

GRADUATE ADMISSIONS INTELLIGENCE

The GradsHQ Handbook

Every feature, how it works, what you get from it,
and exactly where our data comes from —
explained step by step, with screenshots.

Built for African talent. Designed for the world.

www.gradshq.com · a product of The Learnaholics Academy



WELCOME

Graduate school, **without the maze.**

Applying abroad usually starts with a hundred browser tabs and no clear sense of where to begin. This handbook shows you how GradsHQ replaces that with one calm, country-first path — and how every number and recommendation you see is produced.

JUST STARTING**You are exploring**

Start at **Chapter 1** to create your profile, then read **Chapters 3 and 4** to see how programmes and scholarships are found for you.

MID-APPLICATION**You are applying**

Jump to **Chapters 5 and 6** — tracking every deadline and document, and getting honest coaching on your statements.

PARTNER OR MENTOR**You advise others**

Read **Chapter 10** to understand where our data comes from, how it is verified, and what the AI will never do.

How to read the screenshots

Each feature is shown the way it appears on screen. Numbered green markers point to the parts that matter; the numbered list underneath explains each one in plain language.

Every chapter ends with **what you get** from the feature and **where the information comes from**, so you can always check our work.



A marker like this points to the button, label or area described in the matching list item.

ABOUT THE SAMPLE DATA

The screenshots in this handbook were taken from a **demo account** (a fictional Nigerian applicant) filled with sample programmes, scholarships and scores, so every screen can be shown fully populated. **Your own results come from live research scoped to your chosen countries** — and may differ. Plans, prices and features can change; the live site is always the source of truth.

GradsHQ is a navigation and preparation tool — not an admissions agency, visa agency, university or scholarship provider. It never guarantees admission, and you remain responsible for the accuracy and final submission of every application.

CONTENTS

What is inside.

Ten chapters, from your first sign-up to where our data comes from.

About GradsHQ	04	Your applications & the ten statuses	28
How GradsHQ works	06	The application workspace	29
Plans at a glance	08	Reminders, offers & outcomes	30
01 Getting started	09	06 GradsHQ Coach	31
Create your account	10	CV analysis & statement coaching	32
Sign in & stay secure	11	Question coach & interview preparation	33
The 8-step onboarding	12	07 Practice exams	35
02 Your dashboard	14	The exam hub	36
The welcome banner & recommendations	15	Results & certificates	37
Countries, calendar, pipeline & profile	17	08 Account & settings	38
03 GradsHQ Match	18	Profile settings	39
How a programme search works	19	Security, referrals & your data	40
The Programmes page	20	09 Language & mobile	41
Reading a programme card	21	Language & mobile	42
Fit labels & the readiness score	22	10 Data & trust	43
04 GradsHQ Fund	23	Where our data comes from	44
How a scholarship search works	24	Responsible AI	45
Reading a scholarship card	25	Privacy & fair use	46
05 GradsHQ Track	27	FAQ & glossary	47
		Contacts	48

ABOUT GRADSHQ

We built the tool **we wished existed.**

GradsHQ is an AI-powered graduate admissions intelligence platform. It helps you decide **where** to apply, find the **programmes and funding** that fit, strengthen your **application**, and keep every deadline under control — in one place.

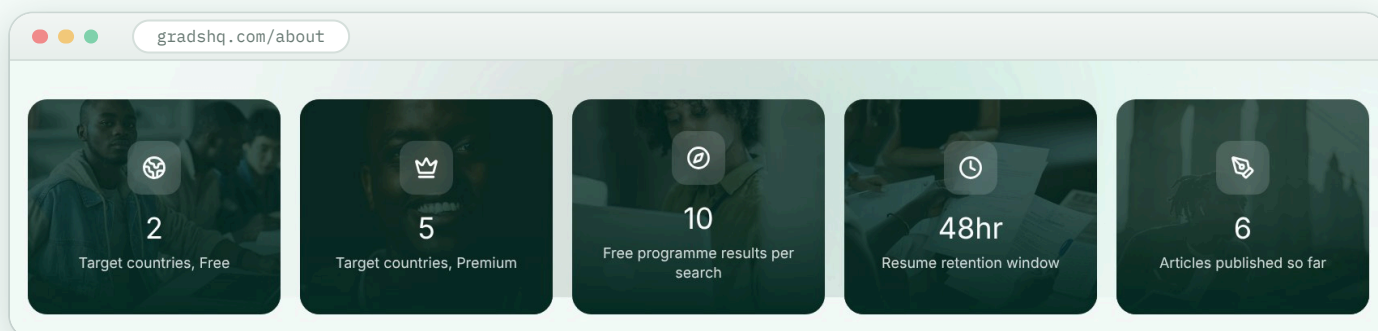
The idea came from lived experience. Our founder, **Olatunbosun Onaopemipo Olalekan**, completed his Master's at the Higher School of Economics in Nizhny Novgorod and is pursuing a PhD at LUISS University in Rome. To get there he submitted **34 applications** — not because he was unsure what he wanted, but because he had no system to navigate countries, universities, programmes, funding, supervisors, requirements and deadlines.

GradsHQ is that system: one that helps ambitious people understand where they fit, discover where to apply, find funding, strengthen their applications and move through the journey with clarity.

“Graduate school should be about pursuing your ambition, not figuring out how to navigate the system.”

**Olatunbosun O. Olalekan**

Founder, GradsHQ · PhD candidate, LUISS University, Rome



OUR MISSION

Navigate your way to graduate school — wherever you're starting from.

We build for applicants who don't have a family network of people who've done this before — starting with African talent, and designed to hold up for anyone navigating admissions from outside the system it was built for.

WHO IS BEHIND IT

A product of The Learnaholics Academy

GradsHQ is built and operated by The Learnaholics Academy, with English and French available across the public site and the signed-in app.

WHAT WE BELIEVE

Six commitments that shape every feature we ship.

These are not slogans. Each one is enforced inside the product — and each one explains something you will notice as you use it.

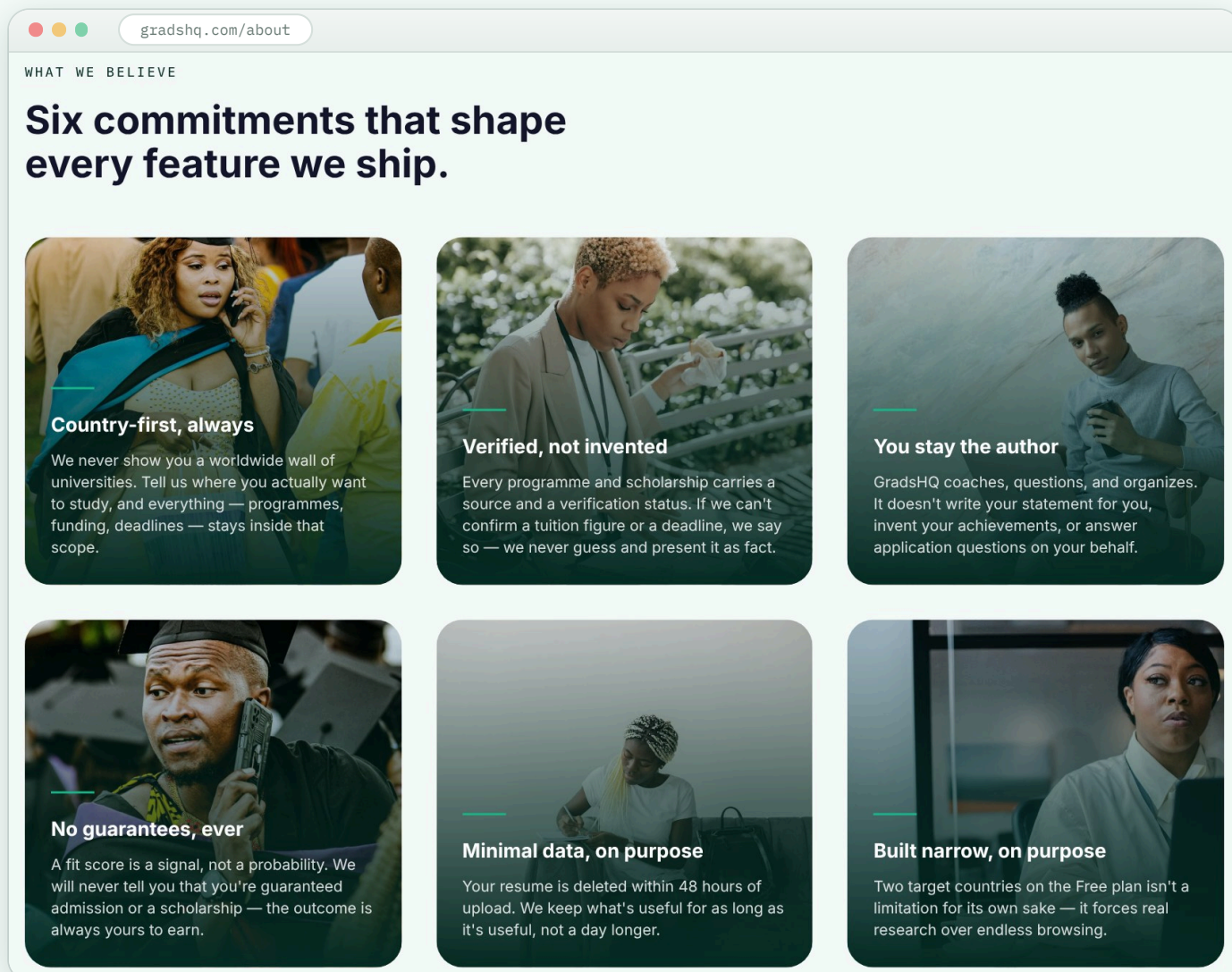


FIG. 01 The six commitments, as shown on the About page.

Country-first, always

You never see a worldwide wall of universities. Everything — programmes, funding, deadlines — stays inside the countries you picked.

Verified, not invented

Each result carries a source and a verification status. If a tuition figure or deadline cannot be confirmed, it says so instead of guessing.

You stay the author

Coaching asks questions and gives feedback. It does not write your statement or invent your achievements.

No guarantees, ever

A fit score is a signal, not a probability. Outcomes are always yours to earn.

Minimal data, on purpose

Your resume is deleted within 48 hours of upload. We keep what is useful for as long as it is useful.

Built narrow, on purpose

Two target countries on the Free plan forces real research over endless browsing.

HOW IT WORKS

One path, in the order it actually happens.

GradsHQ turns “I don’t know where to start” into five clear steps — all scoped to the countries you actually chose.

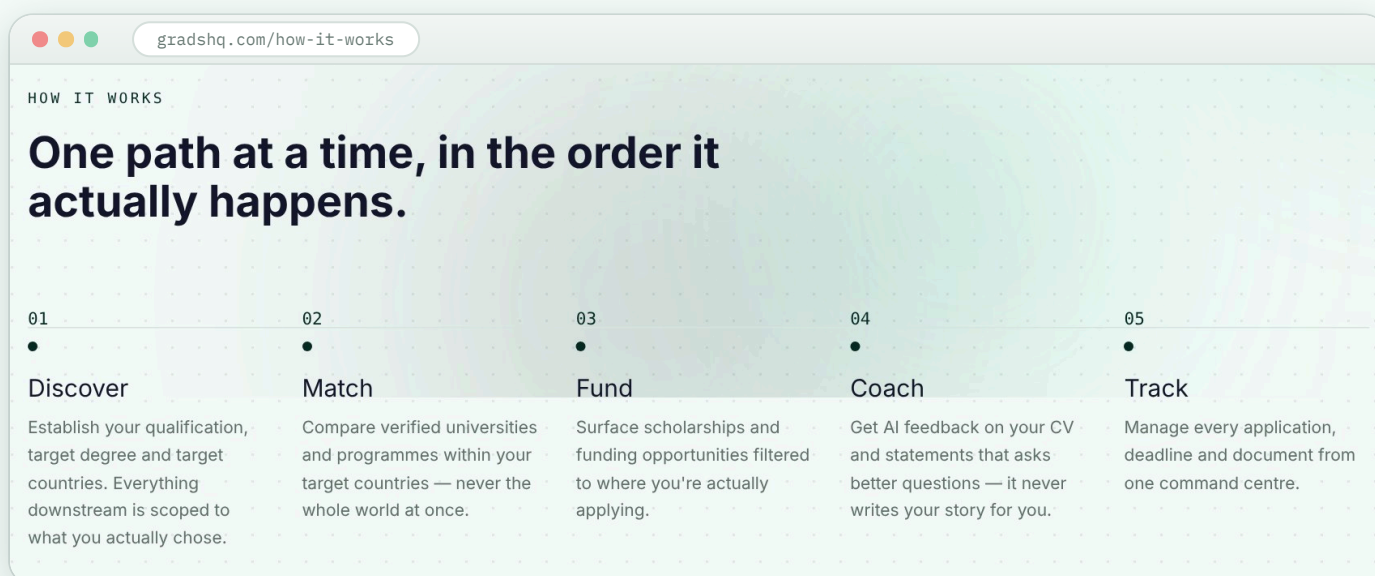


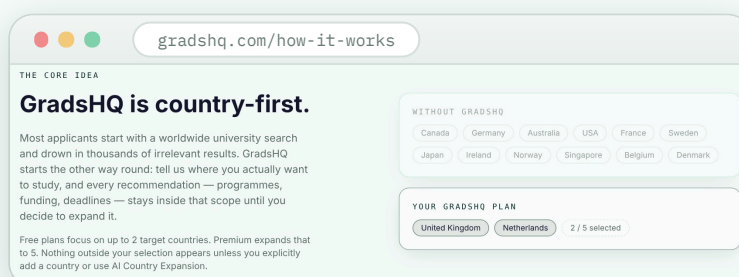
FIG. 02 The five steps as presented on the How It Works page.

THE CORE IDEA

GradsHQ is country-first.

Most applicants begin with a worldwide university search and drown in thousands of irrelevant results. GradsHQ starts the other way round: **tell us where you actually want to study**, and every recommendation stays inside that scope until you decide to expand it.

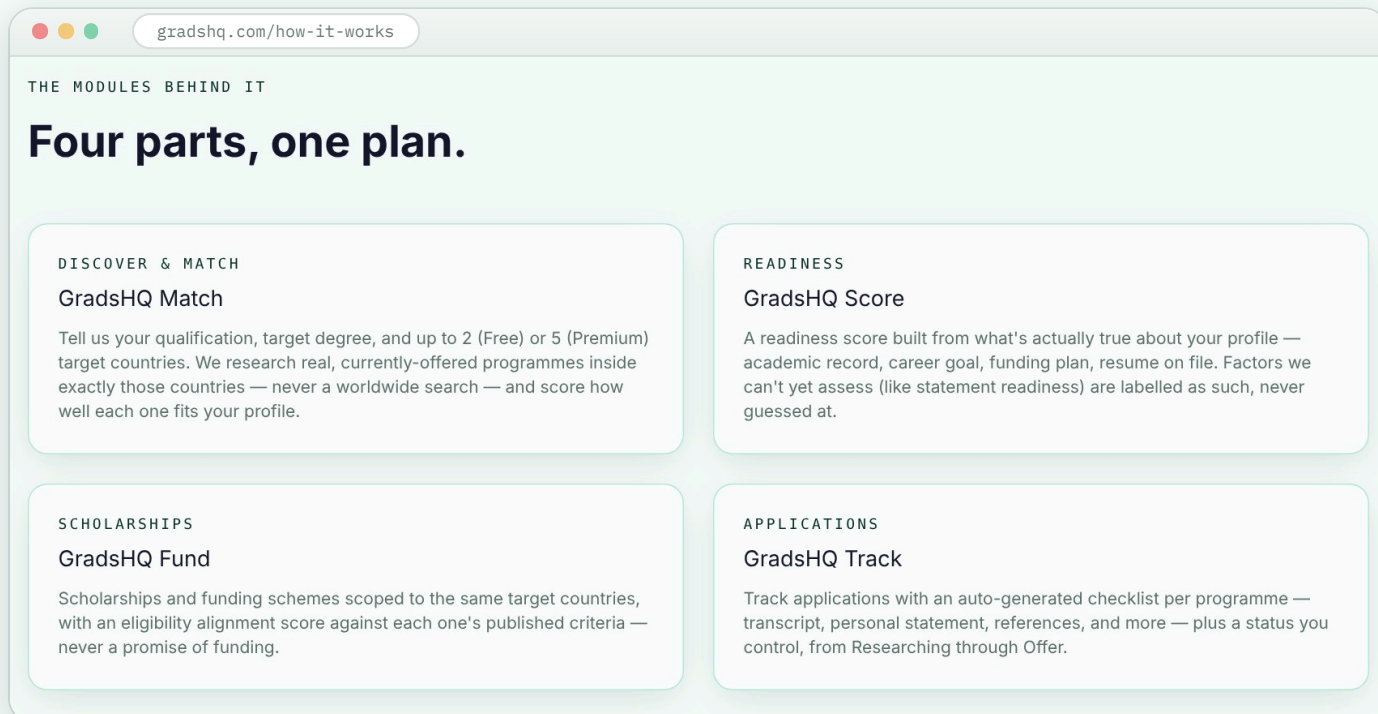
Free plans focus on up to **2 target countries**; Premium expands that to **5**.



THE MODULES

Four parts, **one plan** — plus practice exams.

Every part of GradsHQ has a name, a page and a job. Here is the map you will keep coming back to.



Module	Where to find it	What it does for you
GradsHQ Match	Programmes	Researches real, currently offered programmes in your target countries and scores how well each fits your profile.
GradsHQ Score	Inside each programme	A readiness score built only from what is true about your profile; factors it cannot assess are labelled, never guessed.
GradsHQ Fund	Funding	Finds scholarships and funding schemes in the same countries, with an eligibility signal against each one's published criteria.
GradsHQ Track	Track	Turns each application into a workspace: checklist, suggested timeline, recommendation letters and status.
GradsHQ Coach	Coach	CV analysis, personal statement feedback, application-question help and interview practice — feedback, never ghost-writing.
Practice Exams	Exams	Free, auto-graded English proficiency and GRE-preparatory practice tests with a downloadable certificate.

WHAT GRADSHQ IS NOT

GradsHQ is a navigation and preparation tool. It is **not** a university, an admissions agency, a visa agency or a scholarship provider, it never submits anything on your behalf, and it never promises admission or funding.

PLANS

Start free. Pay for depth when you need it.

Four ways to use GradsHQ — from a free profile to a full PhD package.

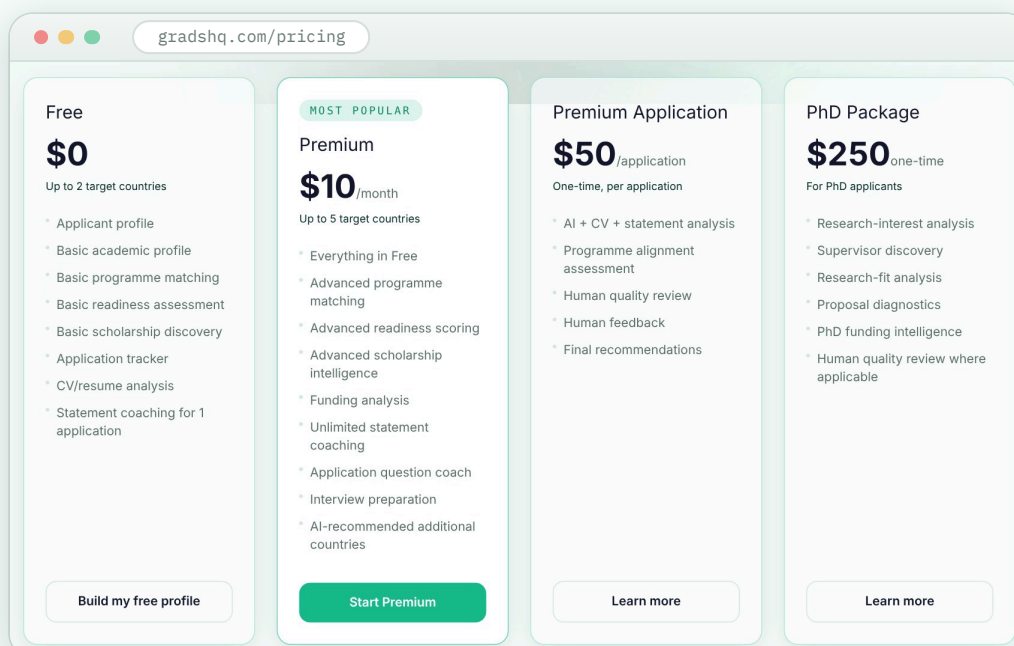


FIG. 03 The four plans on the Pricing page.

What you can do	Free \$0	Premium \$10 / month
Target countries	Up to 2	Up to 5
Programme matching & readiness	Basic	Advanced
Scholarship discovery & funding analysis	Basic	Advanced intelligence
Programme and scholarship searches	1 of each	3 of each
Application tracker & CV / resume analysis	Included	Included
Personal statement coaching	1 application	Unlimited
Application question coach & interview preparation	—	Included
AI-recommended additional countries	—	Included
Practice exam attempts	1 in total	2 per exam

ONE-TIME \$50 / APPLICATION

Premium Application

AI + CV + statement analysis, a programme alignment assessment, human quality review and feedback, and final recommendations — for the one application that matters most.

ONE-TIME \$250

PhD Package

Research-interest analysis, supervisor discovery, research-fit analysis, proposal diagnostics and PhD funding intelligence, with human quality review where applicable.

01

CHAPTER 01

Getting started

Create your profile in about two minutes. No card required — just a few honest answers that let GradsHQ stay focused on what is relevant to you.

-
- Create your free account
 - The 8-step onboarding, one question at a time
 - Sign in & keep your account secure
 - What happens to your answers

CREATE YOUR ACCOUNT

Build your free profile.

From the home page, choose **Build my free profile**. Sign-up takes about two minutes and asks for no payment details.

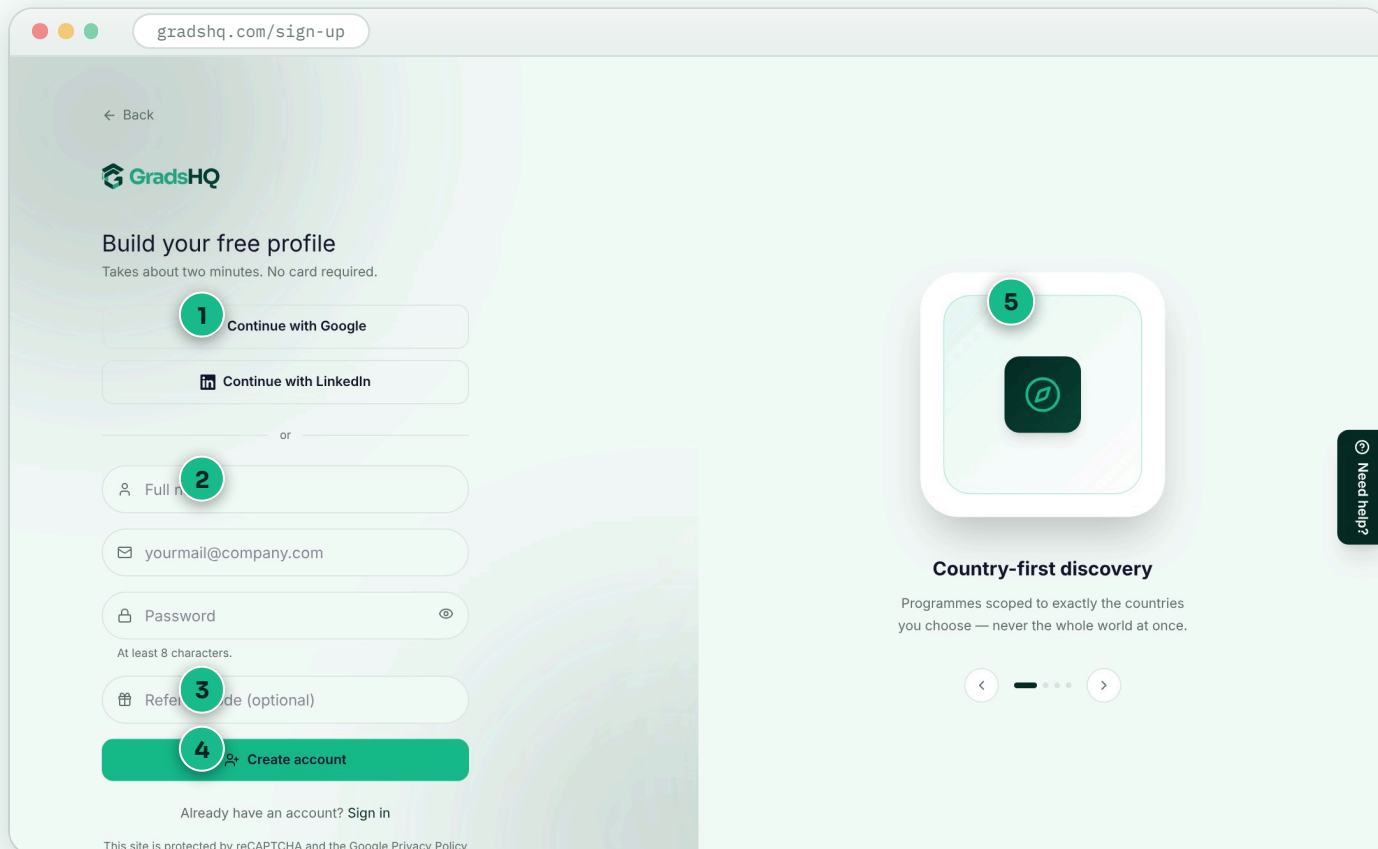


FIG. 04 The sign-up page.

- 1 Continue with Google or LinkedIn**
The fastest route: use an account you already have — there is no separate password to remember.
- 2 Name, email and password**
Or sign up with email. Passwords must be at least 8 characters, and you can show or hide what you type.
- 3 Referral code (optional)**
If a friend invited you, enter their code. Their referrals can earn them free Premium time.
- 4 Create account**
Creates your profile and emails you a verification link. You must verify your email before your first sign-in.
- 5 Rotating highlights**
A short tour of what you get — for example, programmes scoped to exactly the countries you choose.

What happens next

- 1 Sign up**
Use Google, LinkedIn or your email address.
- 2 Verify your email**
Open the link we send you. Until you do, email-and-password accounts cannot sign in — this keeps spam sign-ups out.
- 3 Sign in**
Return to GradsHQ and sign in with the same details.
- 4 Start onboarding**
You land on a short guided questionnaire that builds your profile (next pages).

SIGN IN & STAY SECURE

Welcome back — safely.

Your account holds your profile, saved results and applications, so GradsHQ gives you several layers of protection.

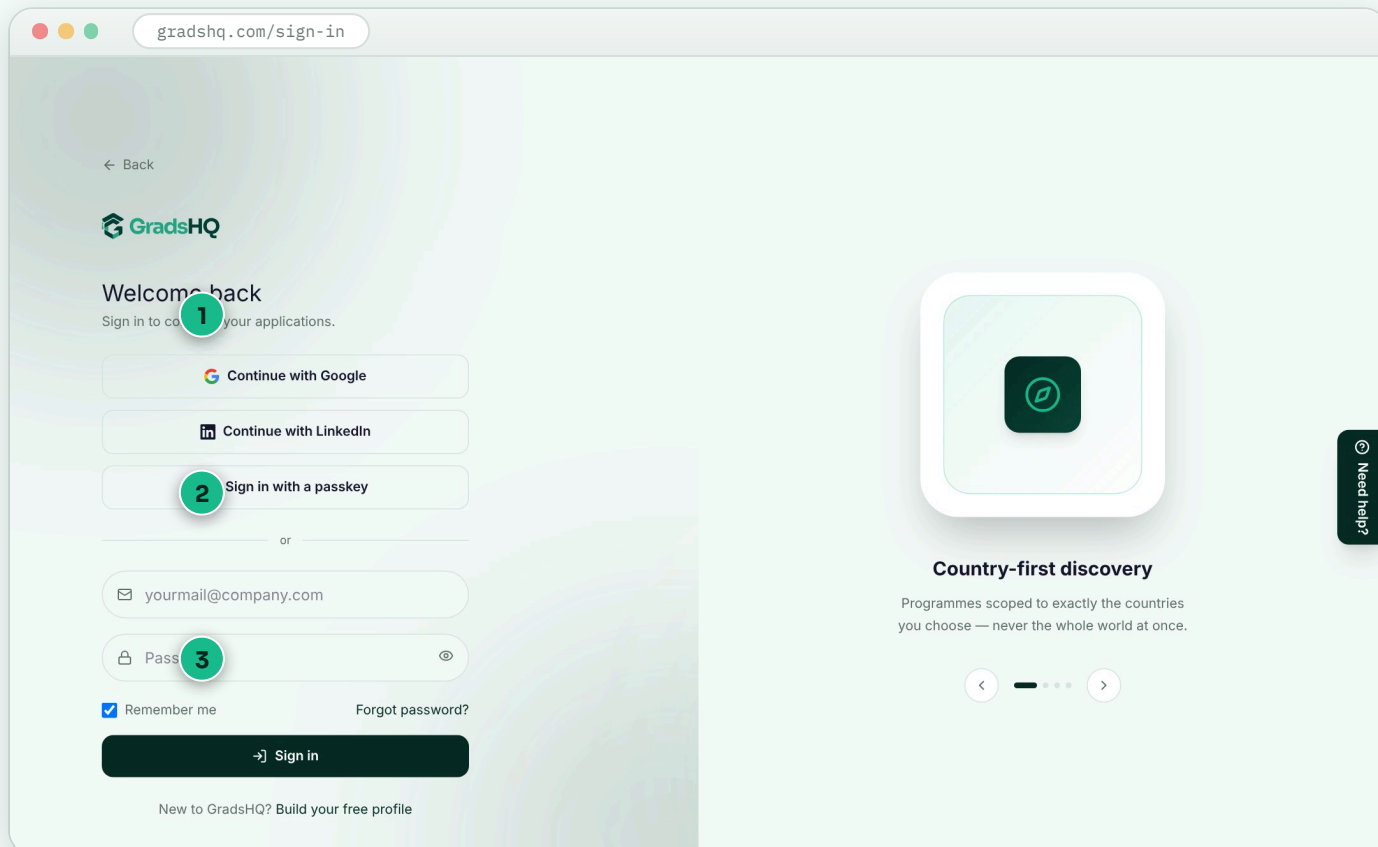


FIG. 05 The sign-in page.

- 1 Social sign-in**
Continue with Google or LinkedIn if that is how you signed up.
- 2 Email and password**
Use the details you registered with. A **Remember me** option keeps you signed in for longer on this device.
- 3 Sign in**
If two-factor authentication is on, you will be asked for your 6-digit code or a backup code next.

PASSKEYS

Sign in without a password

Add a passkey in **Profile** and sign in with your device's fingerprint, face or screen lock.

TWO-FACTOR

An authenticator app

Turn on two-factor authentication for an extra code at every sign-in. Single-use backup codes are provided.

SESSIONS

See and end sessions

Your **Active sessions** list shows every signed-in device — sign any of them out remotely.

LOCKED OUT?

Forgot your password? Choose **Forgot password** on the sign-in page and we will email a single-use reset link. Sign-in attempts are rate-limited to protect against password guessing.

ONBOARDING

Eight questions, one at a time.

A progress bar shows where you are, and every answer is saved as you go — refresh the page and you pick up exactly where you left off.

1

gradshq.com/onboarding

STEP 1 OF 8

What is your highest completed educational qualification?

Bachelor's degree

Continue

Highest completed qualification

Choose from secondary school through to doctorate. This sets the starting point for matching.

2

gradshq.com/onboarding

STEP 2 OF 8

Tell us about that qualification

Degree

BSc Statistics

Field of study

Mathematics & Statistics

Country where you obtained this qualification

Nigeria

Change

Institution

University of Ibadan

Optional

Tell us about that qualification

Degree, field, the country it was obtained in, institution, graduation year, grade and grading scale.

3

gradshq.com/onboarding

STEP 3 OF 8

Where are you from — and where are you now?

These stay separate from your target countries. It's completely normal for them to differ — e.g. Nigerian citizenship, living in Italy, applying to the UK.

Country of citizenship ⓘ

Nigeria

Change

Where do you currently live? ⓘ

Nigeria

Change

Back

Continue

Where you are from — and where you are now

Citizenship and residence are asked separately, because scholarships care about both. Neither is guessed from the other.

4

gradshq.com/onboarding

STEP 4 OF 8

What do you want to study next?

Master's

Back

Continue

What do you want to study next?

Master's, MBA, MPhil, PhD or Postdoctoral. Research degrees unlock research-specific questions and tools.

WHY THREE DIFFERENT COUNTRIES?

The questions ask about your **qualification country**, **citizenship** and **residence** separately on purpose — a Nigerian citizen living in Italy with a Nigerian degree is a completely normal profile, and GradsHQ treats it as one.

ONBOARDING, CONTINUED

Your field, countries and goals.

5

gradshq.com/onboarding

STEP 5 OF 8

What do you want to study?

Broad field

Data Science & Artificial Intelligence

Additional interests

Entrepreneurship, Leadership, Business Development

Optional — comma-separated, e.g. Entrepreneurship, Leadership, Innovation

Back Continue

What do you want to study?

Pick a broad field, then add optional keywords for a niche (for example “health data”).

6

gradshq.com/onboarding

STEP 6 OF 8

Where do you want to study?

Choose the countries you want GradsHQ to focus on. We'll only research and recommend within these — never the whole world at once.

2 / 2 COUNTRIES SELECTED

United Kingdom x Germany x

You've picked 2 countries — that's the Free plan limit for now. You can always add more later if you decide to upgrade.

Back Continue

Where do you want to study?

Choose up to 2 countries on Free or 5 on Premium. Everything GradsHQ researches stays inside this list.

7

gradshq.com/onboarding

STEP 7 OF 8

How do you plan to fund your studies?

Funding preference

Mostly funded

Approximate annual study budget ⓘ

Select...

Back Continue

How do you plan to fund your studies?

Funding preference and an approximate annual budget help match funding and tuition to your reality.

8

gradshq.com/onboarding

STEP 8 OF 8

What do you want this degree to help you achieve?

Career goal

Become a machine-learning engineer building health-data tools for African clinics.

Back Finish

What do you want this degree to help you achieve?

Your career goal. It shapes how programmes are assessed and appears in your readiness factors.

After the final step

You arrive on your **dashboard** and can run your first programme and scholarship searches straight away.

Changing your mind later

Career goal can be edited any time in **Profile**. Field of study can be changed **once**. On Premium, target countries are editable too.

02

CHAPTER 02

Your dashboard

Your command centre: a calm, at-a-glance view of everything you are tracking, what is coming up, and what to do next.

-
- The welcome banner and quick counts
 - Target-country cards and the deadline calendar
 - Your profile at a glance
 - Recommended programmes
 - Application pipeline and progress

THE DASHBOARD

Everything you track, in one glance.

Sign in and this is where you land. It is built to answer one question quickly: **what is the state of my applications, and what should I do next?**

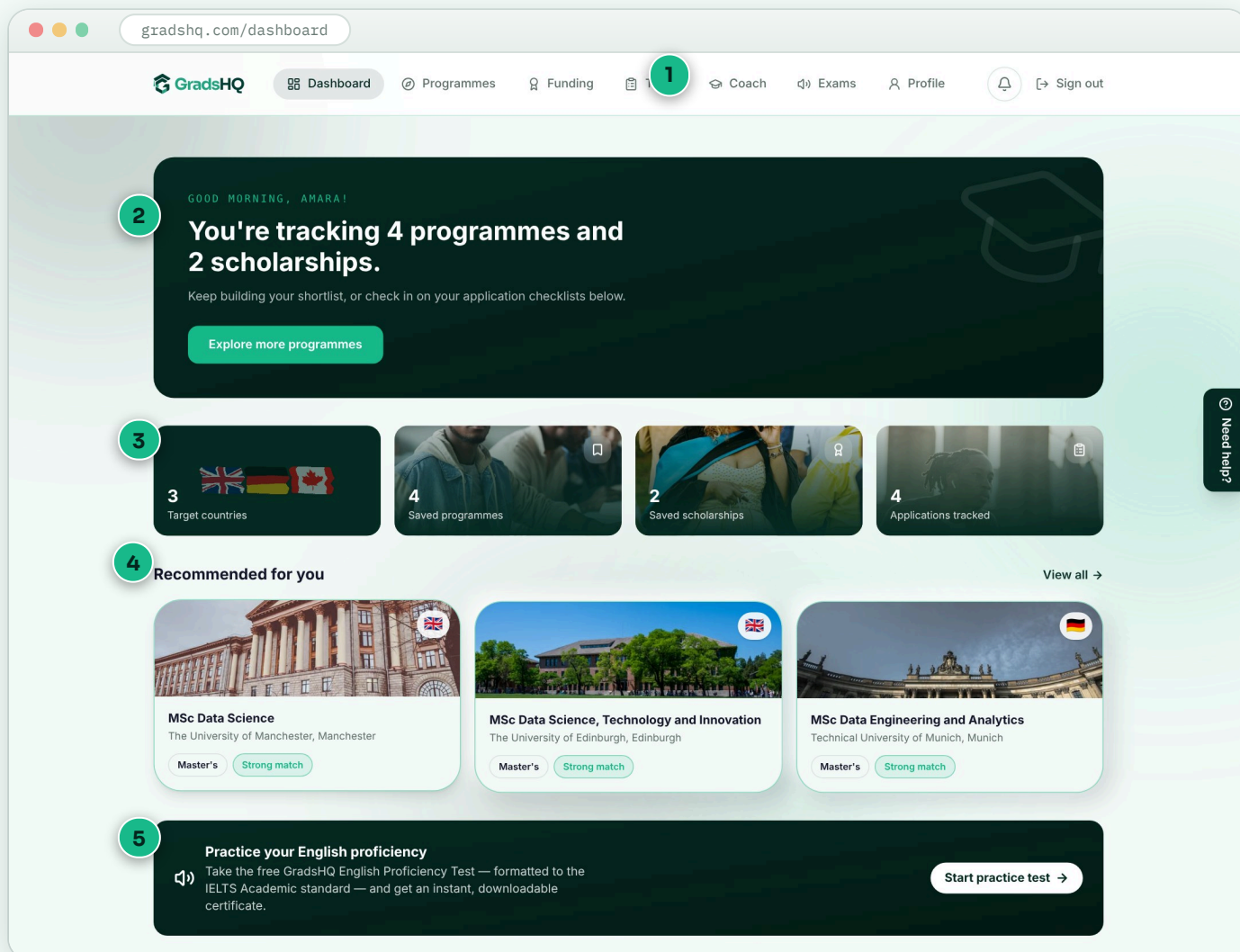


FIG. 06 The top of the dashboard.

- 1 Navigation bar**
 The whole app in one bar — Dashboard, Programmes, Funding, Track, Coach, Exams and Profile — plus the deadline bell and Sign out.
- 2 Welcome banner**
 A live summary, such as “You’re tracking 4 programmes and 2 scholarships”, with a shortcut to explore more programmes.
- 3 At-a-glance cards**
 Target countries (with flags), saved programmes, saved scholarships and applications tracked — each with a live count.
- 4 Recommended for you**
 Your top-matched programmes, with the university’s picture, country flag and a match label such as *Strong match*.
- 5 Practice-exam banner**
 A shortcut to the free GradsHQ English Proficiency Test (see Chapter 7).

THE DASHBOARD, CONTINUED

Countries, deadlines and progress.

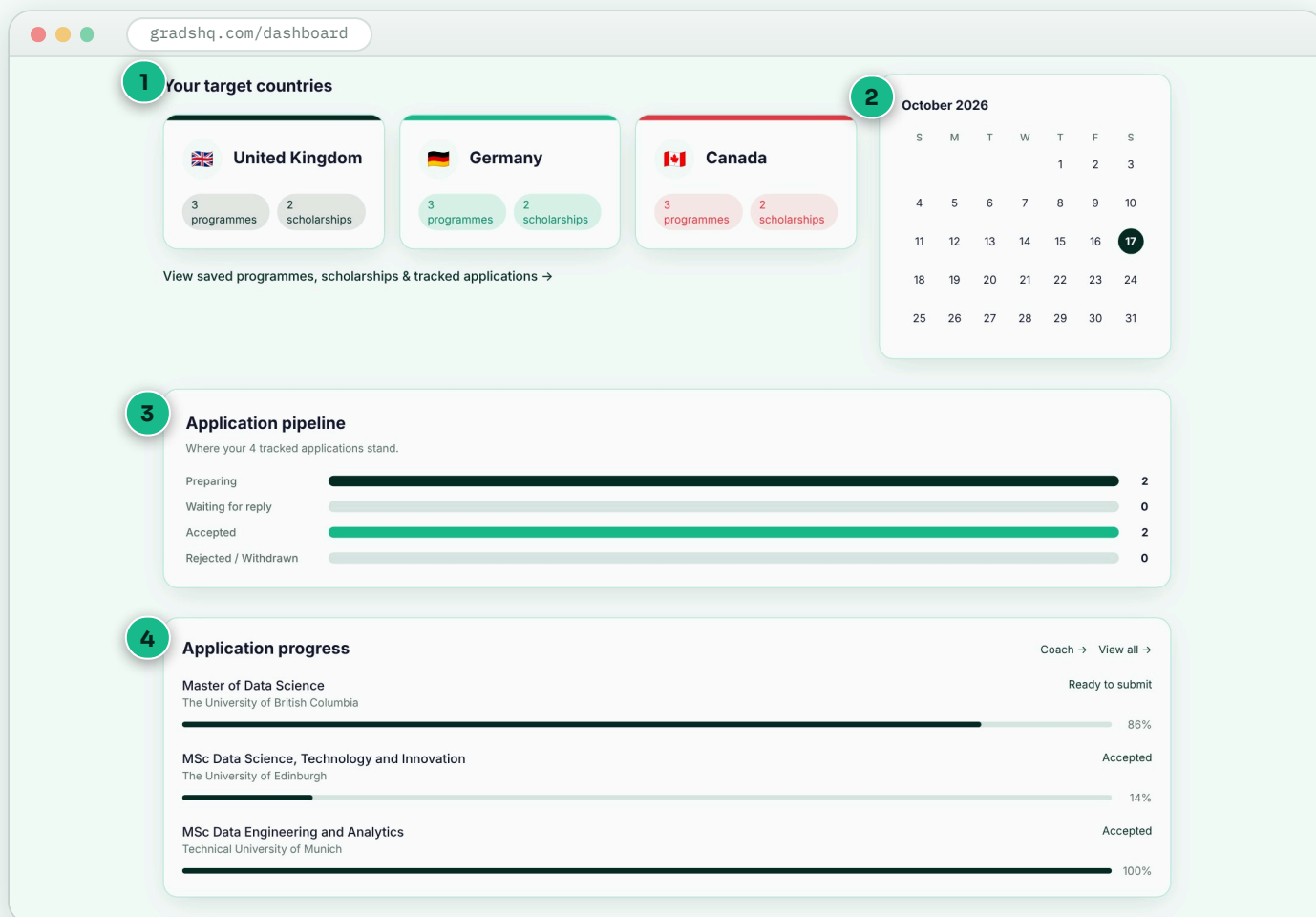


FIG. 07 Target countries, calendar, pipeline and progress.

- 1 Target-country cards**
One card per country you chose, showing how many programmes and scholarships GradsHQ has found there.
- 2 Deadline calendar**
A monthly calendar. Today is highlighted, and days with an application or saved-scholarship deadline carry a small coral dot.
- 3 Application pipeline**
Your tracked applications grouped into **Preparing**, **Waiting for reply**, **Accepted** and **Rejected / Withdrawn**.
- 4 Application progress**
For each application: its status and a progress bar based on how much of its checklist is complete.

THE DASHBOARD, CONTINUED

Your profile summary.

The bottom of the dashboard shows the facts your matches are built on.

The screenshot shows a web browser window with the URL `gradshq.com/dashboard`. The main heading is "Your profile". Below it are four sections, each with a numbered icon and a title:

- 1 Academic profile** (graduation cap icon):
 - Qualification: Bachelor's degree
 - Degree: BSc Statistics
 - Field of study: Mathematics & Statistics
 - Qualification country: Nigeria (flag icon)
 - Institution: University of Ibadan
 - Graduation year: 2024
 - Grade: First Class
- 2 Graduate goal** (target icon):
 - Target degree: Master's
 - Target field: Data Science & Artificial Intelligence
 - Additional interests: —
- 3 Funding** (wallet icon):
 - Preference: Mostly funded
 - Annual budget: —
- 4 Career goal** (briefcase icon):
 - Become a machine-learning engineer building health-data tools for African clinics.

Below these sections is a note: "Only your password, career goal, and (on Premium) target countries can be changed — from [your account settings](#)."

At the bottom is a section titled **Resume / CV** (document icon) with a button "Upload resume (PDF, DOC, or DOCX)". Below the button is a note: "We'll read your resume to help pre-fill your profile — it never overwrites anything you've already entered yourself. PDF, DOC, or DOCX, up to 10MB."

FIG. 08 Your profile summary at the bottom of the dashboard.

- | | |
|---|---|
| 1 Academic profile
Qualification, degree, field, country, institution, graduation year and grade — the facts every match is built on. | 2 Graduate goal
Target degree, target field and any additional interests. |
| 3 Funding
Your funding preference and annual budget. | 4 Career goal
In your own words — editable any time from Profile. |

03

CHAPTER 03

GradsHQ Match

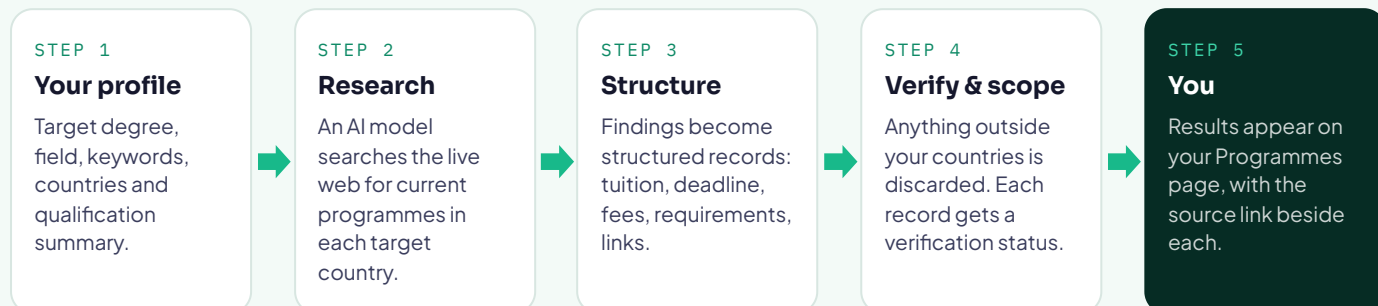
Programmes found for you — scoped to the countries you chose, sourced from the open web, labelled by how well they are verified, and scored for fit.

-
- How a programme search works, step by step
 - Reading a programme card
 - Saving, tracking and applying
 - The Programmes page
 - Fit labels and the readiness score

HOW A SEARCH WORKS

From your profile to a verified shortlist.

When you run a programme search, GradsHQ does real research on your behalf — one country at a time — and keeps only what stays inside your scope.



What the research is told to do

- ✓ Find **real, currently offered** programmes that match your degree level and field.
- ✓ Stay **strictly inside your target countries** — enforced twice: in what the model is asked, and again by discarding anything outside scope before saving.
- ✓ If a tuition figure, deadline or fee **cannot be confirmed** from an actual source, say so — never estimate.
- ✓ Record the **source link** for every programme and the date it was checked.

Verification statuses

VERIFIED Backed by a specific official source (university or government) with concrete, confirmed details.

NEEDS VERIFICATION Sourced, but incomplete or from a secondary source — check the official page.

UNVERIFIED The research itself expressed real uncertainty. Treat as a lead, not a fact.

How often can I search?

1 / 3

Programme searches in total:

1 on Free**3 on Premium****48 h**

Minimum wait between one search and the next (a refresh)

5

Programmes found per target country, per search

WHY THE 48-HOUR WAIT?

A search fans out into real research for every one of your countries, so refreshes are deliberately paced. If you try to search again too soon, GradsHQ tells you exactly how long is left. A search that fails does not use up your wait.

THE PROGRAMMES PAGE

Your shortlist, sorted and scoped.

Open **Programmes** in the navigation bar. Results are ordered by fit once scores exist.

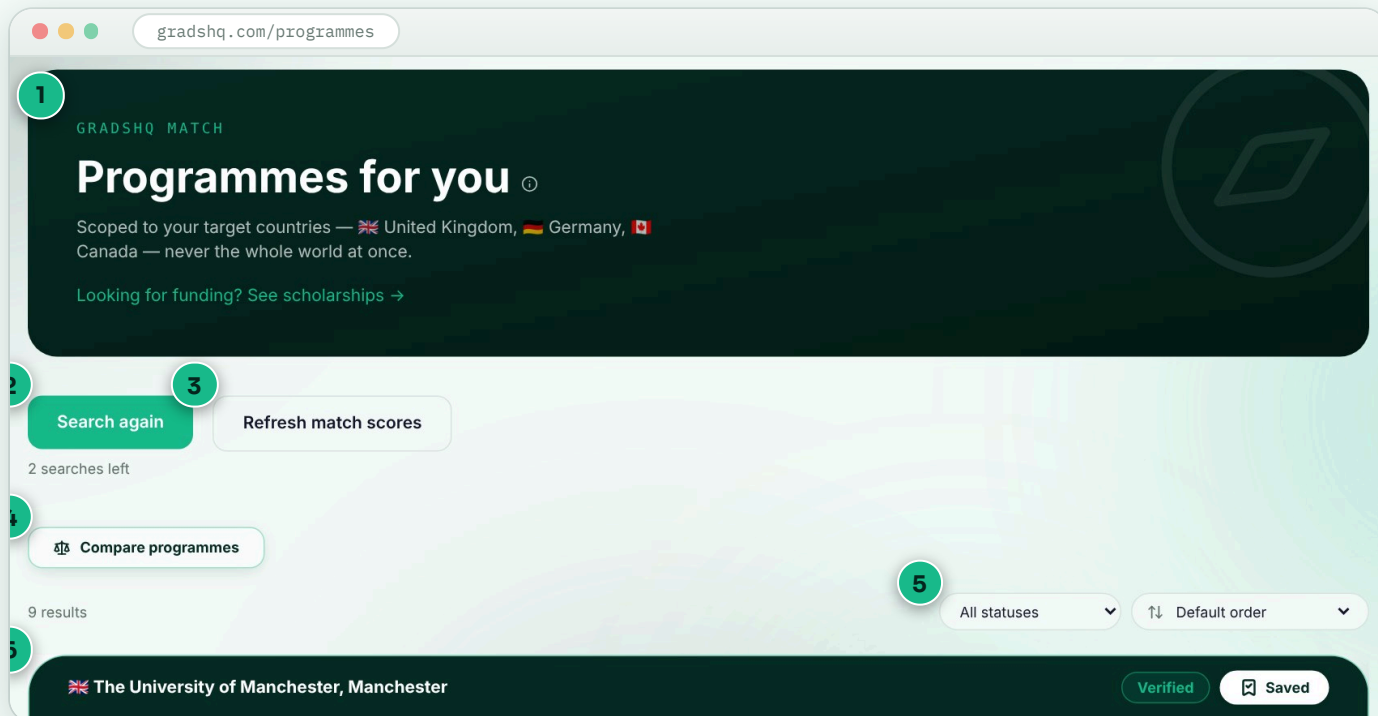


FIG. 09 The top of the Programmes page.

- 1 **Scope banner**
Reminds you exactly which countries this list covers — never the whole world at once. A shortcut jumps to scholarships.
- 2 **Search / Search again**
Runs a new research pass for your countries. It also shows how many searches you have left.
- 3 **Refresh match scores**
Re-scores the programmes you already have against your latest profile, without a new web search.
- 4 **Compare programmes**
Pick 2 or 3 programmes and compare them side by side.
- 5 **Filter & sort**
Filter by verification status and change the order. The counter shows how many results you have.
- 6 **Result header**
University, city and flag, a verification badge, and a **Save** button to keep the programme.

READING A PROGRAMME CARD

Everything you need, with its source.

gradshq.com/programmes

The University of Manchester, Manchester 1 Verified Saved

2 MSc Data Science
Master's · Data Science & AI

3 DURATION	TUITION	DEADLINE
1 year full-time	£33,000 (approx., total)	2026-12-25

APPLICATION FEE
£ 75

4 FUNDING NOTES
Chevening and Commonwealth awards are commonly held by applicants to UK Master's programmes.

REQUIREMENTS
Bachelor's degree in a quantitative field (Statistics, Mathematics, Computer Science or similar); English proficiency (IELTS 6.5 or equivalent) where required; CV; statement of purpose; two references.

Genuinely useful next steps, not just links to skim.

5 Official page Apply Tracking ✓

6 Source: <https://www.manchester.ac.uk> · checked 10/17/2026

FIG. 10 The upper half of a programme card.

- | | |
|--|--|
| <p>1 Status & Save
How well the record is verified, and the Saved toggle that adds it to your shortlist.</p> <p>3 Key facts
Duration, tuition (shown with its currency), deadline and application fee — or “Not currently verified” when unconfirmed.</p> <p>5 Take action
Official page opens the university's own page, Apply opens its application route, and Tracking adds it to Track.</p> | <p>2 Programme
The programme name, degree type and field.</p> <p>4 Funding & requirements
Funding notes and what the programme asks for: qualifications, English proficiency, documents, references.</p> <p>6 Source & date
The exact web page the data came from and when it was checked, so you can verify it yourself.</p> |
|--|--|

YOU STAY IN CONTROL

GradsHQ **never submits an application for you**. The **Apply** button takes you to the university's own application route; you complete and submit it there, then come back to mark it submitted in Track.

FIT AND READINESS

Two scores. Both explained.

Under every programme card, GradsHQ shows **why** it thinks the programme fits — not just a number.

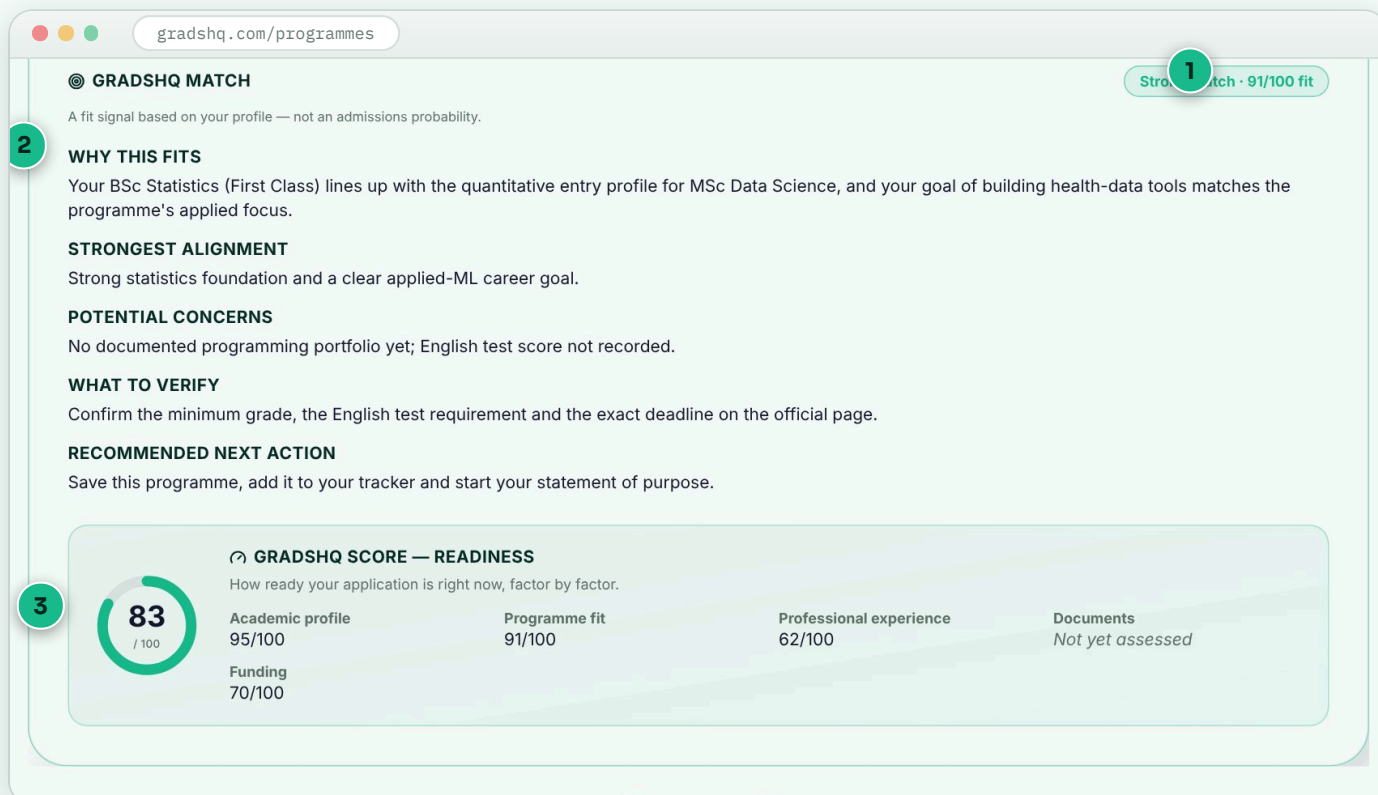


FIG. 11 The GradsHQ Match and Readiness panels.

- 1 **Fit label & score**
A label — *Strong match*, *Good match*, *Stretch* or *Low alignment* — with a fit score out of 100.
- 2 **The reasoning**
Why it fits, strongest alignment, potential concerns, what to verify, and a recommended next action.
- 3 **Readiness score**
A separate score for how ready your application is right now, broken down by factor.

Fit label

STRONG MATCH GOOD MATCH STRETCH
LOW ALIGNMENT

Strong = well aligned across most factors. **Good** = solidly aligned with a few gaps. **Stretch** = meaningful gaps but plausible with preparation. **Low** = a fundamental mismatch, such as the wrong field or degree level.

Readiness score

Built from facts on your profile — academic record, career goal, funding plan, resume on file — plus the programme fit. A factor GradsHQ cannot yet assess (such as statement readiness) shows *Not yet assessed* instead of a guessed number.

IMPORTANT

A fit score is a **signal based on your profile and the programme's published criteria — not an admissions probability**. GradsHQ deliberately never shows an “admission chance”.

04

CHAPTER 04

GradsHQ Fund

Scholarships and funding schemes for exactly the countries you are applying to — with an honest eligibility signal against each one's published criteria, never a promise.

-
- How a scholarship search works
 - Reading a scholarship card
 - Eligibility alignment, concerns and documents
 - Saving scholarships next to programmes

HOW FUNDING IS FOUND

The same scoped research, **pointed at money.**

Open **Funding** in the navigation bar. GradsHQ researches scholarships for your target countries the same way it researches programmes — and shows its work.



What each scholarship record contains

- ✓ Provider, degree level and discipline
- ✓ Funding amount, tuition coverage, stipend, travel support and insurance
- ✓ Eligible nationalities and eligibility notes
- ✓ Deadline, official page and application link
- ✓ Source link, verification status and the date it was checked

Two buttons, two jobs

Search again

Runs fresh web research for your countries and finds new schemes.

Refresh eligibility

Re-scores the scholarships you already have against your latest profile — no new web search.

1 / 3

Scholarship searches in total: 1 on Free, 3 on Premium

48 h

Minimum wait between searches

5

Scholarships found per target country, per search

ALWAYS VERIFY

Scholarship alignment is based on **currently available eligibility information** — never a guarantee of funding. Always verify eligibility directly with the provider before you rely on a scheme.

READING A SCHOLARSHIP CARD

Funding, criteria and your fit.

The screenshot shows a web browser window with the URL `gradshq.com/scholarships`. The page displays a scholarship card for the UK Foreign, Commonwealth & Development Office. The card is titled 'Chevening Scholarships' and lists details such as 'Master's · Data Science, Statistics and related fields', 'Fully funded (tuition, living stipend, flights)', 'Varies by award', 'Included where stated', 'Varies', 'Not currently verified', '2026-11-05', 'Open to Nigerian citizens', and 'Typically requires an undergraduate degree, relevant work or project experience and, for many awards, a plan to return and contribute to your home country.' The card also includes a 'Verified' badge, a 'Saved' toggle, and an 'Official page' link. The source is cited as `https://www.chevening.org` and the check date is 10/17/2026.

1 **Search again**
Finds new scholarships for your countries (subject to your remaining searches and the 48-hour wait).

2 **Refresh eligibility**
Re-checks the scholarships you already have against your latest profile.

3 **Provider & status**
The organisation behind the award, a verification badge and the **Saved** toggle.

4 **Funding details**
Amount, tuition coverage, stipend, travel, insurance, deadline and eligible nationalities.

5 **Eligibility notes**
Plain-language summary of who the scheme is for, such as degree level and experience.

6 **Official page / Apply**
Straight to the provider's own page and application. The source and the check date sit just below.

FIG. 12 A scholarship card, upper half.

- 1 **Search again**
Finds new scholarships for your countries (subject to your remaining searches and the 48-hour wait).
- 2 **Refresh eligibility**
Re-checks the scholarships you already have against your latest profile.
- 3 **Provider & status**
The organisation behind the award, a verification badge and the **Saved** toggle.
- 4 **Funding details**
Amount, tuition coverage, stipend, travel, insurance, deadline and eligible nationalities.
- 5 **Eligibility notes**
Plain-language summary of who the scheme is for, such as degree level and experience.
- 6 **Official page / Apply**
Straight to the provider's own page and application. The source and the check date sit just below.

ELIGIBILITY ALIGNMENT

Why you **appear** eligible — and what to check.

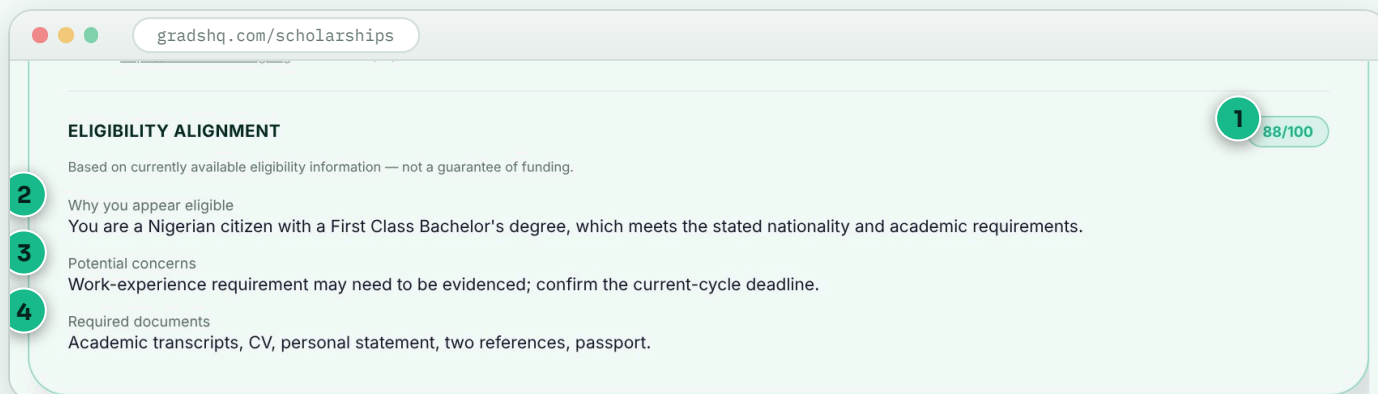


FIG. 13 The eligibility alignment panel.

- | | |
|---|---|
| 1 Eligibility score
An alignment score out of 100 — a signal, not a promise. | 2 Why you appear eligible
The specific parts of your profile that meet the stated criteria. |
| 3 Potential concerns
Anything that may need evidence or a closer look before you apply. | 4 Required documents
What you will typically need to prepare, so you can start early. |

Save funding next to programmes

Use **Saved** to keep any scholarship. Saved scholarships appear on your dashboard and in Track, and their deadlines join your calendar and notification bell.

Use **Compare scholarships** to put 2–3 side by side.

Where the information comes from

Government, university and named-foundation sources found by live research. Each card links to its source and shows when it was last checked. If something could not be confirmed, the field says *Not currently verified*.

05

CHAPTER 05

GradsHQ Track

Every application becomes a workspace: a checklist built for you, a timeline worked backwards from the deadline, recommendation letters, and a status you control.

-
- Your applications and their ten statuses
 - Checklist, timeline and referees
 - Comparing offers
 - The application workspace
 - Deadline reminders

APPLICATIONS

Everything you are tracking.

Choose **Tracking** on any programme and it appears on the **Track** page, with saved programmes and saved scholarships listed below.

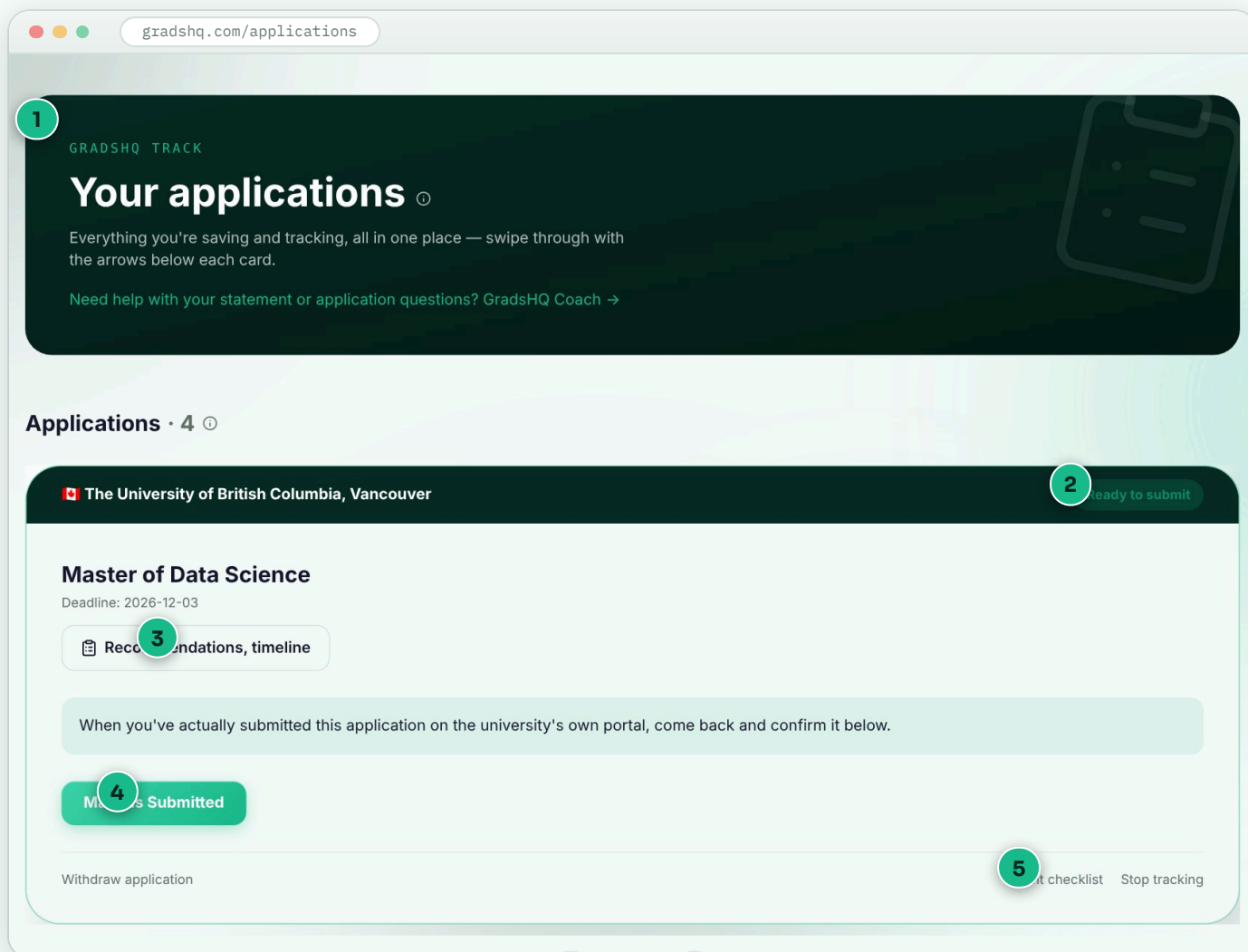
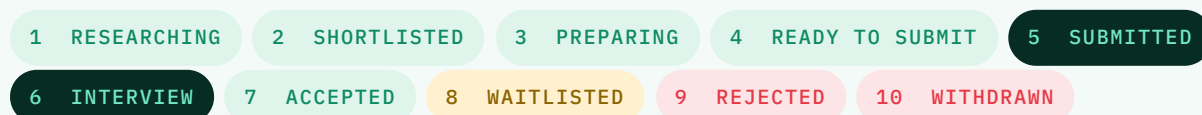


FIG. 14 The Track page.

- 1 Track banner**
A shortcut to GradsHQ Coach for help with your statement or application questions.
- 2 Status**
Where this application stands — here, *Ready to submit*. You move it forward as you go.
- 3 Recommendations, timeline**
Opens the application workspace: checklist, suggested timeline and referees.
- 4 Mark as Submitted**
After you submit on the university's own portal, come back and confirm — GradsHQ never submits for you.
- 5 Print & stop tracking**
Print the checklist, stop tracking, or withdraw the application at any time.

The ten statuses

You control the status. Each one reveals a guided next step.



THE APPLICATION WORKSPACE

Checklist, timeline and referees.

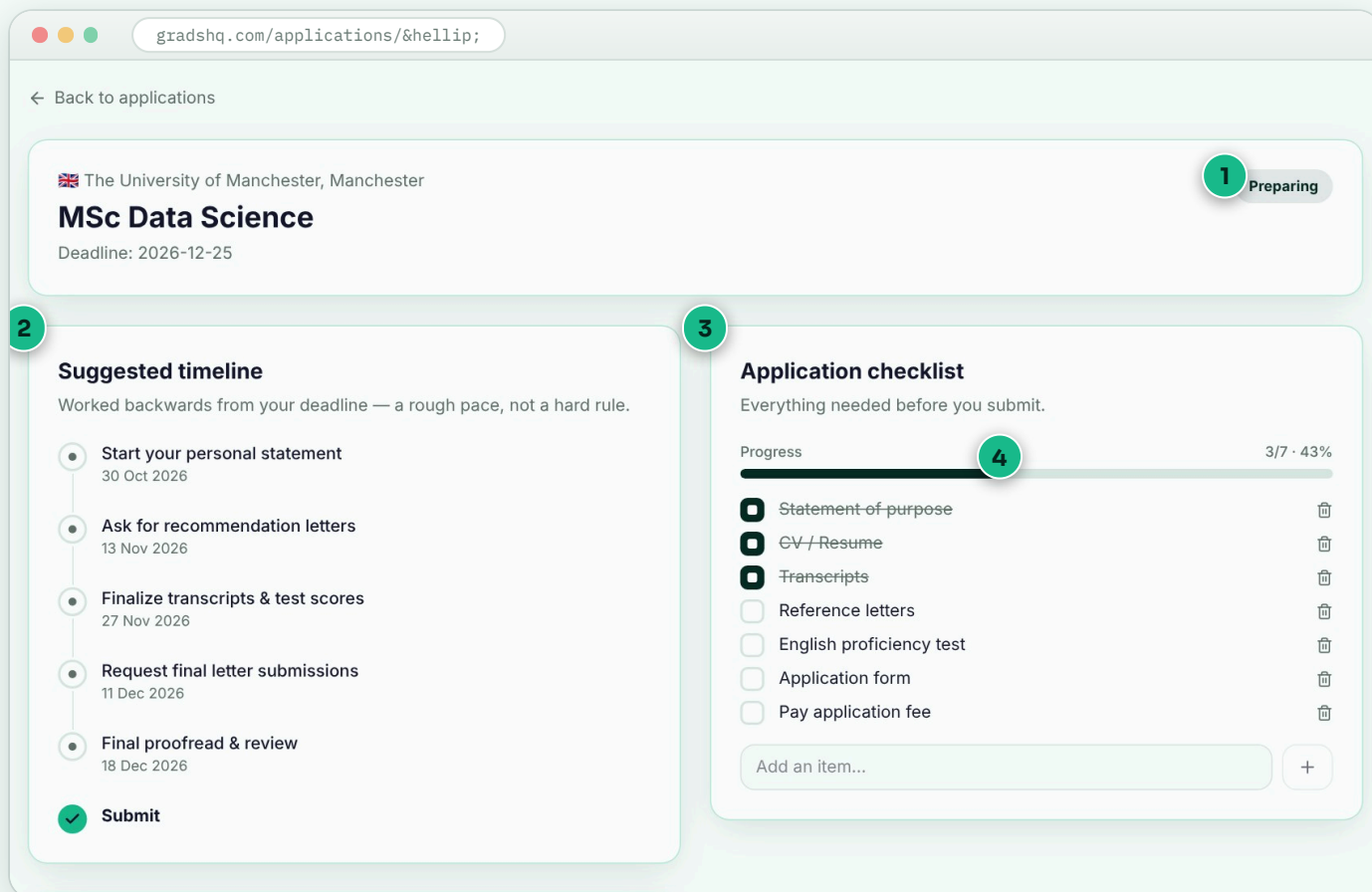
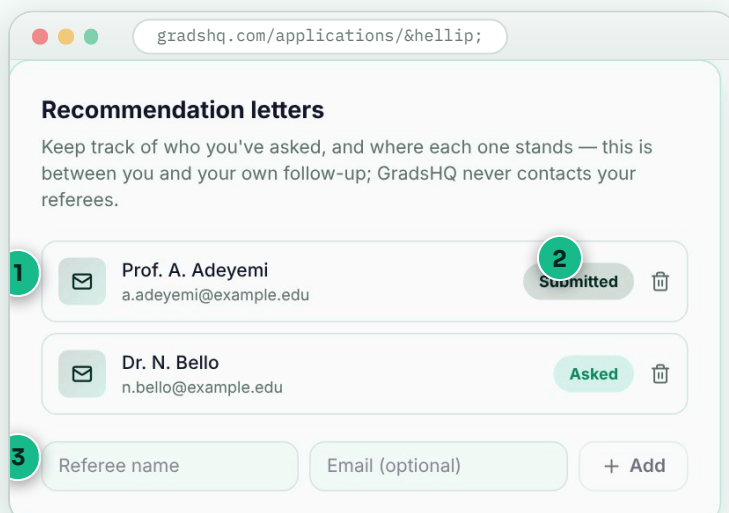


FIG. 15 An application workspace.

- 1 Header & status**
The programme, university, deadline and the current status.
- 2 Suggested timeline**
A rough pace worked backwards from the deadline: start the statement, ask for letters, finalise transcripts, request final submissions, proofread, submit.
- 3 Application checklist**
Built automatically — transcript, degree certificate, CV, personal statement, reference letters, English test, application fee. Research degrees add a research proposal.
- 4 Progress bar**
Tick items off and the bar — and your dashboard progress — update.



- 1 Your referees**
Add each person you ask for a letter and track where they stand.
- 2 Status chips**
Not asked, Asked, Confirmed or Submitted — you update them.
- 3 Add a referee**
Name and optional email. GradsHQ never contacts your referees; follow-up stays with you.

REMINDERS & OUTCOMES

Never miss a deadline, and compare your offers.

REMINDERS

Deadline emails

For applications you are still working on, GradsHQ emails you at **14 days**, **7 days** and **1 day** before the deadline. The dashboard calendar marks deadline days, and the bell in the navigation bar lists what is coming up.

AFTER ACCEPTANCE

A second checklist phase

Tasks are split into **before** and **after** acceptance, so once an offer arrives you can keep organising what comes next.

gradshq.com/applications/compare-offers

← Back to applications

Compare your offers

Every application you've marked Accepted, side by side — the decision that matters most is the one we go quiet for elsewhere in the app.

	MSc Data Science, Technology and Innovation 🇬🇧 The University of Edinburgh	MSc Data Engineering and Analytics 🇩🇪 Technical University of Munich
DEGREE	Master's	Master's
DURATION	1 year full-time	2 years full-time
TUITION	£35,000 (approx., total)	€0 tuition (semester fee approx. €150)
FUNDING NOTES	Several scholarships for students from Africa — confirm on the official page.	DAAD scholarships are widely used by international applicants.
YOUR NOTES	—	—

FIG. 16 Compare your offers.

Compare your offers

Mark applications as **Accepted** and they appear side by side — degree, duration, tuition, funding notes and your own notes — to help with the decision that matters most.

Share your outcome (optional)

After an offer you can choose to share what you received — for example funding — and a short quote. It is used publicly only if you allow it **and** our team approves it.

06

CHAPTER 06

GradsHQ Coach

Feedback that makes your application sharper — and a firm promise that the story stays yours. Coach asks better questions; it never writes for you.

-
- CV / resume analysis
 - Application question coach
 - Premium Application Review and the PhD Package
 - Personal statement coaching
 - Interview preparation

COACHING

Honest feedback, never ghost-writing.

Open **Coach** in the navigation bar. Every tool is built around one rule: you remain the author of everything you submit.

gradshq.com/coach

GRADSHQ COACH

Application coaching ⓘ

Feedback and questions to sharpen your application — never a rewrite. You stay the author of everything you submit.

- 1 CV / Resume analysis ⓘ**

Strengths, gaps, and how well it aligns with your target degree — based only on what's actually in your resume.

Upload a resume from your dashboard first, then come back here for feedback.
- 2 Personal statement coaching ⓘ**

Scoped to a specific tracked application — a good statement is tailored, not generic.

Which application?

Master of Data Science — The University of British Columbia ▼
- 3** Paste or write your personal statement draft for this application...
- 4** **Get feedback**

FIG. 17 CV analysis and personal statement coaching.

- 1 CV / resume analysis**

Strengths, gaps and how well your resume aligns with your target degree — based only on what is actually in it. Upload from your dashboard first.
- 2 Choose the application**

Statement coaching is scoped to one tracked application — a good statement is tailored, not generic.
- 3 Paste your draft**

Write or paste your personal statement draft. Nothing is written for you.
- 4 Get feedback**

Returns structured feedback on strengths, gaps and what to ask yourself next.

PLANS & PRIVACY

Free accounts get statement coaching for **1 application**; Premium is unlimited. Your resume is processed to give feedback and then deleted within **48 hours**.

COACHING, CONTINUED

Questions, interviews and deeper reviews.

gradshq.com/coach

Application question coach ⓘ

Working through a tricky application question? Get help thinking it through.

1 Application question

2 e.g. Why do you want to study this programme?

Why do you want to study this programme? What are your career goals after graduation? Describe a challenge you overcame.

3 Your draft answer (optional)

Paste what you've written so far, if anything...

4 Get guidance

FIG. 18 Application question coach.

- 1 Your question**
Type the application question you are stuck on — for example *Why do you want to study this programme?*
- 2 Starter questions**
Tap a common prompt to fill the question box quickly.
- 3 Your draft (optional)**
Add what you have written so far to get guidance on it.
- 4 Get guidance**
Returns prompts and pointers to help you think it through — not an answer to copy.

gradshq.com/coach

Interview preparation ⓘ

Practice questions per application, with feedback on each answer — never a script to memorise.

1 Which application?

2 Master of Data Science — The University of British Columbia

3 Illustrative practice questions based on common patterns for this type of programme — not this university's actual interview questions, which GradsHQ has no way to know.

Generate practice questions

FIG. 19 Interview preparation.

- 1 Choose the application**
Practice questions are tailored to the type of programme you are tracking.
- 2 An honest note**
Questions are illustrative, based on common patterns — GradsHQ has no way to know a university's actual interview questions.
- 3 Generate practice questions**
Then answer each one and receive feedback — never a script to memorise.

GOING DEEPER

When one application really matters.

\$50 PER APPLICATION

Premium Application Review

A holistic pre-submission check of the **whole package** — resume, statement, checklist and programme fit together — rather than another isolated review.

- ✓ AI, CV and statement analysis
- ✓ Programme alignment assessment
- ✓ Human quality review and feedback
- ✓ Final recommendations

\$250 ONE-TIME

PhD Package

For applicants whose target degree is a PhD: research-focused tools that general admissions help does not cover.

- ✓ Research-interest analysis
- ✓ Supervisor discovery and outreach guidance
- ✓ Research-fit analysis
- ✓ Proposal diagnostics and PhD funding intelligence

The rules Coach always follows

- ✓ **It asks questions** and gives feedback — it does not write your statement.
- ✓ **It never invents achievements** or answers application questions on your behalf.
- ✓ **It says what it cannot know**, such as a university's real interview questions.
- ✓ **It is scoped to one application** at a time, so advice is specific.
- ✓ **Resumes are deleted within 48 hours** of upload.
- ✓ **You can ask for a human** — Premium Application includes human quality review.

PHD APPLICANTS

PhD-specific tools are only available when your target degree is a PhD. If you need to update your target degree, contact us and we will help.

07

CHAPTER 07

Practice exams

Know where your English stands — before you apply. Free, auto-graded practice tests with instant results and a certificate with your name on it.

-
- The exam hub and attempt limits
 - Results and your certificate
 - Taking a test
 - Share on LinkedIn or save to Google Drive

PRACTICE EXAMS

Free practice, **honestly labelled.**

Open **Exams** in the navigation bar. Two original GradsHQ assessments are available today; the SAT is on its way.

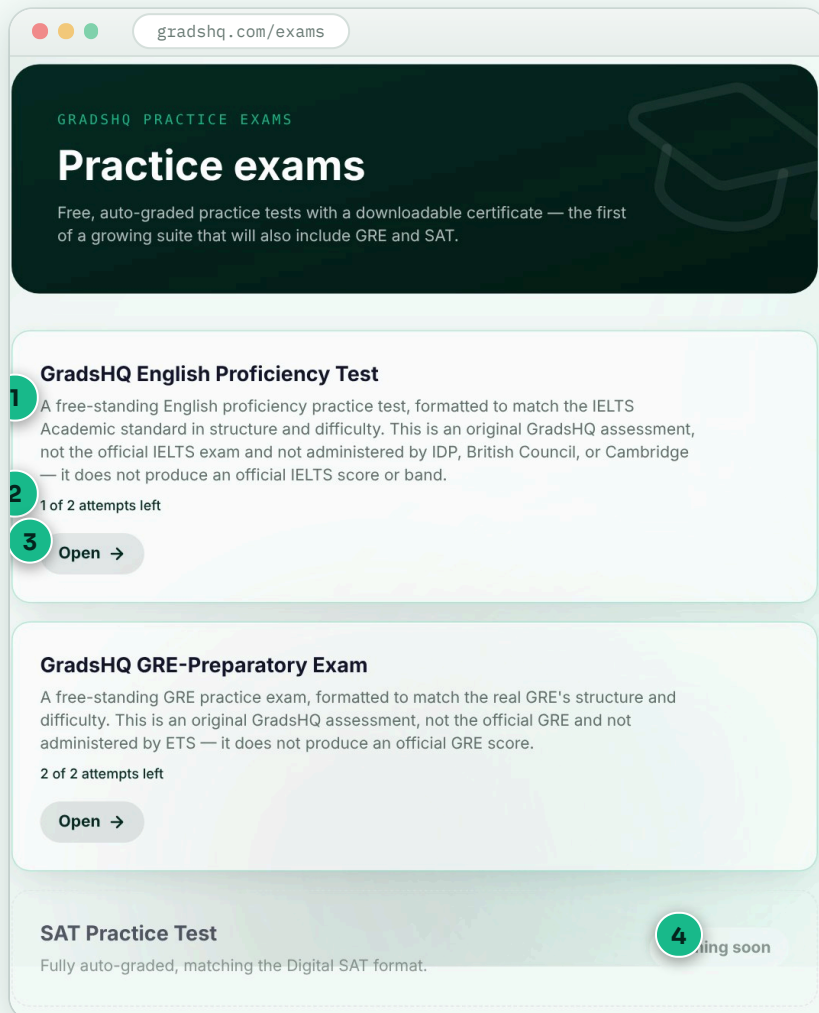


FIG. 20 The exam hub.

GradsHQ English Proficiency Test

Formatted to match the IELTS Academic standard in structure and difficulty, with a **Listening** section (25 minutes, with audio) and a **Reading** section (60 minutes).

GradsHQ GRE-Preparatory Exam

A free practice exam formatted to match the real GRE's structure and difficulty, with **Verbal** and **Quantitative** sections.

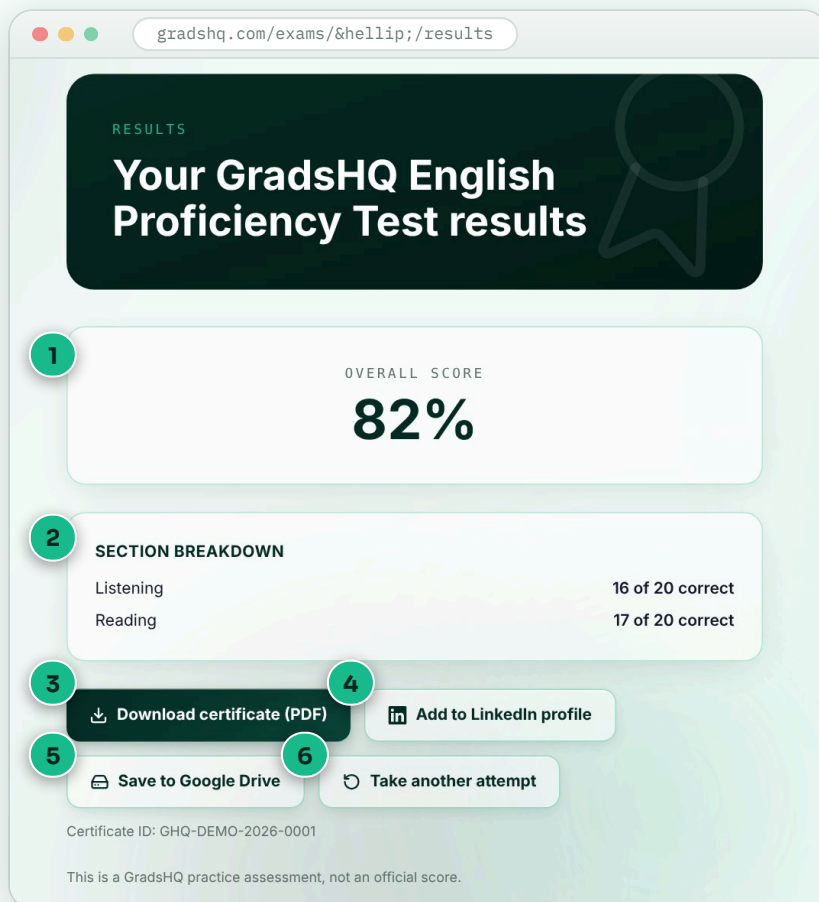
WHAT THEY ARE NOT

These are **original GradsHQ practice assessments**. They are not the official IELTS, GRE or any other exam, are not administered by IDP, the British Council, Cambridge or ETS, and do **not** produce an official score or band.

RESULTS & CERTIFICATE

Instant results, a certificate to keep.

Tests are graded automatically the moment you finish — no waiting.



- 1 Overall score**
Your total score as a percentage.
- 2 Section breakdown**
How many questions you got right in each section, such as Listening and Reading.
- 3 Download certificate**
A PDF certificate carrying your name, score and a unique certificate ID.
- 4 Add to LinkedIn**
Adds the certificate to your LinkedIn profile.
- 5 Save to Google Drive**
Saves a copy to your own Drive.
- 6 Take another attempt**
Available while you have attempts left on your plan.

FIG. 21 A results page.

Attempts

1

Attempt in total on
Free
, across the whole exam
catalogue

2

Attempts
per exam
on Premium

Verifiable certificates

Every certificate has a unique ID. Anyone you share it with can check it is genuine on GradsHQ's public **verify** page — and every certificate states clearly that it is a practice assessment, not an official score.

08

CHAPTER 08

Account & settings

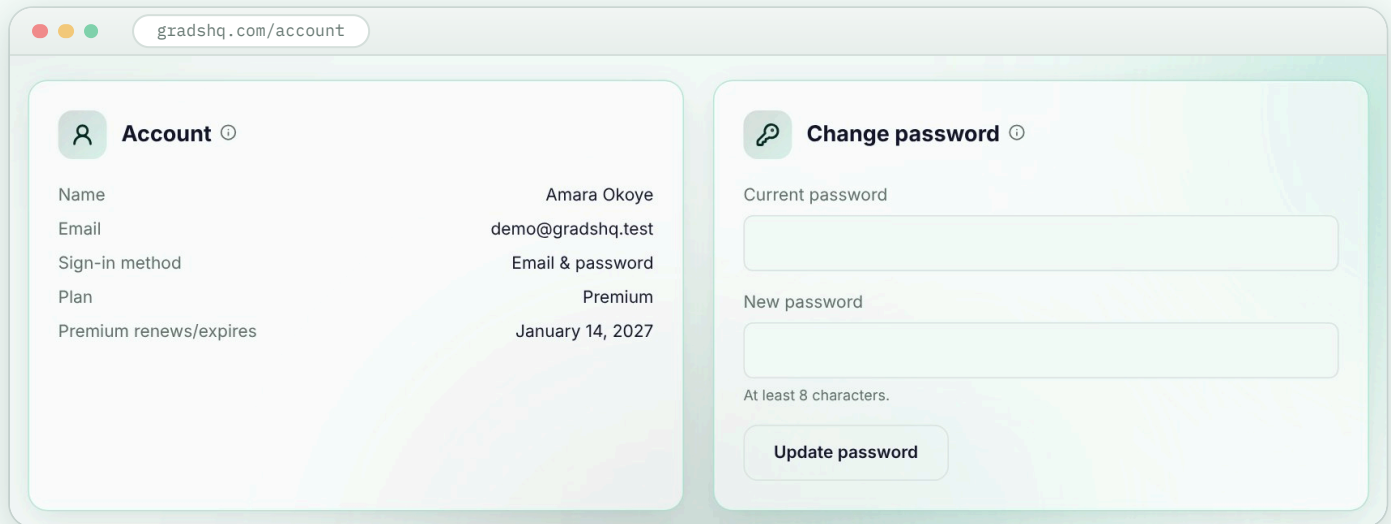
Your profile, your language, your security and your data — all in one place, all in your control.

-
- Account details and password
 - Language
 - Sessions, referrals, your data and deleting your account
 - Target countries, field of study and career goal
 - Two-factor authentication and passkeys

PROFILE

Account & settings.

Open **Profile** in the navigation bar. Only the things that are safe to change are editable.



The screenshot shows the 'gradshq.com/account' page. It is divided into two main sections: 'Account' and 'Change password'.

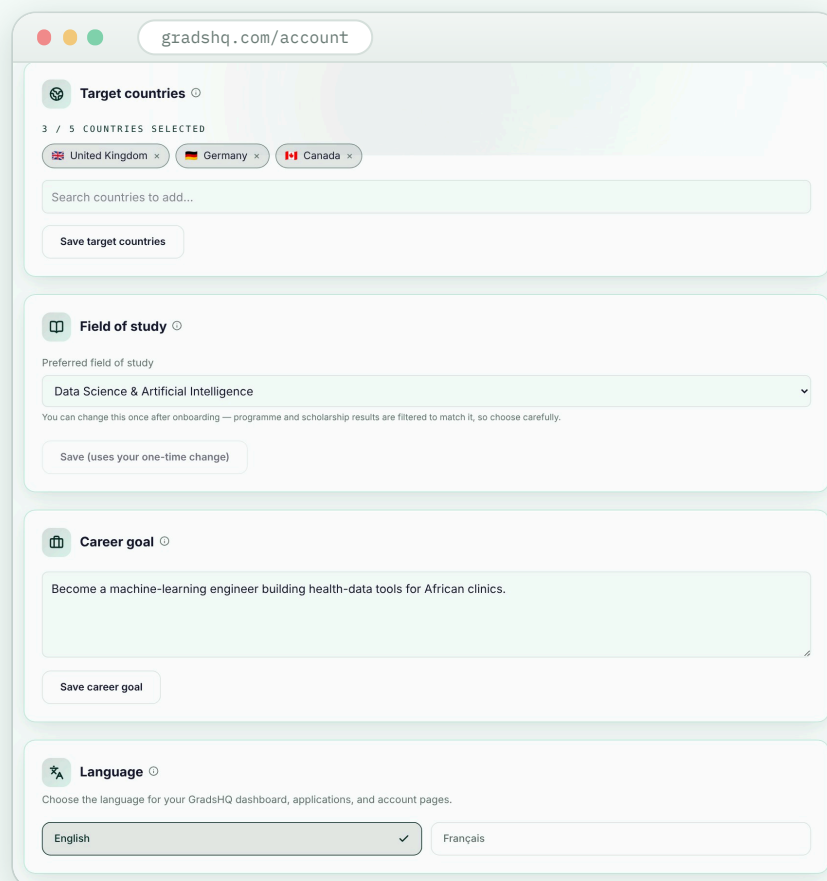
Account Section:

- Name:** Amara Okoye
- Email:** demo@gradshq.test
- Sign-in method:** Email & password
- Plan:** Premium
- Premium renews/expires:** January 14, 2027

Change password Section:

- Current password:** (input field)
- New password:** (input field)
- Requirement:** At least 8 characters.
- Update password:** (button)

FIG. 22 Account details and password.



The screenshot shows the 'gradshq.com/account' page with four sections: 'Target countries', 'Field of study', 'Career goal', and 'Language'.

Target countries Section:

- 3 / 5 COUNTRIES SELECTED**
- Selected countries:** United Kingdom, Germany, Canada
- Search countries to add...** (input field)
- Save target countries** (button)

Field of study Section:

- Preferred field of study:** Data Science & Artificial Intelligence
- Save (uses your one-time change)** (button)

Career goal Section:

- Career goal:** Become a machine-learning engineer building health-data tools for African clinics.
- Save career goal** (button)

Language Section:

- Choose the language for your GradshQ dashboard, applications, and account pages.**
- Language options:** English (selected), Français

FIG. 23 Target countries, field of study, career goal and language.

SECURITY & CONTROL

Protect your account. Own your data.

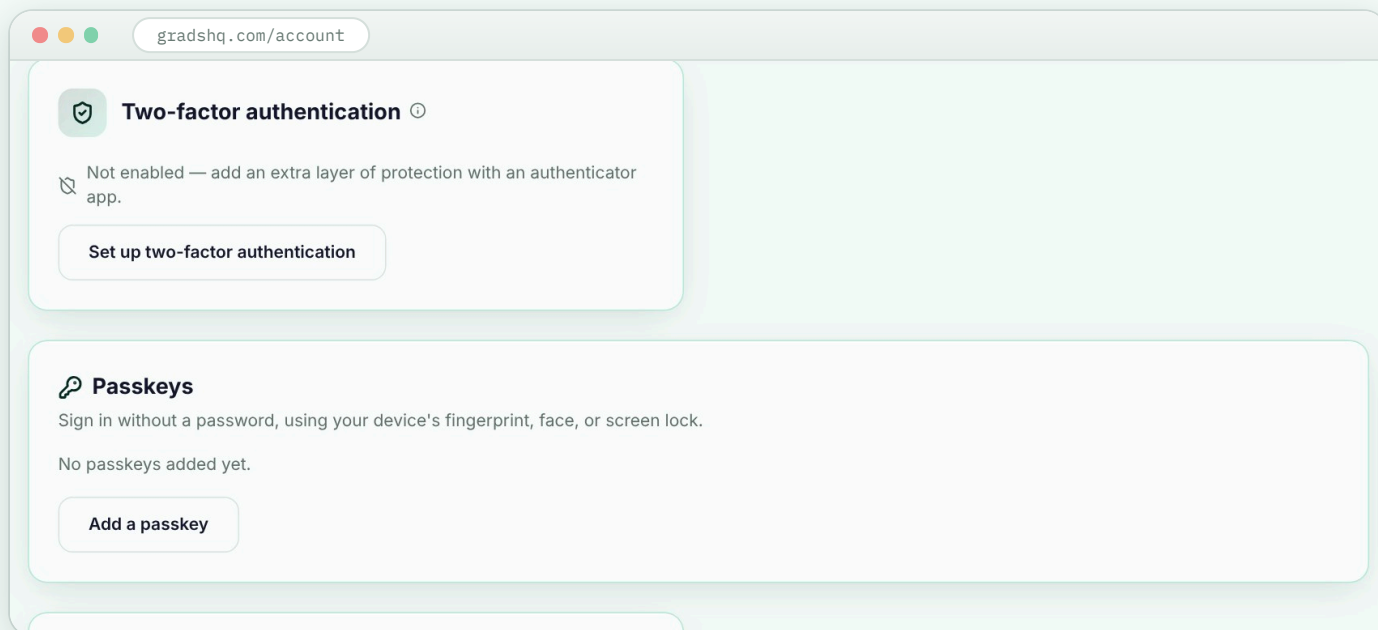


FIG. 24 Two-factor authentication and passkeys.

What you can change

- ✓ **Password** — any time.
- ✓ **Career goal** — any time.
- ✓ **Field of study** — once, after onboarding, because results are filtered to match it.
- ✓ **Target countries** — on Premium, up to 5.
- ✓ **Language** — English or Français.

Security tools

- ✓ **Two-factor authentication** with an authenticator app and backup codes.
- ✓ **Passkeys** — sign in with fingerprint, face or screen lock.
- ✓ **Active sessions** — see every signed-in device and sign any out.

REFERRALS

Refer a friend

Share your personal link. Every **5** successful referrals earns you **24 hours of Premium**.

YOUR DATA

Download it all

Download my data gives you everything held for your account — profile, applications, saved programmes and scholarships.

DELETE

Delete my account

Request deletion and our team reviews it. Once approved, your account and all its data are permanently removed.

09

CHAPTER 09

Language & mobile

GradsHQ speaks English and French, and works on your phone as well as your computer.

-
- Switching language
 - Using GradsHQ on a phone
 - How AI responses follow your language

LANGUAGE

English and Français.

Use the language switcher in the top bar (the UK flag for English, the French flag for French), or set your language in **Profile**.

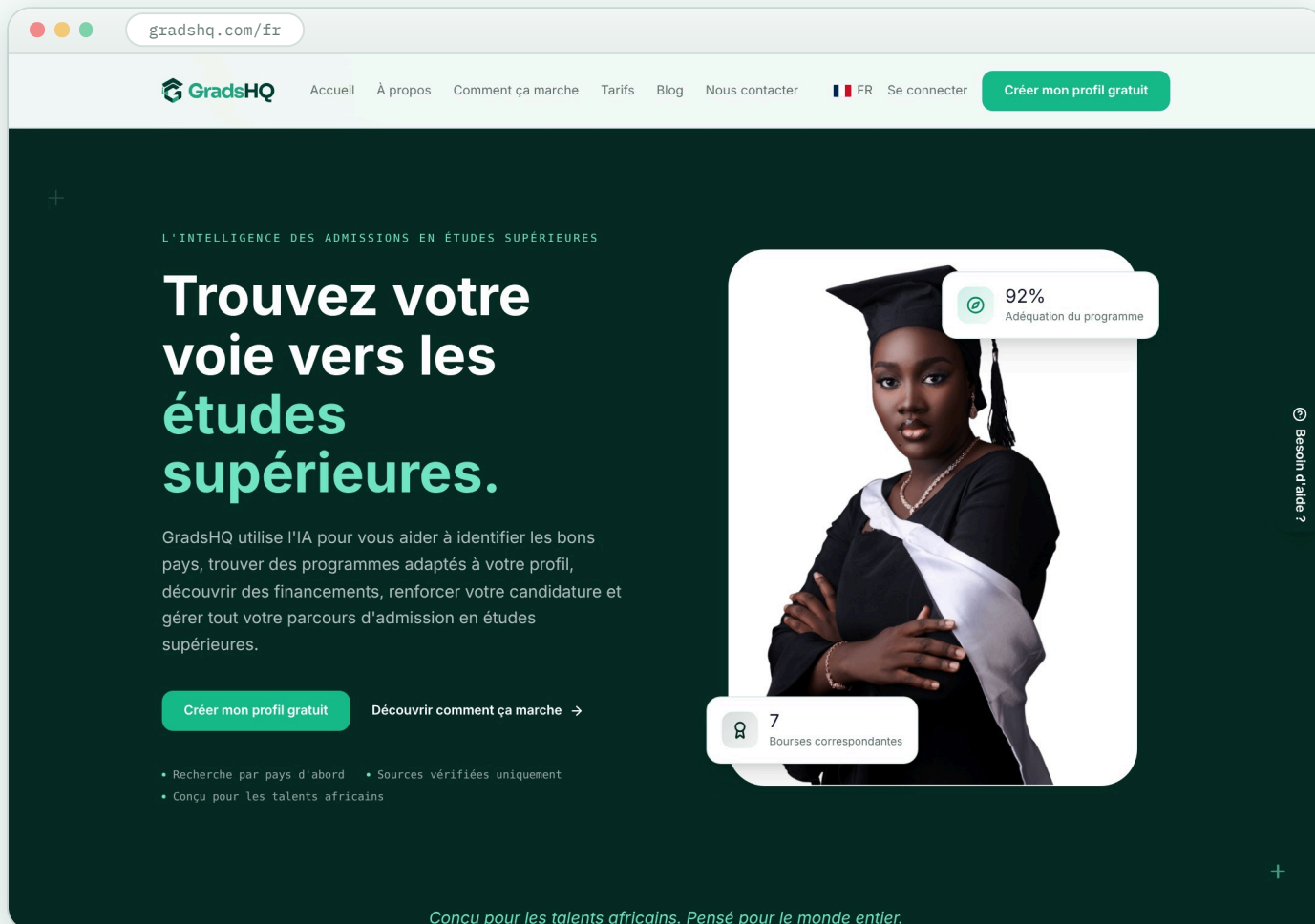


FIG. 25 The French home page.

One setting, everywhere

The language you choose applies to your dashboard, applications and account pages.

AI answers follow your language

If your profile is set to French, AI feedback and match explanations are written in French — while university names, programme names, URLs and currency codes are left exactly as published.

On a phone

Every screen adapts to a phone: navigation collapses into a menu, cards stack, and the same dashboard, programmes and tracker are one thumb away.

10

CHAPTER 10

Data & trust

Where every piece of information comes from, how it is checked, what the AI is never allowed to do — and what happens to your own data.

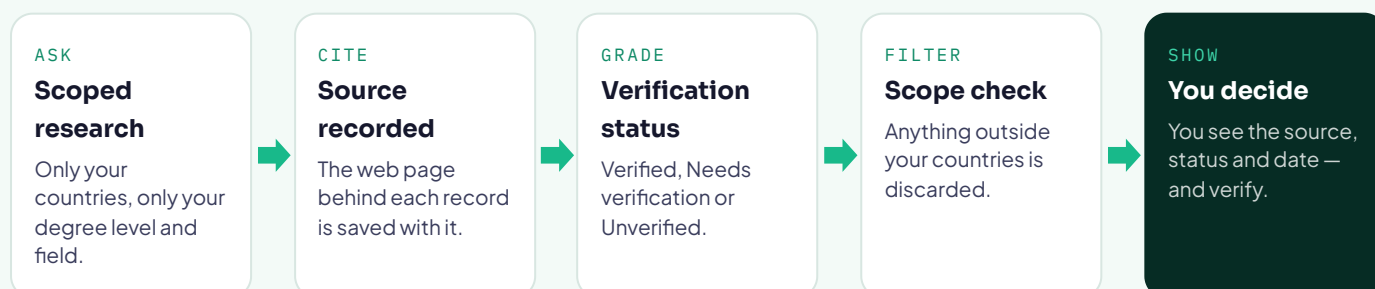
-
- The source of every data point
 - Verification and scope
 - What the AI will never do
 - Privacy, retention and fair use

WHERE OUR DATA COMES FROM

Every number has a source.

GradsHQ shows you two kinds of information: what **you** tell us, and what we **find for you**. Here is exactly where each comes from.

Information	Where it comes from	How you can check it
Programmes	Live web research into each of your target countries, favouring official university and government pages.	Every programme card links to its source page and shows the date it was last checked, plus a verification status.
Scholarships & funding	Live web research into government, university and named-foundation schemes in your target countries.	Each scholarship links to its source, shows a verification status, and tells you to confirm eligibility with the provider.
Tuition, deadlines, fees	Taken from the cited source. If it cannot be confirmed, the field says <i>Not currently verified</i> — it is never estimated.	Open the Official page button and compare.
Fit & eligibility scores	Your profile compared with each programme's or scholarship's published criteria, assessed by AI.	The reasoning is written out: why it fits, concerns, what to verify, next action.
Readiness score	Facts on your own profile (academic record, career goal, funding plan, resume) plus the fit score.	Each factor is listed with its score; unassessed factors say so.
Your profile	What you enter during onboarding and in Profile — nothing is inferred from another field.	It is all visible on your dashboard.
Practice exams	Original assessments written for GradsHQ.	Each states it is a practice assessment, not an official score.



RESPONSIBLE AI

AI that shows its work.

GradsHQ uses AI to research and analyse — never to invent. These commitments are enforced inside the product, not just stated here.

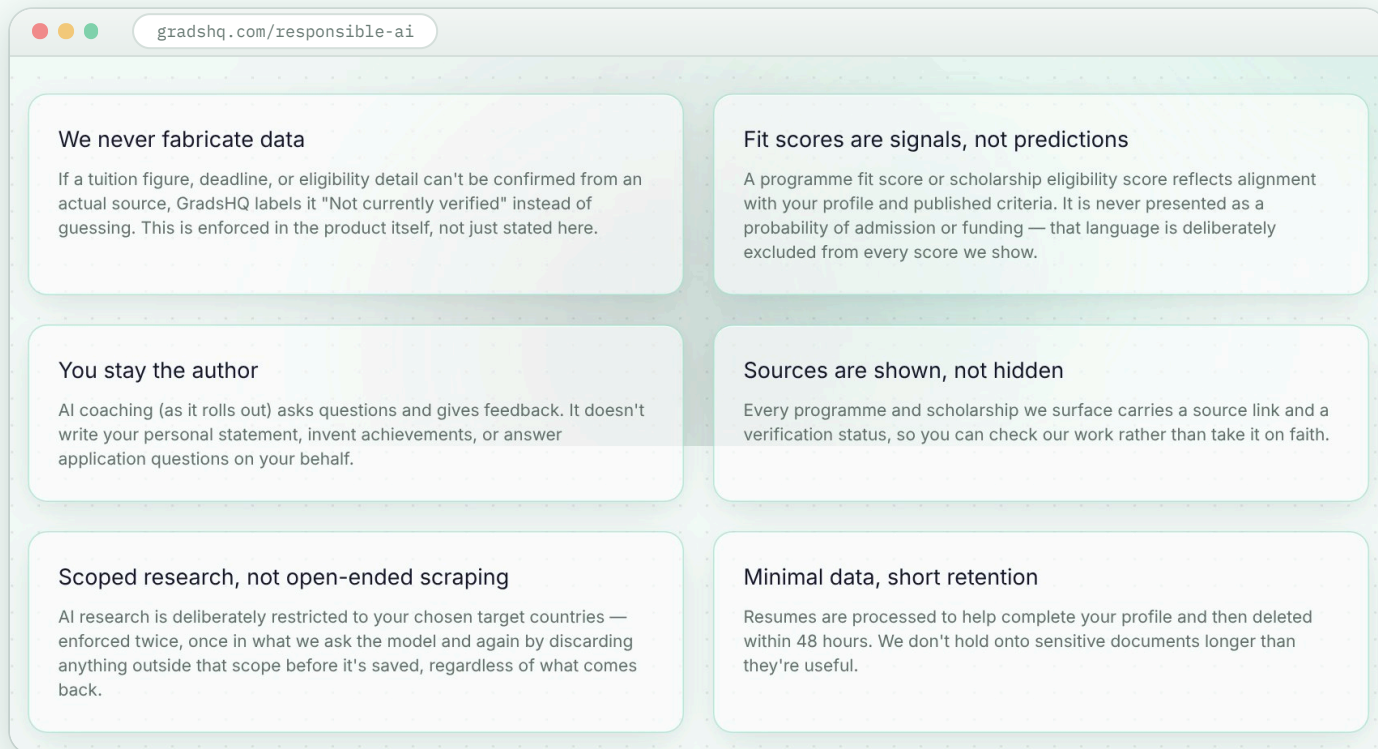


FIG. 26 The Responsible AI page.

Never fabricated

Unconfirmed details are labelled “Not currently verified” instead of guessed.

Signals, not predictions

Scores reflect alignment with your profile and published criteria — never a probability of admission or funding.

You stay the author

Coaching gives feedback; it does not write your statement or invent achievements.

Sources shown, not hidden

Every result carries a source link and a verification status.

Scoped, not open-ended

Research is restricted to your countries, enforced twice — in the request and again before saving.

Minimal data, short retention

Resumes are processed to help and then deleted within 48 hours.

PRIVACY & FAIR USE

Your data, kept short and safe.

RETENTION

Resumes: 48 hours

A resume you upload is used to complete your profile and give feedback, then automatically deleted within 48 hours.

CONTROL

Download or delete

From Profile you can download everything we hold for your account, or request deletion. Approved deletions are permanent.

SECURITY

Protected sign-in

Passwords are stored hashed, two-factor authentication and passkeys are available, and sign-in attempts are rate-limited. Forms are protected by reCAPTCHA.

COOKIES

Essential only

GradsHQ uses a small number of essential cookies to keep you signed in and to secure your session. You can accept or decline in the banner.

Fair use — how the AI is kept accurate and affordable for everyone

AI features cost real money to run, and an unlimited button helps nobody. A few sensible limits keep GradsHQ fast, fair and free to start:

20

AI actions per hour, shared across Coach, matching and review

48 h

Wait between programme searches, and between scholarship searches

1 / 3

Programme and scholarship searches in total: Free / Premium

Each AI answer also has a built-in maximum length, so responses stay focused. If you reach a limit, GradsHQ tells you plainly and how long to wait — nothing is silently dropped.

TALK TO US

Questions about privacy? Write to privacy@gradshq.com — contact details are on the last page.

Quick answers, plain words.

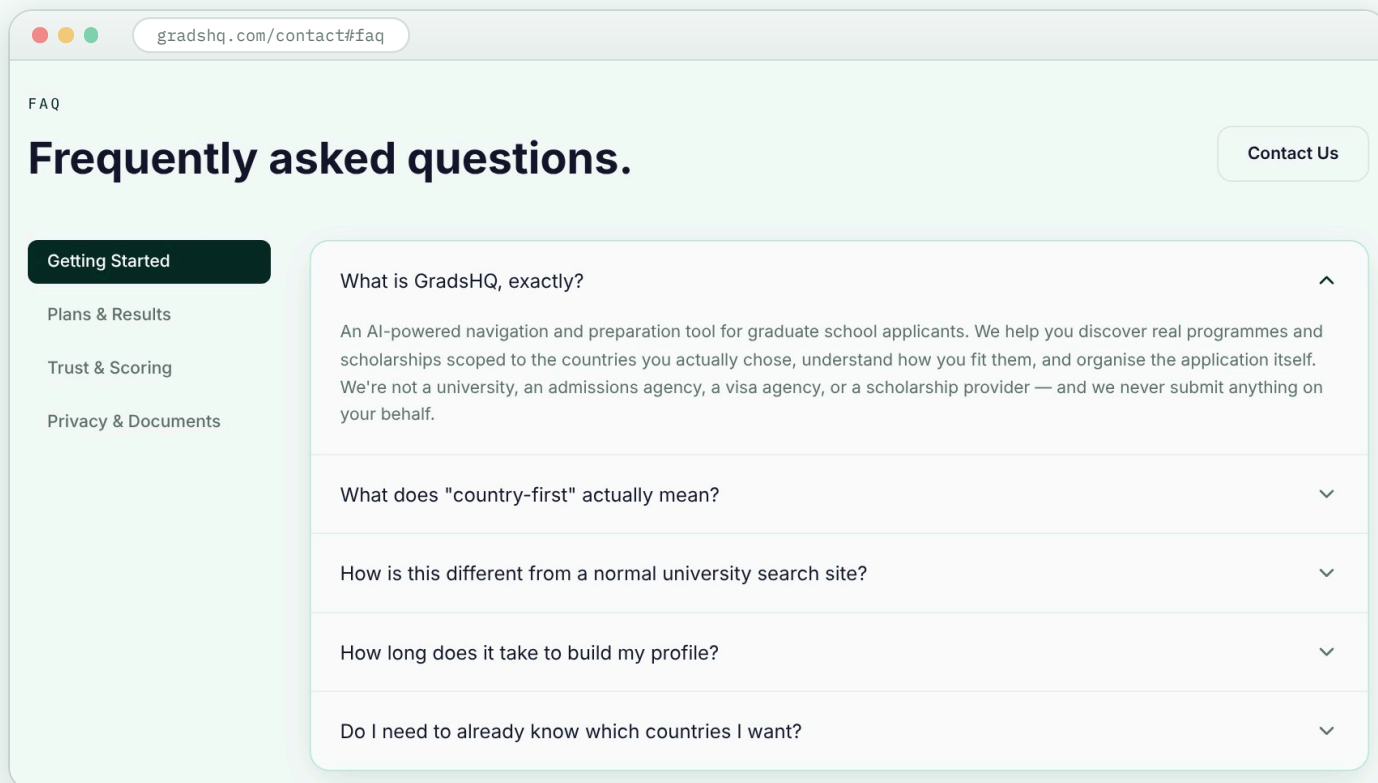


FIG. 27 The FAQ on the Contact page.

Frequently asked

What is GradsHQ, exactly?

An AI-powered navigation and preparation tool for graduate applicants. We help you find real programmes and scholarships in the countries you chose, understand how you fit them, and organise the application — and we never submit anything for you.

What does “country-first” mean?

Everything starts from the countries you pick. Nothing outside your selection appears unless you add a country.

How long does the profile take?

About two minutes.

Glossary

Target country

A country you chose to apply in (2 on Free, 5 on Premium).

Fit score

How well a programme aligns with your profile — a signal, not a probability.

Eligibility score

How well you match a scholarship's published criteria.

Readiness score

How prepared your application is, factor by factor.

Verification status

How well a record is backed by a source.

Pipeline

Your tracked applications grouped by stage.

Referee

A person you ask for a recommendation letter.

CONTACT

Talk to us.

Questions about your profile, a bug you've hit, or just feedback — **we read everything that comes in.**

EMAIL

hello@gradshq.com

General questions, support and feedback

PRIVACY QUESTIONS

privacy@gradshq.com

Your data, retention and deletion

WHATSAPP

+48 731 078 404

English or French — just say which

WEBSITE

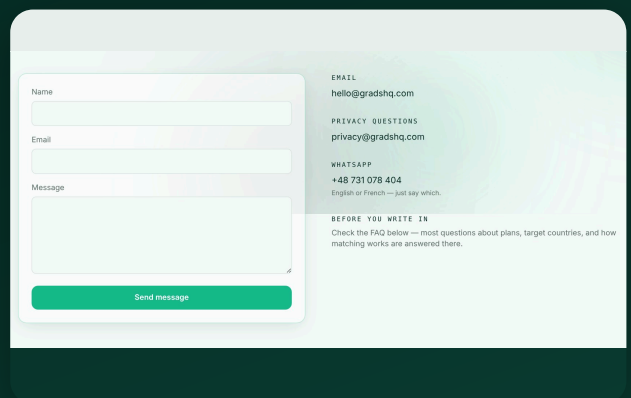
www.gradshq.com

Contact form and FAQ on the Contact page

Inside the app

Look for the **Need help?** tab on the right-hand edge of every screen, or the **Get help** button in the footer, for the fastest route to us while you are working.

Follow GradsHQ

INSTAGRAM [instagram.com/gradshq](https://www.instagram.com/gradshq)**X** x.com/gradshq**LINKEDIN** [linkedin.com/company/gradshq](https://www.linkedin.com/company/gradshq)A screenshot of the GradsHQ contact form interface. On the left, there is a form with fields for 'Name', 'Email', and 'Message', followed by a green 'Send message' button. On the right, there is a sidebar with contact information: 'EMAIL: hello@gradshq.com', 'PRIVACY QUESTIONS: privacy@gradshq.com', and 'WHATSAPP: +48 731 078 404 (English or French — just say which)'. At the bottom of the sidebar, there is a section titled 'BEFORE YOU WRITE IN' with a note to check the FAQ for common questions.

Built for African talent. Designed for the world.

GradsHQ is a navigation and preparation tool, not an admissions agency, visa agency, university or scholarship provider. It never guarantees admission — the applicant remains responsible for the accuracy and submission of every application.

© 2026 GradsHQ
a product of

The Learnaholics Academy