Step-by-step Guide to applying for a GO Bursary, Santander, Global Wales Discover, Short-term programmes and Self-organised   APPROVED APPLICATION PROCESS

STUDENT STAGE 1	Click on: EXPRESS INTEREST for the relevant project – GO Bursary, Santander, Global Wales Discover, Short-term programmes or Self-organised Complete all relevant information and answer any questions	

	Click: SUBMIT	**Applicant declaration** I confirm that the information contained in this application form is correct and that reporting procedures put in place by Global Engagement will be fully adhered to. If my application is successful I commit to submitting all necessary documents and to providing a report on my activities at the end of my scholarship period. If successful, recipients will be invited for a one to one meeting with a GE representative. * ☑ You must agree to the declaration to submit your application Submit
	THANK YOU FOR YOUR SUBMISSION. THE GLOBAL OPPORTUNITIES TEAM WILL BE IN TOUCH SOON	
GLOBAL OPPS STAGE 1	Global Opportunities to review the application. Global Opportunities to either • Approve – You will be able to move to the next stage of the application • Return request – You will be requested to provide additional information • Reject – Your application has been rejected A reason for the decision will be provided.	

STUDENT STAGE 2	APPROVED BY GE Click: PRE-TRAVEL FORMS	GO Global Bursary 06/09/2021 16:21 Approved by GE (Reason: *GOOD APPLICATION*) View Pre Travel Forms
	Complete all forms. Once a form has been successfully completed a GREEN tick will appear	**Checklist** ✅ Personal Details ⬤ Payment Details ⬤ Medical ⬤ Address on Placement ⬤ Supporting Documents ⬤ Declaration
	Once all the ticks are green you can proceed to next stage by clicking: COMPLETE APPLICATION	**Checklist** ✅ Personal Details ✅ Payment Details ✅ Medical ✅ Address on Placement ✅ Supporting Documents ✅ Declaration Complete Application

THANK YOU FOR YOUR SUBMISSION. THE GLOBAL OPPORTUNITIES TEAM WILL BE IN TOUCH SOON

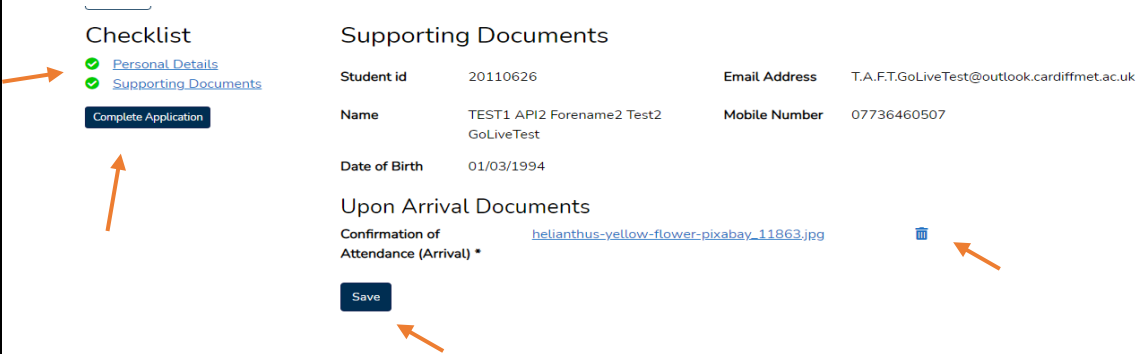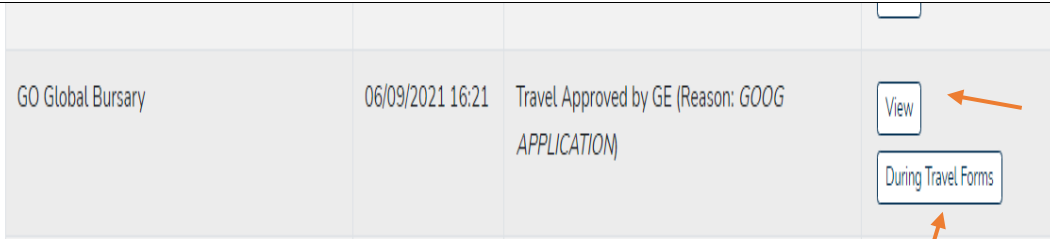|	
GLOBAL OPPS STAGE 2	Global Opportunities to review the supporting documents. Global Opportunities to either • Approve – You will be able to move to the next stage of the application • Return request – You will be requested to provide additional information • Reject – Your documents have been rejected A reason for the decision will be provided.
STUDENT STAGE 3	TRAVEL APPROVED BY GE You can now proceed with your travel arrangements – book accommodation, flights etc. You can view your previous information by clicking: VIEW Once you arrive at your placement you will need to upload your confirmation of arrival. You can do this by clicking: DURING TRAVEL FORMS Upload the: CONFIRMATION OF ATTENDANCE. Click: SAVE Checklist ticks then turn green Click: COMPLETE APPLICATION	

GLOBAL OPPS STAGE 4	Global Opportunities to review the supporting documents. Global Opportunities to either • Approve – You will be able to move to the next stage of the application • Return request – You will be requested to provide additional information • Reject – Your documents have been rejected A reason for the decision will be provided.
STUDENT STAGE 5	APPROVED BY GE You can view your previous information by clicking: VIEW Once you complete your placement you will need to upload your confirmation of attendance. You can do this by clicking: POST TRAVEL FORMS Upload the: CONFIRMATION OF ATTENDANCE. Click: SAVE Checklist ticks then turn green Click: COMPLETE APPLICATION	

GLOBAL OPPS STAGE 5	Global Opportunities to review the supporting documents.	
	Global Opportunities to either	
	• Approve – You will be able to move to the next stage of the application	
	• Return request – You will be requested to provide additional information	
	• Reject – Your documents have been rejected	
	A reason for the decision will be provided	
STUDENT STAGE 6	SIGNED OFF BY GE This is the end of the process. No further information or action needed You can review all information by clicking: VIEW	GO Global Bursary 06/09/2021 16:21 Signed off by GE (Reason: *GOOD APPLICATION*) [View]