

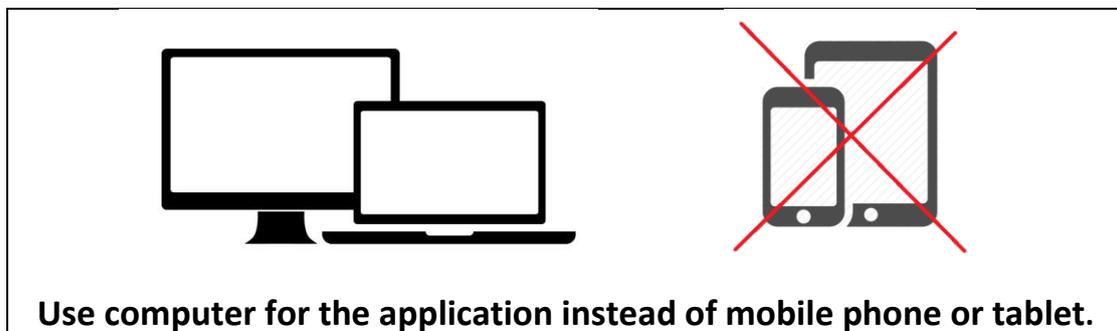


Dear Applicants of the 2017's round,

This guide is made for your help in the online application process in the round of 2017. It will contain useful hints and screenshots with explanation.

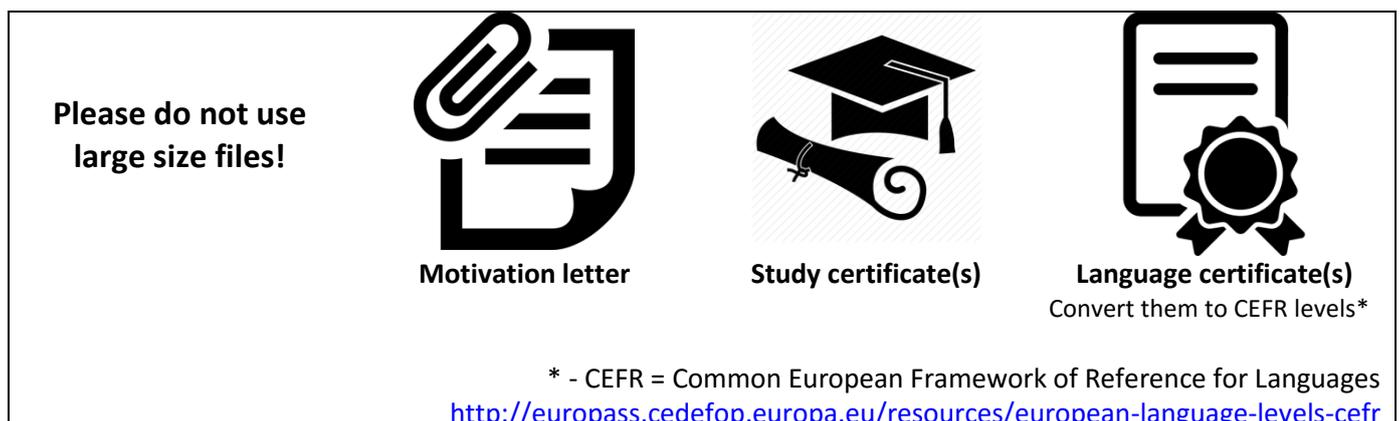
- ! **Only those applications are valid and acceptable that were submitted online in the official application system.**
- ! **One person is allowed to submit one application only! (If you wish to restart, please erase the whole application)**

BEFORE GETTING STARTED:



Prepare your necessary documents!

Best if you save them into one folder on your desktop and upload them all from there:





PREPARATION:

Make sure to read the Stipendium Hungaricum Programme's:

- **Official Website:**
www.stipendiumhungaricum.hu
- **Call for Application:**
http://www.tka.hu/docs/palyazatok/20170119_call_for_applications_2017_20181701191427.pdf
- **List of Available Study Programmes:**
<http://www.tka.hu/getDoc.php?doc=3141dfc5f8ca656e9c87a3fd89961e509e3d124c>

Please select the courses from the list provided on the website.

You can also contact the higher educational institutions at contact persons provided in the list (*Excel file*)

Once you know where to apply, you must register your choice in the online application system.



APPLICATION SYSTEM

www.scholarship.hu

Register your account in the application system!

Magyarul | In English

CALL FOR APPLICATIONS Register

Current tenders

SCHOLARSHIP TYPES

Stipendium Hungaricum
Campus Mundi

Scholarship search

User Name:

Password:

Login

Register

Forgot Password?

<https://cwp.scholarship.hu/Welcome.asp?lang=eng>

Magyarul | In English

CALL FOR APPLICATIONS Register

*Note: Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

Regisztráció Registration

Felhasználónév:

User login name:

Keresztnév:

First name:

Vezetéknév:

Last name (Family name):

Email cím:

Email address:

Jelszó:

Password:

Jelszó megerősítése:

Repeat password:

Regisztráció / Register **Mégsem / Cancel**

Register Email Contact us



You need to have a valid, working e-mail address during the whole application and admission process!

From now on all communication will be sent to this e-mail address only! Please if possible do NOT use hotmail; yahoo.fr, Outlook.com



Then, switch to English and log in:

Magyarul | In English

CALL FOR APPLICATIONS Register

Current tenders

SCHOLARSHIP TYPES

Stipendium Hungaricum
Campus Mundi

Scholarship search

User Name:

your_login

Password:

Login

Register

Forgot Password?

Magyarul | In English

CALL FOR APPLICATIONS Register

Current tenders

SCHOLARSHIP TYPES

Stipendium Hungaricum
Campus Mundi

Scholarship search

LOGIN to the online tender management system Archive Welcome: your name Exit

SCHOLARSHIP TYPES

Scholarships and study trips might be a special opportunity in the life and professional development. Therefore it is essential to choose a country that has outstanding results in the field of education and research and its culture is rather different from the applicant's home culture. Hungary is renowned for a particular language with a unique rhythm, special music, folk art, architecture as well as its long traditions in science, education and arts. Hungarian higher education institutions have been receiving foreign students and staff for more than a hundred years. Degrees obtained in Hungary are accepted and appreciated worldwide. For many decades Hungarian universities and research institutes have been participating in international co-operations in all fields of science and arts.

The Hungarian Government integrated the different higher education scholarships programmes financed by domestic and European funds into one organisation based on a government decree no. 1190/2015 published on 31 March 2015.

The tasks are performed by **Tempus Public Foundation**, a background organisation of the Ministry of Human Capacities, established in 1990.

We kindly draw your attention to the fact that applications related to the Calls for application published on www.scholarship.hu can be submitted via this website only. You have to submit an on-line application, thus printed format and postal sending is not required except if this is explicitly mentioned in a specific Call.

We wish you a successful application!



Fill out the personal information for the CV details:

CV details

Fields

Photo:

File:

Title:

Family name:

Given name:

Maiden name:

Citizenship:

Place of birth:

Date of birth: DD.MM.YYYY No restriction on dates

Mother's maiden name:

Sex: Nő / Female
 Férfi / Male

Marital status: Egyedülálló / Single
 Házas / Married
 Élettársi kapcsolat / Cohabitation

ID/Passport number:

Permanent address, country:

Permanent address, postal code:

Permanent address, city:

Permanent address, street, Nr.:

Help text to the postal address: To be filled in only if different from the permanent address

Postal address, country:

Postal address, postal code:

Postal address, city:

Postal address, street, Nr.:

Email:

Phone number:

Studies in process and/or completed:

Higher Education Institution (name and address)	Starting date of studies	End of studies	Field of science	Qualification	Delete
---	--------------------------	----------------	------------------	---------------	--------

Academic degree: nincs / none
 PhD/DLA
 tudományok doktora / academic doctor
 none

Other studies:

Language skills:

Language	Native	Excellent	Good	Fair	Poor	Beginner	Official exam taken in (year)	Level/point	Delete
----------	--------	-----------	------	------	------	----------	-------------------------------	-------------	--------

Professional experience:

Period (from/to)	Name of employer	Occupation	Delete
------------------	------------------	------------	--------

Name of present employer:

Other professional practice:

Other skills:

Others:

Contact person in case of emergency:



Here you have to provide your CV data. All fields will be seen during nominations and selections, please take all fields, attachments seriously.



We kindly ask you to repeat some of the personal data given already. Please make sure to fill in the fields properly.

You can save your process by choosing **ACTION** then check (✓) **Save**

You can start filling your datas about your education and language skill by click on the followin icons:

Please fill out every box accurately!

If you will receive your certificate (either of studies or language) later than the deadline, please let it know here ↓

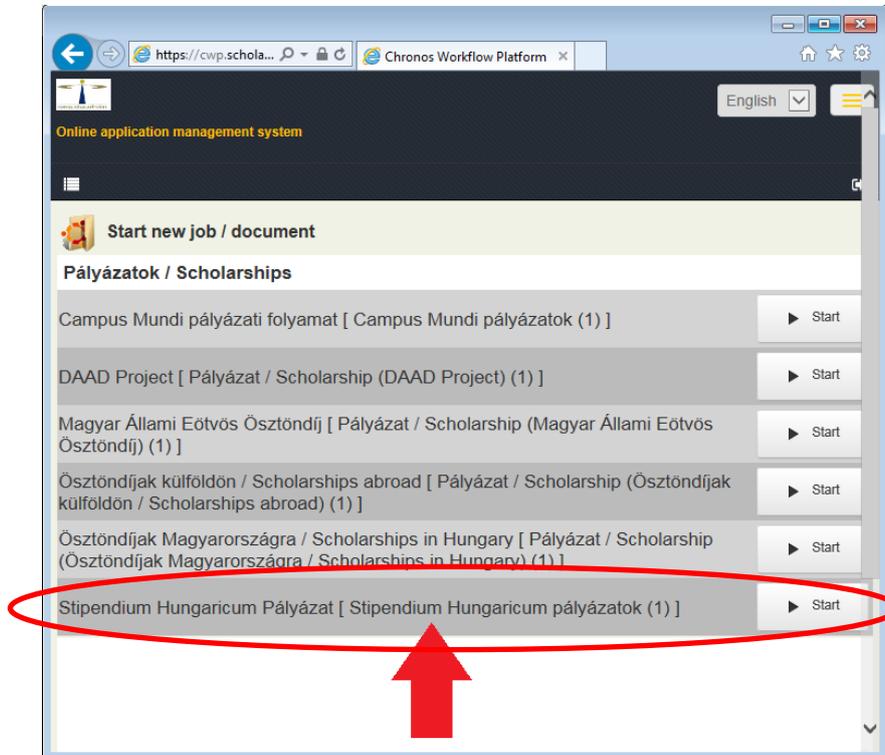


After finishing your details, please save these datas by clicking on the left icon!

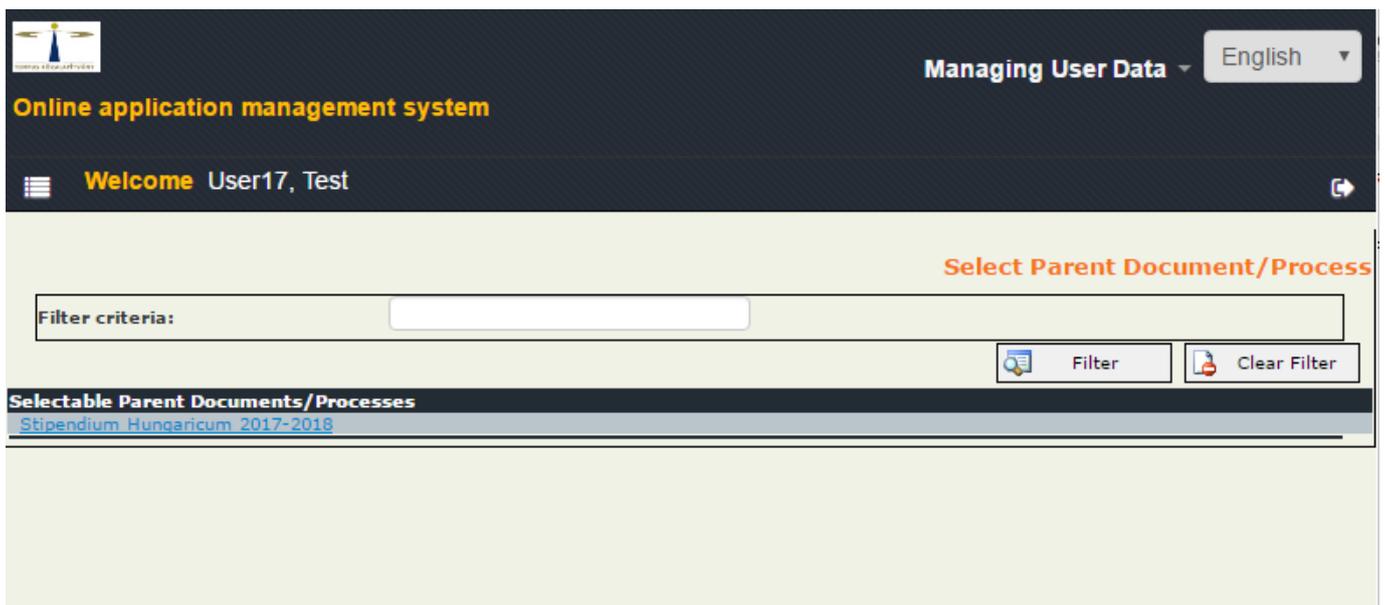
After saving you can add "new records" if it is necessary.



Choose ' Stipendium Hungaricum Pályázat'



Select "Stipendium Hungaricum 2017-2018"





The 4 main parts of the applicational platform:

1. Application's data 2. Curriculum vitae 3. Applicant's 3 choices (study programmes) 4. Attached documents

1. Application's data

Action

Job Identifier: Stipendium Hungaricum Pályázat #163078/2017
Activity: 01 Alapadatok megadása / On-line application, enter basic data
Initiator: User17, Test

Application's data

Fields

Registration Number: 163078
Academic Year: 2017-2018
Application deadline: 05.03.2017
Please note: Applications that are not completed until midnight on the closing date of application will be deleted from the system.

Eligible countries or territories: We accept applications from Albania, Algeria, Azerbaijan, Belarus, Brazil, China (including the Hudec scholarships), Ecuador, Egypt, Ethiopia, Ghana, India, Indonesia, Iran, Iraq, Israel, Japan, Jordan, Kazakhstan, Kenya, Kosovo, Kurdistan Regional Government/Iraq, Kyrgyzstan, Laos, Lebanon, Mexico, Moldova, Mongolia, Morocco, Pakistan, Palestine, Paraguay, Philippines, Republic of Korea, Republic of South Africa, Russian Federation, Serbia, Syria, Tunisia, Turkey, Turkmenistan, Ukraine, Vietnam.

Sending Partner*:

Sending Partner:

Educational background*: Érettségi folyamatban/Seco...
Availability of part time studies: No
Limitations to part time studies:

Please note 3: Please save your application data by clicking on 'Action/Submit'. Without saving, your application will be deleted after the deadline and your application will be considered ineligible.

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Action



Application's data

Fields

Registration Number: 79523
Academic Year: 2016-2017
Application deadline: 16.03.2016
Please note: Applications that are not completed until midnight on the closing date of application will be deleted from the system.

Eligible countries or territories: Algeria, Angola, Argentina, Azerbaijan, Belarus, Bosnia and Herzegovina, Ecuador, Egypt, Ethiopia, The Philippines, Kenya, Georgia, India, Iran, Iraq, Japan, Jemen, Jordan, Cambodia, Kazakhstan, China (except Hudec Scholarship), Columbia, Republic of Korea, Kurdistan Regional Government/Iraq, Laos, Libanon, Macedonia, Morocco, Mexico, Myanmar, Moldova, Mongolia, Namibia, Nigeria, Russian Federation, Pakistan, Palestine, Serbia, Turkey, Tunisia, Turkmenistan, Uruguay, Vietnam, Kosovo

Sending Partner*: **Your country**

Sending Partner:

Educational background*: **Make your choice!**

Availability of part time studies: Yes
Limitations to part time studies: All study programmes

Type of Scholarship*: Full time Part time **← You may choose part-time if it is provided!**

Please note 3: Please save your application data by clicking on 'Action/Submit'. Without saving, your application will be deleted after the deadline and your application will be considered ineligible.

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Action



- ← Choose your country from the 'Sending Partners'
- ← Select your highest degree / educational background
- ← Choose your preferred type of scholarship

*

Full time program = full time studies – you may apply for full (preparatory, bachelor, master and doctoral level or undivided programs).

Part time program = exchange opportunity (1-2 semester scholarship only!).



To save it and go to the next step choose **ACTION** then check (✓) **Submit**

Online application management system

Welcome **Your name**

Action

- ✓ Submit
- Save
- Save & Release
- Back
- Field Audit Trail
- Print
- Version History
- Freeze
- Sent Emails
- Delete
- Delegate Process

79464

2016-2017

16.03.2016

Applications that are not completed until midnight on the closing date of application will be deleted from the system.

Eligible countries or territories:

Algeria, Angola, Argentina, Azerbaijan, Belarus, Bosnia and Herzegovina, Ecuador, Egypt, Ethiopia, The Philippines, Kenya, Georgia, India, Iran, Iraq, Japan, Yemen, Jordan, Cambodia, Kazakhstan, China (except Hudec Scholarship), Columbia, Republic of Korea, Kurdistan Regional Government/Iraq, Laos, Libanon, Macedonia, Morocco, Mexico, Myanmar, Moldova, Mongolia, Namibia, Nigeria, Russian Federation, Pakistan, Palestine, Serbia, Turkey, Tunisia, Turkmenistan, Uruguay, Vietnam, Kosovo

Sending Partner:

Sending Partner:

Availability of part time studies: Yes



2. Curriculum vitae

Action Attachments Remarks

Job Identifier: **your country** //79464
Activity: 02 Képzés választása / Course selection
Initiator: **Your name**

Application's data Curriculum Vitae Applicant's 1st choice of study programme Applicant's 2nd choice of study programme Applicant's 3rd choice of study programme

Fields

Photo: File:

Family name (as in passport):

Given names(s) (as in passport):

Gender: Female Male

Home Country / Region:

Citizenship:

Country of birth:

City of birth:

Date of birth: DD.MM.YYYY No restriction on dates

Mother's maiden family name:

Mother's maiden given name:

Passport No:

Passport expiry date: DD.MM.YYYY No restriction on dates

Country of residence:

Zip code:

City of residence:

Address of residence:

Postal address:

Country of postal address:

Zip code of postal address:

City of postal address:

Phone number (including Area Code):

E-mail address:

Skype ID:

Educational background: Érettségi folyamatban/Secun

Studies in process and/or completed:

Higher Education Institution (name and address)	Starting date of studies	End of studies	Field of science	Qualification	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Language skills:

Language	Native	Excellent	Good	Fair	Poor	Beginner	Official exam taken in (year)	Level/point	Delete
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

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Action



3. Applicant's 3 choices (study programmes)



Action | Attachments | Remarks

Job Identifier: Mongolia//79464
Activity: 02 Képzés választása / Course selection
Initiator: **Your name**

Application's data | Curriculum Vitae | **Applicant's 1st choice of study programme** | Applicant's 2nd choice of study programme | Applicant's 3rd choice of study programme

Fields

1st Select: 

Please note 1: The cells below provide information about your selected study programme. Please do not modify these cells. If you would like to modify your choice please use the document picker above.

Institution 1:

Faculty 1:

Study programme 1:

Study level 1:

Language of instruction 1:

Qualification 1:

Duration of studies (semesters):

Short description of the study programme:

Location of studies 1:

Minimum requirements 1:

Minimum level of language proficiency (oral) 1:

Minimum level of language proficiency (written) 1:

Contact person title 1:

Contact person family name 1:

Contact person given name 1:

Contact person jobtitle 1:

E-mail 1:

Phone 1:

Webpage 1:

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Action

Choose a study programme

After choosing your country/region (=our sending partner) you will be able to choose only from the eligible study programmes.

After choosing a study programme, its contact details appear, so you are able to reach them by e-mail or phone.



After choosing your study programme, the details will be automatically loaded.

Action

Job Identifier: Turkey/User17/Test/163078
Activity: 02 Képzés választása / Course selection
Initiator: User17, Test

Application's data Curriculum Vitae **Applicant's 1st choice of study programme** Applicant's 2nd choice of study programme
Applicant's 3rd choice of study programme Registration Cancellation

Fields

1st Select:	University of Pécs/Faculty of Sci
Please note 1:	The cells below provide information about your selected study programme. Please do not modify these cells. If you would like to modify your choice please use the document picker above.
Institution 1:	University of Pécs
Faculty 1:	Faculty of Sciences
Study programme 1:	Biology
Study level 1:	BSc
Language of instruction 1:	English
Qualification 1:	Biologist
Duration of studies (semesters):	6
Short description of the study programme:	The programme provides a complete education in biology and also a number of specialised tracks such as neurobiology, genetics, microbiology, animal and plant ecology, botany, zoology, and plant physiology. These specialised tracks, which feature from the second year, are incorporated into two modules: 'intra-individual' (involving more laboratory practice and cellular biology courses) and 'supra-individual' (involving more ecology courses). Each module comprises 5-8 subjects. Both these and the basic subjects are taught by means of lectures, seminars and laboratory work. The programme also provides a broader perspective of the
Location of studies 1:	Pécs
Minimum requirements 1:	Secondary School Leaving Certificate, In
Minimum level of language proficiency (oral) 1:	B2
Minimum level of language proficiency (written) 1:	B2
Contact person title 1:	
Contact person family name 1:	Szilágyi-Kispap
Contact person given name 1:	Erika
Contact person jobtitle 1:	coordinator
E-mail 1:	contact@gamma.ttk.pte.hu
Phone 1:	(72) 503-600
Webpage 1:	http://www.ttk.pte.hu/en/future-students/t

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Action

DO NOT CHANGE ANY LOADED DATA!

After choosing 3 study programmes, go to the next step choose **ACTION**, then check (✓) **Submit**



4. Attached documents

Application's data | Curriculum Vitae | Applicant's 1st choice of study programme | Applicant's 2nd choice of study programme | Applicant's 3rd choice of study programme

Other data, documents to be attached

Fields

Curriculum Vitae File*: [Upload icon] [X icon] [Download icon]
File: [Input field]

Motivation Letter*: [Upload icon] [X icon] [Download icon]
File: [Input field]

Language Certificate: [Dropdown menu] [Add icon] [Remove icon] [Download icon]

Educational Certificates: [Dropdown menu] [Add icon] [Remove icon] [Download icon]

Passport Copy: [Upload icon] [X icon] [Download icon]
File: [Input field]

Medical certificate of satisfactory health condition: [Upload icon] [X icon] [Download icon]
File: [Input field]

Applicants for PhD programme: Letters of Recommendations: [Upload icon] [X icon] [Download icon]
File: [Input field]

Applicants for PhD programme: Research plan: [Upload icon] [X icon] [Download icon]
File: [Input field]

Portfolio (only in arts and music): [Upload icon] [X icon] [Download icon]
File: [Input field]

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Action



If you are ready with everything, click on 'SUBMIT'!



Saving is NOT submitting! Please do NOT forget to SUBMIT your application. You can always return to your application by logging into your account. However if you do not SUBMIT your application, you only save it, it wil NOT BE SUBMITTED. Saved but not Submitted Applications will be deleted automatically from the database after the deadline.

Please make sure that you have Submitted the application and that you see the following text

„You succesfully submitted your application. You can modify your application any time before the deadline. Please note that you cannot modify your application after the deadline.”



If You wish to delete your application:

Choose "Yes" then choose **ACTION**, then check (✓) **Submit**

Action

Job Identifier: Turkey/User17/Test/163078
Activity: 02 Képzés választása / Course selection
Initiator: User17, Test

[Application's data](#) [Curriculum Vitae](#) [Applicant's 1st choice of study programme](#) [Applicant's 2nd choice of study programme](#) [Applicant's 3rd choice of study programme](#)

Registration Cancellation

Fields

I would like to cancel the registration.: No
 Yes

Remark of cancellation: Please save your answer by clicking on 'Action/Submit'

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Action



What's next?



DEADLINE:

**5th March 2016.
24:00 (12 pm) – CET**

If you have submitted your application, you can still edit it until the deadline.

At the deadline only the submitted applications will be considered as valid.

We highly recommend you to print your finalised application form from the online system as most of our partners will require it from their applicants.

**For particular details about the application,
read
the Stipendium Hungaricum Programme's
[Call for Applications 2017-2018](#)
on the [website](#).**