation*. after a possible grant from our board, a link to the evaluation form appears.


Note: you can always save your application, even if you haven't completed your request. After logging in again, click on the folder icon on the left side of your request. 

- You start a new request by clicking on the plus sign in the right corner above the table 

This manual is written for student grants.

4. Step 1: personal details



- Enter the contact details in the first step.
- You can always save while applying. Go to the disk icon in the top right corner 



5. Step 2: contact details continuation

Bank account

When your request is granted, the funds will be transferred to the institute.

Is the bank based in The Netherlands?? Yes No

IBAN:

In the name of:

Bank account: do not enter any data from a private account. We never transfer a possible grant to a private person.

6. Step 3: the request

Student grants

Educational institution:

Name education:

School year:

Study year:

Why would you like to follow this study and what are your plans for the future?

Short life description: Which training courses did you follow, with what results and how were these financed?
Do you still have debts to repay and, if so, how much?

How have you funded your current study so far?

How long will the study take and how have you thought of financing it?

Have you requested financial assistance from government agencies, family, friends, acquaintances and /or other foundations / funds?
If yes: what was the result?

Possible comments:

Budget

For what amount are you applying?:
 (€)

Kosten		Baten	
Item: <input type="text" value="< Item >"/>	Amount: <input type="text"/>	Item: <input type="text" value="< Item >"/>	Amount: <input type="text"/>
<input type="text" value="No costs"/>		<input type="text" value="No benefits"/>	
Totaal 0,00		Totaal 0,00	

Educational institution: Only choose 'other' after you've been in touch with us.



7. Step 4: other funds

Request for support

Other funds

Which other funds / institutions have you applied for?

Funds:

Requested amount:

Status:

Granted amount:

If you have not applied for other funds / institutions, leave the fields blank and click the right arrow, next to the steps.



8. Step 5: upload documents

Upload documents

Type of document:

Title:

Attachment	Obligatory	Uploaded
Motivation	☑	⊗
Reference from someone who knows you	☑	⊗
Confirmation of the school administration	☑	⊗
Copy of your passport	☑	⊗
Proof of registration of the institute	☑	⊗

Uploaded documents

No documents

You have to upload five documents:

- Motivation
- Reference from someone who knows you
- Confirmation of the school administration
- Copy of your passport
- Proof of registration of the institute

- *Type of document*: make a choice.
- *Title*: you can change the title.



9. Step 6: send

This is the last chance to make any changes in your application. If you're ready, agree to the three statements and click on *send*.

You will get an automatic confirmation by mail.

10. Process

We strive to give you a response within 6 weeks. The decision will be sent by e-mail.

For more information or questions, please contact our office via iona@iona.nl or via telephone number +3120 6233 353.

The Iona Stichting has been working with the online application system since December 2019. We would love to hear your experience so that we can make the system as user-friendly as possible.

No rights can be derived from this document.