

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 tabs: Content, Structure, Appearance, Extend, Configuration, Groups, People, Reports, Help, and Regional Platforms. Below this, the main header includes the portal logo and the title 'Single Access Portal'. A sidebar on the left contains various icons for navigation. The main content area features a 'Country of residence' dropdown menu set to '- Any -' with an 'Apply' button. Below this is 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: Ms, Mr, Mr, and a row with a female gender. Below the table, there is a 'Download submissions' link with a red arrow pointing to it. At the bottom of the page, there is a footer with 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.

















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?
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⌵
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- 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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