Guide to Downloading Submitted Application Forms and Supporting Documents
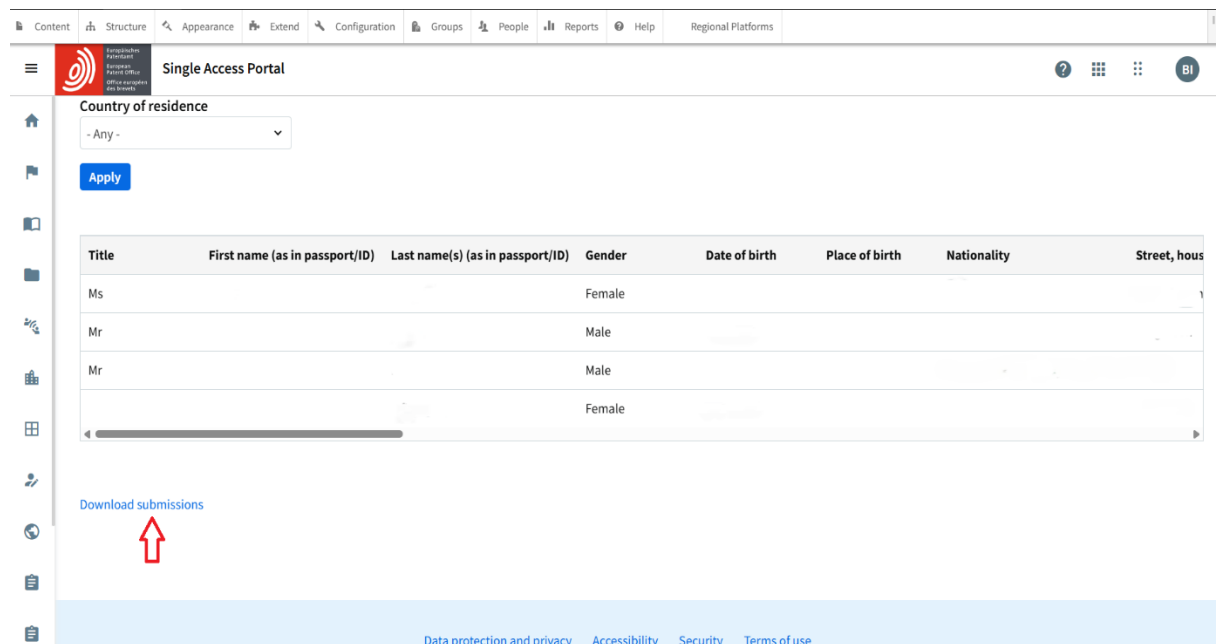
1. **Access the Portal**
   Go to the Single Access Portal of your National Patent Office using the following link on the SAP tool.

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.

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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)	Enrolled for paper(s)	Motivation letter	Support letter	Proof of residence	Proof of enrolment
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	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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