EUROPEAN GLOBAL GATEWAY SCHOLARSHIP ON WATER PROFESSIONS

INSTRUCTIONS FOR ONLINE APPLICATION

1. INTRODUCTION

These guidelines are designed to provide a clear, step-by-step roadmap for Cambodian candidates applying to the **European Global Gateway Scholarship on Water Professions**. They outline the entire application process—from preparing documents to submitting your application—and include:

- Detailed instructions for each stage of the online application.
- Common mistakes to avoid, such as missing documents, incorrect formatting, or incomplete profiles.
- What to expect after submission, including shortlisting, interviews, and final selection.

By carefully following these guidelines, you as applicants can minimise errors, increase your chances of success, and ensure a smooth and well-organised application experience.

2. BEFORE YOU BEGIN: THE PREPARATION CHECKLIST

2.1. Eligibility Check

Before starting your application, it is essential to carefully review the eligibility criteria. This will help you avoid spending time and effort on an application that cannot be considered. Only candidates who meet all eligibility requirements will be evaluated for the scholarship.

To be eligible for the European Global Gateway Scholarship on Water Professions, you must:

- Be a Cambodian citizen.
- Age must be under 25 for Bachelor's degree, under 30 for Master's degree, and under 40 for PhD degree (by the date of application).
- Hold the appropriate academic qualifications for the level of study you are applying for:
  - **Bachelor's Degree**: Completion of high school or equivalent.
  - **Master's Degree**: A recognised Bachelor's degree in a relevant field.
  - **PhD Programme**: A recognised Master's degree in a relevant field.
- Demonstrate language proficiency in English or the language of instruction required by the host institution (e.g., IELTS, TOEFL, or equivalent).
- Receive admission, or pre-admission or conditional offer[1] from a university or academic institution in an eligible EU member state, in a programme related to water professions.

---

[1] You may apply for admission to multiple institutions, but you must submit at least one proof of admission or pre-admission with your scholarship application. The admission letter must clearly state the programme, duration, and start date. If the institution issues a conditional offer, ensure that the conditions are clearly stated and achievable before the scholarship begins.

- Have strong study commitment and willingness to return to work in Cambodia's water sector
- Not currently hold another EU-funded scholarship for the same level of study.
- Not being subjected to financial sanction by the European Union and/or France/EUMS.
- Meet any additional requirements specified by the host institution or study programme.

Note: If you do not meet these criteria, your application will not be considered, regardless of other qualifications or achievements.

2.2. Document Preparation Check

Before or at the beginning of your online application process, it is strongly recommended that you gather all necessary materials in advance. Having your documents ready before you begin will allow you to:

- Complete the application form without interruption.
- Upload files correctly and within the required format and size.
- Avoid missing deadlines due to last-minute document collection.

Prepare the following documents in advance (If they are NOT written in English, please translate into English with translation agency. If applicable, the attached document should be certified).

- Valid Cambodian national ID. A copy of birth certificate and valid Cambodian passport may also be needed.
- Academic transcripts and graduation certificates
- Language proficiency certificate (e.g., IELTS, TOEFL, or equivalent).
- Motivation letter explaining your interest in water professions and study in the EU.
- Curriculum Vitae (CV) – preferably in Europass format.
- Recommendation letter(s) from academic or professional referees (at least one for Bachelor's degree, two for Master's degree and three for PhD degree). In case of completing recommendation online, the information of recommender(s) such as name, title, position, working institution and area of expertise, relationship with applicant, duration of the relationship and email address (and phone number if applicable) must be provided.
- Proof of admission, pre-admission or conditional admission offer from a university or academic institution in an EU member state.
- Study plan (required for Master's applicants) or research proposal (required PhD applicants).
- Any additional documents required by the specific programme or host institution.

Tip: Check the specific requirements of your chosen university and programme to ensure all documents meet their standards.

2.3. Format of Digital Documents Check

As you will be required to upload several key documents, to ensure a smooth and error-free submission, you should scan and save digital copies of all required materials in advance, using the correct formats and file sizes.

Important tips:

- Use PDF format or other authorised formats for official documents (e.g., transcripts, certificates, letters, copy of national ID, passport).
- Use JPG or PNG format for images (e.g., photographs, signatures).
- Check the maximum file size allowed for each upload section in the application portal.
- Ensure all scanned documents are clear, legible, and properly labelled**.**

2.4. Personal Information: Prepare Your Details in Advance

Before you begin filling out the online application form, it is important to have your personal and academic information readily available. This will help ensure that the data you enter is accurate, consistent, and complete.

Key details to prepare include:

- Full legal name (as shown on your passport or ID)
- Date of birth
- Nationality (must be Cambodian)
- Contact information (email address, phone number, permanent address)
- Academic history, including:
    - Names of institutions attended
    - Dates of enrolment and graduation
    - Degrees obtained
    - Fields of study
- Language proficiency details, including test scores and dates
- Programme preferences, such as:
    - Level of study (Bachelor's, Master's, or PhD)
    - Intended field or specialization within water professions
    - Preferred university or institution in an EU member state

Tip: Keep a digital copy of this information in a document or spreadsheet so you can easily copy and paste it into the application form.

2.5. Professional Email: Use a Suitable Email Address for Your Application

Your email address is a key point of contact throughout the scholarship application process. It will be used for important communications such as confirmation notices, interview invitations, and final decisions. Therefore, it is essential to use a professional and reliable email address.

If you do not already have one, create a new email address specifically for academic and professional use. Avoid using informal, playful, or ambiguous email handles that may appear unprofessional.

Recommended format examples:

- firstname.lastname@example.com
- firstname.lastname2025@example.com

Avoid email addresses like:

- cooldude123@example.com
- princess_rockstar@example.com

Tips:

- Use a reputable email provider (e.g., Gmail, Outlook).
- Ensure your inbox is regularly monitored and not full.
- Enable notifications so you don't miss important updates.
- Use the same email address consistently across all application materials.

2.6. Institution-Specific Information: Understand the Requirements of Your Chosen University

Each university or academic institution in the EU may have its own admissions criteria, programme structure, and document requirements. Before applying, it is essential to carefully review the specific requirements of the institutions and programmes you are targeting.

Why this matters:

- Requirements can vary significantly between universities and even between programmes within the same institution.
- Some programmes may require additional documents, such as portfolios, research proposals, or specific academic prerequisites.
- Language requirements, application deadlines, and interview procedures may differ.

What to review:

- Admission criteria for your chosen level of study (Bachelor's, Master's, or PhD).
- Programme-specific prerequisites such as relevant academic background or work experience.
- Language of instruction and required proficiency scores.
- Application deadlines and timelines for admission or pre-admission.
- Required documents for university admission, which may differ from those required for the scholarship.
- Format and submission method for university applications (some may use their own portals).

Tip: Visit the official website of each institution and programme you are interested in. Look for sections titled "Admissions," "How to Apply," or "International Students." If needed, contact the admissions office directly for clarification.

2.7. Technical Requirements: Ensure a Smooth Online Application Experience

To successfully complete the online application, it is important to meet basic technical requirements. A poor internet connection or outdated device can lead to errors, incomplete submissions, or data loss. Here's what you need to prepare:

✅ **Stable Internet Connection**

A reliable and uninterrupted internet connection is essential, especially when uploading documents or submitting your application. Avoid using public or unstable Wi-Fi networks during critical steps.

✅ **Reliable Computer or Laptop**

Use a desktop or laptop computer with updated software and a modern operating system. Some online forms may not display or function correctly on older devices or mobile phones.

✅ **Compatible Browser**

Use a supported and up-to-date web browser such as:

- o Google Chrome
- o Mozilla Firefox
- o Microsoft Edge
- o Safari

Avoid using outdated versions or unsupported browsers, as they may cause formatting issues or prevent form submission.

✅ **Document Viewing and Editing Tools**

Ensure you have software to view and edit PDF files (e.g., Adobe Acrobat Reader) and image files (e.g., JPG, PNG). You may also need a word processor (e.g., Microsoft Word or Google Docs) to prepare your motivation letter and CV.

Tip: Before starting your application, test your setup by logging into the portal and navigating through the form. This will help you identify any technical issues early and avoid last-minute problems.

3. START YOUR ONLINE APPLICATION: THE STEP-BY-STEP SUBMISSION PROCESS

3.1. Sign In or Register for an Account

To begin your application for the European Global Gateway Scholarship on Water Professions, you must first create an account on the official scholarship portal. This account will serve as your personal dashboard for completing the application, uploading documents, and tracking your progress.

Steps to create your account:

1. **Visit the Official Scholarship Portal**

Go to the designated website for the European Global Gateway Scholarship on Water Professions. Make sure you are on the official and secure platform.

2. **Click "Register" or "Sign Up"**

Locate the registration button on the homepage or application section. Click to begin the account creation process. If you have already had an account, click **Sign In**. In this case, you must use your Email or username and your password to login.

3. **Enter Your Personal Details**

Fill in the required fields, including:

- o Select the level of your applied programme: Bachelor's Degree Programme, Master's Degree Programme, or PhD Degree Programme
- o Full name (as shown on your passport or ID)
- o Date of birth
- o Nationality (must be Cambodian)
- o Email address (use a professional email)
- o Password (choose a secure and memorable password)

4. **Confirm Your Email Address**

After submitting your registration form, you will receive a confirmation email.

- o Open the email and click the verification link to activate your account.
- o If you don't receive the email, check your spam or junk folder.

Log In to Your Account

Once your account is activated, log in using your email and password. You can now begin filling out the application form and uploading your documents.

Tips:

- Use a professional email address that you check regularly.
- Save your login credentials securely.
- Do not create multiple accounts unless instructed.

3.2. Complete Your Personal Data and Required Information

Once your account is activated, you can begin filling out the multi-page online application form. This form collects detailed information about your identity, academic background, professional background, information of host university in EU member states. Accuracy and completeness are essential, as this data forms the basis of your eligibility and evaluation. Here are steps to follow and information to be included:

1. **Personal Information**
   - o Full legal name (as shown on your passport or ID)
   - o Date of birth

- o Gender
- o Nationality (must be Cambodian)
- o Contact details (email, phone number, permanent address)
- o Emergency contact information (name of contact person, email, phone number, permanent address)
- o Family Information (if applicable)

In this section, you may be required to upload your ID photo, your scanned national ID, your scanned passport information page, your birth certificate, etc.

2. Academic Background
- o Names of institutions attended
- o Degrees obtained and graduation dates
- o Fields of study
- o Grades, GPA, academic honours or distinctions
- o Language Proficiency

In this section, you are required to upload your certified copy of your high school diploma, Bachelor's degree, Master's degree, as well as transcripts, if required and depending on your level of study, proof of language proficiency, etc.

3. Professional Experience (if applicable)
- o Relevant work experience in water-related fields
- o Internships, research projects, or community service

In this section, if any, you are requested to upload your work certificate and other relevant documents that may support your candidacy, especially, experience in water profession.

4. Host University Information
- o Country of the host university
- o Name of the university or academic institution in the EU
- o Programme title
- o Type of programme
- o Language of study programme
- o Disciplines
- o Duration of study
- o Select the level of your programme: Bachelor's (3–5 years), Master's (2 years), or PhD (3 years)
- o Contact details of the university (if required)
- o Upload or reference your admission or pre-admission or conditional admission offer letter

In this section, you may need to describe how your profile fits the applied study programme.

5. Recommender Details
- o Full name of each recommender
- o Professional title and institution/organization
- o Relationship to you (e.g., academic advisor, supervisor)
- o How long you have known each other
- o Email address (and phone number if applicable)

This information will be used by the scholarship committee to contact the recommender or referee directly. Please make sure that the recommender or referee is aware of and accepts your request.

Tips:

- Ensure all names and titles are spelled correctly.
- Ensure that all mandatory fields, which are typically marked with an asterisk (*) are completed. If a section does not apply to you, you may be able to enter "N/A" or skip that section.
- Use official names for institutions and programmes.
- Upload all required documents in authorised format.
- Ensure each file is clearly labelled and meets size requirements.
- Save your progress frequently to avoid data loss. You can return to edit your application before submission.

3.3. Application Submission Process

a. What to Check Before Submission

Before clicking the **"Submit"** button, take time to carefully review your entire application. Once submitted, you **cannot make changes or retract your application**, so it is critical to ensure everything is accurate and complete. Submitting incorrect or incomplete information may result in automatic disqualification. Here are the checklist to review:

✅ **Accuracy of Personal and Academic Information**

Double-check all fields for spelling, dates, and consistency with your official documents.

✅ **Eligibility Confirmation**

Ensure you meet all eligibility criteria:

- Cambodian citizenship
- Appropriate academic qualifications
- Admission or pre-admission from an EU institution
- Language proficiency

✅ **Programme Selection**

Confirm that you have selected the correct level (Bachelor's, Master's, or PhD) and a relevant programme in water professions.

✅ **Document Uploads**

Make sure all required documents are:

- Uploaded in the correct format (PDF, JPG, etc.)
- Clearly labelled and legible

o   Within the allowed file size limits

✅ **Recommender Information**

Ensure recommender details are complete and accurate.

✅ **Host University Information**

Verify that your admission or pre-admission letter is included and matches the selected programme.

✅ **Save and Review**

Use the **"Save"** function to preserve your data. Review each section before final submission.

b. Submission and What to Do After Submission

Once you've completed all sections and verified your information:

Steps to finalise your application:

1. **Click "Submit"**

    This will lock your application and send it to the scholarship review team. You will no longer be able to make changes.

2. **Receive Confirmation Email**

    After submission, you will receive an automated email confirming that your application has been received. Save this email for your records.

4. POST SUBMISSION

Once you have submitted your application for the European Global Gateway Scholarship on Water Professions, your role shifts from completing forms to actively monitoring communications and preparing for the next steps. Here's what you need to do:

4.1. Monitor Your Email and Scholarship Portal

After submission, all updates regarding your application will be communicated through:

*   Your registered email address
*   The official scholarship portal

You should regularly check both for:

*   📌 Application status updates
*   📌 Shortlisting results

- 📌 Interview invitations
- 📌 Final selection decisions

Tip: Enable email notifications and check your spam/junk folder to avoid missing important messages.

4.2. Avoid Duplicate Submissions

Do not submit multiple applications unless the scholarship guidelines explicitly allow it. Duplicate submissions may:

- Cause confusion in the evaluation process
- Lead to automatic disqualification

If you believe you made an error in your submission, contact the scholarship support team for guidance instead of submitting again.

4.3. Prepare for Next Steps

If you are **shortlisted**, you will be invited to participate in the next phase of the selection process, which may include an **interview** or additional documentation.

✅ **Respond to Requests Promptly**

- Be prepared to provide additional documents or clarifications if requested by the scholarship committee or host university.
- Respond to all communications quickly and professionally to avoid delays or missed opportunities.

✅ **Accept the Offer (If Selected)**

- If you receive an offer of the scholarship award notification:
  - Follow the instructions provided in the acceptance letter.
  - This may include confirming your acceptance, submitting additional forms and documents such as bank account information, scholarship contract.
  - Ensure you meet any deadlines associated with accepting the offer.

5. INDICATIVE TIMELINE

- Call Opens: 12 November 2025
- **Call Closes: 15 May 2026 at 23h59 (Phnom Penh time)**
- Applications Screening: 15 May – 15 June 2026
- Interviews for short-listed candidates: 15 – 30 June 2026
- Scholarship Award Notification: 30 June 2026

CONTACT US

Institute of Technology of Cambodia (ITC)
"European Global Gateway Scholarship on Water Professions"
📍 B105 (Building B), Russian Federation Blvd, Phnom Penh, Cambodia
📧 Email: eu.scholarship.water@itc.edu.kh
🌐 Website: www.itc.edu.kh

Join us on Telegram via: https://t.me/+s1X2JOFDa7MyMjQ1
OR via QR