

Guide to Downloading Submitted Application Forms and Supporting Documents

1. Access the Portal

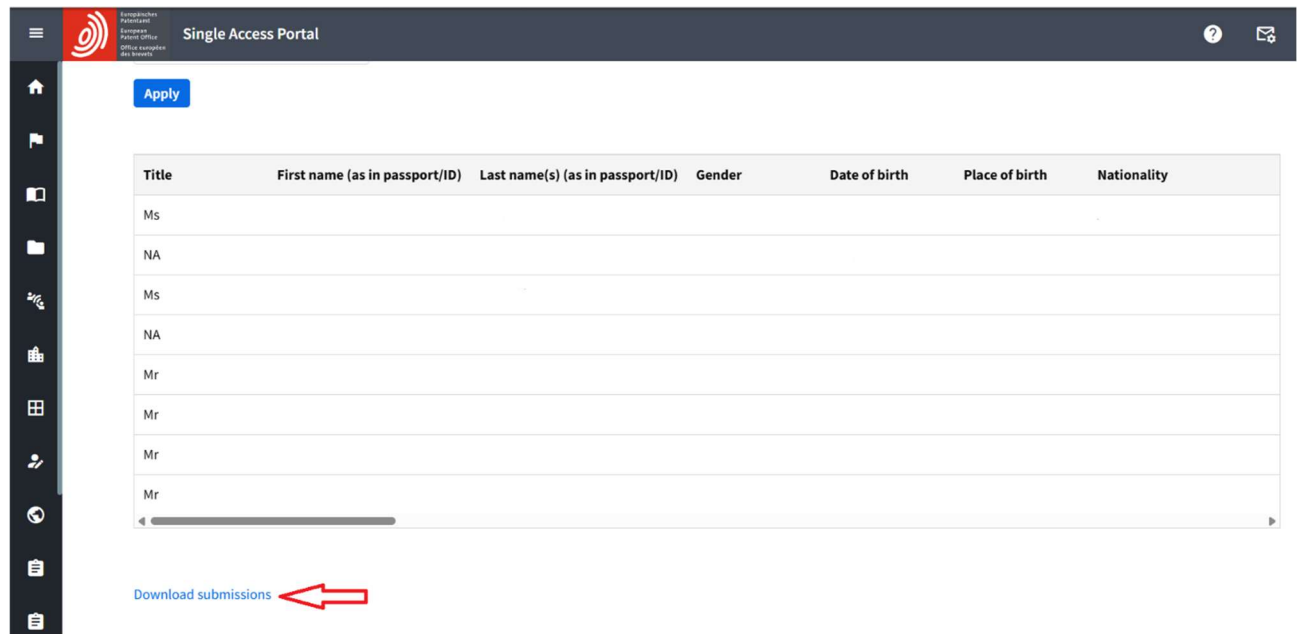
Go to the Single Access Portal of your National Patent Office using the following [link](#) on the SAP tool.

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 the logo of the European Patent Office and the text 'Single Access Portal'. Below the navigation bar, there is a sidebar with various icons. The main content area displays 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, and Nationality. The table contains several rows of data, including 'Ms', 'NA', and 'Mr'. Below the table, there is a link labeled 'Download submissions' with a red arrow pointing to it.

Title	First name (as in passport/ID)	Last name(s) (as in passport/ID)	Gender	Date of birth	Place of birth	Nationality
Ms						
NA						
Ms						
NA						
Mr						
Mr						
Mr						
Mr						

[Download submissions](#) ←

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
- Proof of permanent residency
- CV
- Proof of enrolment

Click on the document name to download it in **PDF** format.



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Patent Office
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des brevets



Apply

Motivation letter	Support letter	Proof of residence	CV	Proof of enrolment
1773934924_HU_motivation_letter.pdf	1773934924_HU_support_letter.pdf	1773934924_HU_proof_of_residence.pdf	1773934924_HU_cv.pdf	1773934924_HU_proof_
1773993511_FR_motivation_letter.pdf	1773993511_FR_support_letter.pdf	1773993511_FR_proof_of_residence.pdf	1773993511_FR_cv.pdf	1773993511_FR_proof_e
1774020882_DE_motivation_letter.pdf	1774020882_DE_support_letter.pdf	1774020882_DE_proof_of_residence.pdf	1774020882_DE_cv.pdf	1774020882_DE_proof_
1774255908_MC_motivation_letter.pdf	1774255908_MC_support_letter.pdf	1774255908_MC_proof_of_residence.pdf	1774255908_MC_cv.pdf	1774255908_MC_proof_
1774256036_MK_motivation_letter.pdf	1774256036_MK_support_letter.pdf	1774256036_MK_proof_of_residence.pdf	1774256036_MK_cv.pdf	1774256036_MK_proof_
1774272533_BE_motivation_letter.pdf	1774272533_BE_support_letter.pdf	1774272533_BE_proof_of_residence.pdf	1774272533_BE_cv.pdf	1774272533_BE_proof_e
1774355204_PT_motivation_letter.pdf	1774355204_PT_support_letter.pdf	1774355204_PT_proof_of_residence.pdf	1774355204_PT_cv.pdf	1774355204_PT_proof_e
1774628831_AT_motivation_letter.pdf	1774628831_AT_support_letter.pdf	1774628831_AT_proof_of_residence.pdf	1774628831_AT_cv.pdf	1774628831_AT_proof_e

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