



**STIPENDIUM  
HUNGARICUM**



# PRACTICAL INFORMATION

for Stipendium Hungaricum  
scholarship holders

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## I. INITIAL ONLINE ADMINISTRATIVE DUTIES

### SCHOLARSHIP OFFER

The Board of Trustees made its final decision regarding the scholarships. You were awarded the scholarship and you will receive an offer via the Dream Apply application system.

You will be given **two weeks to accept or decline the scholarship offer** online starting from the date the offer was sent.

The allocation of scholarships to applicants is final and cannot be changed. You can start your studies only at the higher education institution and study programme allocated to you.


In case you decline the offer, you will be automatically excluded from the scholarship programme for the academic year 2021/2022.

**In case you do not finalize your decision within the allotted time, you will be excluded from the scholarship.**

There is also a possibility that the study programme at the allocated host institution will not start. In this case, we will try to find a solution for you to start your studies nevertheless and will keep you informed in the meantime.

### ACCEPTANCE OF THE SCHOLARSHIP

All scholarship holders will be able to accept the scholarship in the Dream Apply application system previously used when applying.

Please log in to the **Dream Apply** application system:  [apply.stipendiumhungaricum.hu](https://apply.stipendiumhungaricum.hu)

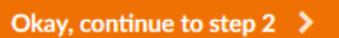
➤ Click on the **Offers Menu** on the left side of the page



If you see "Scholarship awarded" or "Conditionally awarded" written below, it means that you have received a scholarship offer. If you do not see these, it means that your application is still in process until further notification about your results.

When you see "Scholarship awarded" or "Conditionally awarded" you are able to accept or decline your scholarship offer by continuing to step two below. *Please note that there is only one scholarship place offered for each applicant, therefore you should not wait for another scholarship offer.* In case you decline, all of your study programme choices will automatically be declined, and you will not be able to take the scholarship.



➤ In order to accept the offer you will have to click on



Please choose the offer you want to accept as your final decision. If you are not yet ready to make this decision, please let us know by choosing another option.



The screenshot shows a form with a white background and a light gray border. At the top right, there is an orange button with a white checkmark and the text "Save my choice and finish". Below this, there are four rows, each with a radio button on the left and text on the right. The first row has a selected radio button and the text "I have decided where I will be going to study". The second row has an unselected radio button and the text "I haven't decided yet.". The third row has an unselected radio button and the text "Decline offers waiting for my decision". The fourth row has an unselected radio button and the text "Some other situation".

- › Click on 
- › After accepting the offer, you will receive a message in your  about the admission letter and letter of award, you may expect to receive them within a few days after accepting the scholarship offer. Until then, we kindly ask for your patience.

In case you become conditionally awarded, you will still have the possibility to accept or decline the conditional offer till the given deadline. If you decide to accept the conditional offer, please follow the steps described above. After accepting the offer, you will be provided with the admission letter and the letter of award upon successfully uploading your missing documents.

**Please note, that in case you accept the awarded scholarship, but you do not travel to Hungary and do not start your studies in the academic year you were awarded for, you must notify Tempus Public Foundation and your higher education institution in due time. If you fail to do so, and you do not withdraw your application, applying for the Stipendium Hungaricum Scholarship will not be possible for you in the next 3 application cycles.**

## MISSING DOCUMENTS

### › Deadline to submit the missing documents

In case you received a conditionally awarded status the deadline to upload the missing documents is **1<sup>st</sup> August 2021**.

In certain cases, due to the current situation it is expected that the date of the final exams or the issuance of certificates will be postponed and graduates will not be able to receive them until the deadline.

In this case, the relevant Sending Partner/Ministry shall confirm the situation and send an official statement to TPF. Tempus Public Foundation will inform the institutions accordingly.



Please note that based on the Act CCIV of 2011 on National Higher Education related to medical examinations of students from abroad, all nominated applicants are required to upload a **medical certificate** of satisfactory health condition to the online system until 1<sup>st</sup> August at the latest. Please note that this regulation also applies to those scholarship holders who were granted postponement and will start their studies in September 2021. Please note that without the mandatory medical certificate you cannot start your studies at a Hungarian university as a Stipendium Hungaricum scholarship holder.

### › After submitting the missing documents

The universities will check your uploaded documents regularly. Once your documents are approved by the university, you will receive a notification through the application system stating that your missing documents are approved.

If the university does not approve your documents:

You will receive a message from the application system, that your missing documents were rejected and your application will be closed.

It means that you cannot be a scholarship holder for the academic year of 2021/2022. Nevertheless, we encourage you to try and apply again next year.

## WHAT DOCUMENTS WILL I RECEIVE AFTER I ACCEPTED THE SCHOLARSHIP OFFER?

### › Letter of Acceptance

You will receive a **Letter of Acceptance** from the Host Institution in which they provide you with further details regarding your arrival and enrolment, provided that you have successfully uploaded all missing application documents in the online system till 1 August and you have accepted the scholarship offer until the given deadline.

### › Letter of Award

After you have received the Letter of Acceptance, you will be able to download the **Letter of Award** within a few days from the online application system. This letter is issued by Tempus Public Foundation and it contains information about your scholarship holder status (basic information of scholarship holder, duration of scholarship status, amount and scope of scholarship, conditions of its validity).

**Please note that both the Letter of Acceptance and Letter of Award are required for visa application!** You can download both documents from the online application system and they will be sent to your registered email address as well.

**Please make sure to start your visa application process as soon as possible!**



## VISA PROCESS

Entry permission can be granted to students who follow the necessary administrative procedures and provide the required documents. We will provide information regarding those documents, therefore we advise you to check your email inbox frequently and follow the instructions sent to you and also published on our website!

Accept your scholarship in the Dream Apply application system, and since it is essential for entering the country, start your visa application process immediately.

The visa process and the list of the necessary documents may vary from country to country. It is important to make the necessary arrangements well ahead of time because it may take up to 30 days until a visa is issued.

What you will need for sure is your passport, the *Letter of Acceptance* that you receive from your host institution and the *Letter of Award*, which will be sent to you by Tempus Public Foundation via the online application system (DreamApply). It is important to note that Tempus Public Foundation can send you the Letter of Award only after the Letter of Acceptance is issued by your host institution.

When you have both the Letter of Acceptance and Letter of Award, please start the visa application process as soon as possible.

**The visa application has to be submitted to the [Hungarian Consulate](#) in the country where the permanent or temporary residence of the applicant is located or in the country of the applicant's nationality.** For more



information please consult the website of the Consular Services: [konzulizsolgalat.kormany.hu/en](https://konzulizsolgalat.kormany.hu/en)

Please find the list of countries that do not need a visa to Hungary on the following link:



[konzulizsolgalat.kormany.hu/visa-waiver-agreements](https://konzulizsolgalat.kormany.hu/visa-waiver-agreements)

Please note that the provided list is only for information purposes. It is highly recommended to contact the Embassy of Hungary accredited to your country before the intended departure in order to get a confirmation. In case you arrive from a visa free country, you will receive a certificate to this effect, which you must keep with you when travelling.

Higher Education Institutions will most likely resume instruction from September 2021 on site. In special circumstances in which students are unable to travel to Hungary, on-site learning could be substituted if the host institution provides the possibility of online learning. In this case students need to provide a strong proof of the travel restrictions preventing them from travelling to Hungary.

Scholarship holders that are unable to travel due to restrictions may submit a request to postpone their studies. Please find below (in the 'Postponement' section) the description of the necessary steps of submitting a postponement request. Please contact our office at [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu) for further details.

Those scholarship holders that take part in the online education while not residing in Hungary, are not entitled to receive the monthly stipend, accommodation contribution and the medical insurance, as these allowances are intended to contribute to their costs of living in Hungary.

Visa for family members / persons accompanying the scholar

As stated in the [Operational Regulations](#) of the Stipendium Hungaricum Programme, the scholarship contributes to the living expenses of the scholar. It does not provide visas, supplementary benefits or administrative services to the persons accompanying them or to their family members. The legal entity of the scholarship agreement shall be the scholarship holder exclusively.



## POSTPONEMENT

The scholarship holder may request the postponement of the start of the scholarship status for health or other unexpected *vis maior* reasons beyond their control, so they can apply to start a scholarship status in a later semester. Postponement of the scholarship may only take place before the establishment of the student status.

Please contact our office at [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu) regarding the postponement.

To request the postponement of studies you need to submit the following documentation to Tempus Public Foundation:

- › detailed and justified explanation of your request
  - › the number of semesters you would like to postpone (1 or 2 semesters)
  - › medical certificate or other certificate that justifies the postponement
  - › declaration of approval from the host institution
  - › declaration of approval from the sending partner
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- You have to submit the request along with all the documents via e-mail to Tempus Public Foundation, to the Directorate for Study in Hungary. It is the responsibility of the scholarship holder to collect and submit the necessary documents to Tempus Public Foundation until the deadline. The deadline is **30<sup>th</sup> September**. If you do not receive a reply from Tempus Public Foundation one week after the deadline, please let us know.
  - The final decision on the postponement request is made by Tempus Public Foundation, the approval of the host institution alone does not mean the approval of your request. In case you receive a positive decision from Tempus Public Foundation on your postponement request, your application status in the online application system will be changed to '*Postponement approved*'. You will receive a notification through the online application system about your approved postponement with the information about the start date of your scholarship status. We advise you to contact the host institution a few months before the start of your studies and request a new Letter of Acceptance. After you receive the Letter of Acceptance from the host institution, Tempus Public Foundation will issue you your new Letter of Award.
  - If you do not receive the approval to your postponement in the course of October, your postponement has not been approved by Tempus Public Foundation.
  - Please note that the start date of your scholarship status cannot be changed after Tempus Public Foundation has made the final decision on the postponement request which you have accepted. The decision of Tempus Public Foundation is final and cannot be appealed. You may only submit a postponement request once.
  - If you do not start your scholarship after postponement, you should withdraw from the scholarship until the next application deadline if you wish to apply for the scholarship for the following year. If you do not withdraw, your scholarship will automatically terminate, and you cannot apply for the scholarship for the next 3 years.
  - Partial studies must be completed until 30 June 2022 and cannot be postponed for the 2022/2023 academic year.



## HOST INSTITUTION

In case you haven't received your Letter of Acceptance, please contact the coordinator of your host institution immediately.

After your successful application, your [university coordinator](#) will send you a comprehensive information pack via e-mail or DreamApply. Practices slightly differ in what is shared with you, but you will probably find information on the following:

- › the contact details of your coordinator and the international office of the university,
- › transfer options from the airport,
- › description of the dormitory application procedure and other accommodation options,
- › instructions on residence permit application,
- › description of the mentoring system,
- › description of the university's electronic administration system,
- › TAJ card (Hungarian social security/national health insurance card) application process and additional health insurance options,
- › student ID application process,
- › tax card application process,
- › and enrolment information.

You can find the contact details of the university coordinators on our official website:

 [stipendiumhungaricum.hu/study-finder/](http://stipendiumhungaricum.hu/study-finder/)

We also advise you to check the website of your host university. Most universities have websites dedicated for Stipendium Hungaricum or foreign students, where you can find detailed information on administrative as well as study related matters (such as the academic calendar or the Code of Studies and Exams). We also advise you to contact your host institution before your arrival and ask if they can offer any assistance with your first steps in Hungary.

## ACCOMMODATION

Regarding your accommodation, you can either choose to stay in a dormitory (if available at the host institution) or you can rent an apartment. If you wish to stay in a dormitory, please take into account that the host institutions provide accommodation for students only up to the limit of their capacity. When you move in to a dormitory, you might be required to sign a contract for a fixed term (usually a semester or an academic year). Please keep in mind that if you decide to move out later on, you will be entitled to the housing allowance as defined in your dormitory contract.

If you do not wish to stay in the dormitory, you will receive a monthly allowance of 40 000 HUF from your host institution as a contribution to your rental costs. It's important to note that housing allowance does not cover your rental costs, especially in Budapest, where rents are much higher than outside the capital. In case you need help finding a convenient apartment, you can ask your mentors to help you and several universities also have student housing services.



## II. PREPARING FOR YOUR STAY IN HUNGARY

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### TRAVEL

The Sending Authority in your country/territory might finance your travel costs to Hungary but it is not obligatory for them. The scholarship does not cover any travel costs.

If you do not have this kind of support, you will need to buy your own plane ticket.

Before buying your ticket please make sure you have all the necessary documents: letter of acceptance, letter of award, visa etc. (If you are coming from a visa-free country, you need the certificate of visa waiver issued by the competent Hungarian authorities that you received via the DA system).

Before your arrival, please contact your host institution and specify the date of arrival and your mode of travel. You can ask if they could offer you any help in getting to your accommodation or if there could be an airport shuttle arranged.

### MEDICAL SCREENING

Please note that students arriving to Hungary must undergo a medical examination. The cost of the medical examination will not be borne by the students.

In case you lack any vaccinations mandatory in Hungary, you will have the possibility to receive it in Hungary. If you are not willing to undergo the medical examination, your scholarship will be terminated, and you must return home.

### ADMINISTRATION

Please bring all the original copies of all documents required by the higher education institution for registration and enrolment. In case you have any questions about the necessary documents and related details, please contact your host university.

After your arrival in Hungary, you will have to complete a variety of administrative tasks, but your university coordinators and mentors will support you. You can expect the following administrative tasks:

› **signing your scholarship agreement**

Your scholarship status enters into force when you sign your Stipendium Hungaricum scholarship agreement, without which you cannot receive your scholarship allowances. As this document defines your rights and obligations, we advise you to read it carefully. At most universities you can sign your scholarship agreement at the orientation meeting or you might be asked to visit the university's International Office after your arrival.

› **opening a bank account**

You need to open a bank account where your monthly stipend will be transferred by your university. Most banks will require you to present your passport, a valid residence permit and your address card in order to open a bank account. Please contact your mentor or university coordinator for more information on this.





› **applying for a student ID**

Once you are officially registered at your university, you are eligible for a student ID, with which you can get student discounts and you can use public transport at reduced rates. Please follow the instructions of your host institution regarding the necessary steps to receive your student ID.

› **applying for a tax card**

You need to request a tax card at the National Tax and Customs Administration („Nemzeti Adó- és Vámhivatal”). The application process is free of charge. You are required to present your passport, residence permit, Hungarian address card and the completed application form.

› **applying for a TAJ card (Hungarian social security/national health insurance card)**

You need to apply for a TAJ card, with which you are entitled to the benefits of the public healthcare system in Hungary. Please note that bilateral agreements in force between Hungary and the partner countries may influence the administrative process and issuance of TAJ cards. Please note that Tempus Public Foundation does not have the authority to expedite the administration of TAJ cards. You are also eligible for additional private health insurance, providing you healthcare services in English. Please contact your university coordinator for more information on this.

› **applying for a residence permit**


You need to apply for a residence permit at the National Directorate-General for Aliens Policing (“Országos Idegenrendészeti Főigazgatóság”). You will need to present your passport and entry visa, the completed application form, an ID photo, a document confirming your student status, and the accommodation reporting form. Please contact your host institution for more information on the application process.

These are the most important administrative tasks that you need to do after your arrival. Please bear in mind that university practices may differ, so we advise you to keep in close contact with your mentor and coordinator. Please contact your host institution after your arrival, attend the orientation meeting and follow the advice and instructions of your host institution.

## III. TIPS & TRICKS

### OPERATIONAL REGULATIONS

We strongly advise you to read the Operational Regulations on our website to become familiar with the rules and regulations of the Programme as well as your rights and duties:

 [stipendiumhungaricum.hu/uploads/2020/03/2020-12-10\\_SH\\_OR.pdf](https://stipendiumhungaricum.hu/uploads/2020/03/2020-12-10_SH_OR.pdf)


### SCHOLARSHIP AGREEMENT

The scholarship agreement contains additional information related to the rights and obligations of the scholarship holder. The scholarship agreement is concluded between the host institution and the scholarship holder, please make sure to read it carefully.



## COSTS OF LIVING CALCULATOR

As there are a lot of administrative duties at the university without which it is impossible to transfer your scholarship allowances, you can expect to receive the first instalment only around November. Therefore, it is important to arrive with some financial reserve that will help you in the first two months. To have an idea of the living costs in Hungary, you can visit our cost calculator on this website:

 [studyinhungary.hu/living-in-hungary/menu/your-costs-of-living.html](https://studyinhungary.hu/living-in-hungary/menu/your-costs-of-living.html)

You can find a lot of useful information about life and education in Hungary on the Study in Hungary website:

[studyinhungary.hu](https://studyinhungary.hu)

- › consult the Frequently Asked Questions section of the website
- › join our vivid Facebook community to get the vibe of international students in Hungary, and consider becoming a Campus Buddy later on. This community brings together talented and enthusiastic Stipendium Hungaricum scholarship holders for workshops and leisure activities
- › after you finish your studies, you may want to join the Alumni Network Hungary where you can connect and (re) unite with your former fellow students and alma mater, get practical news and tips regarding career and further education possibilities

Please keep in mind that the scholarship allowance contributes to one person's costs of living and it does not provide either visa or additional benefits or administration services for one's family members.

## MENTOR

A mentoring system has been established to help the integration of Stipendium Hungaricum students. Mentors attend the same university as their mentees, so your mentor can give you information about how life at the university works, where you can find the information you need, and give you advice if needed. The goal of the mentoring system is to help Stipendium Hungaricum students find their way around and get used to Hungarian culture and norms. Mentors may help you with your initial administrative and academic tasks and may also organize social programmes or other activities. It's important to note that the mentoring services of institutions may slightly differ, so please contact your host institution for information on their mentoring system. We advise you to take advantage of the available mentoring services offered by your institution.

We do hope that you will enjoy your stay in Hungary. Please, feel free to contact us at [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu) in case you need any further assistance.

We wish you successful studies in Hungary!