Guidelines for the Study grants application service at Jozef Stefan Institute (Version 2)

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 in the case of Portugal and proof of higher education diploma, large family evidence, and disability evidence in the case of Spain) 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/grants/public**. The landing page (Figure 1) provides information about the call for study grants, the DE4A project, and the DE4A Studying Abroad pilot.
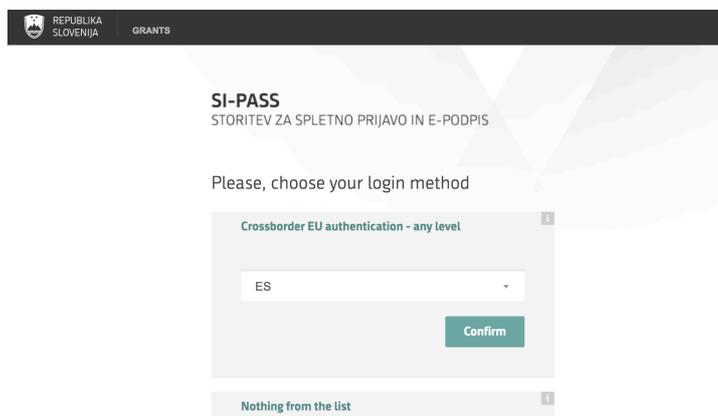

Figure 1: Service landing page

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).

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.
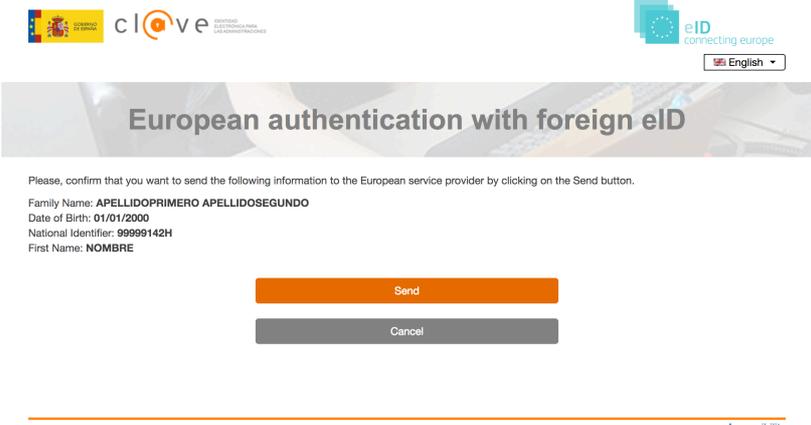

Figure 3: Spanish authentication service

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.

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.
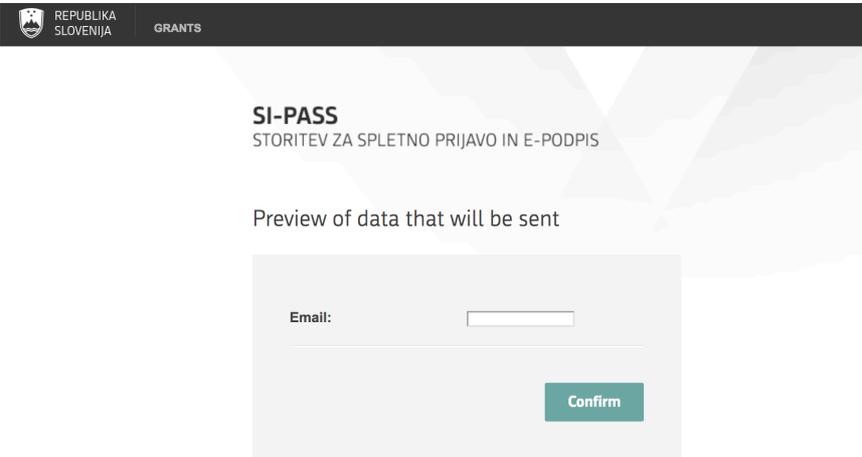
Figure 5: Redirection to the Slovenian eIDAS node

3. Call selection

Once your identify is confirmed, a list of available calls for study grants is displayed (Figure 6).

Figure 6: Available calls for study grants

For each call, the evidence types that must be provided are shown as well as eligible countries. A call can be selected by the click on the Apply button.

4. Explicit request

Once the call is selected, the identity data is displayed on the Explicit request page (Figure7). The DE4A infrastructure allows you to automatically transfer the required evidence 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).

Figure 7: Explicit request

5. 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 8). 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.

Welcome to the Spanish Citizen Folder homepage

Here you can obtain the necessary evidence for your procedure.
Previously, you'll have to authenticate in eIDAS to continue.

Authentication

Figure 8: Spanish authentic source for higher education diplomas

After selecting the **Authentication** button, you will be presented with several authentication options (Figure 9). 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.

Select an identification method

If the time between authentications and calls to Cl@ve is not longer than 60 minutes, you will be authenticated automatically.

eIdentifier	Access PIN 24H	Permanent Cl@ve	EU Citizens
Access >	Access >	Access >	Access >
	It is necessary to register	It is necessary to register	

© Gobierno de España · Cl@ve v2.6.15
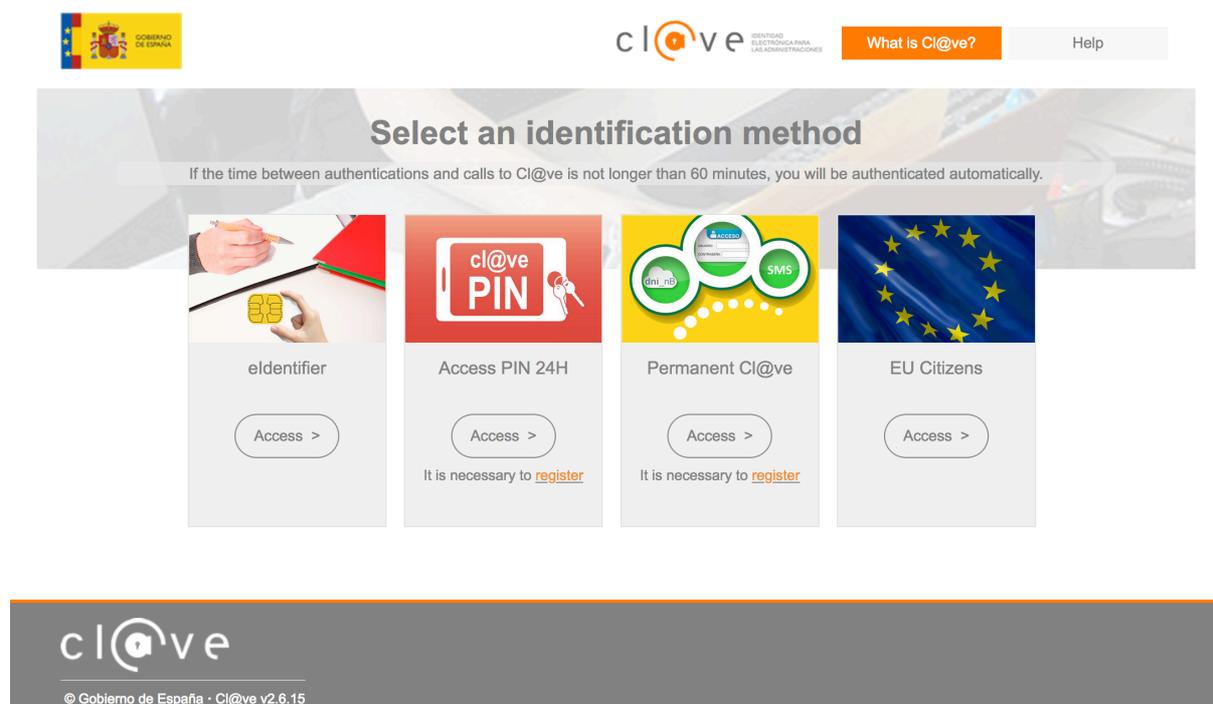
Figure 9: Selection of an authentication method

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 10).

Figure 10: 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.

Figure 11: Spanish authentication service
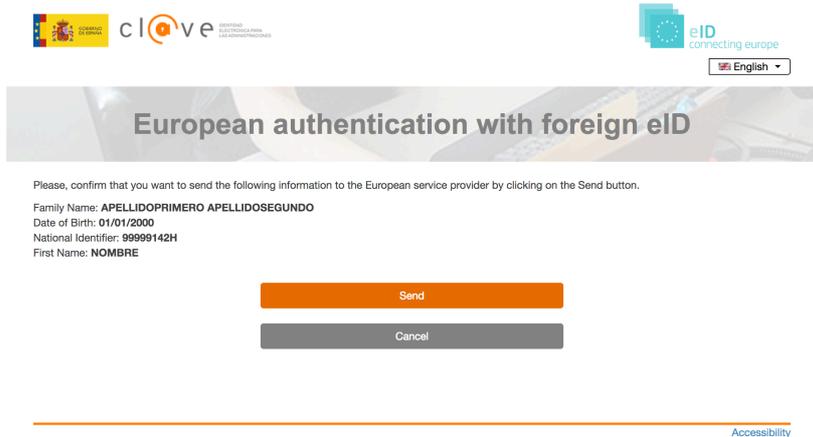
Figure 12: Authentication at Spanish eIDAS node

6. 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 evidences (Figure 13).

From this list, you can select one to be sent to the study grants applications service.

You can request the evidence to be retrieved from the database by selecting the **Request Higher Education Diploma and Large Family Certificate** button.

Application for Higher Education Diploma and Large Family Certificate

Identified Citizen

Name: Nombre
Surname: ApellidoPrimero ApellidoSegundo
Personal identifier: ES/SI/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

Higher Education Diploma evidence

✅ Title	✅ Degree	✅ Institution name
✅ Main field of study	✅ Mode of study	✅ Period of education
✅ Academic credits	✅ Date of issue	✅ Place of issue

Large Family evidence

✅ Personal details	✅ Valid certificate
✅ Issuing date	✅ Expiration date

Request Higher Education Diploma and Large Family Certificate

Figure 13: Evidence selection

7. Evidence preview

The retrieved evidence is displayed next. You can check the validity of the information in the evidence, either as text (Canonical Evidence; Figure 14) or as a pdf (Download the evidence in PDF; Figure 15).

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

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
99999142H	NOMBRE	APELLIDOPRIMERO APELLIDOSEGUNDO	01/01/2000

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/isced-f/0610

MODE OF STUDY	PERIOD OF EDUCATION	ACADEMIC CREDITS	DATE OF ISSUE	PLACE OF ISSUE
http://data.europa.eu/europass/learningScheduleType/fullTime	P5Y	352.0	22/07/2008	Castellon

Large Family Evidence

Issuing authority:

Autonomous Region - Catalunya

The requested large family certificate shall be submitted to the following authority:

(JSI) Institut Jozef Stefan

Your personal details

IDENTIFIER	NAME	FAMILY NAME	BIRTH DATE
99999142H	NOMBRE	APELLIDOPRIMERO APELLIDOSEGUNDO	01/01/2000

Your large family details

TITLE IDENTIFIER	VALID CERTIFICATE	ISSUING DATE	EXPIRING DATE	NUMBER OF CHILDREN
FAM2014GC00098	TRUE	07/03/2019	23/03/2023	2

Large Family beneficiary

IDENTIFIER	GIVEN NAME	FAMILY NAME	IS BENEFICIARY
99999142H	NOMBRE	APELLIDOPRIMERO APELLIDOSEGUNDO	TRUE

Retrieve   Reject

Figure 14: Evidence preview

Figure 15: 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 16). If you click the **Yes** button, the displayed data will be sent to the application service.

Figure 16: Conformation of the evidence transfer

If you select the **Reject** button, a different **Confirmation** window opens (Figure 17). By click on the **Yes** button, the process of sending data is cancelled and you are redirected to the application service (**Figure 18**).

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
99999142H	NOMBRE	APELLIDOPRIMERO APELLIDOSEGUNDO	01/01/2000

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/isced-f/0610

MODE OF STUDY	PERIOD OF EDUCATION	ACADEMIC CREDITS	DATE OF ISSUE	PLACE OF ISSUE
http://data.europa.eu/europass/learningScheduleType/fullTime	P5Y	352.0	22/07/2008	Castellon

Large Family Evidence

Issuing authority:
Autonomous Region - Catalunya

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

Your personal details

IDENTIFIER	NAME	FAMILY NAME	BIRTH DATE
99999142H	NOMBRE	APELLIDOPRIMERO APELLIDOSEGUNDO	01/01/2000

Confirmation ×

Do you want to cancel the process of sending evidence to the Data Evaluator?

No   Yes

Your large family details

TITLE IDENTIFIER	VALID CERTIFICATE	ISSUING DATE	EXPIRING DATE	NUMBER OF CHILDREN
FAM2014GC00098	TRUE	07/03/2019	23/03/2023	2

Large Family beneficiary

IDENTIFIER	GIVEN NAME	FAMILY NAME	IS BENEFICIARY
99999142H	NOMBRE	APELLIDOPRIMERO APELLIDOSEGUNDO	TRUE

Domestic Evidence in PDF

Retrieve   Reject

Figure 17: Rejection of the evidence transfer

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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 18: Acknowledgment of the rejection of the evidence transfer

8. 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 19).

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 20).

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
Nombre

Family name
ApellidoPrimero ApellidoSegundo

Higher education diploma

Title
Degree in Computer Science Engineering (2001 Programme of Study)

Degree
Degree in Computer Science Engineering (2001 Programme of Study)

Country
http://publications.europa.eu/resource/authority/country/ESP

Institution name
Jaume I University

Study programme
TE

Main field of study
http://data.europa.eu/snb/isced-f/0610

Mode of study
http://data.europa.eu/europass/learningScheduleType/fullTime

Duration
P5Y

Scope
352.0

Date of issue
22/07/2008

Place of issue
Castellon

Large family evidence

Certificate ID
FAM2014GC00098

Valid Certificate
TRUE

Issuing Date
07/03/2019

Expiry Date
23/03/2023

Number of Children
2

Other information

Email

Email Confirm

Phone

Submit

Figure 19: Application form

DE4A

Thank you for submiting the form.
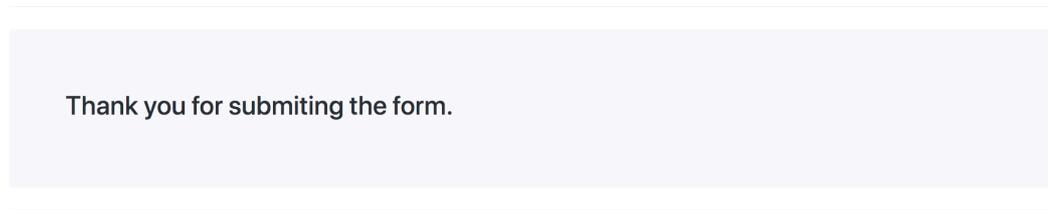
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Figure 20: Acknowledgment of the application form submission

9. 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 21 and 22).
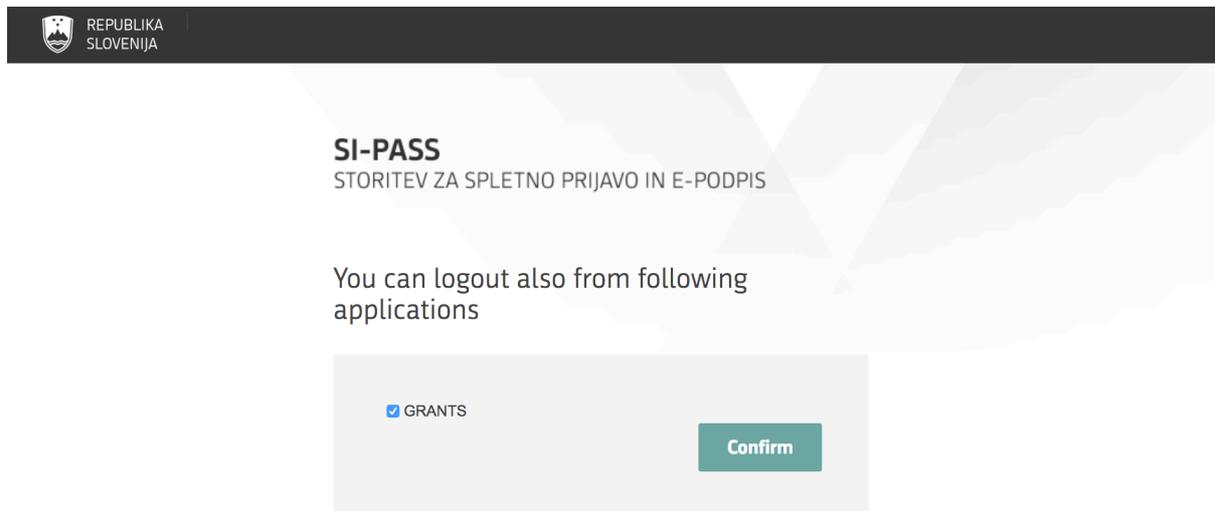

REPUBLIKA
SLOVENIJA

SI-PASS
STORITEV ZA SPLETNO PRIJAVO IN E-PODPIS

You can logout also from following applications

☑ GRANTS

Confirm

Figure 21: Logout at the eIDAS node

Figure 22: Confirmation of the logout at the eIDAS node

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