

## I. INITIAL ONLINE ADMINISTRATIVE DUTIES

### SCHOLARSHIP

1. After receiving the notification about being awarded the Stipendium Hungaricum scholarship, the first thing you need to do is enter the online application system and **accept the scholarship within 2 weeks, the latest**. It is not possible to accept the scholarship offer after this deadline.
2. Please, keep in mind that there is **no way to change the host institution, the study programme, or the study mode** that you are allocated to. Yet, you can decide whether you wish to start your studies there or not.

### HOST INSTITUTION

Although you can take it for granted that **your future host institution** will also **contact** you, if it does not happen for some reason, take action and write to your Stipendium Hungaricum coordinator: [CLICK HERE](#)

- a. They will send you your Letter of Acceptance, which is one of the documents required for visa application.
- b. They will let you know about the date when you are expected to arrive in Hungary, i.e. when the registration period starts and ends.

It is normally during the first few days of September but your host institution will provide you with exact information.

Mind you, you will not be able to download the Letter of Acceptance until you upload all those certificates that were required but you did not have earlier. The final deadline for submitting the missing documents is **1<sup>st</sup> August**.

### LETTER OF AWARD

After you received the Letter of Acceptance, you will be able to download the **Letter of Award** within a few days from the system, which is the other document required for visa application.

This letter is issued by Tempus Public Foundation and it will be sent to you via email too.

### VISA PROCESS

When you have both the Letter of Acceptance and Letter of Award, please start the **visa application process right away – within two weeks the latest!**

It is important to make the necessary arrangements well ahead of time because it may take 30 days until a visa is issued. In order to apply for a visa to Hungary, you need to contact the relevant consular office. For more information please consult the internet site of the Hungarian Ministry of Foreign Affairs and Trade: [CLICK HERE](#)

## II. PREPARING FOR YOUR STAY IN HUNGARY

### TRAVEL

The Sending Authority in your country/territory might finance your travel costs to Hungary but it is not obligatory for them. If you do not have this kind of support, you will need to buy your own plane ticket. Ask your host institution if they can offer you airport transfer or not.

### ACCOMMODATION

Regarding **your accommodation in Hungary**, your host institution will provide you help. Basically, you will have two options:

1. if the university/college is able to offer you a dormitory place, you can choose that option and in that way, your dormitory costs will be funded up to 40.000 HUF/month. In most cases, it means that you will not have to pay for your accommodation
2. if the university/college is not able to offer you a dormitory place or you do not wish to live in a dormitory, you can rent an apartment. In this case, you will receive a monthly allowance of 40 000 HUF from your host institution as a contribution to the costs of renting, and they will probably be able to help you find a place, as well.

### ADMINISTRATION

As soon as you know your arrival date to Hungary, **inform your Stipendium coordinator** at your host institution about it. [CLICK HERE](#)

After arrival, contact him/her again immediately, because you will need to make a lot of **necessary arrangements through your university/college** in order to have:

- › a bank account
- › a student ID
- › a tax number
- › health insurance
- › residence permit
- › a scholarship agreement

## III. TIPS & TRICKS

1. 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: [CLICK HERE](#)
2. 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 transfer 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: [CLICK HERE](#)
3. You can find a lot of useful information
  - › about life and education in Hungary on the Study in Hungary website: [www.studyinhungary.hu](http://www.studyinhungary.hu)
  - › if you read the Frequently Asked Questions section of the website: [CLICK HERE](#)
  - › if you join our vivid Facebook community to get the vibe of international students in Hungary
  - › you might become a Campus Buddy. This community is gathering together talented and enthusiastic Stipendium Hungaricum scholarship holders for workshops and free-time activities
  - › after you finish your studies, you should 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
4. 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 the person's family members.
5. If you cannot start the study programme, please, inform us at [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu) and your host institution about your decision as soon as possible.



**We wish you a successful study period in Hungary.**