

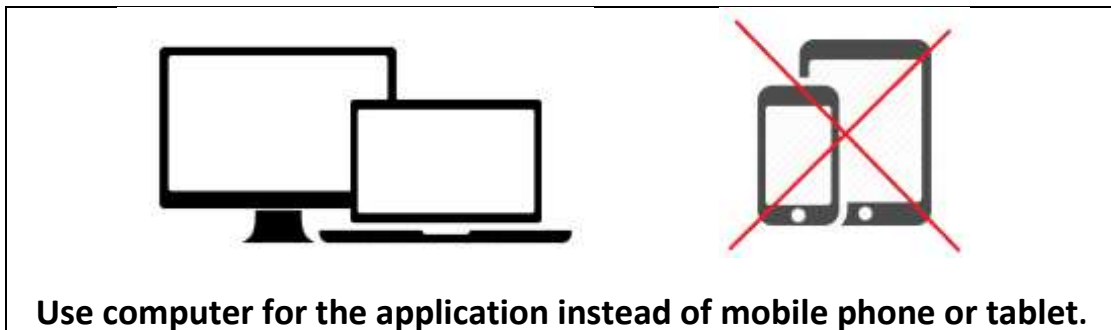


Dear Applicants of the 2016's round,

This guide is made for your help in the online application process in the round of 2016. 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.

Before getting started:



Internet Explorer, Mozilla Firefox and Google Chrome support the online application system.

Prepare your necessary documents!

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



Curriculum vitae



Motivation letter



Study certificate(s)



Language certificate(s)

Use doc, docx or pdf format!

Make a scanned copy of them!

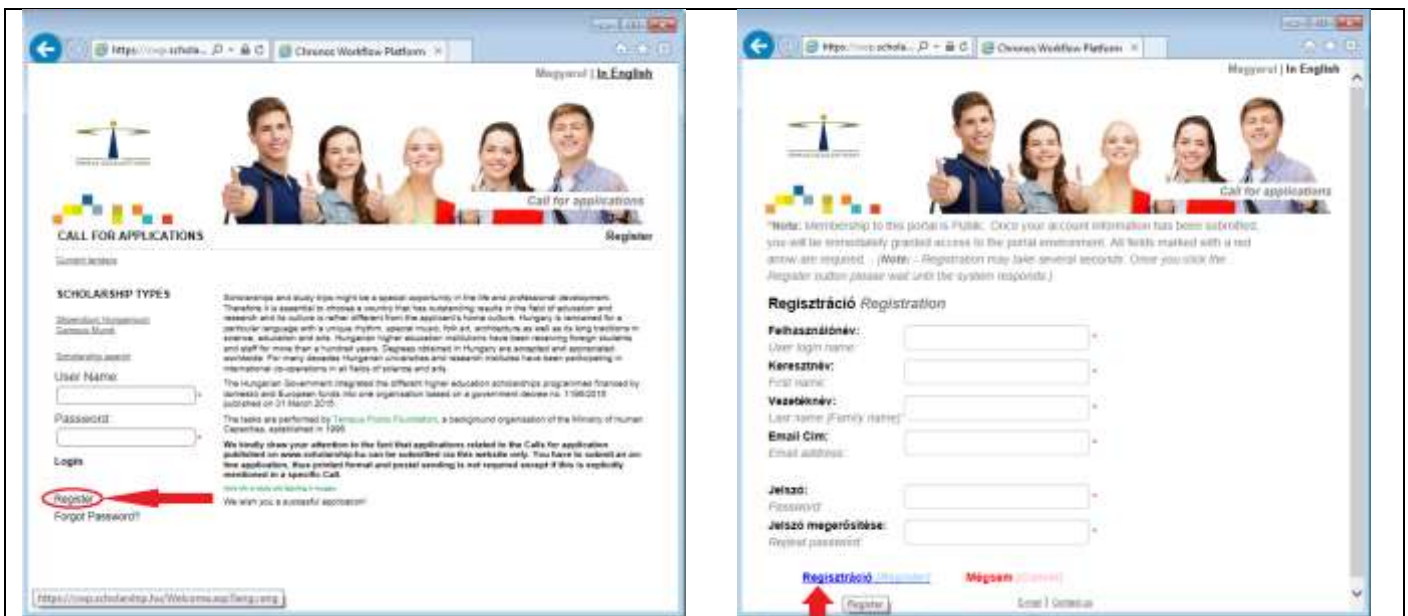
In  format



Get informed before register!

Make sure to read the Stipendium Hungaricum Programme's Call for Applications 2016-2017 on the website.

First register your account in the application system!



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!



Then, switch to English and log in:





Once you are registered, start the application process

switch to 'ENGLISH' and click on 'LOGIN'

click on 'Start new job/document'

Choose 'Stipendium Hungaricum Pályázat'

Start new job / document

Pályázatok / Scholarships

Campus Mundi pályázati folyamat [Campus Mundi pályázatok (1)]	▶ Start
DAAD Project [Pályázat / Scholarship (DAAD Project) (1)]	▶ Start
Magyar Állami Eötvös Ösztöndíj [Pályázat / Scholarship (Magyar Állami Eötvös Ösztöndíj) (1)]	▶ Start
Ösztöndíjak külföldön / Scholarships abroad [Pályázat / Scholarship (Ösztöndíjak külföldön / Scholarships abroad) (1)]	▶ Start
Ösztöndíjak Magyarországra / Scholarships in Hungary [Pályázat / Scholarship (Ösztöndíjak Magyarországra / Scholarships in Hungary) (1)]	▶ Start
Stipendium Hungaricum Pályázat [Stipendium Hungaricum pályázatok (1)]	▶ Start



Once you log in you will see all the (3) calls that are open. Make your proper selection:

Choose the 2nd option 'Stipendium Hungaricum 2016-17'

unless:






- You are a **Chinese citizen** from Shanghai's following 3 universities (1. East China Normal University, 2. Shanghai Jiao Tong University, 3. Tongji University), then choose **Hudec scholarship** (→ then 1st)
- You are a **Syrian citizen** (→ then 4th) – **its deadline: 1st April!**
- You are a **Ghanaian citizen** (→ then 3rd)
- You are a **Ukrainian citizen** (→ then 5th) – **its deadline: 1st April!**



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

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, Mianmar, Moldova, Mongolia, Namibia, Nigeria, Russian Federation, Pakistan, Palestine, Serbia, Turkey, Tunesia, Turkmenistan, Uruguay, Vietnam, Kosovo
Sending Partner*:	<input type="text" value="Your country"/>  
Sending Partner:	
Educational background*:	<input type="text" value="Make your choice!"/> 
Availability of part time studies:	<input checked="" type="radio"/> Yes
Limitations to part time studies:	<input type="text" value="All study programmes"/>
Type of Scholarship*:	<input checked="" type="radio"/> Full time <input type="radio"/> 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

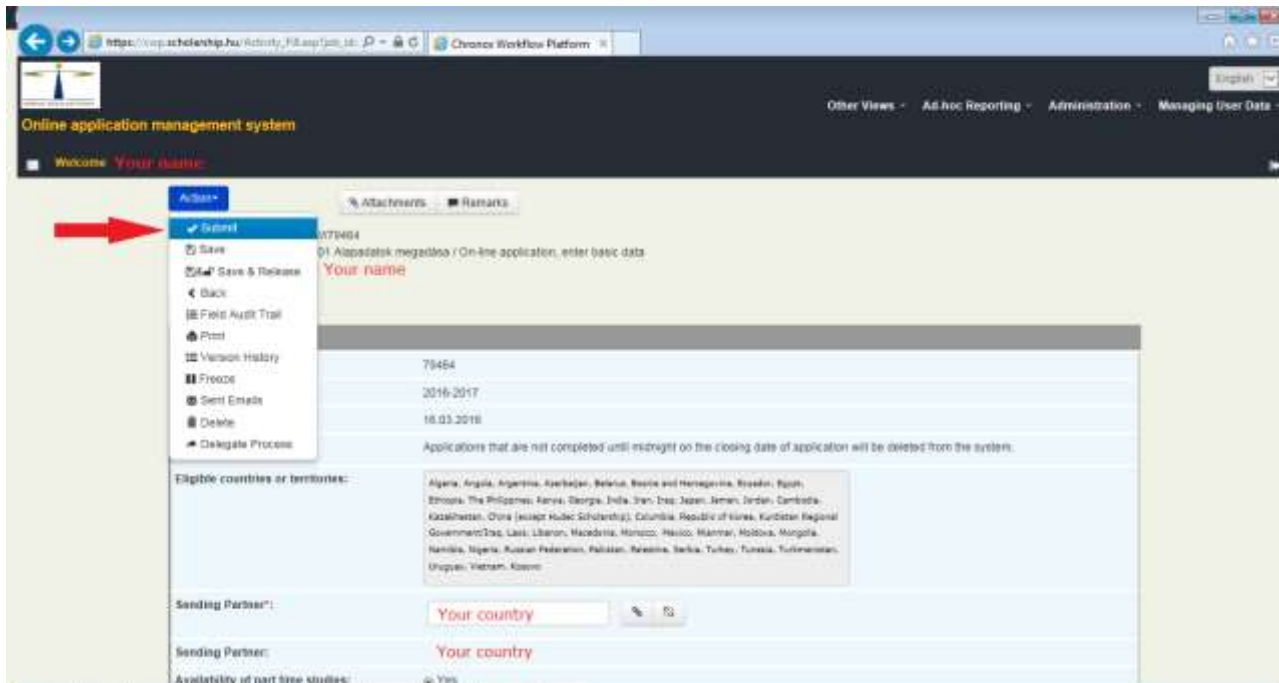


Full time program = full time studies – *you may apply for full (preparatory, bachelor, master and doctoral level or undivided programs).*

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



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



2. Curriculum vitae

The form includes the following fields:

- First name
- Family name (as in passport)
- Given name(s) in passport
- Gender: Female, Male
- Home Country / Region
- Citizenship
- Country of birth
- City of birth
- Date of birth: DD.MM.YYYY
- Mother's maiden family name
- Mother's maiden given name
- Passport photo
- Passport expiry date: DD.MM.YYYY
- 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
- Region ID
- Employment background
- Members in passport (order considered)
- Language skills



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



Here you have to provide your CV data. **Please note that you have to attach a regular CV as well!**
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 data about your education and language skill by click on the following 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 data by clicking on the left icon!

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



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-

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.

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



4. Attached documents



Here you need to upload your documents!



NOTE!

You can only reach this page if your previous pages were submitted

ACTION -- (✓) Submit

Submitting your application:



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

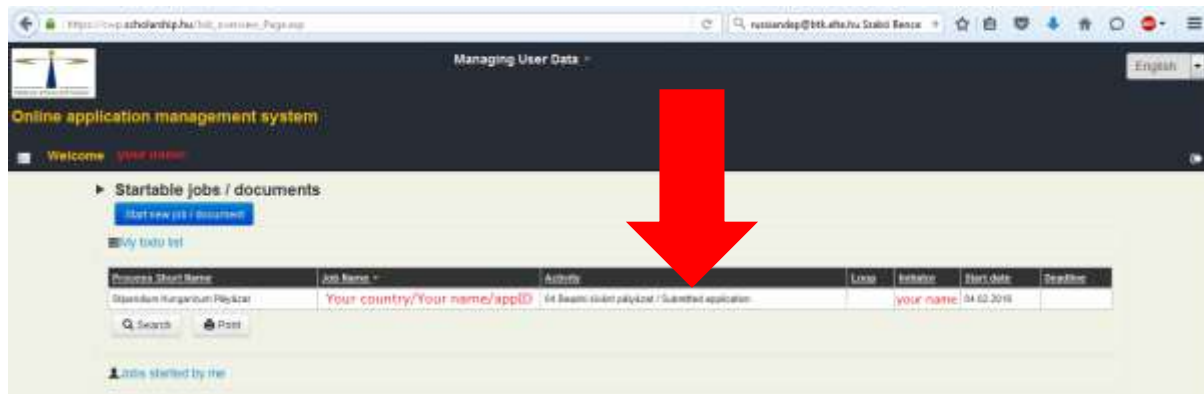


Saving is NOT submitting! Please do NOT forget to SUBMIT your application. You can always return to your application by logging into your account. However if you do not SUBMIT your application, you only save it, it wil NOT BE SUBMITTED. Saved but not submitted applications will be deleted automatically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

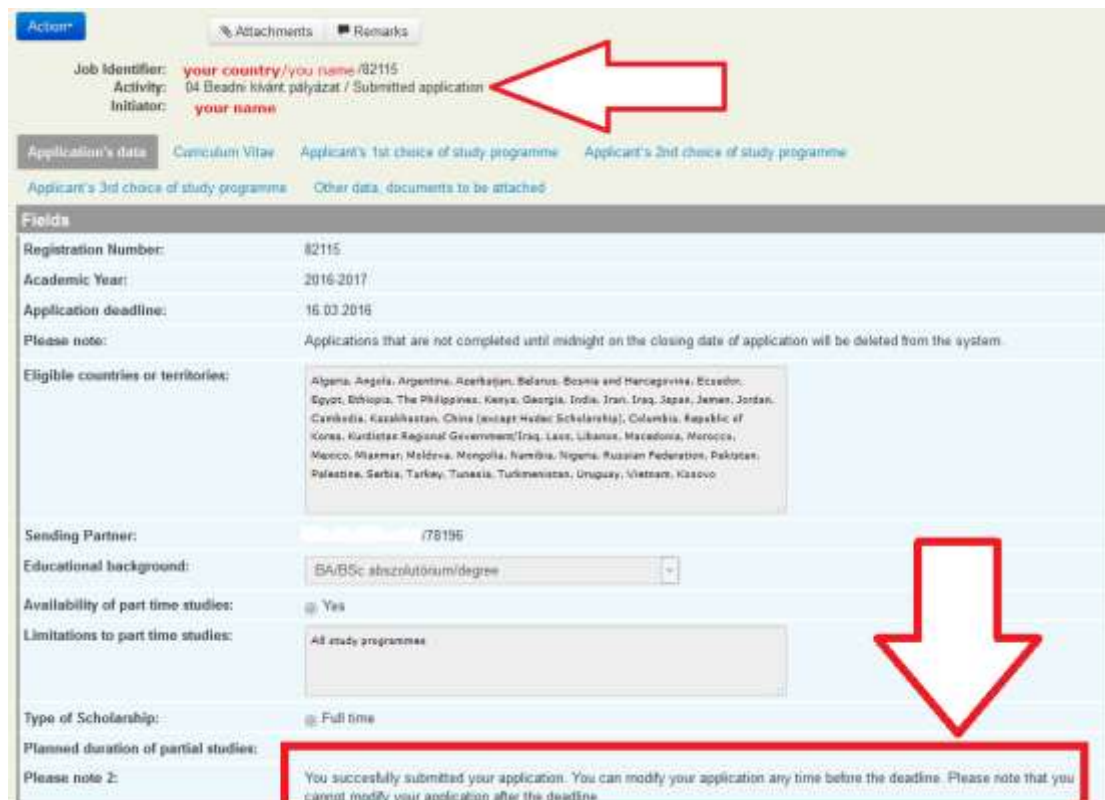
Please make sure that you have Submitted the application and that you see the following text
„You succesfully submitted your application. You can modify your application any time before the deadline. Please note that you cannot modify your application after the deadline.”

Make sure by checking these 2 places:

1.



2.



The screenshot shows the application details page. A red arrow points to the 'Submitted application' status. Another red arrow points to the confirmation message at the bottom: "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."



CONFUSED?

- Have you submitted more than one application?



Only the latest will be considered as 'valid' ✓

- You needed to restart your application.



You can come back to your started application ✓



WAITING FOR A CONFIRMATION MAIL?

You only receive a confirmation mail after the deadline.

Until the deadline even if your application is submitted, you can still modify and edit it.

CAN'T UPLOAD YOUR DOCUMENTS?



- For uploading your documents, you need to:
 - find strong and stable internet connection!
 - avoid uploading too big files (max. 5 megabytes)!
 - use external links when you have to upload your portfolio!
 - use PC or laptop instead of mobile phones



If your uploading takes more than 5 minutes, try an other internet connection!



What's next?



DEADLINE:

16th 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 2016-2017](#)
on the [website](#).