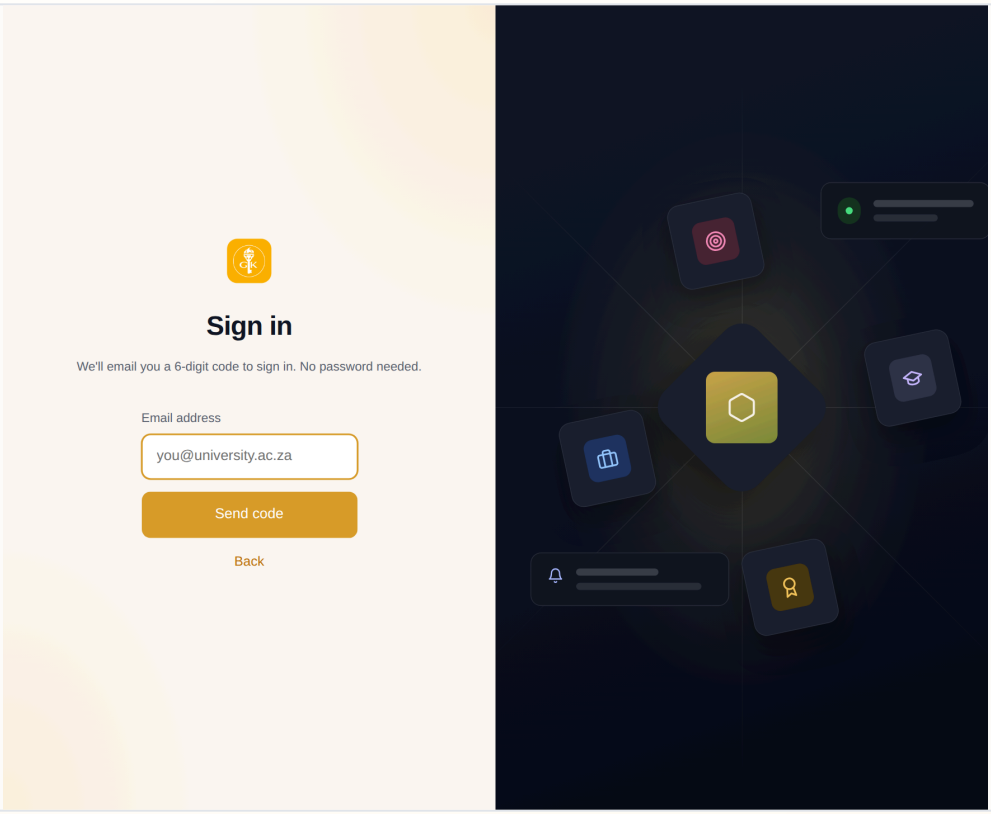
APPLICATION GUIDE

Apply with confidence.

Golden Key Applications

A step-by-step guide to applying for undergraduate and postgraduate opportunities.

goldenkey.xhuma.io



The Golden Key applicant portal. Screenshots throughout this guide use demonstration information.

DOCUMENT VERSION

1.3

UPDATED

25 August 2026

This guide assumes the portal is deployed at the address above. Screenshots illustrate the application process; available awards, dates, values and on-screen details can change. Always check the current opportunity in the portal.

01 / BEFORE YOU START

Choose your opportunity.

One account. A separate application for each opportunity.

Opportunity	Application route	Where to go in this guide
Undergraduate Achievement Award	Undergraduate study details and seven written responses.	Pages 6–7, then 11–15.
Graduate Scholar Award	Postgraduate programme details and seven written responses.	Pages 8–10, then 11–15.

Have these ready

- An email inbox you can access immediately, for your six-digit sign-in code.
- The access code supplied by Golden Key for the opportunity you want to unlock. This is different from the emailed sign-in code.
- Your institution, programme or major, study dates and academic average.
- Original written responses about your achievements, leadership, community involvement and goals.
- Your current CV/resume and a letter of recommendation. Each file must be PDF, JPG or PNG, up to 8 MB.

> **Check the live opportunity first**
>
> Read the award description, closing date and any eligibility instructions before you start. The portal may show only opportunities that are currently open. Do not assume that an award shown in this guide is still accepting applications.

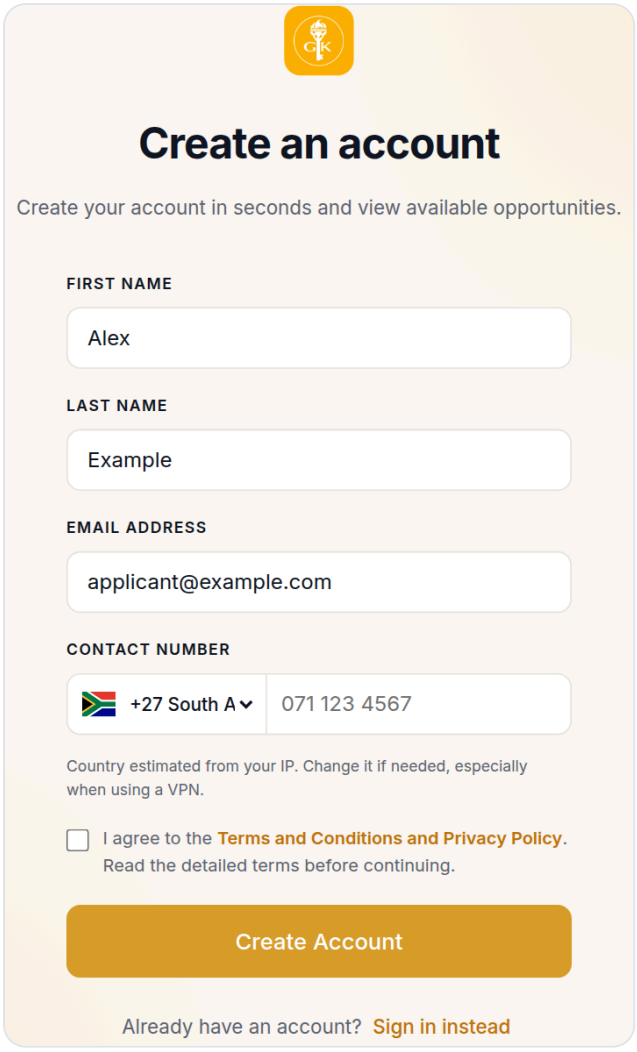
Find your next step

Create an account 3
Sign in and verify your email 4
Unlock an opportunity 5
Undergraduate application 6–7
Postgraduate application 8–10
Attach your documents 11
Review and submit 12
Save your confirmation 13
Resume or apply for another award 14
Troubleshooting and support 15

02 / CREATE YOUR ACCOUNT

Register once to get started.

If you already have an account, go straight to page 4.



Create an account: name, email, contact number and consent.

1. Open goldenkey.xhuma.io and choose **Create new account**.
2. Enter your **first name**, **last name** and **email address**. Use an inbox you can access.
3. Check the country flag and dialing code. These are estimated from your IP address; change the country if needed, especially when using a VPN.
4. Enter a valid contact number for the selected country.
5. Open the terms link and read the policy. Tick the agreement checkbox when you agree.
6. Choose **Create Account**. Correct any highlighted errors before trying again.
7. Complete the email-code verification described on page 4. Check that the required agreement remains selected on the signup verification screen.

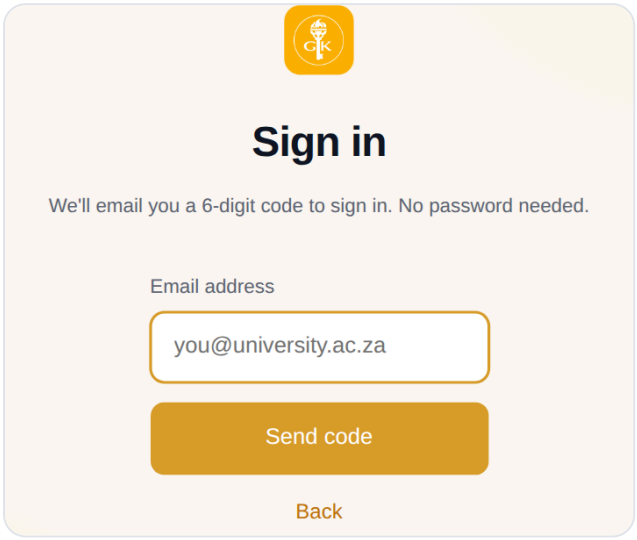
Read the policy

https://app.goldenkey.org/privacy-policy. Consent is required to create an account; it is not required again for an ordinary returning-user sign-in.

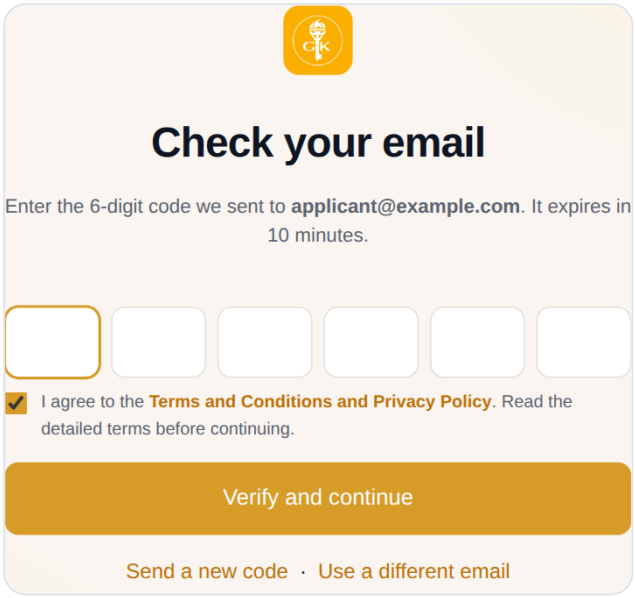
03 / EMAIL VERIFICATION

Sign in with your email code.

No applicant password is needed.



A. Enter the email address registered to your account.



B. Enter the six-digit code from your email.

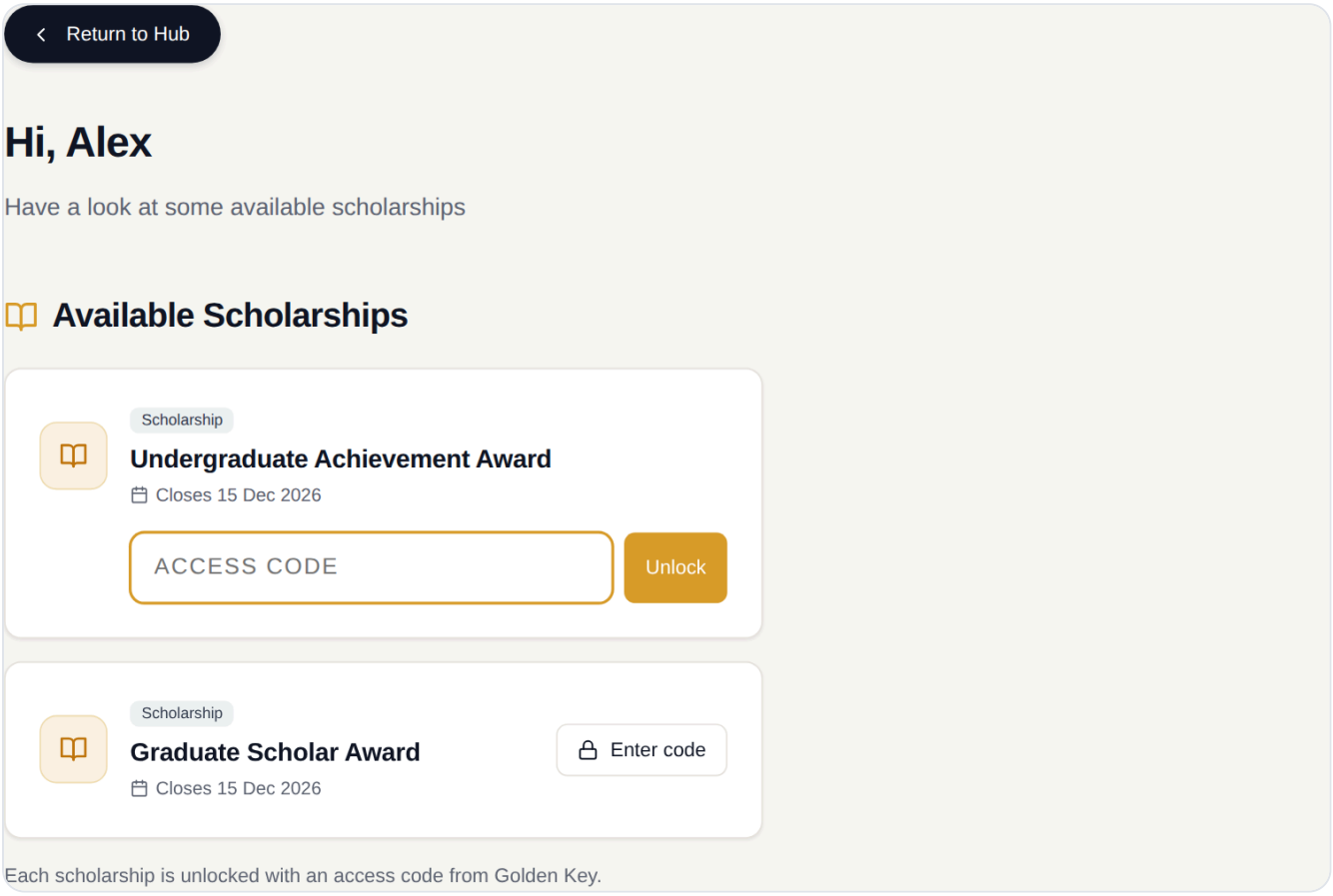
1. Returning applicants: choose **Sign in**, enter your registered email and select **Send code**. New applicants reach the code screen after creating an account.
2. Open your inbox and find the Golden Key sign-in email. Check spam or junk if it is not visible.
3. Enter the **six-digit code** within **10 minutes**. Verification may run automatically after the final digit; otherwise choose **Verify and continue**.
4. If the code expires, choose **Send a new code** and use the newest email. Wait briefly before resending.
5. If the address is wrong, choose **Use a different email**. Once verification succeeds, the opportunity Hub opens.

> **Two different kinds of code**
>
> The emailed code signs you in. An opportunity access code unlocks a particular scholarship. Never substitute one for the other, and never share your emailed sign-in code.

04 / FIND AND UNLOCK

Select the right opportunity.

The Hub shows available opportunities, drafts and submitted applications.



The Hub with an opportunity's access-code field open.

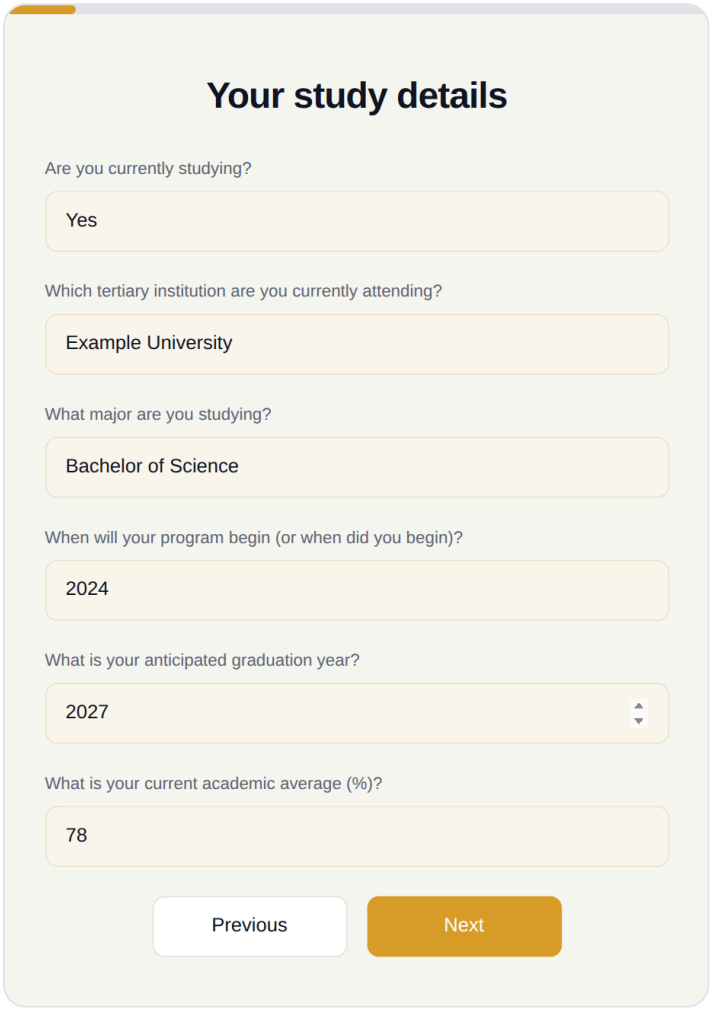
1. Locate the opportunity you want in the available scholarships list. Confirm the title and closing date.
2. Choose **Enter code** on that opportunity's card.
3. Enter the access code supplied by Golden Key and choose **Unlock**. Codes are opportunity-specific; this guide does not publish them.
4. Read the opportunity overview, including the award value, description and closing date.
5. Choose **Start application**. If you previously saved a draft, choose **Continue** or **Continue application** instead.

> **Do not have an access code?**
>
> Obtain the correct code from the Golden Key communication or team that invited you to apply. If an opportunity is closed or not visible, do not assume an old code will reopen it. For portal assistance, visit gksupport.xhuma.io.

05 / UNDERGRADUATE ROUTE

Enter your undergraduate study details.

Undergraduate Achievement Award



Undergraduate Study Information, filled with fictional example details.

1. Check that you selected the **Undergraduate Achievement Award** before starting.
2. Answer **Are you currently studying?** truthfully. The remaining study fields appear when you choose **Yes**.
3. Enter your institution and major.
4. Enter the year your programme began, or will begin, and your anticipated graduation year. Use four-digit years.
5. Enter your current academic average as a percentage from 0 to 100.
6. Check that your graduation year is not earlier than your start year, then choose **Next**.

Use accurate information

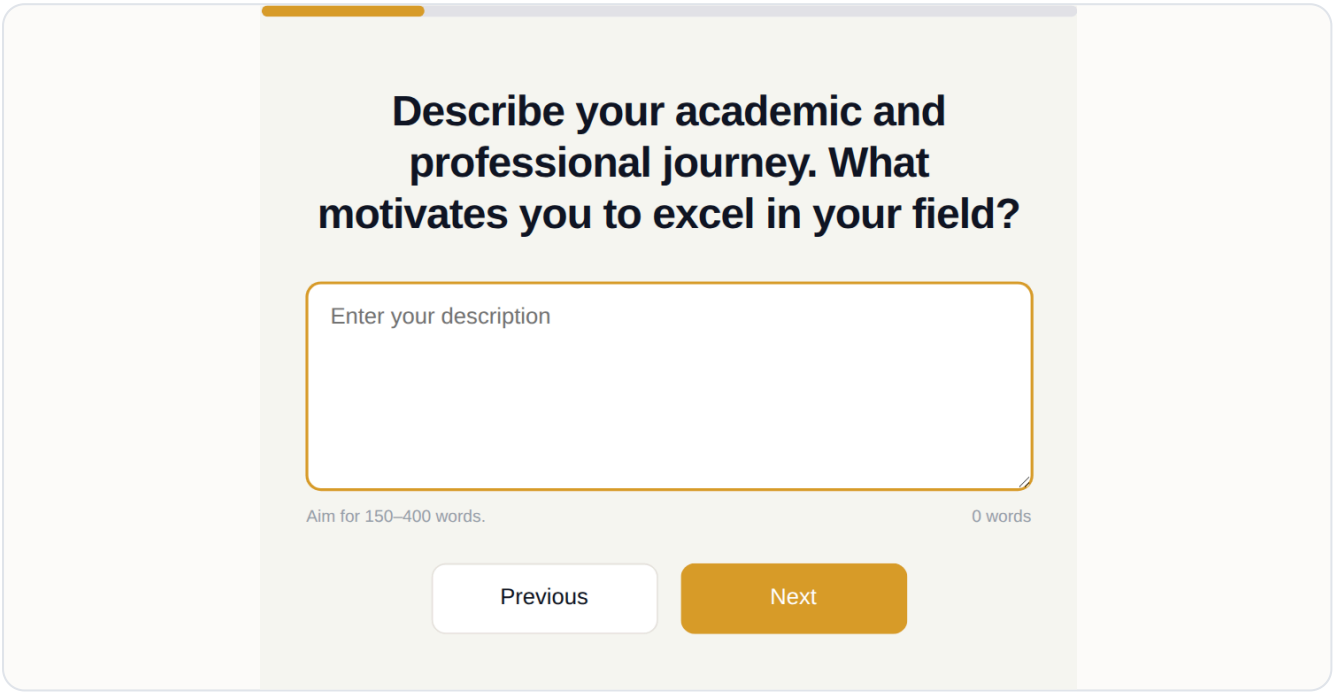
The study details are considered with your written responses and documents. Completing a field does not by itself establish eligibility.

Your route: Study Information → 7 written responses → CV/Resume → Letter of Recommendation → Submit.

06 / UNDERGRADUATE RESPONSES

Tell your story in seven answers.

Use specific, original examples that reflect your own experience.



The written-response editor, with a word counter and Previous / Next controls.

Complete these topics

1. **Academic journey:** your academic and professional path, and what motivates you.
2. **Leadership:** a role you held and its impact.
3. **Community service:** your role in a project and what you learned.
4. **Career goals:** how the award would help you achieve them.
5. **Overcoming a challenge:** what happened, how you responded and what you learned.
6. **Golden Key membership:** its influence on your development.
7. **Golden Key values:** choose a listed value and explain how you demonstrated it.

For every answer

1. Read the full question on screen.
2. Draft a clear response. The editor recommends **150–400 words**; follow any current opportunity instructions.
3. Proofread and use **Next** to save and continue. Use **Previous** to review earlier sections.

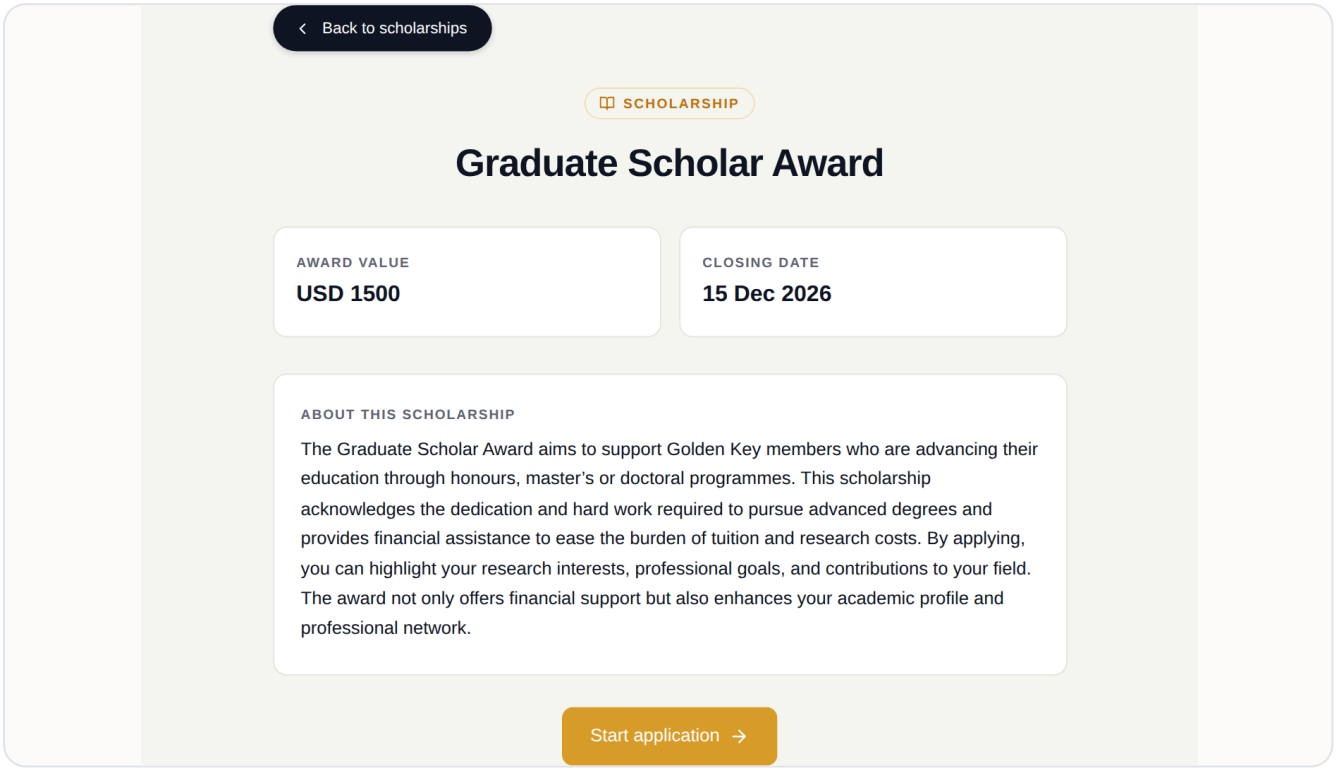
Make the evidence clear

Describe the context, your actions, the outcome and what you learned. Do not copy the demonstration information shown elsewhere in this guide.

07 / POSTGRADUATE ROUTE

Open the Graduate Scholar Award.

The postgraduate route asks different study and written questions.



The Graduate Scholar Award overview after it has been unlocked.

1. Return to the Hub and locate the **Graduate Scholar Award**.
2. Unlock it using its own access code if it is still locked.
3. Read its description, value, deadline and current eligibility instructions.
4. Choose **Start application** or **Continue application**.

A separate application

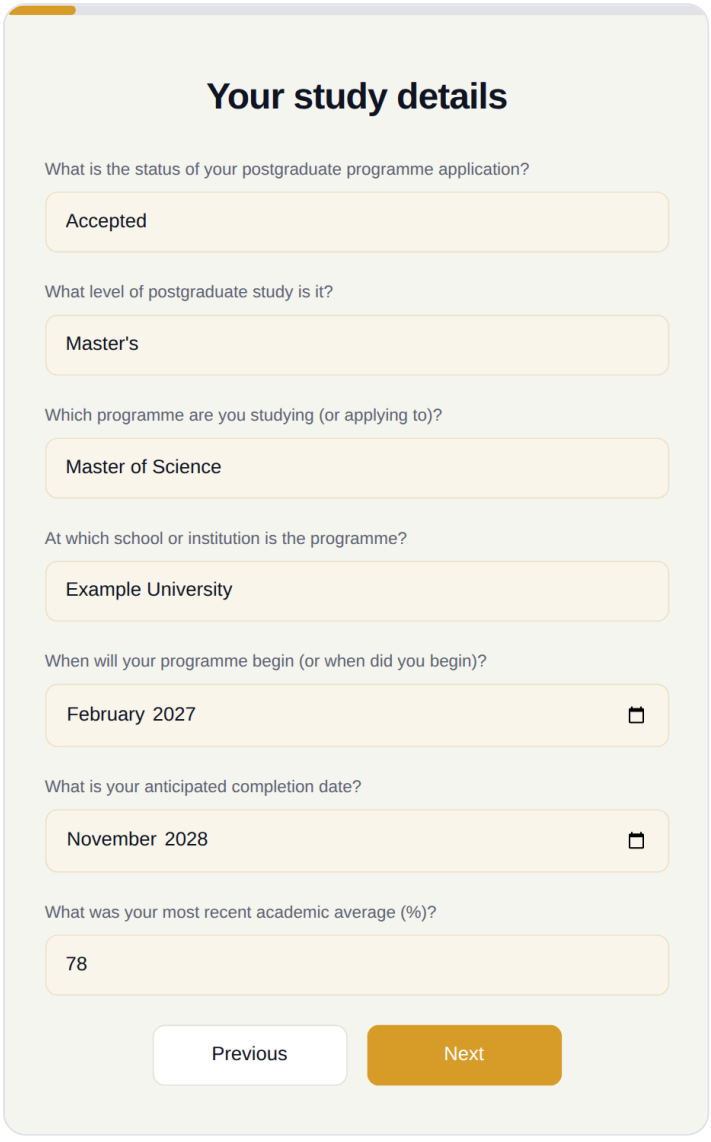
An undergraduate submission does not create a postgraduate application. Each opportunity has its own saved progress, written responses, required documents and submission reference. Apply only where you meet the relevant requirements.

Your route: Study Information → 7 postgraduate written responses → CV/Resume → Letter of Recommendation → Submit.

08 / POSTGRADUATE STUDY

Describe your postgraduate programme.

Use the details of the programme you are studying or applying to.



Postgraduate study details using fictional example information.

1. Choose your programme application status: **Enrolled**, **Accepted**, **Application submitted** or **Not yet applied**.
2. Select the study level: **Honours**, **Postgraduate diploma**, **Master's** or **Doctoral**.
3. Enter the programme name and institution.
4. Choose the programme's start month/year and anticipated completion month/year.
5. Enter your most recent academic average as a percentage from 0 to 100.
6. Ensure the completion date is not before the start date. Choose **Next**.

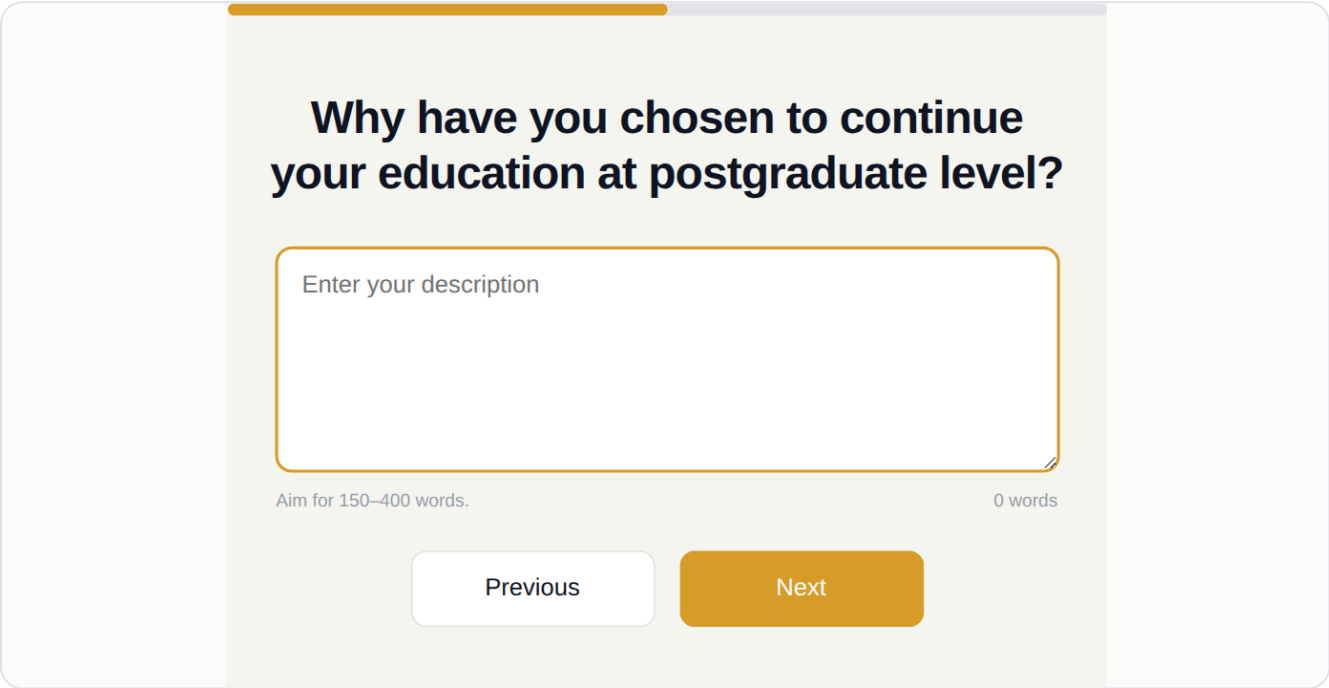
Be precise about status

Select the status that is true now; do not select Accepted or Enrolled simply because you intend to apply.

09 / POSTGRADUATE RESPONSES

Explain your postgraduate goals.

Seven responses connect your experience, further study and future contribution.



A postgraduate-specific question about continuing your education.

Complete these topics

1. **Academic journey** and motivation to excel.
2. **Leadership** and its impact.
3. **Community service**, your role and learning.
4. **Why continue your education** at postgraduate level?
5. **Career goals** and how the award would support them.
6. **Creating change** through your postgraduate studies.
7. **Golden Key membership** and its influence on your development.

Move through the form

1. Answer the exact prompt shown on each page.
2. Use the word counter; the editor recommends **150–400 words** per response.
3. Choose **Next** after reviewing each answer. After the final response, continue to the CV and recommendation uploads.

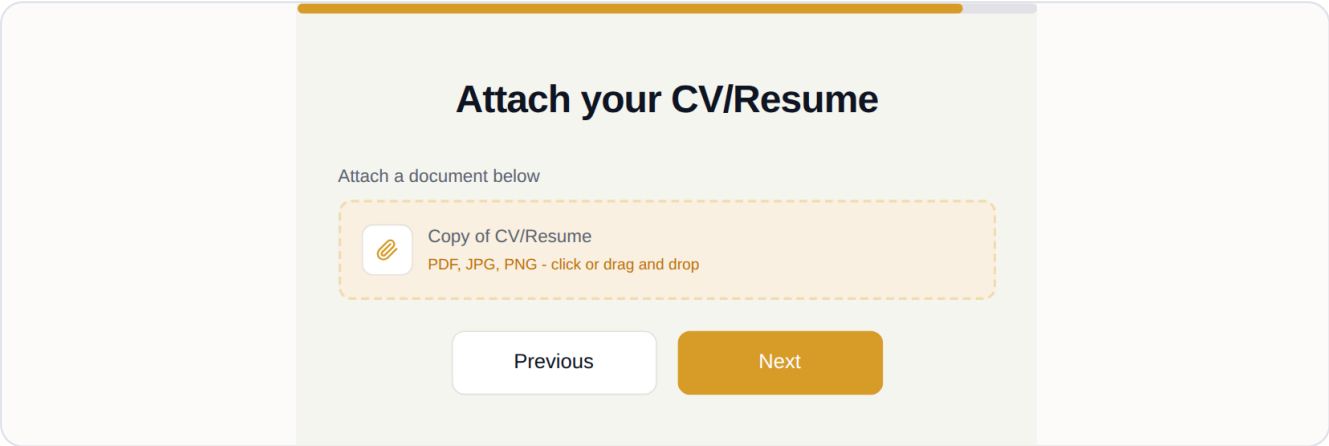
Different questions matter

The postgraduate route includes reasons for further study and creating change. Do not reuse an undergraduate answer without checking the actual postgraduate prompt.

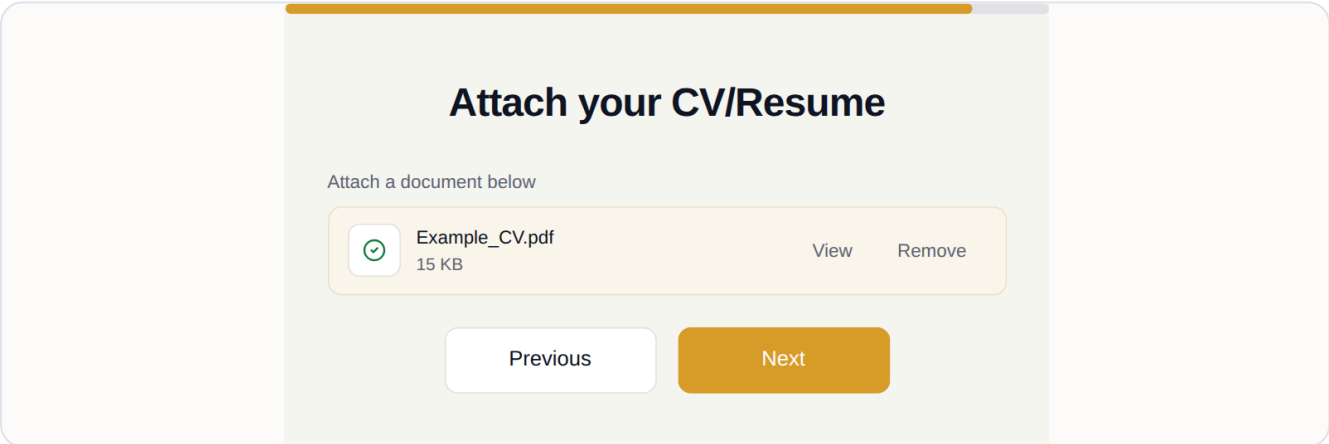
10 / DOCUMENTS FOR BOTH ROUTES

Upload your CV and recommendation.

Both documents are required for each opportunity you submit.



A. Click the CV/Resume upload area, or drag and drop your file.



B. A successful upload shows the filename, file size, View and Remove controls.

1. On **CV/Resume**, click the upload area or drag in your CV file.
2. Wait until its filename appears. Use **View** to check the uploaded document.
3. If the file is wrong, choose **Remove** and upload the correct version. Choose **Next** when ready.
4. On **Letter of Recommendation**, upload your recommendation and wait for its filename to appear. Check it using **View**.

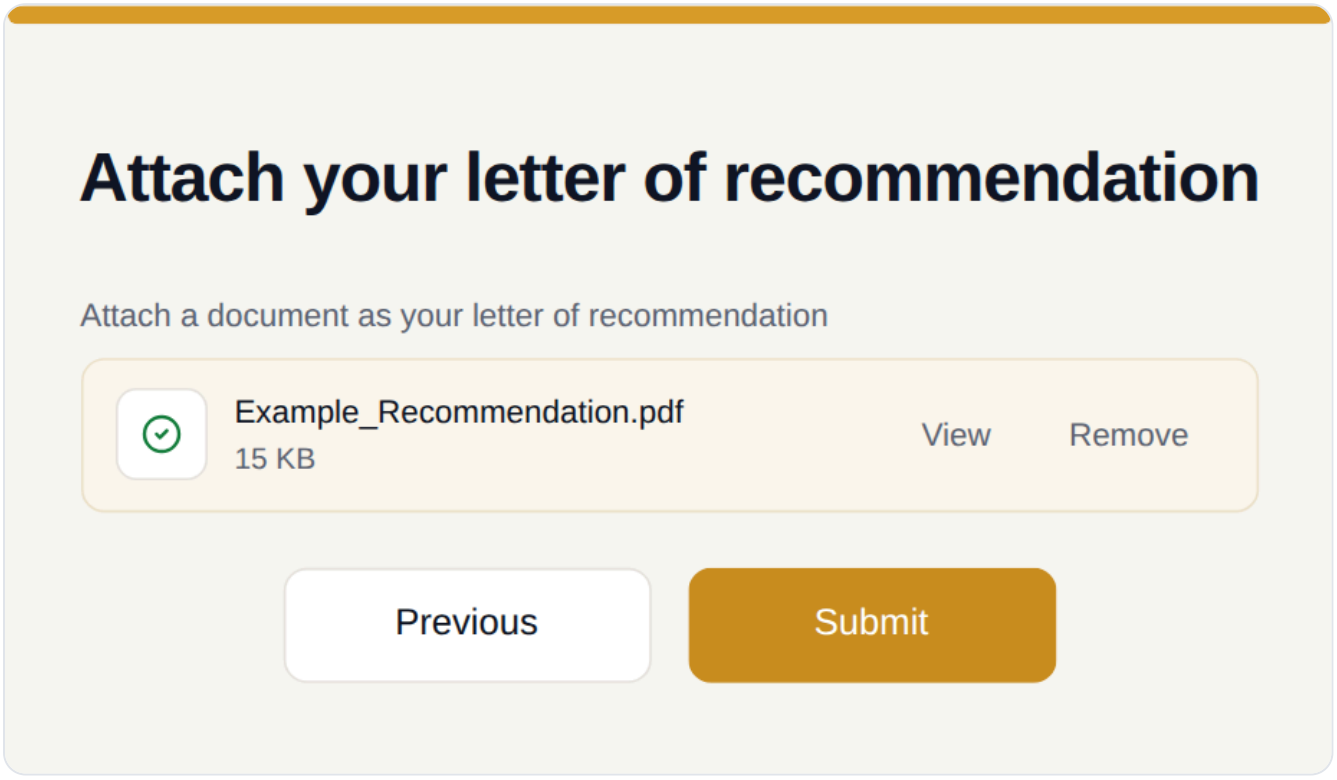
File checklist

PDF, JPG or PNG only; maximum 8 MB per file. A Word document is not an accepted upload format. Export it to PDF first. Use readable, complete documents and descriptive filenames. Upload both documents again for each separate opportunity.

11 / FINAL CHECK FOR BOTH ROUTES

Review before you press Submit.

The Submit button is on the final Letter of Recommendation step.



The last step, with a recommendation attached and the Submit button available.

1. Use **Previous** to review your study information and all seven written responses. Correct mistakes while the application is still a draft.
2. Check that you are completing the intended opportunity and that the deadline has not passed.
3. Confirm both the CV and recommendation are attached. Open them with **View** to check their contents.
4. Return to the last step and select **Submit** only when everything is complete.
5. Wait for the **Application received** confirmation. If the portal identifies an incomplete section, complete it and try again.

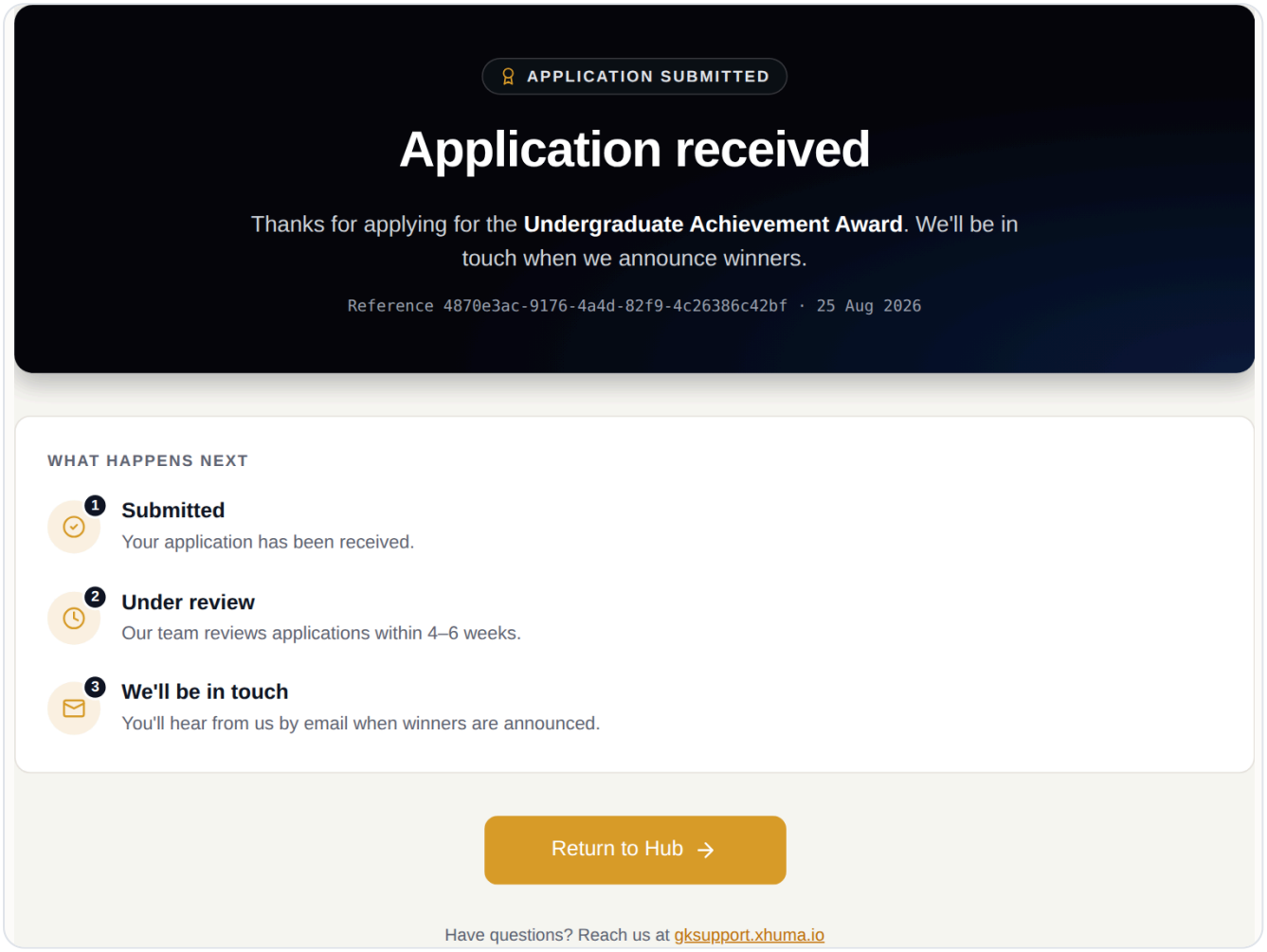
Important: Submit sends the application immediately

There is no separate review page or additional confirmation dialog in the current flow. You cannot edit a submitted application yourself in the portal. Review before submitting; if you later discover an error, contact support rather than creating another account.

12 / CONFIRMATION

Keep your application reference.

An application is submitted only after the portal confirms receipt.



The Application received screen. The reference shown belongs to a fictional demonstration application.

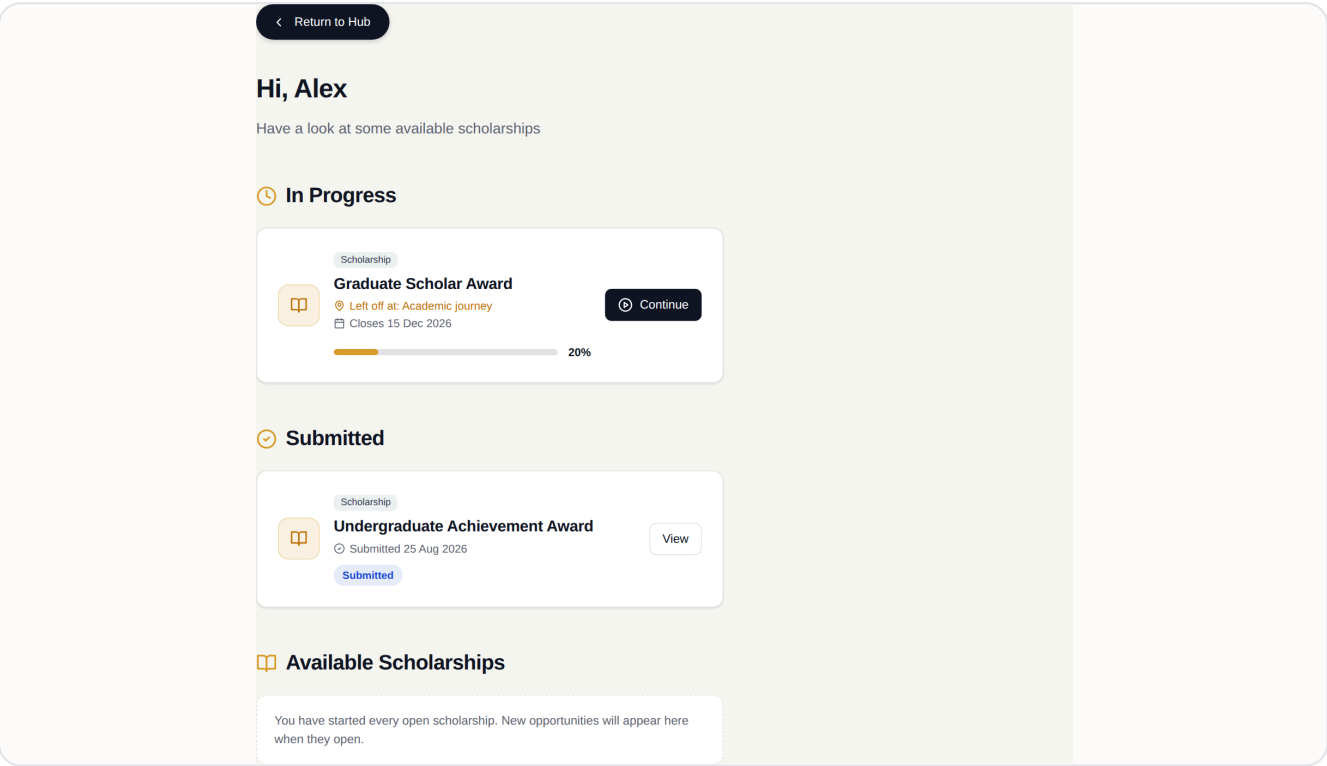
1. Check the award title on the **Application received** page.
2. Save the **reference** and submission date. Keep a screenshot or note for future enquiries.
3. Check your email for the application-completion message. If no email arrives, first confirm the application appears under **Submitted** in the Hub.
4. Choose **Return to Hub**. Use **View** on a submitted application to reopen its confirmation and see any displayed decision status.

> **What happens next?**
>
> The confirmation screen describes review and email updates. Review timing is guidance, not a guaranteed decision date; check current Golden Key communications. Submission does not guarantee an award.

13 / SAVED PROGRESS & OTHER AWARDS

Continue a draft or start another.

Each opportunity is tracked separately in the same account.



The Hub can show an In Progress application and a Submitted application at the same time.

Resume later

1. While editing, stay online and wait for **Saved**, or choose **Next** to save the current step.
2. Sign in again using the same email address.
3. Find the award under **In Progress** and choose **Continue**. The card shows where you left off.

Apply to another opportunity

1. Return to the Hub and locate the other open award.
2. Use that award's access code if needed, then choose **Start**.
3. Complete its own study details, responses and document uploads, then submit separately.

> **Draft is not submitted**
>
> A progress bar is not proof of submission, even at the last step. Look for Application received, a reference and a Submitted card. After the closing date, a draft may no longer be open for continuation.

The profile icon lets you review your name, Golden Key member number and mobile number. The account email is read-only on the profile screen. Sign out using the sidebar control when using a shared device.

14 / TROUBLESHOOTING

If something does not work.

Use these checks before trying again.

I have not received a sign-in code.

Confirm the email address, check spam/junk and allow a short delivery delay. Use **Send a new code** after the brief waiting period. Codes expire after 10 minutes; use the newest one. Never send your code to another person.

The email address is rejected, or no account is found.

Check spelling, spaces, the @ sign and the domain. Returning applicants must use the address they registered with. If you have never registered, choose **Create new account**.

The country flag or dialing code is wrong.

IP location can be affected by a VPN or network routing. Open the country selector and choose the correct country. If detection fails, choose manually. Check that your contact number matches the selected country.

The opportunity access code does not work.

Use the Golden Key code for that specific award, not the six-digit email code. Check for typing errors and confirm the award is still open. Ask the Golden Key team that supplied the invitation if you need the correct access code.

My file will not upload.

Use a non-empty PDF, JPG or PNG file no larger than 8 MB. Compress a large scan or export it as a smaller PDF. Keep the connection active and wait for the filename to appear before continuing.

The page says Not saved, or submission fails.

Check the connection and keep a separate copy of your long responses. Retry saving or choose Next after reconnecting. Complete any section highlighted by the portal. Do not assume that an error or a loading message means the application was submitted.

I need to change an application after submitting.

The applicant portal does not provide editing of submitted applications. Contact support with the opportunity title and your application reference. Do not send your email verification code or create duplicate accounts.

Need help?

gksupport.xhuma.io

Include the award title, your reference if available, a description of the problem and a screenshot without private codes or sensitive documents.

Portal: https://goldenkey.xhuma.io
Terms and privacy: https://app.goldenkey.org/privacy-policy
Applicant guide · Version 1.3 · Updated 25 August 2026.