



How to Open, Complete, Save, Print, and Send the Application Form

Please follow these steps carefully:

Prepare Before Opening the Form

- Make sure you have an **active email account** (for example Gmail, Outlook, Yahoo, etc.).
- Open your **email first** and log in with your email address and password.
 - Keep your email open in one browser tab or window.
 - This will help you later when saving and sending the form.

Open and Complete the Application Form

- Open the Application form in the same browser tab or window in which you are logged into your email address and fill in **all required fields**.
- You must complete the form **in one session** without closing the page.
- If you close the browser before finishing, your answers will be lost.

After You Complete the Form

- When you finish filling in all questions, click “Submit.”
- After submission, a confirmation page will appear showing your answers.

Save the Form as a PDF File

- On this confirmation page, press Ctrl + P on your keyboard (or right-click and choose Print).
- A print window will open.
- In the Destination / Printer field, choose “Save as PDF” instead of a physical printer.
- Click Save.
- Choose a location on your computer (Desktop or Documents) and click Save again.

Print a Paper Copy and Sign

- Locate the saved PDF file and print it.
- Sign and stamp the printed version.
- Scan the signed document.
- Attach it to your email together with the other requested documents.

Important:

- You must click Submit first; otherwise you cannot print or save your answers.
- The form itself cannot be downloaded, only the submitted response can be printed or saved as PDF.
- Do not close the form before saving or downloading it.
- Remember where you saved the file.
- If you are using a public or shared computer, log out of your email after sending.