

Guidelines for the Study grants application service at Jozef Stefan Institute (Version 1)

A service has been set up at the Jozef Stefan Institute to demonstrate applications for study grants. Today, students wishing to apply for a study grant from a foreign university, ministry of education or other institution have to manually fill in an online application form in the procedure portal and provide the required supporting evidence themselves, such as identity details or university diplomas.

The DE4A project helps applicants by providing an infrastructure that enables the direct exchange of evidence between competent authorities in EU Member States. Through this infrastructure, applicants can request that their evidence (e.g. university diploma) is automatically sent to the procedure portal from a trusted authentic source in their home country. Students retain full control over which evidence is sent across borders and which is not, by explicitly agreeing to each transfer of evidence.

This application service enables students from Universitat Jaume I (Spain) and the University of Lisbon (Portugal) to automatically transfer the required evidence for call for study grants (proof of higher education diploma) from a trusted source in their home country.

Below you will find information on how to authenticate with the service, explicitly request the transfer of evidence, preview your evidence, and submit an application for a study grant to the Jozef Stefan Institute.

1. Home page

The service is accessible at <https://grants.e5.ijs.si>. The landing page (Figure 1) provides information about the call for study grants, the DE4A project, and the DE4A Studying Abroad pilot.

DE4A

Call for Study Grants

Jozef Stefan Institute offers study grants for foreign STEM students who are studying or will study at one of the higher education institutions in Slovenia and conduct their research work at the Institute. Students should have already successfully completed their 1st Bologna degree studies in the respective fields.

The application for a study grant must be submitted online through this portal. The mandatory information that needs to be provided includes:

- Personal details
- Proof of diploma

Enter the grant application procedure by clicking the "Login" button below, which will redirect you to the authentication service.

[Login](#)

The DE4A project (<https://www.de4a.eu/about-project/>) pilots specific procedures of the Single Digital Gateway Regulation, which aims to facilitate cross border e-government services.

About DE4A

Digital Europe for All (DE4A) is a Member State-driven large-scale pilot, aligned with strategic eGovernment Action Plan 2016-2020 and European Interoperability Framework Implementation Strategy and with full regulatory compliance, establishing a culture of co-creation, transparency, accountability and trustworthiness. Its goal is facilitating migration towards European Digital Public Services co-delivered across borders, across sectors and with different participants, reinforcing trust in public institutions, and unleashing multiple measurable positive impacts on efficiency gains and reduction of administrative burden and costs.

[More About DE4A](#)

About the Studying Abroad pilot

The «Studying Abroad» pilot of the DE4A project aims at demonstrating in practice the benefits of realizing across borders the principles of once only and digital-by-default for different stakeholders of the European Higher Education Area. Students can use their national eIDs to access foreign higher education services and have their evidence required by the service, such as their higher education diplomas, transferred electronically from a trusted source in their home country. Having this opportunity, the students will no longer need to look for the evidence and fill the required application forms by themselves.

[Further Details](#)

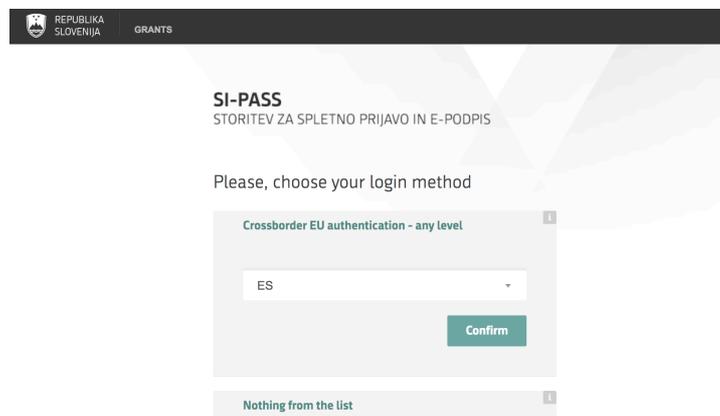
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Figure 1: Service landing page

2. Authentication at the service provider

Applicants must have valid national eID credentials to be able to use the service. You can start the authentication procedure by selecting the **Login** button on the home page (Figure 1).

Next, you need to select **Crossborder EU authentication** as authentication method and specify your country of origin (Figure 2).



The screenshot shows the SI-PASS login interface. At the top, it says 'REPUBLIKA SLOVENIJA GRANTS'. Below that, the title is 'SI-PASS' and the subtitle is 'STORITEV ZA SPLETNO PRIJAVO IN E-PODPIS'. The main instruction is 'Please, choose your login method'. A dropdown menu is open, showing 'Crossborder EU authentication - any level' with a small '1' icon. Inside the dropdown, there is a text input field containing 'ES' and a 'Confirm' button. Below the dropdown, there is a message 'Nothing from the list' with another small '1' icon.

Figure 2: Country selection

When you click the **Confirm** button, you will be redirected to your national authentication service, where you can prove your identity with valid national means of identification. Spanish users can, for example, use national digital identity card (Documento Nacional de Identidad electrónico (DNIe)), while users from Portugal can obtain digital ids at <https://www.autenticacao.gov.pt> (Chave Móvel Digital or Cartão de Cidadão).

This document explains the authentication procedure in the case of Spain. A similar procedure exists for Portuguese students in Portugal.



The screenshot shows the Spanish authentication service interface. At the top, there are logos for 'cl@ve' and 'eID connecting europe'. Below the logos, there is a dropdown menu with 'Español' selected. The main heading is 'Identificación con DNIe'. Below the heading, there is a instruction: 'Por favor, introduzca su DNI electrónico en el lector y pulse el botón Confirmar.' At the bottom, there are two buttons: 'Confirmar' (orange) and 'Cancelar' (grey). At the very bottom right, there is a link for 'Accesibilidad'.

Figure 3: Spanish authentication service

In the Spanish authentication service (Figure 3), you must first select **Confirmar** and then your means of identification.

If your eID is valid, the mandatory eIDAS data set (first name, family name, date of birth, national identifier) will be displayed by the authentication service (Figure 4). By clicking on the **Send** button, you agree to this data being sent to the study grants application service as proof of your identity.

If you do not allow transfer of the identity data, select the **Cancel** button and the process will stop.

Please, confirm that you want to send the following information to the European service provider by clicking on the Send button.

Family Name: **APELLIDOPRIMERO APELLIDOSEGUNDO**
Date of Birth: **01/01/2000**
National Identifier: **99999142H**
First Name: **NOMBRE**

Send

Cancel

Accessibility

Figure 4: Authentication at Spanish eIDAS node

After successful authentication at the Spanish side and agreeing to the transfer of the identity data, you will be redirected back to the Slovenian eIDAS node (Figure 5).

As the e-mail information is not needed at this stage, you can simply click on the **Confirm** button and continue with the procedure.

REPUBLIKA SLOVENIJA GRANTS

SI-PASS
STORITEV ZA SPLETNO PRIJAVO IN E-PODPIS

Preview of data that will be sent

Email:

Confirm

Figure 5: Redirection to the Slovenian eIDAS node

3. Explicit request

Once your identity is confirmed, the identity data is displayed on the Explicit request page (Figure 6). The DE4A infrastructure allows you to automatically transfer the required proof of higher education diploma from an authentic source (Ministry or university) in your home country to the service provider.

Before proceeding, please read carefully the text displayed. You can explicitly request the transfer by selecting the **Agree** button.

If you do not agree to the use of automatic transfer of evidence, click on the **Cancel** button. This will stop the procedure and allow you to log out of the service (see the Logout section below for further details).

DE4A [Logout](#)

Identity confirmed

First name	Last name	Person Identifier
<input type="text" value="Nombre"/>	<input type="text" value="ApellidoPrimero ApellidoSegun"/>	<input type="text" value="ES/SI/99999142H"/>

Mock Data Owner to be used:

Date of Birth: / / YYYY

Please read the following before proceeding

By using this process, we can help you transfer proof of diploma evidence directly from the competent authority in your country. This way, you can complete your application faster and easier.

You will be able to review the information, and decide whether you want to approve its transfer to this grant application service or not.

You are not required to use this process. If you cancel, you will have the option to complete the procedure by searching for the information and submitting it manually.

Note that this service is part of a pilot project. By selecting "Agree", you agree to participate in the pilot on a voluntary basis. Your information will only be used for the purposes of completing the procedure, and to monitor that the procedure was completed successfully. For more details, please visit <https://www.de4a.eu/about-project>.

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[More About DE4A](#)

About the Studying Abroad pilot

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[Further Details](#)

Figure 6: Explicit request

4. Authentic source

If you agree to the use of the DE4A infrastructure for transferring evidence, you will be redirected to a national authentic source of higher education diplomas.

In Spain, you will be redirected to the **Spanish Citizen Folder** homepage (Figure 7). There you can select the evidence to be transferred from Spain to the study grants application service in Slovenia, preview the evidence, and give your consent to the transfer and use of the evidence. First, you will need to authenticate yourself again.



Figure 7: Spanish authentic source for higher education diplomas

After selecting the **Authentication** button, you will be presented with several authentication options (Figure 8). You should select an identification method that corresponds to your national means of identification (e.g., Spanish national id card). In this document, we will use a digital certificate for cross border authentication and the **EU Citizens** method.

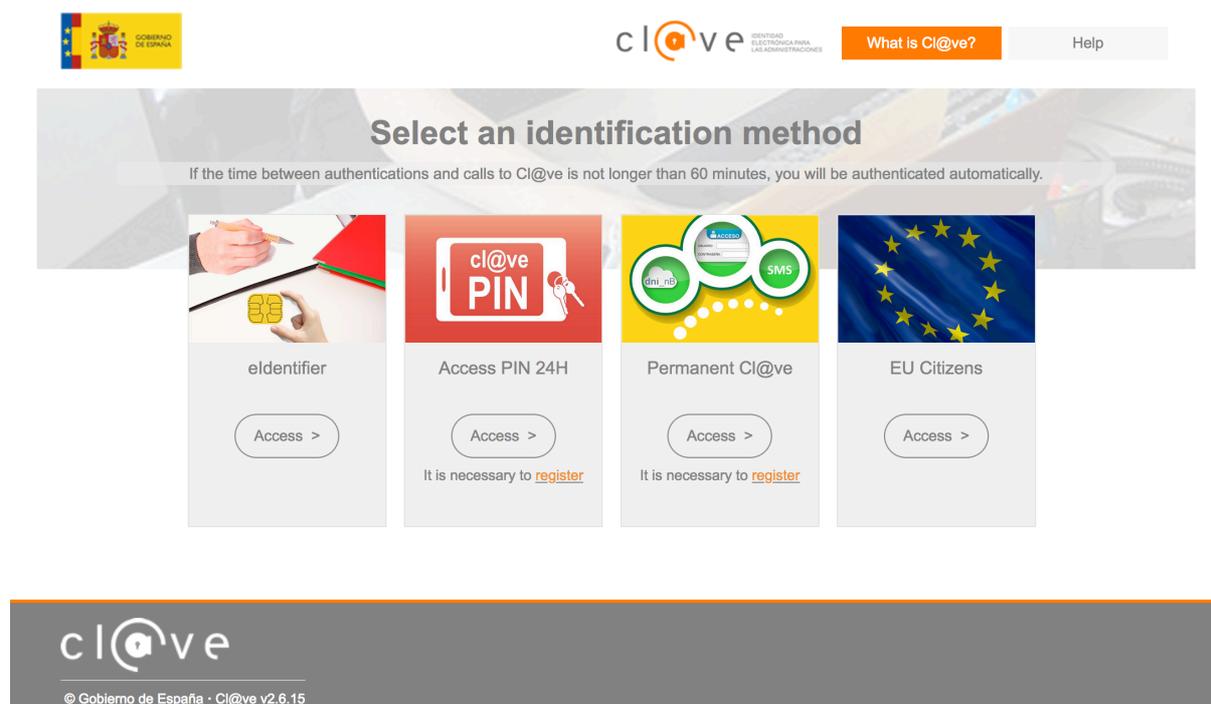


Figure 8: Selection of an authentication method

When you click on the **Access** button for the **EU Citizens** method, a country selection page is displayed where you need to select your country of origin (Figure 9).

European authentication with foreign eID

A Spanish service provider has requested authentication of your identity using an eID from another country outside of Spain. Please, choose the country from where your eID was issued.

Spain

Login

Cancel

I can not find my eID country

If the country which issued your eID is not available it may not have been notified. However, this does not mean it will not be available in the future. [Learn more about notification under the eIDAS Regulation.](#)

Figure 9: Country selection

Spanish students should select **Spain** and click on **Login**. In the case of the EU Citizen method the rest of the authentication procedure is the same as described in Section 2.

GOBIERNO DE ESPAÑA **clave** IDENTIDAD ELECTRÓNICA PARA LAS ADMINISTRACIONES

eID connecting europe Español

Identificación con DNIe

Por favor, introduzca su DNI electrónico en el lector y pulse el botón Confirmar.

Confirmar

Cancelar

Figure 10: Spanish authentication service

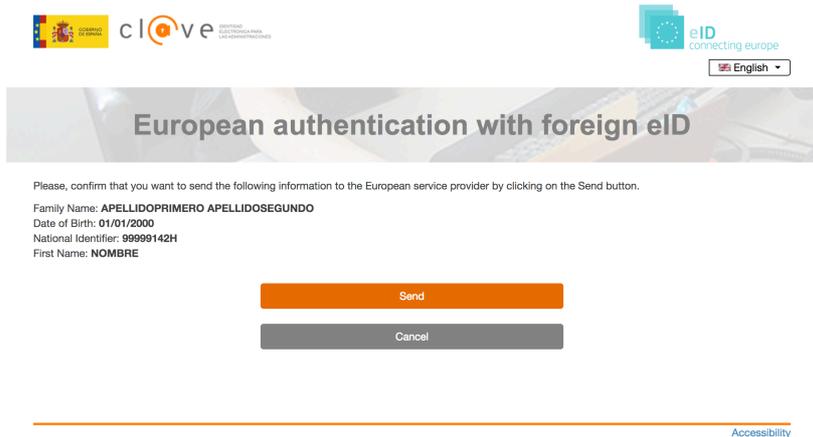


Figure 11: Authentication at Spanish eIDAS node

5. Evidence selection

Once you have been successfully authenticated, you can select the evidence. Based on your identity, the Spanish Data Intermediation Platform will offer you a list of your higher education diplomas (Figure 12).

From this list, you can select one to be sent to the study grants applications service as proof of completion of higher education studies. The proof contains the following information about the completed studies: title, degree, name of the institution, main field of study, mode of study, duration, scope of study, and date and place of issue of the diploma.

You can request the diploma to be retrieved from the database by selecting the **Request Higher Education Diploma** button.

Evidence provided by the Spanish Data Intermediation Platform
of the National State Administration, issued by Universitat
Jaume I

Application for a Higher Education Diploma

Identified Citizen

Name: Nombre
Personal identifier: ES/ES/99999142H

Select the diploma required by your procedure

Jaume I University

HIGHER EDUCATION DIPLOMA

Degree in Computer Science Engineering (2001 Programme of Study)

The following information will be retrieved

- ✔ Title
- ✔ Main field of study
- ✔ Scope
- ✔ Degree
- ✔ Mode of study
- ✔ Date of issue
- ✔ Institution name
- ✔ Duration
- ✔ Place of issue

Request Higher Education Diploma

Legal Info

Please read the following text before proceeding

By using this process, you can request relevant information directly from us, and we'll provide you with the most current version that we have. You will be able to review the information, and can choose whether you want to use it or not. You are not required to request the information from us through this service. If you cancel, you will have the possibility of completing your procedure by searching for the information and submitting it manually. Note that

Figure 12: Evidence selection

6. Evidence preview

The retrieved diploma evidence is displayed next. You can check the validity of the information in the evidence, either as text (Canonical Evidence; Figure 13) or as a pdf (Download the evidence in PDF; Figure 14).



Evidence provided by the Spanish Data Intermediation Platform
of the National State Administration, issued by Universitat
Jaume I

Canonical Evidence

Higher Education Diploma

Issuing authority:

Jaume I University

The requested higher education certificate shall be submitted to the following authority:

(JSI) Institut Jozef Stefan

Your personal details

IDENTIFIER	GIVEN NAME	FAMILY NAME	DATE OF BIRTH
ES/SI/99999142H	Nombre	ApellidoPrimero ApellidoSegundo	2000-01-01

Diploma details

TITLE	DEGREE	INSTITUTION NAME	MAIN FIELD OF STUDY
Degree in Computer Science Engineering (2001 Programme of Study)	Degree in Computer Science Engineering (2001 Programme of Study)	Jaume I University	http://data.europa.eu/snb/iscsed-f/0610

MODE OF STUDY	DURATION OF EDUCATION	SCOPE	DATE OF ISSUE	PLACE OF ISSUE
http://data.europa.eu/europass/learningScheduleType/fullTime	P5Y	352.0	2008-07-22	Castellon

Download the evidence in PDF

Retrieve

Reject

Figure 13: Evidence preview

Evidence provided by the Spanish Data Intermediation Platform
of the National State Administration, issued by Universitat
Jaume I

> Canonical Evidence

Download the evidence in PDF

1 od 1 Samodejno

Justificante de certificado de estudios superiores _ UJI

El DE4A Spanish Owner realizó la siguiente consulta a Jaume I University

El Ministerio de Hacienda y Administraciones Públicas mantiene las evidencias electrónicas necesarias para acreditar esta transmisión de datos, cuyos identificadores son:

Datos de consulta

Tipo Doc.:	NIF/NIE:	Documentación:	99999142H	Nombre y apellidos:	Usuario Prueba
Consentimiento:	Sí				

Datos de respuesta

Datos titular			
Documentación:	99999142H	Nombre y apellidos:	Usuario Prueba
Datos del diploma			
Entidad emisora:	Jaume I University	Nombre:	Degree in Computer Science Engineering (2001 Programme of Study)
Título:	Degree in Computer Science Engineering (2001 Programme of Study)	País:	http://publications.europa.eu/resource/authority/country/ESP
Programa de estudios:	TE	Campo de estudio:	http://data.europa.eu/snb/sced-1/0610
Modalidad de estudio:	http://data.europa.eu/europass/learningScheduleType/fullTime	Duración:	PSY

RD 1671/2009 de 6 de noviembre, como medio para dejar constancia del acceso a los datos mediante una transmisión de datos

Retrieve Reject

Figure 14: Preview of evidence in pdf

Once you have checked the data, you need to give consent to the transfer of evidence to the service provider (**Retrieve** button) or reject it (**Reject** button).

When you click the **Retrieve** button, a **Confirmation** window appears (Figure 15). If you click the **Yes** button, the displayed data will be sent to the application service.

The screenshot displays the 'Evidence provided by the Spanish Data Intermediation Platform of the National State Administration, issued by Universitat Jaume I'. The interface includes logos for the Spanish Ministry of Economic Affairs and Digital Transformation, 'Datos', and 'DE4A Digital Europe For All'. A 'Canonical Evidence' section is expanded, showing details for a 'Higher Education Diploma' issued by 'Jaume I University'. A confirmation dialog box is overlaid, asking 'Do you want to send the displayed evidence to the Data Evaluator?' with 'No' and 'Yes' buttons. Below the dialog, a table provides details for the diploma, including title, degree, institution name, main field of study, mode of study, duration, scope, date of issue, and place of issue.

Higher Education Diploma

Issuing authority:
Jaume I University

The requested higher education certificate shall be submitted to the following authority:
(JSI) Institut Jozef Stefan

Your personal details

IDENTIFIER	GIVEN NAME	Apelli
ES/SI/99999142H	Nombre	

Diploma details

TITLE	DEGREE	INSTITUTION NAME	MAIN FIELD OF STUDY
Degree in Computer Science Engineering (2001 Programme of Study)	Degree in Computer Science Engineering (2001 Programme of Study)	Jaume I University	http://data.europa.eu/snb/iscd-f/0610

MODE OF STUDY	DURATION OF EDUCATION	SCOPE	DATE OF ISSUE	PLACE OF ISSUE
http://data.europa.eu/europass/learningScheduleType/fullTime	P5Y	352.0	2008-07-22	Castellon

> Download the evidence in PDF

Retrieve Reject

Figure 15: Confirmation of the evidence transfer

If you select the **Reject** button, a different **Confirmation** window opens (Figure 16). By click on the **Yes** button, the process of sending data is cancelled and you are redirected to the application service (Figure 17).

The screenshot shows the DE4A interface with the following elements:

- Page Header:** Logos for the Spanish Ministry of Economic Affairs and Digital Transformation, 'Datos', and DE4A Digital Europe For All.
- Title:** Evidence provided by the Spanish Data Intermediation Platform of the National State Administration, issued by Universitat Jaume I.
- Section:** Canonical Evidence.
- Higher Education Diploma:** Issuing authority: Jaume I University. The requested higher education certificate shall be: (JSI) Institut Jozef Stefan.
- Your personal details:** A table with columns IDENTIFIER, GIVEN NAME, and Apelli. The identifier is ES/SI/99999142H.
- Diploma details:** A table with columns TITLE, DEGREE, INSTITUTION NAME, MAIN FIELD OF STUDY, MODE OF STUDY, DURATION OF EDUCATION, SCOPE, DATE OF ISSUE, and PLACE OF ISSUE. The degree is in Computer Science Engineering (2001 Programme of Study) at Jaume I University.
- Confirmation Dialog:** A modal window titled 'Confirmation' with the text 'Do you want to cancel the process of sending evidence to the Data Evaluator?' and 'No' and 'Yes' buttons.
- Buttons:** 'Retrieve' and 'Reject' buttons at the bottom.

Figure 16: Rejection of the evidence transfer

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The screenshot shows a message box with the following content:

The cross-border transfer of evidence was rejected at the evidence source. You can log out of the session by clicking the Logout button.

[Logout](#)

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Figure 17: Acknowledgment of the rejection of the evidence transfer

7. Grant application form

After you agree to send the data displayed, you will be directed to the grant application form at the study grant application service. The form is already prefilled with the information from your diploma evidence (Figure 18).

You should double check the data and fill in the missing information (**Email address** and **phone number**). After successful submission of the application form (**Submit** button), you will receive a confirmation of the submission (Figure 19).

DE4A

Grant Application Form

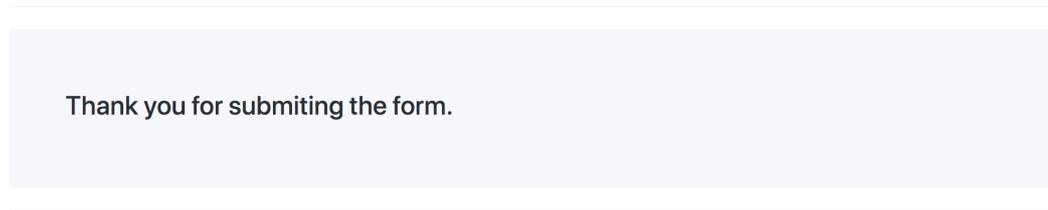
The following information has been retrieved from the competent authority.
Please review the provided information and fill in empty fields.

First name	Family name	
<input type="text" value="Usuario"/>	<input type="text" value="Prueba"/>	
Title		
<input type="text" value="Degree in Computer Science Engineering (2001 Programme of Study)"/>		
Degree		
<input type="text" value="Degree in Computer Science Engineering (2001 Programme of Study)"/>		
Country		
<input type="text" value="ESP"/>		
Institution name		
<input type="text" value="Jaume I University"/>		
Study programme		
<input type="text" value="TE"/>		
Main field of study		
<input type="text" value="0610"/>		
Mode of study		
<input type="text" value="FullTime"/>		
Duration	Scope	Date of issue
<input type="text" value="P5Y"/>	<input type="text" value="352.0"/>	<input type="text" value="2008-07-22"/>
Place of issue		
<input type="text" value="Castellon"/>		
Email		
<input type="text" value="nombre@uji.es"/>		
Email Confirm		
<input type="text" value="nombre@uji.es"/>		
Phone		
<input type="text" value="+34 964 123456"/>		



Figure 18: Application form

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Figure 19: Acknowledgment of the application form submission

8. Logout

You can log out of the service by selecting DE4A in the upper left corner. You will be redirected to the Slovenian national authentication service where you can log out of the grant application by selecting the **Confirm** button (Figure 20 and 21).

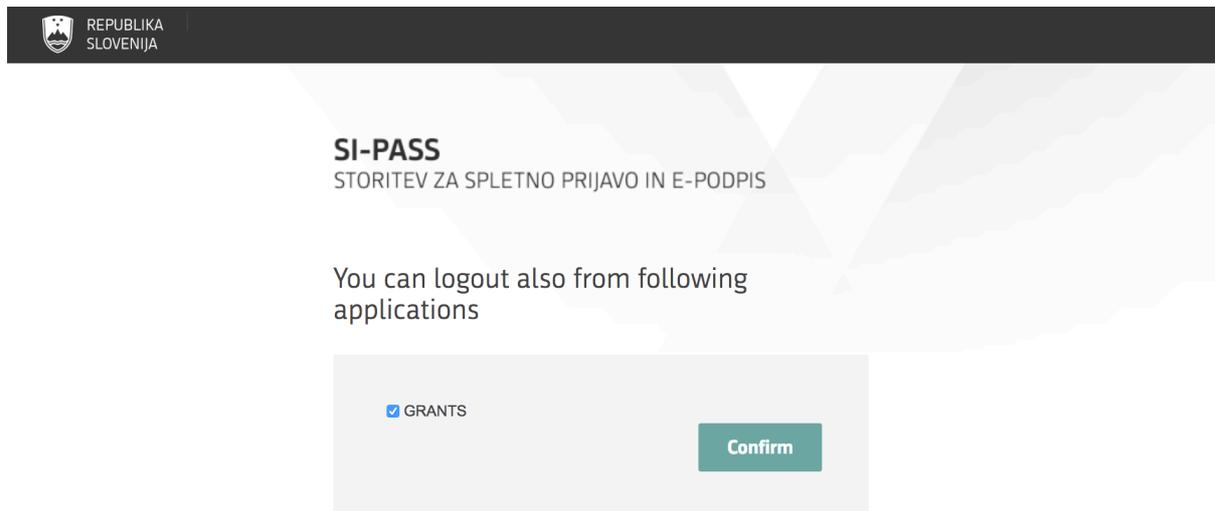


Figure 20: Logout at the eIDAS node

SI-PASS
STORITEV ZA SPLETNO PRIJAVO IN E-PODPIS

Successful logout

You have successfully logged-out from the SI-PASS system. For safety reasons we recommend that you close your browser window.

Confirm

Figure 21: Confirmation of the logout at the eIDAS node

You will then be logged out and redirected to the landing page of the service.