

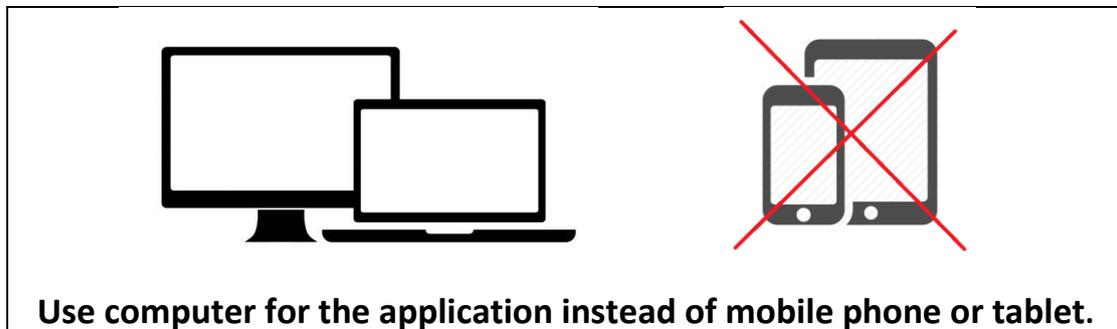


**Dear Applicants of the 2016's round,**

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:**



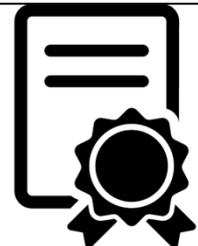
**Curriculum vitae**



**Motivation letter**



**Study certificate(s)**



**Language certificate(s)**

*Use doc, docx or pdf format!*

*Make a scanned copy of them!*

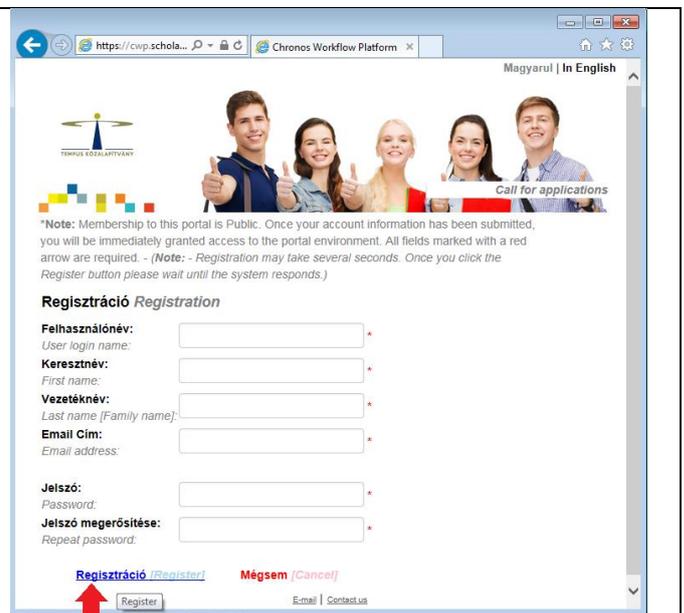
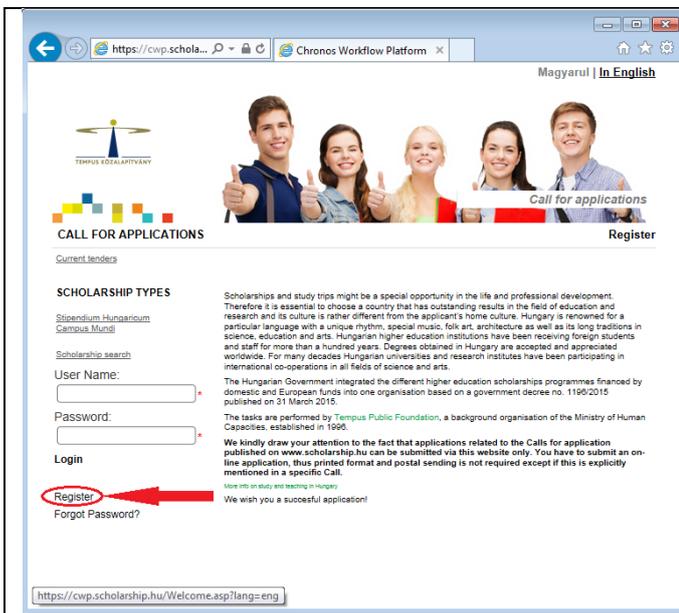
In  *europass* format



## 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!

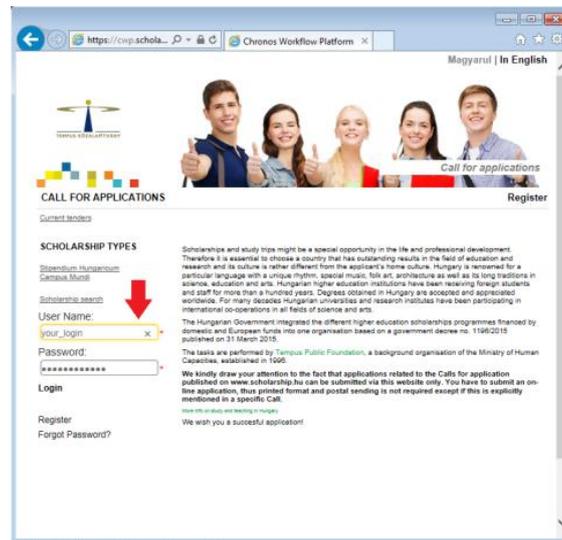


**You need to have a valid, working e-mail address during the whole application and admission process!**  
**From now on all communication will be sent to this e-mail address only!**

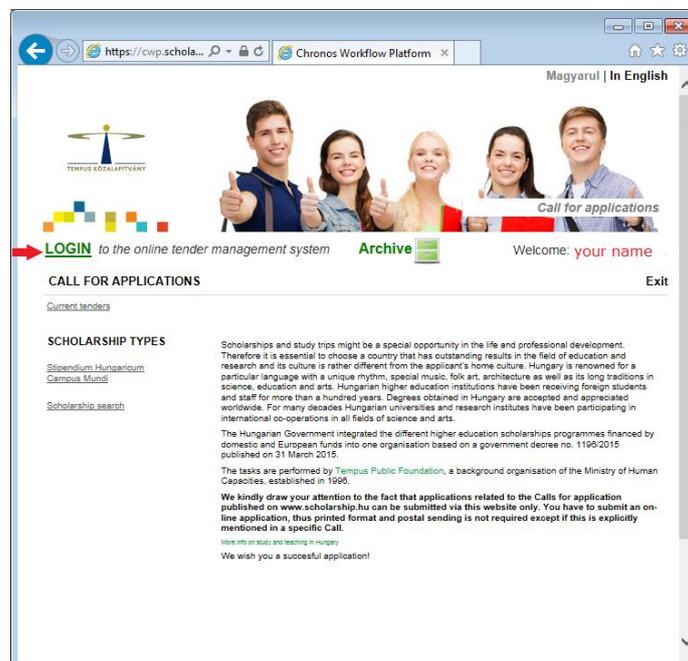




Then, switch to English and log in:



**Once you are registered, start the application process**



switch to 'ENGLISH'  
and

**click on 'LOGIN'**

The screenshot shows a web browser window displaying the 'Online application management system'. The page title is 'Managing User Data'. The user is logged in as 'Name, Your'. The main content area is titled 'CV details' and contains a 'Fields' section with various input fields and tables.

**Fields:**

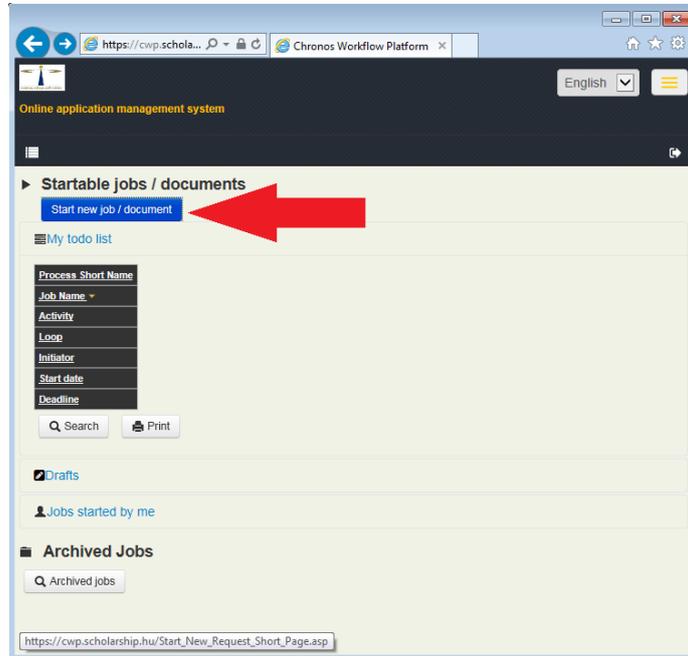
- Photo\*: File upload field
- Title: Text input
- Family name\*: Text input (value: Name)
- Given name\*: Text input (value: Your)
- Maiden name\*: Text input
- Citizenship\*: Text input
- Place of birth\*: Text input
- Date of birth\*: Date picker (value: DD.MM.YYYY) with a note 'No restriction on dates'
- Mother's maiden name\*: Text input
- Sex\*: Radio buttons for 'Nő / Female' and 'Férfi / Male'
- Marital status\*: Radio buttons for 'Egyedülálló / Single', 'Házas / Married', and 'Élettársi kapcsolat / Cohabitation'
- ID/Passport number\*: Text input
- Permanent address, country\*: Text input
- Permanent address, postal code\*: Text input
- Permanent address, city\*: Text input
- Permanent address, street, Nr. \*: Text input
- Help text to the postal address: To be filled in only if different from the permanent address
- Postal address, country\*: Text input
- Postal address, postal code\*: Text input
- Postal address, city\*: Text input
- Postal address, street, Nr. \*: Text input
- E-mail address\*: Text input (value: andras.kontsek@pf.hu)
- Phone number\*: Text input
- Studies in process and/or completed\*: Table with columns: Higher Education Institution (name and address), Starting date of studies, End of studies, Field of science, Qualification, Delete
- Academic degree\*: Radio buttons for 'nincs / none', 'PhD/DLA', 'tudományok doktora / academic doctor', and 'none'
- Other studies: Text area
- Language skills\*: Table with columns: Language, Native, Excellent, Good, Fair, Poor, Beginner, Official exam taken in (year), Level/point, Delete
- Professional experience\*: Table with columns: Period (from/to), Name of employer, Occupation, Delete
- Name of present employer: Text area
- Other professional practice: Text area
- Other skills: Text area
- Others: Text area
- Contact person in case of emergency \*: Text area

At the bottom left, there is a 'Back to Top' link and an 'Action-' button.

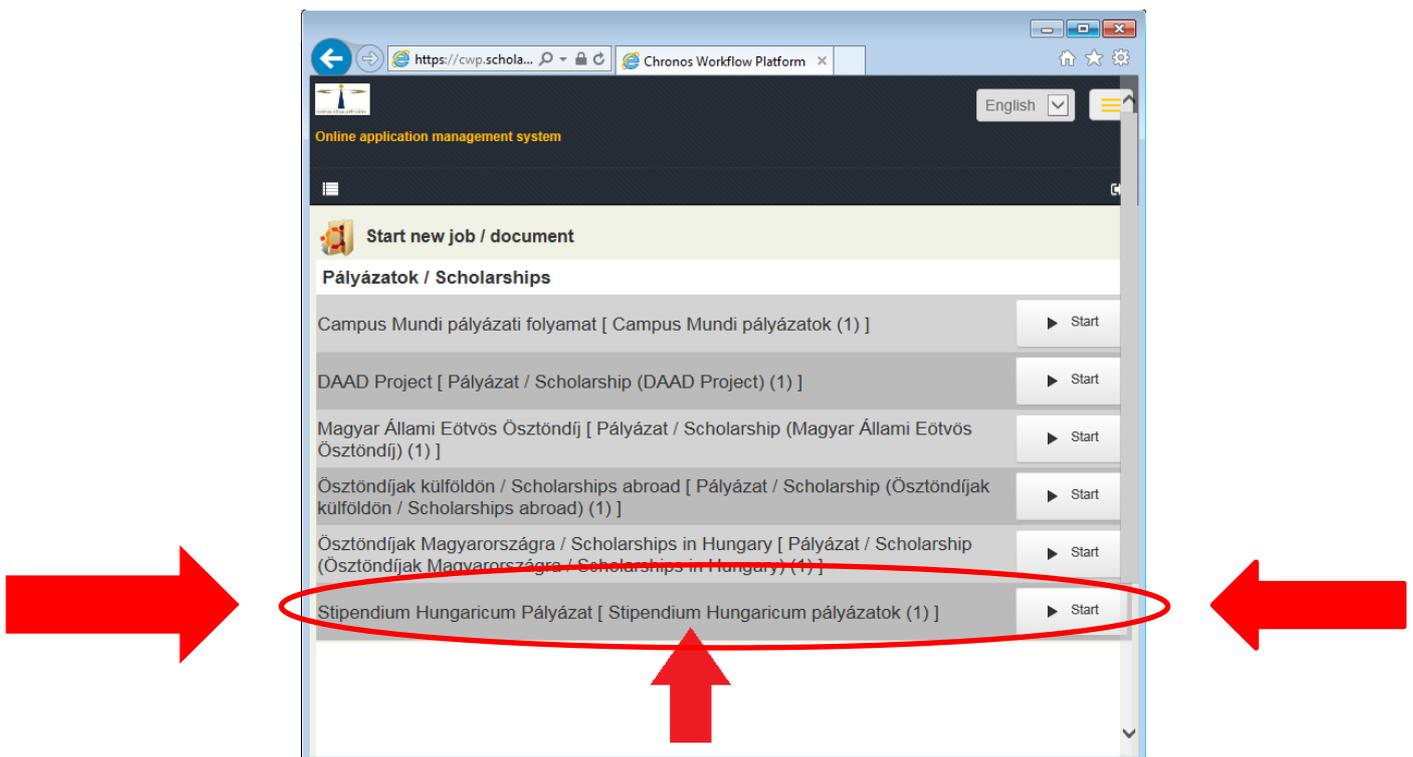
**First,**  
fill out your personal datas.  
  
if it is ready,  
click on **ACTION > SAVE**



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

https://cwp.scholarship.hu/Start\_New\_Request\_Short

Managing User Data English

Online application management system

Welcome Mihály, Tengeri

Select Parent Document/Process

Filter criteria:

Filter Clear Filter

Selectable Parent Documents/Processes

<a href="#">Hudec Scholarship 2016-2017</a>
<a href="#">Stipendium Hungaricum 2016-2017</a>
<a href="#">Stipendium Hungaricum for Ghana</a>
<a href="#">Stipendium Hungaricum for Syria 2016-2017</a>
<a href="#">Stipendium Hungaricum for Ukraine 2016-2017</a>

javascript:go\_to\_href('https://cwp.scholarship.hu/Job\_overview\_Page.asp');

Choose the 2<sup>nd</sup> 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 1<sup>st</sup>)
- You are a **Syrian citizen** (→ then 4<sup>th</sup>) – its deadline: 1st April!
- You are a **Ghanaian citizen** (→ then 3<sup>rd</sup>) – its deadline: 21st March!
- You are a **Ukrainian citizen** (→ then 5<sup>th</sup>) – its deadline: 1st April!
- You are a **Jordanian citizen** (→ then 2<sup>nd</sup>) – 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 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\*: **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.

[Back to Top](#)

**Action**

↑ Choose your country from the 'Sending Partners'

↑ Select your highest degree / educational background

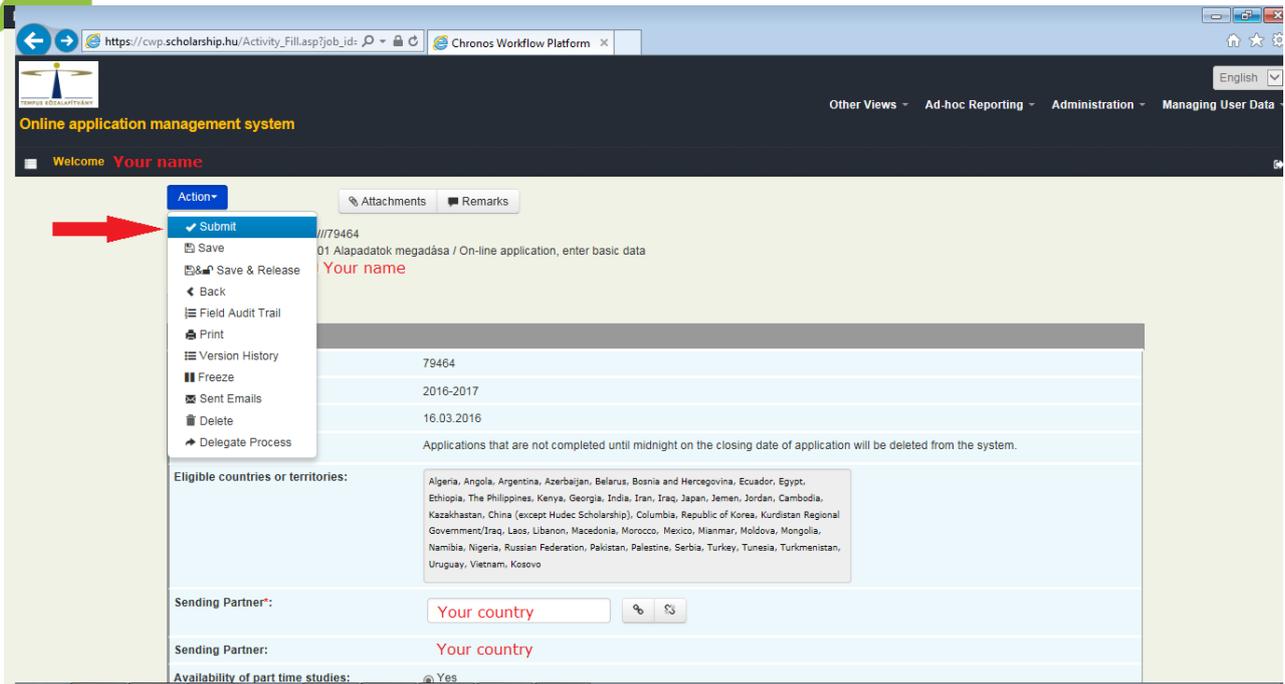
↑ Choose your preferred type of scholarship



**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



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 datas 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 datas 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//179464  
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:	<input type="text"/>
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:	<input type="text"/>
Faculty 1:	<input type="text"/>
Study programme 1:	<input type="text"/>
Study level 1:	<input type="text"/>
Language of instruction 1:	<input type="text"/>
Qualification 1:	<input type="text"/>
Duration of studies (semesters):	<input type="text"/>
Short description of the study programme:	<input type="text"/>
Location of studies 1:	<input type="text"/>
Minimum requirements 1:	<input type="text"/>
Minimum level of language proficiency (oral) 1:	<input type="text"/>
Minimum level of language proficiency (written) 1:	<input type="text"/>
Contact person title 1:	<input type="text"/>
Contact person family name 1:	<input type="text"/>
Contact person given name 1:	<input type="text"/>
Contact person jobtitle 1:	<input type="text"/>
E-mail 1:	<input type="text"/>
Phone 1:	<input type="text"/>
Webpage 1:	<input type="text"/>

[Back to Top](#)

**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

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\*:     
File:

Motivation Letter\*:     
File:

Language Certificate:

Educational Certificates:

Passport Copy:     
File:

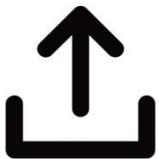
Medical certificate of satisfactory health condition:     
File:

Applicants for PhD programme: Letters of Recommendations:     
File:

Applicants for PhD programme: Research plan:     
File:

Portfolio (only in arts and music):     
File:

[Back to Top](#)



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.

Managing User Data - English

Online application management system

Welcome your name

Startable Jobs / documents

Start new job / document

My todo list

Process Short Name	Job Name	Activity	Loop	Initiator	Start date	Deadline
Stipendium Hungaricum Pályázat	Your country/Your name/appID	04 Beadni kívánt pályázat / Submitted application		your name	04.02.2016	

Jobs started by me

2.

Action\* Attachments Remarks

Job Identifier: your country/you name /82115  
Activity: 04 Beadni kívánt pályázat / Submitted application  
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 Other data, documents to be attached

Fields

Registration Number: 82115  
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, 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, Tunesia, Turkmenistan, Uruguay, Vietnam, Kosovo

Sending Partner: /78196  
Educational background: BA/BSc abszolutórium/degree  
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.



### 4.1 TO AVOID THE CONFUSION WITH THE ATTACHMENTS:

**Do not use this button for uploading documents!**

**You can only upload documents here!**

Fields

- Curriculum Vitae File:  File:
- Motivation Letter:  File:
- Language Certificate:
- Educational Certificates:
- Passport Copy:  File:
- Medical certificate of satisfactory health condition:  File:
- Applicants for PhD programme: Letters of Recommendations:  File:
- Applicants for PhD programme: Research plan:  File:
- Portfolio (only in arts and music):  File:



## CONFUSED?

- Have you submitted more than one application?



Only the latest will be considered as 'valid' ✓

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- 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:

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 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.

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For particular details about the application,  
read  
the Stipendium Hungaricum Programme's  
[Call for Applications 2016-2017](#)  
on the [website](#).