



ÁLLAMKÖZI
ÖSZTÖNDÍJAK



TEMPUS KÖZALAPÍTVÁNY

Application Guide

for the Hungarian State Scholarship

Summer university courses

01 February 2024



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Before applying

Dear Applicants,

welcome to our [online application system](#).

We are pleased that you have decided to apply for the Hungarian State Scholarship Summer university courses.

Our aim is to receive as many successful applications as possible, so we have put together the following guide to ensure that every detail of your application is clear and easy to understand.

The guide aims to familiarise applicants with the structure and elements of the online application system and to provide information on all the fields, sections and tabs to be filled in before completing them.

The following description covers the different sections of the application system, describing in detail what data to enter for each section and what documents to upload.

We use the same application system for the Hungarian Diaspora Scholarship application, do not be confused by this.

In the following introduction, you will find useful information about the 2024/2025 application cycle. **To ensure a successful application, we strongly advise you to read carefully our application guide.**

Please be sure to **read the Call for Applications**, which contains all the necessary and useful application information, before starting the application process. You can reach the Call for Application here: <https://tka.hu/international-programmes/4133/information-for-applicants>

Applications are based on citizenship, i.e. **only citizens of the countries listed in the Call for Application can apply**. Residence in a partner country does not entitle applicants to apply. Please note, that if you apply as a nominee, applications shall also be submitted to the responsible authority of the Sending Partner. Each Sending Partner might have different deadlines and requirements for submitting the application material. Applicants are strongly advised to contact the responsible authority of their Sending Partner as soon as possible and inquire about the exact procedures.

A valid student application may be submitted by the applicant who is an adult and **is over 18 at the time of submitting the application**. There is no age limit.

It is very important to emphasise that **your email address should always be available to you in all circumstances** and that you should be able to use the registered email address in the long term. To this end, we ask applicants to **avoid using Hotmail and Yahoo email addresses wherever possible** and to register with a Gmail address instead. It is also important to ensure that the email address will be available for future use, so please **do not use an email address linked to an institution or company**.

Please note that one applicant can submit only one application per application round, and those who apply with more than one account will be automatically rejected during the technical check.

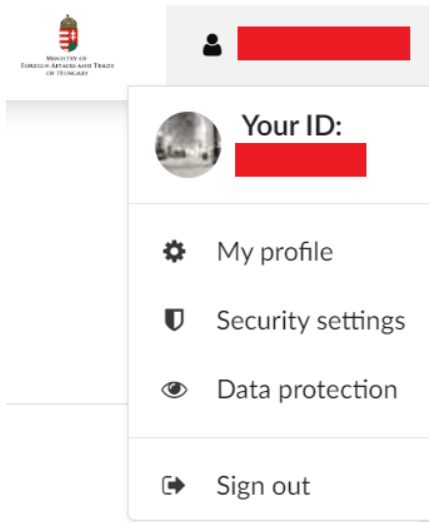
As part of your registration, please be sure to accept the consent forms.



Structure of our online application system

Your account and its settings

On the top right corner of the page by clicking on your name you may find the following options.



You find here your **Applicant ID**. During the application process you will be identified by this identifying number.

In the **“My profile”** section you may see some basic data about yourself, such as your citizenship, date of birth, email and Skype address.

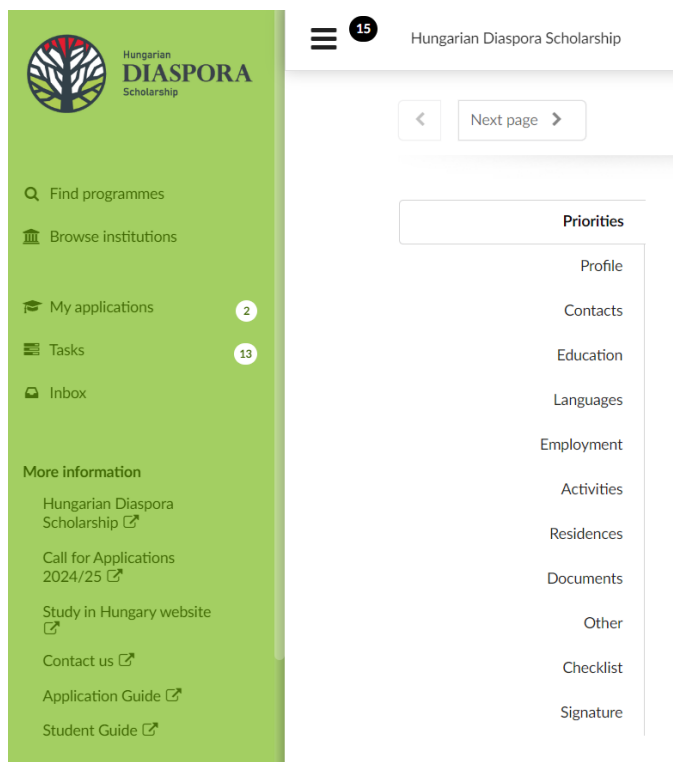
In the **“Security settings”** section you may change your password in case you forget it.

In the **“Data protection”** section you may read again the terms you had accepted during the registration.

In case you would like to **sign out** of our system, you can do it here as well.

Most important features of our system

On the left side of the page in the light green lane, you may find the most important features of our application system.



In the **“Find programmes”** section you may search for **Short Course > Summer (State Scholarship) 2024 > summer courses** based on keywords in every participating university.

In the **“Browse institutions”** section, you may read the descriptions of every host university and find out the summer course they offer.

In the **“My applications”** section, you will see your application, and its status.

In the **“Offers”** section, you can see if you have been offered a scholarship place to one of your selected summer course.

The **“Tasks”** section is **one of the most important part of our online application system**. You will need to upload most of the

required documents here, and to mark the status of your uploaded documents as well. You will find detailed information about how to use the tasks in the **“Documents”** and in the **“Checklist”** paragraph of this guide.

In the **“Inbox”** section **you will see all the emails and notifications** you receive from the Tempus Public Foundation or from your selected universities during the application process, so please check it regularly.

To start filling your application, please click on the **“My applications”** option where the sections of your application will appear. Further in this guide, **you may find detailed information about how to fill each field in every section** of your online application in the **“How to fill the sections?”** paragraph.

How to fill the sections?

Priorities

IMPORTANT INFORMATION

Please note that most of the summer university courses are offered within both the Hungarian State Scholarship Programme and the Hungarian Diaspora Scholarship Programme.

NEXT TO THE NAME OF THE SUMMER COURSE, YOU CAN SEE WHICH SCHOLARSHIP PROGRAMME THE SUMMER COURSE BELONGS TO. Depending on your citizenship, you might see the same summer



course twice; one offered within the Hungarian State Scholarship Programme and another one within the Hungarian Diaspora Scholarship Programme.

IN THIS CASE, IT IS VERY IMPORTANT THAT YOU SELECT YOUR COURSES CAREFULLY.

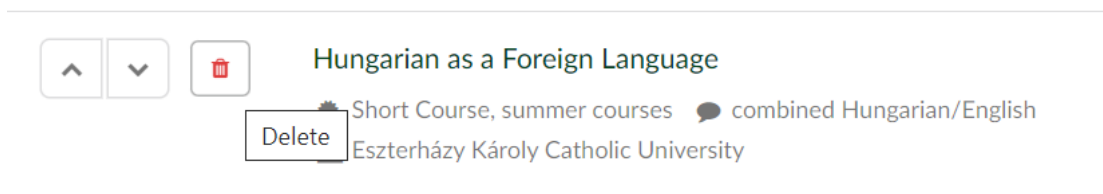
- The Hungarian Diaspora Scholarship Programme is for applicants who have Hungarian roots in their family (e.g. their grandparents were Hungarian citizens). Having a Hungarian background is the cornerstone of this scholarship programme. Please only select these summer courses if you do have Hungarian roots. Call for Applications for summer courses within the Hungarian Diaspora Scholarship Programme:
diasporascholarship.hu/wp-content/uploads/call_for_application_summer_courses.pdf
- The Hungarian State Scholarship Programme is available for other international applicants. You can select these summer courses even if you do not have Hungarian roots. Call for Applications for summer courses within the Hungarian State Scholarship Programme:
tka.hu/docs/palyazatok/call_incoming_summer_courses_2024.pdf

Please add your selected summer courses according to this information. It is very important because the application form, the application documents and therefore the evaluation procedure are different for the two scholarship programmes. If – based on your citizenship – you have the option to choose summer courses from both scholarship programmes, the application system is going to assist you in creating a separate application form for each scholarship programme.

In this section you need to **select the summer courses** you would like to apply to.

Each applicant **can apply for up to THREE different summer courses**, in order of preference. These three courses can be both at the same Host Institution or at different Host Institutions; it is the applicants' decision.

Until the application deadline (28th of March) you can **delete** any selected programme by clicking on the **trashbox** icon and add a new one.







By clicking on the **up or down arrows**, you are also able to **change the order of preference** of your selected summer courses, but you can only change it until the application deadline.

Please note, **the order of preference is essential**. During the application process, **the first selection and examination process will be conducted for the courses selected as your first choice**. The first priorities will be considered first and then, only the remaining free places will be filled with those applicants who are not approved for their first choice of programmes. In this way, **the chances of receiving the scholarship are relatively higher for the courses selected as first choices because there are more free places at that time**.



Before selecting a programme, please check the following tables regarding the available summer courses: https://tka.hu/docs/palyazatok/1m_list_of_summer_courses_2024.pdf

1	  	Hungarian as a Foreign Language ☀ Short Course, summer courses 💬 combined Hungarian/Engl 🏛 Eszterházy Károly Catholic University
2	  	European Studies ☀ Short Course, summer courses 💬 English 🏛 University of

If you **click on the name of your selected summer course**, it will direct you to the page where **you can read about the specific details** of the course, e.i. entry qualification, language requirements, other requirements, programme description etc.)

Profile

In the first part of this section you need to **provide your personal data**.

The fields marked with a red asterisk (*) are mandatory. All mandatory fields must be completed. If these fields are not filled in, the application cannot be submitted.

Please always write your name as shown in your passport during the application process!

Personal information

Given name – Please write your First Name **exactly as shown in your passport**.

Middle name – This is **not a mandatory field**. If you do not have a middle name, please leave it empty.

Family name – Please write your Surname(s) Name **exactly as shown in your passport**.

Previous family name – it is not a mandatory field. Please fill it only in case your official name has changed.

Gender – Please select according to your passport (mandatory field)

Citizenship – Do not select your place of residence, but **your nationality according to which you apply.**

Double citizenship – This is an optional field, but if you have dual nationality please select the appropriate country.

Country of residence – Please, select your current country of residence here.

Parents' information

Mother's given name – Please write your mother's Given Name(s) **exactly as shown in her official ID.**

Mother's previous family name – Please write your mother's **maiden Surname(s).**

Only these two questions apply to your parents, all other questions in the Profile section apply to you.

Identification Documents

Identification document type - Please choose your primary identification document type.

Passport

Number – Please, type your passport number including letters (if any) and numbers as well.

Issue date – Please, select the date of issue of your passport.

Expiry date - Please, select the date of expiry of your passport.

Country of issue – Please, select the country which issued this passport.

ID-card

Number – Please, type your ID-card number including letters (if any) and numbers as well.

Issue date – Please, select the date of issue of your ID-card.

Expiry date – Please, select the date of expiry of your ID-card. If your ID-card does not have an expiry date, please select the latest possible option.

Country of issue - Please, select the country which issued this ID-card.

If you do **not have a valid passport** at the time of application, **please select the "ID-card" option.** However, please note that **you will need a valid passport from some countries for entry into Hungary.**

Birth

Date of birth – Here you must select **your date of birth**, the same as the one in your official identity document (the date must include the exact year, month and day).

Country of birth – Here you must select your country of birth

Place of birth – Please type in your city of birth.

Do you have Hungarian citizenship? – Please, select „Yes” or „No”. If you have dual citizenship and one of them is Hungarian, then you should choose “Yes” above. Please note that you are not eligible to apply if you **ONLY** have Hungarian citizenship and do have any other citizenship.

Formal photo

In the last part of this section, **you need to upload a formal photo of yourself** on which your face is clearly visible.

Please upload a photo ID suitable for official application.

Contacts

In this section you need to provide **information about your contact details**. It is very important to **provide your correct and current addresses**, since the universities will contact you via these channels regarding the entrance examinations.

Email

This is a mandatory field.

It is very important to emphasise that **your email address should always be available to you in all circumstances** and that you should be able to use the address in the long term. To this end, we ask applicants to **avoid using Hotmail and Yahoo email addresses** wherever possible and to register with a Gmail address instead. It is also important to ensure that the email address will be available for future use, so please **do not use an email address linked to an institution or company**.

Fill in all the information requested so that universities can reach you regarding admission procedures. Fill in all the information accurately without any typing errors.

Address

Please, fill these fields according to your current address.

Street address – This is a mandatory field. Please, type here the name or number of the street where you live.

House number – This is a mandatory field. Please, add the number of the building you live in. In case it does not have any number, please, type “0”.



City, town, village – This is a mandatory field. Please, type the name of the city/town/village where you live.

Region, province, county – This is a mandatory field. Please, type the name of region/province/country where your place of residence is located.

Postal code – This is a mandatory field. Please, add the postal code of the building you live in.

Country – This is a mandatory field. Please, select your country of residence.

In case your correspondence address is different, please click on the **“My correspondence address is different”** option and add your valid correspondence address.

Telephone

Please include the country code, e.g +372 12345678.

Mobile – This is a mandatory field, please add your main phone number where you can be reached at any time. The universities may contact you via this channel.

Skype – This is a mandatory field, please provide a valid Skype contact address where you can be reached by the institutions, i.e. **an address that is always available to you.**

If you **do not have a Skype address, please create one** so that you can be contacted during admission.

Emergency contact

These are mandatory fields, so you are requested to add a contact person, whom we can reach in case of any emergency.

Please be aware that it is your responsibility to inform your emergency contact that his/her personal information will be stored and processed here.

Name – Please, type the name of a family member/friend, who you would like to be notified in case of emergency.

Email – Please, type the correct email address of this family member/friend.

Telephone – Please, type the correct telephone number of this family member/friend.

Relation to you – Here you need to add how this person is related to you: parent, sibling, spouse, fiancée, friend etc.

Education

Previous and current education in general

The first part of **this section refers to your current and previous education experiences**, so we are asking you to type your answers to the questions only about your current and previous studies.

Please **insert a separate box for each study programme** you have attended.

Please **enumerate your studies chronologically from the latest to the earliest**, so please **start with your current or last completed study programme**.

Here you can find helpful information regarding each obligatory field in the first part of this section:

Level of education – Please, write the level of education according to your current/previous studies (e.g. secondary education, Bachelor/Master level).

Official name of school / university / institution – Please, write the official name of your institution in English.

Programme name – Please, write the official name of your study programme in English. **In case you are a high-school student, please, write “high school”.**

Scientific discipline – Scientific discipline is the definition of a particular branch of scientific knowledge. Please write the scientific discipline of your previous or current studies. **In case you are a high-school/secondary school student, please write “high school”.**

Status of studies

Valid – It means you are still a student at the mentioned programme or you are awaiting for your graduation.

Suspended – It means, that you interrupted your study programme before obtaining your degree.

Finished – It means you have successfully completed the study programme and obtained your degree.

Start date of studies – Please, indicate when you started the mentioned study programme.

(Expected) graduation – Please, indicate when you obtained/ will obtain your degree. In case you interrupted your studies, please, indicate what was the expected end date, until you should have finished the studies. **Please do not write the dates according to the programme you are applying for.**

Mode of study

Full degree studies – It refers to the traditional school system, when the whole study programme is completed in the form of on campus classes on workdays. In case your classes were temporarily online due to the COVID-19 restrictions, please also indicate your studies as “full degree”.

Partial/Exchange studies – It refers to a one or two semesters-long study period completed in any foreign institution.

Distance – It refers to the non-traditional school system, when the education is realised mainly on weekends and/or online.

Financing source

Free – Please, select this option, if your study programme was completely free of charge.

State-financed – Please, select this option, if your studies were financed by the government of your country i.e. state scholarships

Self-financed – Please, select this option, if you had to pay tuition fees and your studies were financed by yourself/your family.

Erasmus scholarship student – Please, select this option, if you studied with Erasmus scholarship

Financed by Stipendium Hungaricum – Please, select this option only if you are/were a Stipendium Hungaricum scholarship holder.

Country – Please, indicate the country in which you conducted the mentioned study programme.

City – Please, indicate the city/town/village where you conducted the mentioned study programme.

Study location – Please, write the official address of your institution.

Study language – Please, indicate the language of your studies.

Previous and current education in Hungary

The second part of this section refers to your former or current studies in Hungary. Please do not refer to your future studies in Hungary. When you choose the answer for the questions listed in this section, please **give answers according to your actual data** during the time of the application period.

The following fields/questions can be found in this section:

Have you ever studied in a Hungarian Higher Education Institution?

Yes, at the moment I am studying in a Hungarian Higher Education Institution. – In case you are currently studying in Hungary as a scholarship holder or as a self-financed student, please select this option.

Yes, previously I studied in a Hungarian Higher Education Institution (but not at the moment). – In case you have studied in Hungary as a scholarship holder or as a self-financed student previously (but not in the current semester), please select this option.

No, I have never studied in a Hungarian Higher Education Institution. – In case you have not yet studied in Hungary in a Hungarian Higher Education Institution, please select this option.

Have you ever been a scholarship holder in Hungary?

Yes, I am currently a Stipendium Hungaricum scholarship holder. – In case you are currently studying in a Hungarian Higher Education Institution as a Stipendium Hungaricum scholarship holder, and you are applying for a study programme for the academic year 2023/24, please select this answer.

Yes, I was a Stipendium Hungaricum scholarship holder. – In case you have been a Stipendium Hungaricum scholarship holder previously (but not in the current semester), please select this answer.

Yes, I am currently a Hungarian Diaspora/ FAO/ Scholarship for Christian Young People/ Hungarian (Bilateral) State Scholarship holder. – If you are currently studying in Hungary with a scholarship financed by the Hungarian State (Hungarian Diaspora/ FAO/ Scholarship for Christian Young People/ bilateral state scholarship), please select this answer. **If you are a Stipendium Hungaricum Scholarship holder, please choose the first answer.**

Hungarian (Bilateral) State Scholarships are based on scientific and educational cooperation agreements signed by the governments of two countries. If your sending country has such an agreement with Hungary you may pursue a scholarship activity in Hungary as a nominee of your sending home country.

Yes, I was a Hungarian Diaspora/ FAO/ Scholarship for Christian Young People/ Hungarian (Bilateral) State scholarship holder. – If you have been a scholarship holder previously (but



not in the current semester) with a scholarship financed by the Hungarian State (Hungarian Diaspora/ FAO/ Scholarship for Christian Young People/ bilateral state scholarship), please select this answer. **If you were a Stipendium Hungaricum Scholarship holder previously, please choose the second answer. Hungarian (Bilateral) State Scholarships are based on scientific and educational cooperation agreements signed by the governments of two countries.** If your sending country has such an agreement with Hungary you may pursue a scholarship activity in Hungary as a nominee of your sending home country.

No, I have never been a scholarship holder in Hungary. – In case you have not yet studied in Hungary in a Hungarian Higher Education Institution as a scholarship holder, please select this option.

Languages

Language knowledge

The first part of **this section refers to your language knowledge.** Please type your answers to the following questions about your language skills. **If you have taken any relevant tests that assert your language proficiency,** please also list the tests and achieved scores in the appropriate field. **You can add as many languages as you wish, however your native language and the language(s) of the study programmes you apply for must be included.**

Native language – Please, select your native language. In case you cannot find your native language in the list, please select another official language of your home country which you speak fluently.

If you would like to include (an)other language(s), please click on the **“insert new language here”** option.

Foreign language – Please, select the foreign language you would like to include.

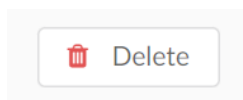
Proficiency – Please, indicate your level of proficiency in this language.

Studies / experience – Please, indicate how many years you have studied this language.

Language test, date, additional information – Please, indicate which language test and when you took it.

Language test date and score – Please, indicate how many points you scored in the test.

In case you added too many boxes, you may delete any of them by clicking on the trashbox icon in the top right corner.



Employment

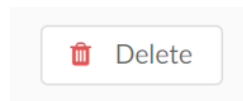


In this section, **you may add your work experiences** if you consider them relevant to your application, therefore this is not an obligatory section.

In case you would like to provide information regarding your work experiences, please click on the **“insert new block”** option.

If you have held several positions, **please only state 4-5 of them that you think are the most relevant for your application. If you have not had any job experience, you can leave this section empty.** However, please note that there are some study programmes that require the applicants to have relevant work experience, therefore please make sure to fill this section out properly and in details in case you have been an employee or a trainee before.

In case you added too many blocks, you may delete any of them by clicking on the trashbox icon in the top right corner.



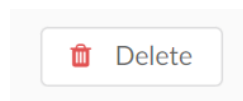
Activities

In this section **you may provide information about some extracurricular activities related to your studies or personal development which you consider relevant to your application.** This is not an obligatory section.

You may write here about **volunteering experience, sports and hobbies, but only those which you think would contribute to your application.**

In case you would like to provide information about your activities, please click on the **“insert new block”** option.

In case you added too many blocks, you may delete any of them by clicking on the trashbox icon in the top right corner.



Residences

In this section **you may provide information about your current or former foreign residences** if you had any or you consider them relevant to your application.

If you decide to fill out this section, please provide the exact length and purpose of stay.

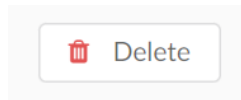
Please only enter information about your stays abroad if those were for extended periods (1 month or more). I.e. as a foreign exchange student, working, travelling independently etc.



Please do not include short travels, backpacking, tourism trips.

In case you would like to provide information regarding your foreign residences, please click on the **“insert new block”** option.

In case you added too many boxes, you may delete any of them by clicking on the trashbox icon in the top right corner.



Other

In this section, you can let us know about any further information that has an effect on your application or your study period (such as you can give us details about any medical needs you may have).

Other relevant information – In case you would like to share additional information about yourself which might be relevant to your application, you can do it here.

How did you receive information about the Scholarship Programme? – This is a mandatory field, where more than one answer is allowed.

Suggestions for spreading the word about the scholarship opportunity - If you have any comments or suggestions for spreading the word about the scholarship opportunity, please elaborate.

Signature

In this section you can sign your application, confirming that **all the data that you have submitted is correct and that you adhere to the stated terms**. If you agree that the submitted information is truthful, confirm this with your electronic signature.

Required Documents for All Applicants

General information about the documents

All of the following documents are compulsory and need to be submitted to the online application system by all applicants **until 28 March 2024**.

We require an official translation of all your original application documents, which are not originally written in English, Hungarian or in the language of the selected summer course.

Please note that only **files with a maximum size of 4 MB can be uploaded to the system**.



Please, note that **no hard copies are required of any of these documents by Tempus Public Foundation** at the time of application.

Each required document has to be uploaded to the "Checklist"/"Tasks" section, only additional documents can be added to the **"Documents"** section.

In the next part you may find useful information regarding each required document:

Motivation letter

The **Motivation letter** is **one of the most important document** during the application process. The universities are going to form the first opinion about you based on this document, so it is highly recommended to pay attention to every detail while you are preparing it.

In short, its goal is to answer the question **"Why are you a suitable candidate?"**

Write in a clear and logical manner and remember, the way you write and present yourself says a lot about you.

Some **tips and hints** which will help you to write a proper motivation letter:

- Please write at **least 1500 characters**, but **not more than 4000** characters.
- The letter has to be written **in English, in Hungarian or in the language of the selected course**.
- It is a letter, therefore you must **address it to the Hungarian Higher Education Institution** to which you are applying. **Do not forget about the date and your signature**.
- It should be written in a **letter format** and the three main parts should be easily separable: **1. Introduction 2. Content 3. Closing salutation**.
- **Pay attention to the writing style and grammar**. Keep in mind that this is an important section, because the universities will form their opinion of you based on the motivation letter.
- **Provide relevant information** which can be important for the university, and indicate clearly the major you are interested in. Here you can find some useful question you should answer in your motivation letter:
 - Why have you chosen to apply to this programme?
 - Why did you apply to study in Hungary?
 - What do you expect to gain from your studies?
 - Why does your background make you a suitable candidate?
 - How will the programme help you to achieve your goals?
 - How does your proposed study relate to a particular development, challenge or need at the global, national, and/or local level?
 - How will you utilise your new skills and qualifications when you return home?
 - What challenges would you expect to encounter while studying in a foreign country, and how could you prepare for these challenges?
- Try to **prepare a unique and creative motivation letter**. You should try to leave a positive impression in those who read it and make the selection.

Proof of Language Proficiency



To this task, you need to upload the **scanned copy of your original proof of language proficiency with a minimum level determined by this Call for Application AND its translation till 28 March 2024.**

In case you have completed your previous level of studies in the language of the selected study programme, **a proof can be uploaded about the fact that the language of education was the same as the language of the summer course that you are now applying for.**

Translations only have to be attached if the copy of the original document is not in English, Hungarian or in the language of the selected course.

In case you have **uploaded your original documents in one of the mentioned languages**, please select **“I have uploaded the original and the translation.”** option in the **“Proof of Language Proficiency”** task.

In case **your uploaded document is in any other language**, please select the **“I have uploaded the original.”** option in the **“Proof of Language Proficiency”** task. In this case, **please upload an official, translation as well**, and after select the **“I have uploaded the original and the translation.”** option.

Transcript of records or Diploma

For higher education students:

To this task, you need to upload **the scanned copy of your original Transcript of Records regarding the last completed academic semester AND its translation till 28 March 2024.**

It does not necessary contain all courses of your study programme or degree, but the universities require the list of completed courses.

Translations only have to be attached if the copy of the original document is not in English, Hungarian or in the language of the selected study programme.

In case you have uploaded **your original documents in one of the mentioned languages**, please select the **“I have uploaded the copy of original and the translation.”** option in the **“Transcript of Records or Diploma”** task.

In case your **uploaded document is in any other language**, please select the **“I have uploaded the copy of original.”** option in the **“Transcript of Records or Diploma”** task. In this case, please **upload an official, notarized translation as well**, and after select the **“I have uploaded the copy of original and the translation.”** option.

For graduates:

To this task, you need to upload the **scanned copy of your original high school/bachelor/master degree certificate or equivalent AND its translation till 28 March 2024.** Translations only have to be attached if the copy of the original document is not in English, Hungarian or in the language of the selected summer course.



In case you have uploaded **your original documents in one of the mentioned languages**, please select the **“I have uploaded the copy of original and the translation.”** option in the **“Transcript of Records or Diploma”** task.

In case **your uploaded document is in any other language**, please select the **“I have uploaded the copy of original.”** option in the **“Transcript of Records or Diploma”** task. In this case, **please upload an official translation as well**, and after select the **“I have uploaded the copy of original and the translation.”** option.

Professional Letter of Recommendation

In this section you have to upload a recommendation letter issued by a teacher of the sending higher education institution/employer regarding the summer course in Hungary, discussing the applicant's preparation skills and qualities, motivation, and the usefulness potential benefits of the scholarship period. (dated, stamped and signed on institutional letterhead with contact details).

Please upload the recommendation letter to this task, then click on **“I have uploaded the letter of recommendation.”**

If you want to submit more than one reference, please upload it in the “Documents” section of your application.

Identification Document

To this task, you need to upload the **scanned copy of your valid National Identification Document or your valid passport till 28 March 2024.**

Please note, that that page has to be uploaded **which contains both the personal data and the photograph of the applicant.**

Please note, in case you upload your valid National Identification Document till the application deadline, it **does not mean that you must have a valid passport later.**

In case you neither have a valid passport, nor a National Identity Card, please upload any official document which proves your identity. I.e. Birth Certificate, Driver's Licence, Expired National Identity Document, Expired Passport.

In case you have **uploaded your valid passport or National Identity Document**, please select the **“I have uploaded my passport or my national ID card.”** option in this task.

Statement for Application



The Statement for Application mentioned as a mandatory document in the Call for Applications. It is a mandatory official consent form to be read and accepted.

All applicants need to accept “Statement for Application” by downloading and signing the document, and uploading the scanned copy to the application system. The applicant’s name and signature must be on the Statement for Application. It has to be properly signed by the applicant; **it should be signed with a pen and not typed!**

If you have read and agree to the terms and conditions, please upload the signed document and select **“I have uploaded the signed statement on the mandatory template.”** option in this task.

Checklist

During the application process, **you should always click on the “Tasks” section**, located on the light green column on the left side of the page to see a checklist of tasks you have to complete during the application process.

You can click on each item on this list to see exactly which documents you need to upload.

After uploading the documents, you need to select the proper option in each task.

You may find the following options in the tasks:


“I have not uploaded it yet.” – Firstly, you will see this option.

“I have uploaded the original.” – You may select this option in case you have uploaded your original document, which is originally not in English, Hungarian or in the language of your selected study programme. In this case, you will need to attach a translation of the original document as well, which you may upload later on.

“I have uploaded the original and the translation.” – You may select this option when you have uploaded the translation, or your uploaded document is originally in English, Hungarian or in the language of your selected study programme.

Please note, **writing comments in the “Tasks” section does not exempt you from the obligation of uploading a signed declaration.**




In case a yellow exclamation mark  indicating a **“Follow up”** appears in your application, you do not need to worry about it, **it is only a reminder that you will have to upload the missing document/s later.**

Do not forget, **if your original document is in English, Hungarian or in the language of your selected study programme**, you need to select the **“I have uploaded the original and the translation.”** and the follow up sign will not appear.

After completing your application, please do not forget to submit your application. Saved applications cannot be considered.

Why is my application “Blocked”?

In case you have a red  sign, it means your application is blocked and you cannot submit it, because **you did not upload one/some of the required documents.**

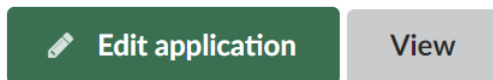
To solve this problem, **please check if you have filled all the fields marked with a red asterisk ***, because they are **obligatory fields.**

Please also **check if you have uploaded all the required documents, and selected the proper options in the “Task” section.**

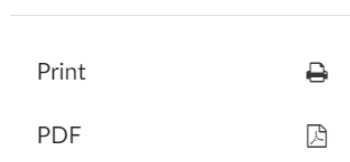
Completing this successfully, you will be able to submit your application.

How can I download/print my application?

Please click on the View button (in the right corner of your application),



following which you will be able to see the **“Print”** and the **“PDF”** options on the left side of the page.



Further questions

Should you have further questions about the application, please contact us via:

Email: bilateral@tpf.hu

We trust that all the information and advice described above will greatly help and facilitate your successful application. We hope to see you among our scholarship holders soon.

Best Regards,

Directorate for Internationalisation of Higher Education
Tempus Public Foundation