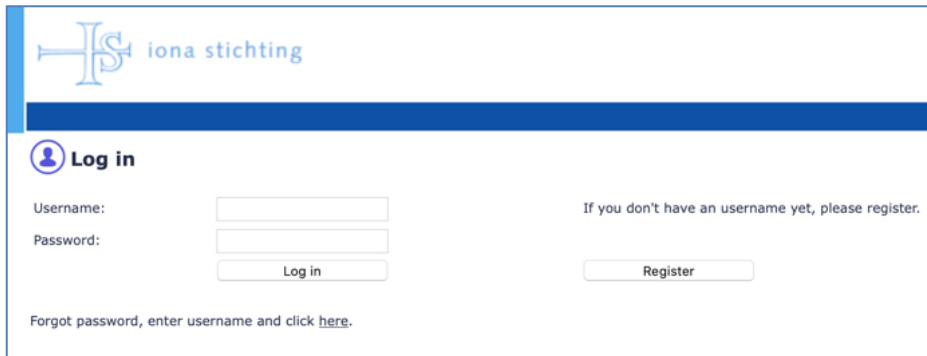


## Manual online application system Iona Stichting *student grants*

- 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 "Password:" field is a "Log in" button. To the right of the "Log in" button is a "Register" button. 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*.

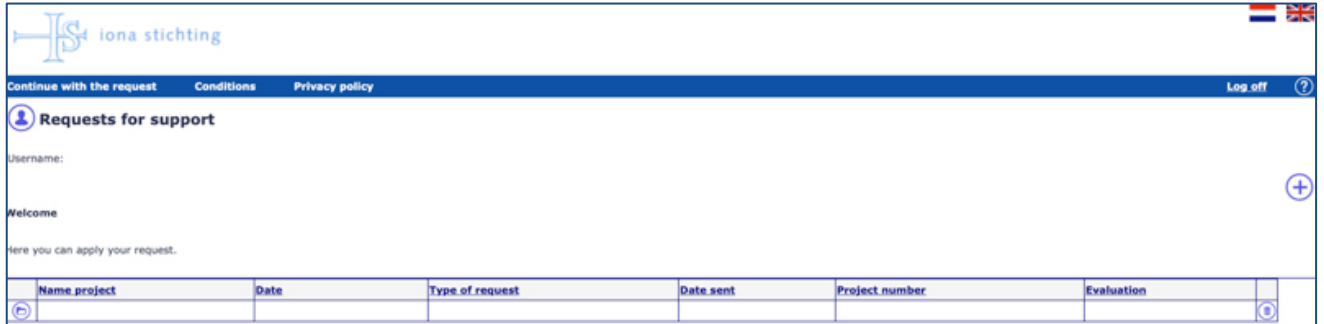
### 2. Register (skip this step if you can log in)



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 "E-mail applicant:" input field. Below this is a captcha image showing the letters "HHS JS" with a refresh button and a help button. Below the captcha is a "Captcha code:" input field. At the bottom is a "Password request" button.

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



The screenshot shows the Iona Stichting homepage. At the top left is the logo and name 'iona stichting'. To the right are flags for the Netherlands and the UK. Below the logo is a navigation bar with links: 'Continue with the request', 'Conditions', 'Privacy policy', and 'Log off'. The main heading is 'Requests for support' with a user icon. Below this is a 'Username:' field and a 'Welcome' message: 'Here you can apply your request.' To the right of the welcome message is a plus sign icon. Below the text is a table with the following columns: 'Name project', 'Date', 'Type of request', 'Date sent', 'Project number', and 'Evaluation'. The table is currently empty. There are navigation icons (back, forward, search) at the bottom left and right of the table.

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

**Organization/person**

**Contact person for this request**

Surname: \*

Initials:

Prefix:

Name:

Telephone: \*

E-mail: \*

Date of birth:  

Nationality:

Sex:  Man  Woman  Prefer not to disclose

Marital status:

Address:

Postal Code:

Place:

Country:

Do you have a different postal address??  Yes  No

Website:

- 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?

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?:  
 (€)

*Ook indien niet van toepassing graag bedrag 0 invullen:*


Costs (MANDATORY FIELDS)			Benefits (MANDATORY FIELDS)		
Description	Amount		Description	Amount	
School money *	€ <input type="text"/>	<input type="button" value="H"/>	Money of your own *	€ <input type="text"/>	<input type="button" value="H"/>
Room rent *	€ <input type="text"/>	<input type="button" value="H"/>	Child benefit / student grant *	€ <input type="text"/>	<input type="button" value="H"/>
Living costs *	€ <input type="text"/>	<input type="button" value="H"/>	Help from parents / other relations *	€ <input type="text"/>	<input type="button" value="H"/>
Insurance *	€ <input type="text"/>	<input type="button" value="H"/>	Help from other foundations *	€ <input type="text"/>	<input type="button" value="H"/>
Other expenses	€ <input type="text"/>	<input type="button" value="H"/>	Extra earnings during study *	€ <input type="text"/>	<input type="button" value="H"/>
			Extra earnings during holidays *	€ <input type="text"/>	<input type="button" value="H"/>
			Other income	€ <input type="text"/>	<input type="button" value="H"/>
<b>Total 0,00</b>			<b>Total 0,00</b>		

- School money not entered
- Room rent not entered
- Living costs not entered
- Insurance not entered
- Money of your own not entered
- Child benefit / student grant not entered
- Help from parents / other relations not entered
- Help from other foundations not entered
- Extra earnings during study not entered
- Extra earnings during holidays not entered

*Educational institution:* Only choose 'other' after you've been in touch with us.  
*Budget:* please fill in all the boxes. Even if not applicable, enter 0. Always save via the disk on the right sight of the amount.



## 7. Step 4: other funds

 Request for support

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**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:

<b>Attachment</b>	<b>Obligatory</b>	<b>Uploaded</b>
Motivation	<input checked="" type="checkbox"/>	<input type="button" value="X"/>
Copy of your passport	<input checked="" type="checkbox"/>	<input type="button" value="X"/>
Proof of registration of the institute	<input checked="" type="checkbox"/>	<input type="button" value="X"/>
Other	<input type="checkbox"/>	<input type="button" value="X"/>

Uploaded documents

You have to upload 3 documents:

- Motivation
- 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](mailto: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.*