

## **Guide to Downloading Submitted Application Forms and Supporting Documents**

### **1. Access the Portal**

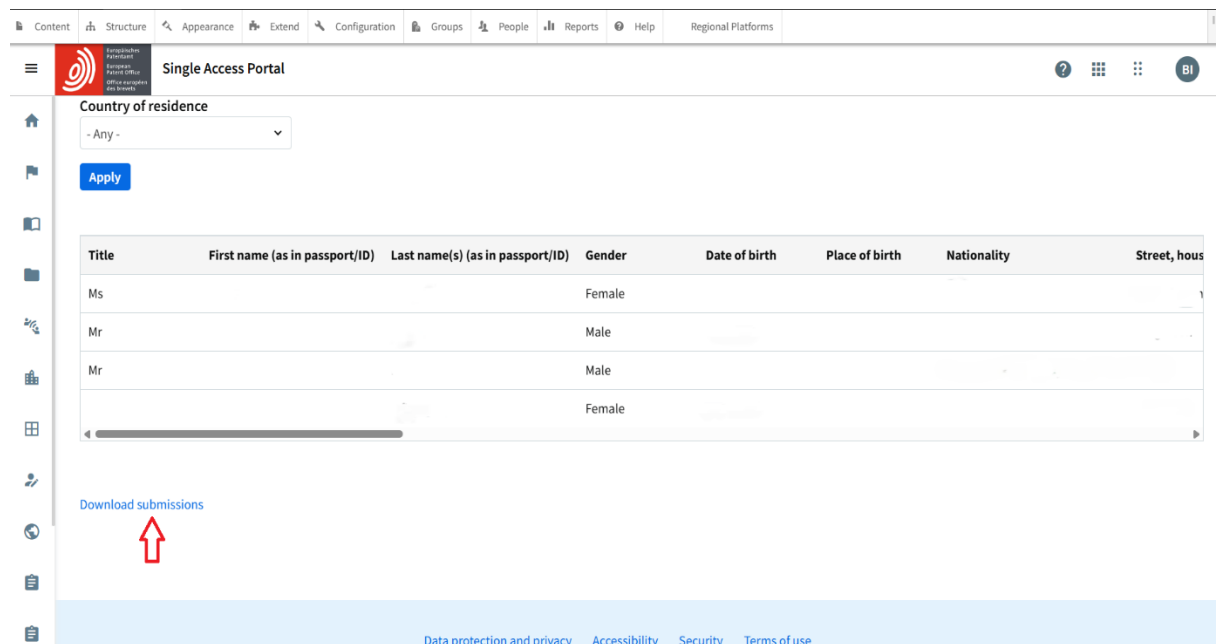
Go to the Single Access Portal of your National Patent Office using the following link [on the SAP tool](#).

### **2. Log In**

Log in using your credentials.

### **3. View Candidate Information**

After logging in, you will see a list of candidates along with their personal details from the application form.



The screenshot shows the 'Single Access Portal' interface. At the top, there is a navigation bar with tabs: Content, Structure, Appearance, Extend, Configuration, Groups, People, Reports, Help, and Regional Platforms. Below this, the main header includes the portal logo and the title 'Single Access Portal'. A sidebar on the left contains various icons for navigation. The main content area features a 'Country of residence' dropdown menu set to '- Any -' with an 'Apply' button. Below this is a table with the following columns: Title, First name (as in passport/ID), Last name(s) (as in passport/ID), Gender, Date of birth, Place of birth, Nationality, and Street, hous. The table contains four rows of data. Below the table, there is a 'Download submissions' link with a red arrow pointing to it. At the bottom of the page, there is a footer with links for 'Data protection and privacy', 'Accessibility', 'Security', and 'Terms of use'.

Title	First name (as in passport/ID)	Last name(s) (as in passport/ID)	Gender	Date of birth	Place of birth	Nationality	Street, hous
Ms			Female				
Mr			Male				
Mr			Male				
			Female				

### **4. Download Application Form**

- You can download the submitted candidate's application forms in pivot format as a **CSV** file.
- To open it in Excel, save the CSV file and open it with Excel.

**Note:** The page will display candidate data only if submissions have been made.

### **5. Download Supporting Documents**


By scrolling to the far right of the table listing the personal details, you will find the documents submitted by each candidate. These must include:

- Motivation Letter
- Support Letter from the employer
- Proof of permanent residency
- Proof of Enrolment for the EQE 2026

Click on the document name to download it in **PDF** format.

















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**Single Access Portal**
?
⌵
⌵
BI

- Any -

Apply

Enrolled for paper(s)	Motivation letter	Support letter	Proof of residence	Proof of enrolment
Paper F	 1750949967_FR_motivation_letter.pdf	 1750949967_FR_support_letter.pdf	 1750949967_FR_proof_of_residence.pdf	 1750949967_FR_proof_of_enrolment.pdf
Paper F	 1751005727_AT_motivation_letter.pdf	 1751005727_AT_support_letter.pdf	 1751005727_AT_proof_of_residence.pdf	 1751005727_AT_proof_of_enrolment.pdf
Paper F	 1751024964_MK_motivation_letter.pdf	 1751024964_MK_support_letter.pdf	 1751024964_MK_proof_of_residence.pdf	 1751024964_MK_proof_of_enrolment.pdf
Paper M1 and paper M2	 1751027263_EP_motivation_letter.pdf	 1751027263_EP_support_letter.pdf	 1751027263_EP_proof_of_residence.pdf	 1751027263_EP_proof_of_enrolment.pdf

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