

promoting sustainable global trade

hinrich foundation

Hinrich Global Trade Leader Scholarships Online Application User's Guide

30 November 2016

our focus

Trade scholarships & careers • Export trade assistance • International trade research
www.hinrichfoundation.com

Register & Log-in

All Hinrich Foundation's scholarships are applied through its online platform at

<https://hinrichfoundation.site-ym.com>

In order to apply for our scholarship as well as enjoy other useful functions of the platform, one needs to register for an account on the website.

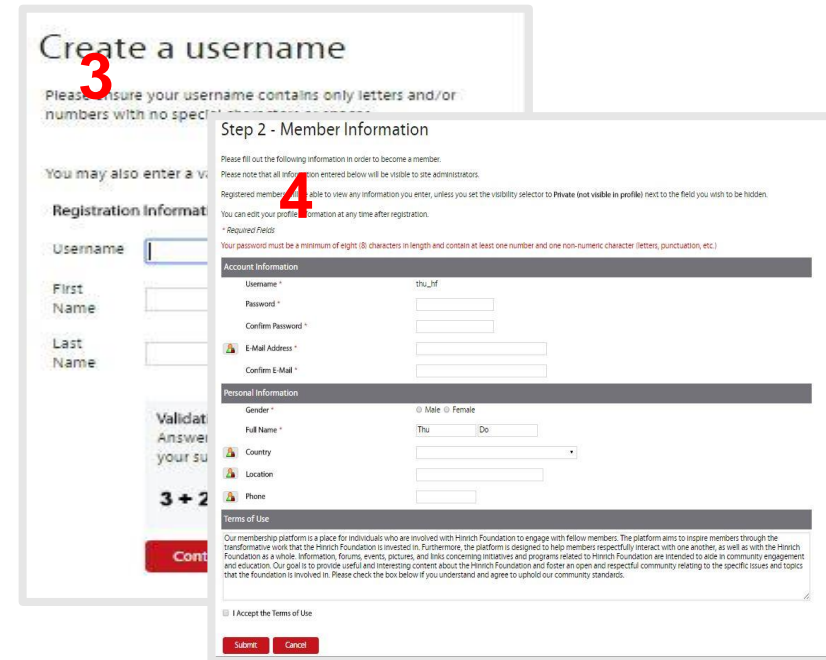
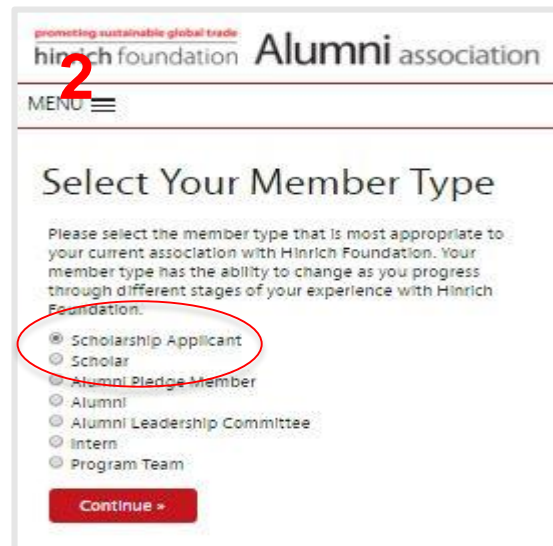
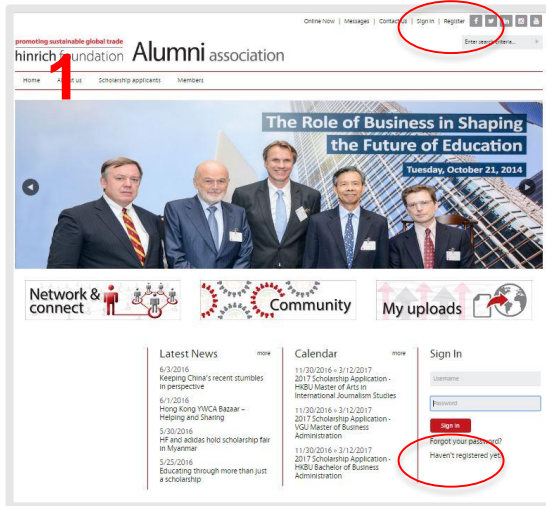
How to register to be a member?

1. Click here to register

2. Choose member types as Scholarship applicant

3. Create user name & password

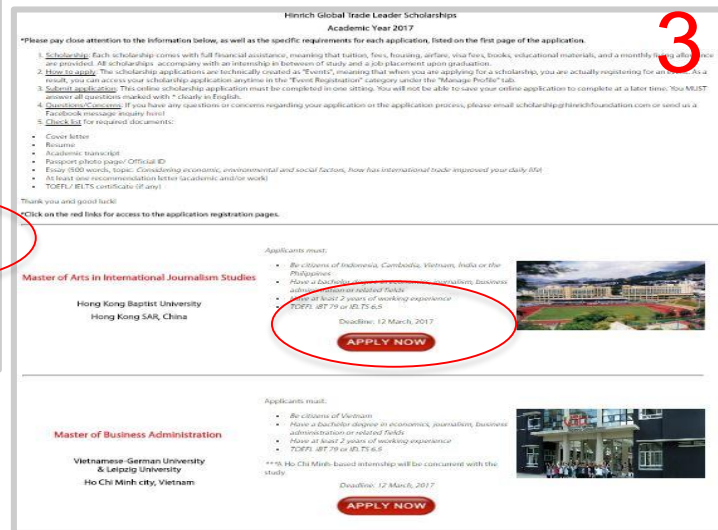
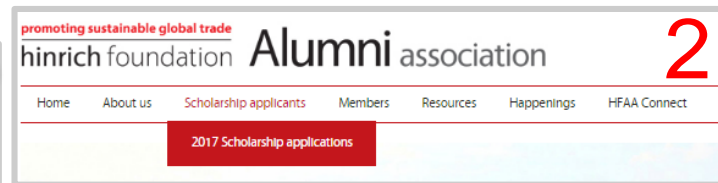
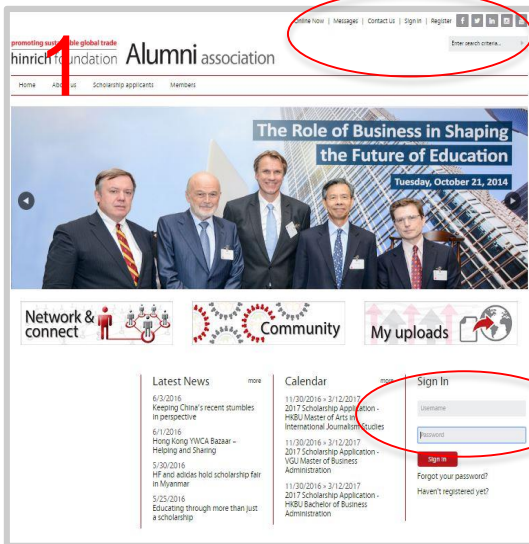
4. Fill in member information & Submit



How to apply for scholarships (1)

IMPORTANT

- Check for your eligibility for the scholarship on our website
- Prepare all required information and documents before proceeding your application
- The application must be completed in one sitting. You are unable to save your progress for later time.
- The button “Save & Finalize Registration” is for submission. Can only submit when all required fields are fulfilled.
- DON’T submit before you are 100% sure all information & documents are correct & complete
- You will receive a confirmation letter once your submission is successful. Contact us immediately if you do not receive it



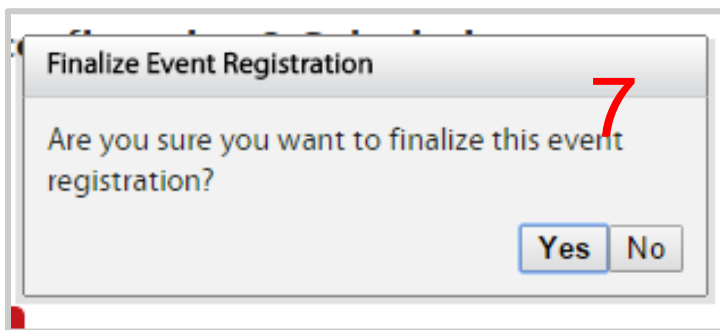
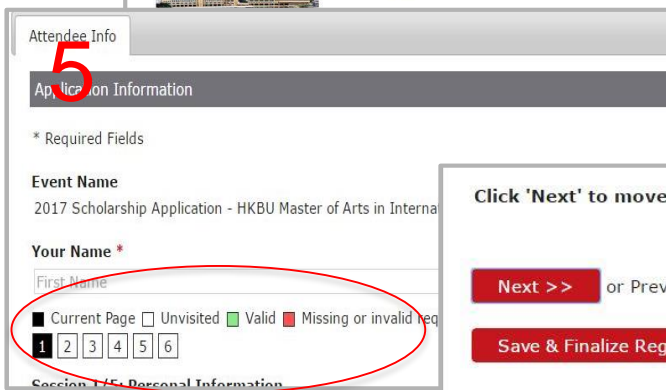
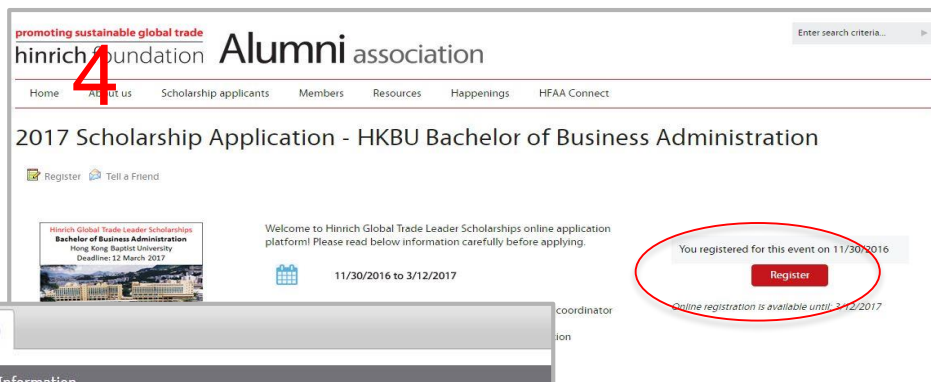
1. Sign in

2. Find 2017 Scholarship applications on menu bar

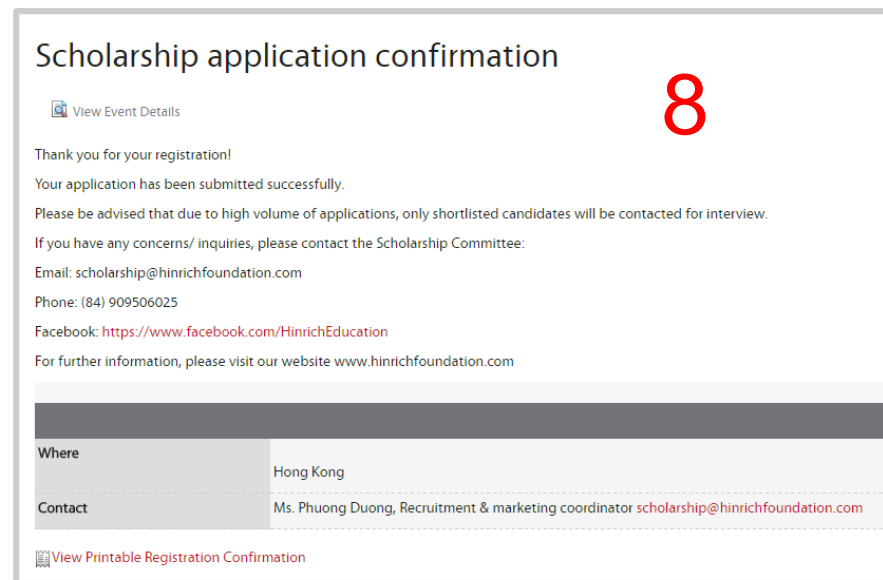
http://hinrichfoundation.ym.com/page/2017_SCHOLARAPPS

3. Click on APPLY NOW to access to your desired scholarship application.

How to apply for scholarships (2)



4. Click **Register** to access to online application form.
5. The online form consists of 6 pages. See your **status** on each page here
6. Click **Next or Previous** page to move to next page or previous page. **Save and Finalize Registration** is for final submission. Only hit this button when all fields are fulfilled.
7. Click **Yes** to finalize and submit your application
8. **Thank you page & Email confirmation**



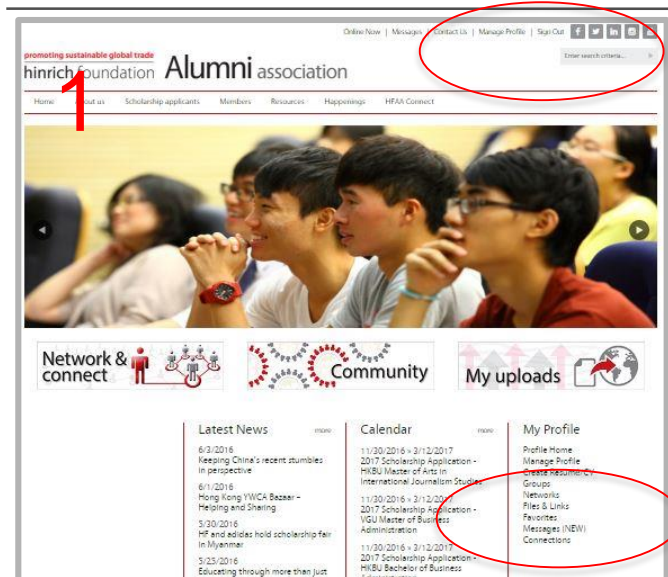
List of questions on Application form

The online platform consists of 6 parts. You will have to register an account and log in first in order to apply.

Fields mark with * are required.

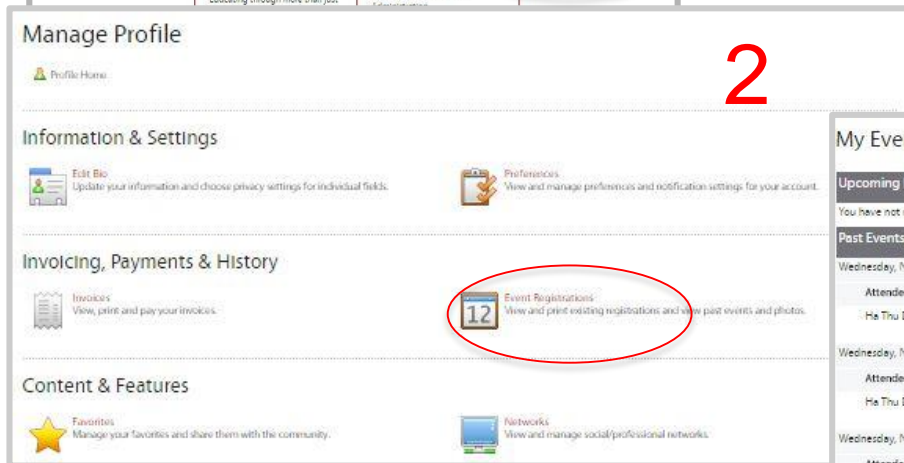
<p>1. Personal Information</p> <ul style="list-style-type: none"> *Name (to be the same as appeared on passport/ID) *Title *Gender *Marital status English name *Birthday *Nationality *Address *Email address *Mobile number Skype ID 	<p>2. Educational background (input 1-2 most recent studies)</p> <ul style="list-style-type: none"> *University/Country *Degree/Major *Graduation year *GPA
<p>3. Work experience (input 2 most recently employments, leave blank if not applicable)</p> <ul style="list-style-type: none"> Company/Country Position/Title Period of employment 	<p>4. International experience</p> <ul style="list-style-type: none"> *Native language Other languages spoken TOEFL/IELTS score *International travel experience
<p>5. Supporting documents (you are required to upload below documents)</p> <ul style="list-style-type: none"> *Cover letter *Resume *Official transcript *Photo of passport/ID *Essay *Letter of recommendation TOEFL/IELTS certificate (if not available at the time of applying, can be submitted later) 	<p>6. Final confirmation & Submission</p> <ul style="list-style-type: none"> *Have you applied for Hinrich Foundation's scholarships before? If yes, which year(s) did you apply for Hinrich Foundation's scholarships? *How did you find out about this scholarship *Acknowledgement *Completion check

How to check your registration



1. Go in **Manage Profile** after logging in your account
2. Find **Invoice, payments & history** in your profile, click on Event Registration
3. Print out your application form if needed

! As said, once submitted, your application is unalterable. You can review your answers by printing out, however, you are unable to see which documents you have submitted. In case you want to revise/change your application, please send email to scholarship@hinrichfoundation.com for support.



Upcoming Events		Event Name
You have not registered for any upcoming events.		
Past Events		Event Name
Wednesday, November 30, 2016	2017 Scholarship Application - HKBU Master of Arts in International Journalism Studies	
Attendee Name (Sessions)	Registration ID	Print
He Thu Do	7911260	
Wednesday, November 30, 2016	2017 Scholarship Application - VGU Master of Business Administration	
Attendee Name (Sessions)	Registration ID	Print
He Thu Do	7902036	
Wednesday, November 30, 2016	2017 Scholarship Application - HKBU Bachelor of Business Administration	
Attendee Name (Sessions)	Registration ID	Print
He Thu Do	7902040	

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**Thank you for your interest
in
promoting **sustainable global trade!****

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