USER MANUAL · CAREER GUIDANCE

Career guidance for students

How to find careers that fit you, take the career assessment, read your results, share your report and get help from AI, step by step.

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1 Before you start

ScholarVoya helps you find careers that fit who you are, then the studies that lead to them. You find every career tool in the menu on the left. On a phone, open the menu with the button at the top of the screen.

- **Future Finder**: six quick questions and first ideas, in about a minute.
- **Career Navigator**: the full career assessment, your career paths and your report.
- **Career books**: books to help you choose and prepare your career.
- **SmartMatch**: programmes that fit your profile.
- **AI Coach** and **Ask ScholarVoya**: answers to your questions.

1. Sign in to your student account.
2. Open **My profile** and fill in your nationality, your education, your budget and the countries you like. The career assessment uses these answers, so you don’t need to type them again.

3. In **Documents**, upload your certificates and awards. You can use them later as evidence of your skills.

> **Tip.** Everything is saved as you go. You can stop at any time and come back later, on a computer or a phone.

2 Quick start with Future Finder

Future Finder is the fastest way to get first ideas. It asks six questions and saves your answers to your profile.

1. Click **Future Finder** in the menu.
2. Answer each question: what you would like to achieve, what you want to study next, what interests you, what you can spend each year, whether you need a scholarship, and where you would like to go.
3. Click **Next** after each question, or **Back** to change the one before.
4. On the last question, click **See my path**.

Your results show **Careers to explore**, **Your best matches** (programmes), **Scholarships for you** and **Next steps**. To change your answers, click **Change my answers**.

> **Tip.** Click **Career Navigator** under **Careers to explore** when you are ready for the full career assessment.

3 Take the career assessment

The career assessment is in **Career Navigator**. It has nine short sections and takes about 10 minutes. Answer honestly: there are no right or wrong answers.

- **Personal and academic**: your subjects and grades.
- **Academic strengths**: how you learn and the work you do best.
- **Talents and skills**: rate yourself from 1 (not yet) to 5 (a strength).
- **Passions and habits**: what you enjoy.
- **Future goals**: where you want to be.

- **Financial context**: what you can afford.
- **Family context**: your family's views and support.
- **Global pathways and lifestyle**: what matters to you in a job.
- **How you act**: short situations. Pick what you would really do.

1. Open **Career Navigator** in the menu.
2. Click **Start**.
3. Answer the questions. Questions marked **Optional** can be skipped.
4. Click **Save and continue** at the end of each section. Use **Back** to return to the section before, or click a section name in the list to jump to it.
5. In the last section, click **See my career paths**.

In the first section, the box **From your profile** shows what your profile already says. If something is wrong, click **Edit your profile**.

> **Tip.** If you stop before the end, open **Career Navigator** again and click **Continue**. You start where you left off.

4 Add evidence of your skills

The **Evidence portfolio** is a list of things you have done that show your skills: certificates, projects, competitions, volunteering, clubs or awards. The Navigator compares your evidence with how you rated yourself.

1. On the **Career Navigator** page, find the **Evidence portfolio** card and click **Add**.
2. Choose the **Type** and the **Year**.
3. Under **What was it?**, write a short title, for example "Second place, school science fair".
4. Under **What it shows**, choose the talents it proves.
5. If you can, choose a **Document from your vault (optional)** or add a **Link (optional)**.
6. Click **Save**.

> **Tip.** To link a certificate, upload it in **Documents** first. Then choose it in the evidence form.

After the assessment, the card **What you say and what you show** compares your self-ratings with your evidence. It shows talents your evidence proves, talents you rated high with nothing to show yet, and talents you may have rated too low.

5 Read your career paths

When you finish, **Career Navigator** shows **Your career paths**: the five careers that fit you best, with the reasons behind each.

- **Fit indicator**: a percentage that shows how well the career matches your answers and evidence.
- The reasons: short sentences that explain the fit, for example your favourite subjects or your talents.
- **Your strengths for it** and **Skills to build**.
- Bars for **Interests**, **Talents**, **Academic fit** and **Goals and lifestyle**.

> **Important.** Percentages are decision-support indicators, not certainty. No career is the only right one.

1. Click **See path** on a career to open it.
2. Read **Why it fits you**: the factors behind each indicator.
3. Read **Your roadmap**: a long-term plan in five stages, **Now**, **Qualify**, **Gain experience**, **Start working** and **Grow**.
4. Look at **Work and opportunities**: typical job titles, employers and useful certifications.
5. Look at **Study for it**: the qualifications and subjects that help, **Where you can study it** and the typical tuition.
6. Read **Labour-market facts**, from sources ScholarVoya staff have checked.

> **Tip.** Under **Study for it**, click **See your SmartMatch matches** or the programmes link to find programmes for this career.

6 If your school uses ScholarVoya

Some schools run a career guidance programme on ScholarVoya. Your school gives you a registration code or a QR code.

1. Scan the QR code, or open **Career Navigator** and type the code in the card **Career guidance at your school**, under **Registration code**. Click **Continue**.
2. On the page **Join your school**, tick **I am 16 or older, or my parent or guardian agrees to me using ScholarVoya.**
3. Choose whether to tick **Let my school counsellors see my results**. You can change this later.
4. Click **Join** followed by your school's name, then **Start my assessment**.

Your assessment has a few short sections for your school year. Your report then shows career families to explore (in the first years) or career pathways (in later years), with your **Emerging strengths**, **Subject choices**, **Next steps** and **What changed since last time**.

- **Subject choices** compares the subjects your careers need with your best and most difficult subjects: **Work on**, **Keep** and **Think about taking**.
- **School events**: answer **I'll come** or **I can't come**.
- **Notes from your career teacher**: what your teacher shared after a guidance session.
- Your meetings with your career teacher are in **Appointments**.

> ⓘ **Important.** Your school sees your career report only if **My school sees my results** is on. It never sees your applications, visa or loans. To stop, turn the switch off, or click **Leave the programme**.

7 Get help from AI

AI can explain your results in plain words and answer your questions. Each AI answer uses one of your monthly AI questions. Some plans have unlimited questions; if a tool shows **Included with Premium**, your plan doesn't include it.

1. On a career path page, click **Explain this path**. Under **Explained by AI**, you get a personal explanation and plan, written from the facts on the page.
2. If your answers or evidence change, click **Write it again** for a new explanation.

3. In a school programme, your report has the card **Your report in a few words**. Click **Write my summary** for a short summary of your results and next steps. It is free once written.
4. On a programme's page, under **How you match**, click **Explain this match**.

Use **AI Coach** for a conversation. It knows your profile, applications, documents and deadlines.

1. Open **AI Coach** in the menu.
2. Click a suggestion, such as **What should I do next?**, or type your question in **Your message**.
3. Click **Send**. To start a new subject, click **New conversation**.
4. To talk to a person, use **Talk to a person**: click **Ask an officer to take over** or **Book a call or video**.

> **Tip. Ask ScholarVoya** answers general questions about studying abroad from sources ScholarVoya has checked, such as costs, documents and visas.

> **Important.** AI answers are guidance, not decisions, and they can be wrong. Check important facts with the official source, and ask a ScholarVoya officer before you decide. Read Guidance, not guarantees.

8 Print, share and update your report

Your career report is on the **Career Navigator** page. You can print it, share it with a parent and update it when your life changes.

1. To print or save it as a PDF, click **Print** at the top of the page.
2. To share it, find the card **Share with a parent** and click **Send a link**.
3. Fill in **Their name**, **Their email**, **They are your** (parent, guardian, sponsor or other) and **Email language**.
4. Click **Send**. They receive an email with a read-only link.

- The link works for 30 days. The card shows when it expires and how many times it was opened.
- To stop it at once, click **Stop sharing**.

- The shared report shows your career families or pathways, strengths and next steps. It never shows your answers about your family, your notes, applications, visa or loans.

To let a parent or sponsor follow you for longer, use the card **Parents and sponsors**. Click **Add a parent** or **Add a sponsor**, choose **What they can see** (**Career guidance**, **Applications**, **Costs**, **Deadlines**, **Visa progress**), then click **Send invitation**. Use **Change** or **Remove** at any time.

- **Edit answers**: change some answers. Your career paths update.
- **Reassess**: start a new assessment when things change. You first say what has changed, and your earlier result stays in your history.
- **Start again**: clear all your answers. Your evidence portfolio stays.

9 From careers to studies

When you know which careers interest you, find the studies that lead to them.

1. Open **SmartMatch**. It ranks open programmes by how well they fit your profile.
2. Use the filters **Level** and **Match**, or tick **Only my destinations**.
3. Read the label on each programme: **Strong match**, **Good match**, **Possible match** or **Requirements missing**.
4. Click **Full match** to see how you match a programme, and what would make the match stronger.
5. Save the programmes you like. You find them in **Saved programmes**.

Career books gives you books for choosing and preparing your career. Filter by **Career family**, then click **Read** or **Download**. The books are part of ScholarVoya's paid plans.

> **Tip.** Stuck? Open **Help & support** in the menu to ask a ScholarVoya officer.

Guidance, not guarantees

Career paths, fit indicators, matches and AI answers help people decide. They are not promises of admission, a scholarship, a visa or a job: institutions, employers and governments decide. Read Guidance, not guarantees.