

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:





Prepare your necessary documents!

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





Get informed before register!

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

First register your account in the application system!

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THEORY BULLETIVENT	Cell 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 mark lake several seconds. Once you click the
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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!





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to the online application system

Then, switch to English and log in:



Once you are registered, start the application process



switch to 'ENGLISH' and

click on 'LOGIN'

Tempus Public Foundation

Deadline: March 21th, 2016

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to the online application system

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E-mail address*:	andras.kontsek@tpf.hu		
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Lempus Public Fo	undation Sti	pendium Hungaricum Progi	namme Deadline: March 21th. 2016

STUDY IN HUNGARY

STIPENDIUM HUNGARICUM



then click on 'Start new job/document'



Choose 'Stipendium Hungaricum Pályázat'





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

Chronos Workflow Platform × +	
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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 *Ghanaian citizen* (→then 3rd) its deadline: 21st March!
- You are *Ukrainian citizen* (→then 5th) its deadline: 1st April!
- You are *Jordanian citizen* (→then 2nd) its deadline: 31st March!



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 Hercegovina, Ecuador, Egypt, Echiopia, The Philippines, Kenya, Georgia, India, Iran, Iraq, Japan, Jemen, Jordan, Cambodia, Kazakhastan, 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*:	Your country 9 S
Sending Partner:	
• Educational background*:	Make your choice!
Availability of part time studies:	
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.
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 (\checkmark) Submit

STUDY IN HUNGARY

STIPENDIUM HUNGARICUM

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to the online application system



2. Curriculum vitae

Job Identifier: your counti Activity: 02 Képzés válas	Y ///79464 ztása / 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
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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 (\checkmark) Save

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

Studies in process and/or completed*:								
	Higher Education Institution (name and address)	1	Startin	g date of studie	End of studies	Field of science	Qualification	Delete
Language skills*:								
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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 Ψ

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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.

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Location of studies 1:			
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Minimum level of language proficiency			
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:			

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 (\checkmark) Submit

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4. Attached documents

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Applicants for PhD programme: Research plan:	1 × 1
	File
Portfolio (only in arts and music):	2 × 4
	File:

Here you need to upload your documents!

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

<mark>ACTION ,</mark> -- (√) Submit

NOTE!



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."

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Educational background: BA/BSc abszolutórium/degree Availability of part time studies: Yes Limitations to part time studies: All study programmes Full time Type of Scholarship: Full time Planned duration of partial studies: 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.	Sending Partner:	/78196
Availability of part time studies: Yes Limitations to part time studies: All study programmes Type of Scholarship: Full time Planned duration of partial studies: Please note 2: 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.	Educational background:	BA/BSc abszolutórium/degree
Limitations to part time studies: All study programmes Type of Scholarship: Image: Full time Planned duration of partial studies: Please note 2: 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.	Availability of part time studies:	(i) Yes
Type of Scholarship:	Limitations to part time studies:	All study programmes
Planned duration of partial studies: Please note 2: 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.	Type of Scholarship:	Full time
Please note 2: 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.	Planned duration of partial studies:	
	Please note 2:	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.

STUDY IN HUNGARY STIPENDIUM HUNGARICUM

to the online application system

4.1 TO AVOID THE CONFUSION WITH THE ATTACHMENTS:

Job Identifier: your name / Activity: 03 Csatolandó d Initiator: Your name	your country okumentumok megadása 79464 uploading documents!
Scholarship information Application's da	ata 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:	You can only upload documents
	File: here!
Motivation Letter:	*
	File:
Language Certificate:	*
Educational Certificates:	
Passport Copy:	Le File:
Medical certificate of satisfactory health condition:	La File:
Applicants for PhD programme: Letters of Recommendations:	.▲ File:
Applicants for PhD programme: Research plan:	Le File:
Portfolio (only in arts and music):	Le File:
Back to Top	



Applicants' Guide 14 to the online application system



CONFUSED?

O Only the latest will be considered as 'valid'

- You needed to restart your application.
 U
- O You can come back to your started application \checkmark



WAITING FOR A CONFIRMATION MAIL?

O You only receive a confirmation mail after the deadline.

O 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: 21th March 2016. 23:53 CET / UTC+1

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

At the deadline <u>only the submitted applications</u> 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 <u>Call for Applications 2016-2017</u> on the <u>website</u>.