

Guide to Downloading Submitted Application Forms and Supporting Documents

1. Access the Portal

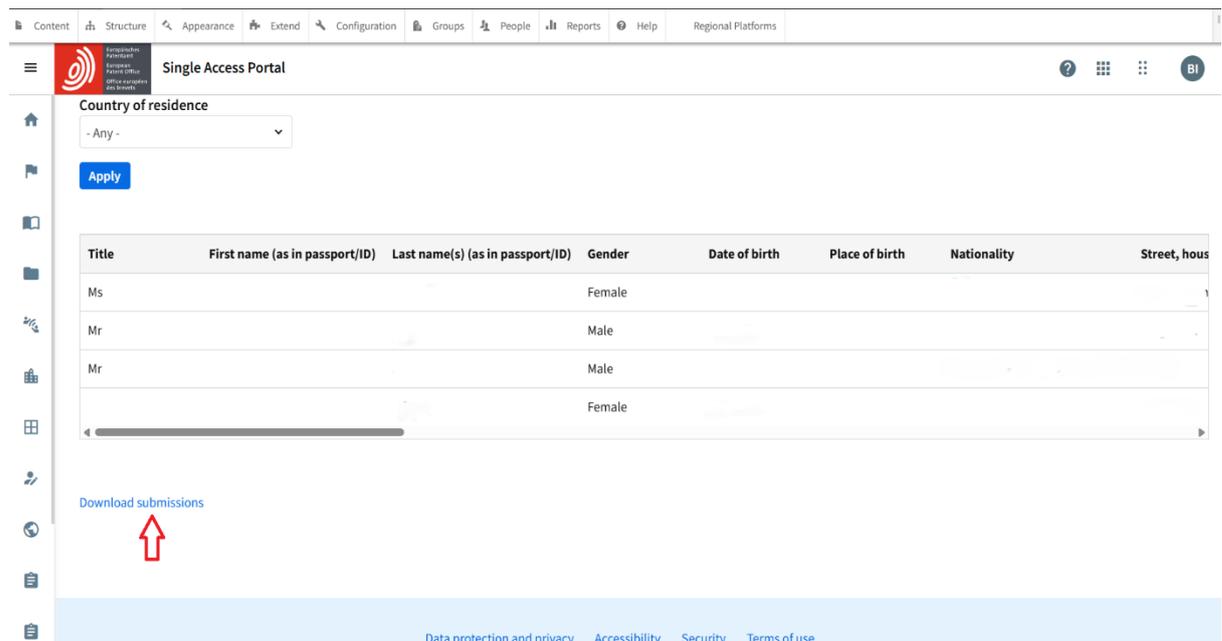
Go to the Single Access Portal of your National Patent Office using the following link [on the SAP tool](#).

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 various menu items. Below the navigation bar, there is a search bar and a dropdown menu for 'Country of residence' set to '- Any -'. An 'Apply' button is visible below the dropdown. The main content area features 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 are 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.



Single Access Portal

- 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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