



Guide to the HMC Projects Online Application

We are delighted that you are applying for a HMC Scholarship. Each candidate applies through a scholarship competition in his or her own country, organised by a HMC Country Coordinator. This document sets out information to help guide you through the online application for HMC Projects Central & Eastern Europe.

The application process begins on this link:

HMCP ONLINE APPLICATION PLATFORM

<https://hmcprojects.schooladminonline.com/portal>

Before applying for the scholarship, all candidates have the obligation to pay administration fee in the amount of 100 KM. This fee is non-refundable. Payment instructions are here:

Bank account for Udruzenje PLUS
ASA Banka – account number 1340011130003225,
Please add the reference comment
„Uplata administrativne takse za HMC stipendiju”.

We would ask that the first six sections of this application (finishing with Personal Essay) are completed by you (the student), whilst the last two are completed alongside your parents.

You can at any point 'Save & Finish Later', so it is not necessary to complete the application at one time. You can only submit your application once.

Section 1: Country Questions

Country (Please select the country that you are applying through) *

Applying for Academic Year *

I am applying for Grade/Class *

Students awarded a HMC Projects Scholarship join into Year 12.

You will then get a question about the type of scholarship you are applying for *e.g. Full Scholarship, Reduced Fee Scholarship*

Country Coordinator Comment: U različitim obrazovnim sistemima razredi se različito zovu. Pisat će da se prijavljujete za year 12. Nemojte da vas to zbuni – bitno je da po godinama starosti ispunjavate kriterij.

Section 2: Applicant Information

Name of Applicant *

First*	Middle	Last*

Preferred Name

Full Name (as in your passport in your own language with diacritics) *

Gender *

☐ Female ☒ Male ☐ Self-Identify

Country Coordinator Comment: Preferred name nije nadimak, nego ime kojim želite da vas oslovljavaju u školi. Ukoliko je isto kao i vase ime, ostavite prazno.

Date of Birth *

dd/mm/yyyy

Country of Birth *

Country *

Religion

Student Primary Email *

Student Primary Phone (Please type as:
+country code and number. No spaces or
dashes.) *

Type

Number *

In a situation of urgency we might use this to contact you.

Are you on WhatsApp? *

☐ Yes ☐ No

Country of Citizenship *

Nationality (as in passport) *

Second Nationality (if you hold dual
nationality)

Country Coordinator Comment: Religijsko opredjeljenje kandidata ne utiče na process izbora.

Section 3: Educational Information

Full name of the school you attend
(in English) *

Current School Name in your own
language with diacritics *

Year Started *

School Address *

In the box labelled State you might enter your region or county.

Address 1 *

Address 2

Country *

City *

State

Zip / Postal Code

Name of present Head/Principal

Country Coordinator Comments: U kontekstu Bosne i Hercegovine, za State možete staviti x.
Zip code se odnosi na poštanski broj mjesta.

School Specialism will give options of General, Classical, Science, Bilingual, Online, Other. **Type** will give options of Public or Private. If attending any other school(s) since age 11 it will ask for the name of the school, type and the year started and finished.

School Specialism *	
Type of School *	
General School Email Address	
School Website Home Page	
Current Grade/Class *	
Previous School(s) since age 11 + *	

Section 4: Language Skills

How many languages do you speak in addition to your own language? *

1

In applying for a HMC Projects Scholarship it is assumed you speak English, so please begin with English. Then enter other languages, where applicable.

Language 1 *

How many years have you been learning this language for? *

On average, how many hours per week do you spend learning this language? *

Course *

Please describe your level of proficiency in this language in terms of the Common European Framework of reference for languages (**CEFR Global Scale**) *

Though illustrated (above) for 1 language, you can enter up to 5 languages **additional to your own language**. Please start with English. The Common European Framework of Reference for Languages is [linked here](#). You are also asked (see top of next page) whether you have transcript evidence for that level. If so, you upload that later as what is called a **checklist item**.

Do you have transcript evidence of that level? For example, Duolingo test score, IELTS etc *

☐ Yes ☐ No

Section 5: Academic, Extracurricular and Personal Interests

Potential Area(s) of Study at University (if known)

Current career intention(s) (if any)

In the UK most A Level students start with three or possibly four subjects. Please check the advice we give in the [further information](#). If taking IB, students take 3 subjects at higher level and three subsidiary subjects.

List the three or four subjects (in rank order) that you would most like to study at A-Level, or as higher Level within the IB.

Subject 1 *

Subject 2 *

Subject 3 *

Subject 4

Most UK schools offer A-levels, but a few run the IB programme. Which statement best represents your preference? *

Please read HMC Projects [“Choosing subjects to study in the UK education system”](#) when completing the section **above**. In the section **below**, note this is academic awards.

List the academic competitions you have participated in the period 2025 and/or 2026 and evidence of the level reached. Please indicate if they are regional, national or international.

You are then asked questions about sporting; performing and visual arts; clubs, organisations, or community service groups. The format is similar for each category and illustrated below for sport below. You can add up to **3** sports; **4** performing and visual arts; 4 clubs, organisations, or community service groups. Think about the priority activities in listing these.

Would you like to add any sports you currently participate in? *

☒ Yes ☐ No

Sport *

Years *

Position/Details *

e.g. level of participation - school/club, regional, national

Honours/Awards

Additional Information (if applicable)

3. Of the activities you listed in the previous section of the application (e.g. volunteering, clubs, sport, the 'arts'), tell us about those that are most important to you and any other ways you like to spend your leisure time. Of these activities, discuss the ones that you would like to continue at a school in the UK or any activities you would like to try if you had the opportunity. *

4. What are your specific reasons for wishing to attend a British boarding school? *

5. What do you want your new school community to learn about you, your country, and your culture, and in what ways might you share this with them? *

6. What three adjectives would you select to best describe yourself? *

separate each word with a comma

* ☐ I declare that the responses to the above questions are entirely my own work

Section 7: Household Information

Student Primary Mailing Address *

In the box labelled State you might enter your region or county.

Address 1 *

Address 2

Select...

Country *

City *

State

Zip / Postal Code

I live with *

My parents *

First Parent or Guardian in Primary Household

Name *

Title

First *

Middle

Last *

Preferred Name

Relationship to Applicant *

Primary Phone (Please type as: +country code and number. No spaces or dashes.) *

Type

Number *

Secondary Phone (Please type as:
+country code and number. No
spaces or dashes.)

Type

Number

Primary Email *

Country of Birth *

Country *

Country of Citizenship *

Employment Information

Employment Status

Job Title *

Second Parent or Guardian in Primary Household

Is there a second parent or legal guardian in
this household? *

☐ Yes ☒ No

Note: Job Title will only be asked where the response is Employed or Self-Employed. If answering 'Yes' to second parent or legal guardian, it will repeat the previous questions. The same is true if there is an additional household with legal guardianship (see below).

For siblings it will request their name, relationship to you, age, current year in school (if that applies) and whether they have been scholars with HMC Projects.

Additional Guardianship Information

Does the applicant have an
additional household with legal
guardianship? *

☐ Yes ☒ No

Sibling Information

How many siblings, if any, does the
applicant have? *

Section 8: Candidate Declaration

Applicant HMC Declaration

1. In signing below I give my permission that, if I am awarded and accept a scholarship, my name, country, UK school and personal email address can be shared with other HMC Projects scholars. I also agree that I will not share these details with anyone else, nor pass on the list to any third party.
2. My signature below also indicates that all the information given is complete and correct to the best of my knowledge, and the essay is my work alone.
3. I have read and understand the paper titled "General Information for Applicants 2025" giving details of the general arrangements taking up a scholarship at a school in the United Kingdom. These arrangements may include independent travel within the United Kingdom.
4. I understand that, if successful in obtaining a scholarship at a school in the UK, my parents shall subsequently be asked by the school to sign the normal forms of agreement with them.
5. I understand the financial conditions for entering the programme, namely that for a **Full Scholarship** the total parental net income during 2024 does not exceed £30,000, and £50,000 for a **Reduced Fee Scholarship**.
6. I understand that any extension of the scholarship into a second year is at the discretion of the school offering a scholarship place.

Signature of Applicant

I hereby state that the information contained herein is true and complete. I have not knowingly omitted any pertinent information regarding my academic, family, medical or behavioural history. I acknowledge that supplemental information may be required by school(s) and understood that our application(s) will not be reviewed until supplement(s), if required, have been submitted.

Signature of Applicant *

Your Full Name*

Email Address*

☐ I agree to the terms and conditions specified herein

9. Review Screen

REVIEW ● ● ● ● ● ● ● ● ● ●



Please review the information below, make any changes you need, and submit the form.

Who is completing this form? *

Please read the whole application with care and amend if you need to. If you **Submit** (bottom of this Review page) you cannot make further changes.

After you **submit** your application, you will receive 2 confirmations:

1. The first is a visual confirmation that will appear on the screen after you submit your application.
2. The second is a later email thanking you for your application and asking you to visit your portal to view your candidate checklist items e.g. uploading your photos, school grades etc.

Checklist Items

After you have submitted your application form, you will be invited to return to the portal to submit what are called Checklist Items. These are:

- Applicant Photo
- Form Tutor (or School Principal), Maths and English Teacher Recommendations
- Grades
- Additional Supporting Evidence
- Parental Statement & Health Form
- HMC Projects Financial Declaration Form

You will also see listed the **Spontaneous Essay Transcript Upload** – this will be completed on your behalf by the Country Coordinator.

Applicant Photo – a passport style photo

Teacher Recommendation Forms – Please use the online application system to contact the teacher. Completing the boxes will trigger an email from HMC Projects requesting they complete a form on your behalf. They submit this electronically. You will see when it is complete, but not the content of the recommendation.

Grades – you will be asked to download and complete a form with your grades on. In addition, please upload copies of the actual grade sheets from your school that match the information you entered on our document and uploaded.

Also, please use this section to upload any language certificates (e.g. IELTS) you referred to in the application form

Additional Supporting Evidence – Please include with your application a recent digital photo of you, either by yourself or with your family (locally or on holiday)

Personal Statement & Health Form – your parent(s) should complete this checklist item with you.

HMC Projects Financial Declaration Form - Please ask your parent(s) to complete the online form. This form will be available once you complete the application form, but does not need to be completed unless you are called to interview, in which case it should be completed and submitted as soon as you have been invited to interview.

If you called to interview your parents will also be required to complete an **Applicant Signature Form**. This item will only appear after you are invited to interview.