

Application Guide for the Stipendium Hungaricum Programme

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Before applying

Dear Applicants,

welcome to our [online application system](#).

We are pleased that you have decided to apply for the Stipendium Hungaricum Scholarship Programme.

Our aim is to receive as many successful applications as possible, so we have put together the following guide to ensure that every detail of your application is clear and easy to understand.

The guide aims to familiarise applicants with the structure and elements of the online application system and to provide information on all the fields, sections and tabs to be filled in before completing them.

The following description covers the different sections of the application system, describing in detail what data to enter for each section and what documents to upload.

In the following introduction, you will find useful information about the 2023/2024 application cycle.

To ensure a successful application, we strongly advise you to read carefully our application guide.

Please be sure to **read the [Call for Applications](#)**, which contains all the necessary and useful application information, before starting the application process. You can reach the [Call for Application](#) here: <https://stipendiumhungaricum.hu/apply/>

The educational cooperation agreements in effect between Hungary and the Sending Partners **determine which fields of study and scholarship types applicants are eligible for. Under no circumstances may applicants apply for a programme that is not available for their country.** You may check the eligible study fields here: <https://stipendiumhungaricum.hu/partners/>

Applications are based on nationality, i.e. only nationals of the partner countries may apply.

Residence in a partner country does not entitle applicants to apply.

Please note, that applications shall also be submitted to the responsible authority of the Sending Partner. Each Sending Partner **might have different deadlines and requirements** for submitting the application material. **Applicants are strongly advised to contact the responsible authority of their Sending Partner as soon as possible and inquire about the exact procedures.** Here you can find their contact details: <https://stipendiumhungaricum.hu/partners/>

A valid student application may be submitted by the applicant who is an adult and **attains the age of 18 by the commencement of their studies, at least by 31 August of 2023**, except in the case of applicants for the dance arts.

The rules of the programme do not set a maximum age limit, but all applicants are required to ask the Sending Partners for their own criteria regarding the age limit.

It is very important to emphasise that **your email address should always be available to you in all circumstances** and that you should be able to use the registered email address in the long term. To this end, we ask applicants to **avoid using Hotmail and Yahoo email addresses wherever possible** and to register with a Gmail address instead. It is also important to ensure that the email address will be available for future use, so please **do not use an email address linked to an institution or company.**

Please note that one applicant can submit only one application per application round, and those who apply with more than one account will be automatically rejected during the technical check.

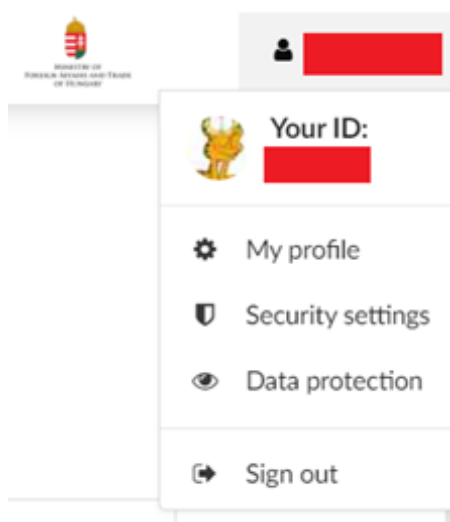
As part of your registration, please be sure to read and accept the consent forms.

The [Statement for Application](#) mentioned as a mandatory document in the [Call for Applications](#) is not a separate document to be uploaded. It is a mandatory official consent form to be accepted at the time of registration.

Structure of our online application system

Your account and its settings

On the top right corner of the page by clicking on your name you may find the following options.



You find here your **Applicant ID**. During the application process you will be identified by this identifying number.

In the **“My profile”** section you may see some basic data about yourself, such as your citizenship, date of birth, email and Skype address.

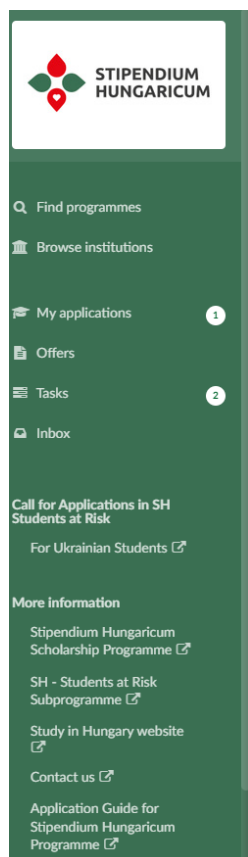
In the **“Security settings”** section you may change your password in case you forget it.

In the **“Data protection”** section you may read again the terms you had accepted during the registration.

In case you would like to **sign out** of our system, you can do it here as well.

Most important features of our system

On the left side of the page in the dark green lane, you may find the most important features of our application system.



In the **“Find programmes”** section you may search for study programmes based on keywords in every participating university.

In the **“Browse institutions”** section, you may read the descriptions of every host university and find out the study programmes they offer.

In the **“My applications”** section, you will see your application, and its status.

In the **“Offers”** section, you can see if you have been offered a scholarship place to one of your selected study programmes.

The **“Tasks”** section is **one of the most important part of our online application system**. You will need to upload most of the required documents here, and to mark the status of your uploaded documents as well. You will find detailed information about how to use the tasks in the **“Documents”** and in the **“Checklist”** paragraph of this guide.

In the **“Inbox”** section **you will see all the emails and notifications** you receive from the Tempus Public Foundation or from your selected universities during the application process, so please check it regularly.

To start filling your application, please click on the **“My applications”** option where the sections of your application will appear. Further in this guide, **you may find detailed information about how to fill each field in every section** of your online application in the **“How to fill the sections?”** paragraph.

Information for applicants who have previously applied through this online system - re-application

If you have applied earlier via the Dream Apply system, you will be able to use your existing account again.

To start the process, please sign in with the email address used in your previous application. If you do not remember your access code, our system will send you a one-time code to accede to your account, and choose a new password.

If you do not remember your previous email address, you will need to create a new application using a new email address.

If you have successfully signed in to your account, **you will be able to clone your previous application and the common fields of the new application will be filled out automatically** (later you may edit these fields as well, if any data has changed).

After signing in, please click on the **“Find Programmes”** section.
You will see the following:

[< back](#)

Clone your old application?

You are about to start a new application. It seems that you already have an existing application that you can clone. Would you like to start by copying data from your old application? This means less typing for you and is recommended. Alternatively, you can create an empty application and start from scratch.

Application to clone:

 View

[Academic year 2021/22](#)
Last revised on 4 Nov 2022

Submitted

 Yes, clone my previous application (recommended)

 No, start fresh

Please, select the **“Yes, clone my previous application (recommended)”** option.

In case you still cannot succeed with the procedure described above, we would like to kindly advise you to register with a different email address and create a new application.

Please note, in case you submitted various applications for the academic year 2023/2024, it will be considered as multiple application and it will be automatically rejected during the technical check.

How to fill the sections?

Priorities

In this section you need to **select the study programmes** you would like to apply to.

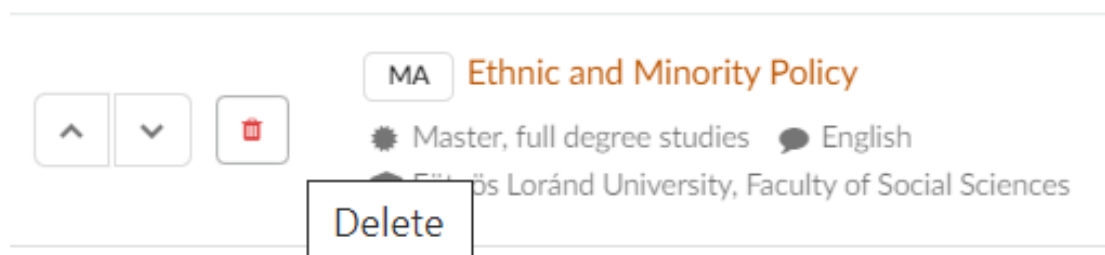
Each applicant **can apply for up to TWO different study programmes**, in order of preference. These two study programmes can be both at the same Host Institution or at different Host Institutions; it is the applicants' decision.

Applicants can either submit an application **for non-degree/bachelor's/master's/one-tier master's/postgraduate specialist training courses OR doctoral programmes**, therefore, please carefully consider your selected programme(s).

*Example: You can submit your application to a Non-degree study programme and a Bachelor programme, but **it is not possible to apply for a Master study programme and a Doctoral study programme at the same time**. If you would like to study at doctoral level, you can only apply for doctoral studies as your first and your second selected study programme.*

In the Hungarian education system, **one-tier master programmes cover both the bachelor and the master level of studies**, therefore, it is an undivided master programme that results in a master degree. These one-tier programmes are offered in specific study fields such as general medicine, pharmacy, dentistry, architecture, law, veterinary medicine, etc.

Until the application deadline (16th of January) you can **delete** any selected programme by clicking on the **trashbox** icon and add a new one.



By clicking on the **up or down arrows**, you are also able to **change the order of preference** of your selected study programmes, but you can only change it until the application deadline.

Please note, **the order of preference is essential**. During the application process, **the first selection and examination process will be conducted for the study programmes selected as your first choice**. The first priorities will be considered first and then, only the remaining free places will be filled with those applicants who are not approved for their first choice of programmes. In this way, **the chances of receiving the scholarship are relatively higher for the study programmes selected as first choices because there are more free places at that time**.

Applicants from **Argentina, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, Mexico, Panama, Peru, Uruguay and Iraq** are able to apply through different Sending Partners. Your available study programmes depend on which relations will nominate you. You also need to indicate in which framework you are applying in the Profile section of your application form. Therefore, please be extra careful when selecting your study programmes. If you apply for a study programme that is not eligible for your sending relation, then you will be automatically rejected.

Before selecting a study programme, please check the following tables regarding the available study programmes and sending partners:

- for **full degree programs**:
<https://stipendiumhungaricum.hu/uploads/2020/03/eligible-study-programmes-23-24-full-degree.xlsx>
- for **partial studies**:
<https://stipendiumhungaricum.hu/uploads/2020/03/eligible-study-programmes-23-24-partial-studies.xlsx>

When you select a study programme, **please be extra cautious which study mode** you would like to apply for. If you choose a study programme for **full degree studies**, it means that you are **applying for the whole length of the study programme**. If you choose **partial/exchange studies** it means that you are **applying for a study programme for a specific period, not for the whole length of the study programme**. For further details regarding partial/exchange studies please read the **“Other”** paragraph of this Guide. Please make sure that you select the programme marked with the study mode of your desire, because **it is not possible to change neither the study programme, nor the study mode after the application deadline**.

1	^ v X	BSc Agricultural Engineering Bachelor, full degree studies English
2	^ v X	BSc Engineering Management Bachelor, <u>partial/exchange studies</u> English

If you **click on the name of your selected study programme**, it will direct you to the page where **you can read about the specific details** of the study programme, e.i. entry qualification, language requirements, other requirements, programme description etc.)

Applicants are eligible to apply only for those scholarship types and study fields that are determined in the educational cooperation programmes in effect between Hungary and the specific Sending Partner. You may check the eligible study fields here: <https://stipendiumhungaricum.hu/partners/>

Profile

In the first part of this section you need to **provide your personal data**.

The fields marked with a red asterisk (*) are mandatory. All mandatory fields must be completed. If these fields are not filled in, the application cannot be submitted.

Please always write your name as shown in your passport during the application process!

Personal information

Given name – Please write your First Name **exactly as shown in your passport**.

Middle name – This is **not a** mandatory field. If you do not have a middle name, please leave it empty.

Family name – Please write your Surname(s) Name **exactly as shown in your passport**.

Previous family name – it is not a mandatory field. Please fill it only in case your official name has changed.

Gender – Please select according to your passport (mandatory field)

Citizenship – Do not select your place of residence, but **your nationality according to which you apply**.

Double citizenship – This is an optional field, but if you have dual nationality please select the appropriate country.

Country of residence – Please, select your current country of residence here.

Parents' information

Mother's given name – Please write your mother's Given Name(s) **exactly as shown in her official ID.**

Mother's previous family name – Please write your mother's **maiden Surname(s).**

Only these two questions apply to your parents, all other questions in the Profile section apply to you. **All other questions in this section apply to you.**

Social Security Number

Social security number (if any) - it is not a mandatory field. To be filled in accordance with the applicant's current country.

Identification Documents

Identification document type - Please choose your primary identification document type.

Passport

Number – Please, type your passport number including letters (if any) and numbers as well.

Issue date – Please, select the date of issue of your passport.

Expiry date - Please, select the date of expiry of your passport.

Country of issue – Please, select the country which issued this passport.

ID-card

Number – Please, type your ID-card number including letters (if any) and numbers as well.

Issue date – Please, select the date of issue of your ID-card.

Expiry date – Please, select the date of expiry of your ID-card. If your ID-card does not have an expiry date, please select the latest possible option.

Country of issue - Please, select the country which issued this ID-card.

If you do **not have a valid passport** at the time of application, **please select the “ID-card” option.** However, please note that **you will need to upload your passport details later during the application process.**

Birth

Date of birth – Here you must select **your date of birth**, the same as the one in your official identity document (the date must include the exact year, month and day).

Country of birth – Here you must select your country of birth

Place of birth – Please type in your city of birth.

The second part of this section refers to the Hungarian ID numbers. These fields are **not obligatory** fields, but in case **you have lived earlier in Hungary** and you possess one of these ID-s, **please fill them.**

Social security (TAJ) number Hungarian (if any) – Please, fill in if you already have a social security card in Hungary.

Hungarian tax ID number (if any) – Please, fill in if you already have a tax ID card in Hungary.

Formal photo

In the last part of this section, **you need to upload a formal photo of yourself** on which your face is clearly visible.

Please upload a photo ID suitable for official application.

Contacts

In this section you need to provide **information about your contact details**. It is very important to **provide your correct and current addresses**, since the universities will contact you via these channels regarding the entrance examinations.

Email

This is a mandatory field.

It is very important to emphasise that **your email address should always be available to you in all circumstances** and that you should be able to use the address in the long term. To this end, we ask applicants to **avoid using Hotmail and Yahoo email addresses** wherever possible and to register with a Gmail address instead. It is also important to ensure that the email address will be available for future use, so please **do not use an email address linked to an institution or company**.

Fill in all the information requested so that universities can reach you regarding admission procedures. Fill in all the information accurately without any typing errors.

Address

Please, fill these fields according to your current address.

Street address – This is a mandatory field. Please, type here the name or number of the street where you live.

House number – This is a mandatory field. Please, add the number of the building you live in. In case it does not have any number, please, type “0”.

City, town, village – This is a mandatory field. Please, type the name of the city/town/village where you live.

City, province, region – This is a mandatory field. Please, type the name of city/province/region where your place of residence is located.

Postal code – This is a mandatory field. Please, add the postal code of the building you live in.

Country – This is a mandatory field. Please, select your country of residence.

In case your correspondence address is different, please click on the **“My correspondence address is different”** option and add your valid correspondence address.

Telephone

Please include the country code, e.g +372 12345678.

Evening / home – This is not mandatory field, but you may add a number where you can be reached outside of working hours.

Day / work – This is not mandatory field, but you may add number where you can be reached during working hours.

Mobile – This is a mandatory field, please add your main phone number where you can be reached at any time. The universities may contact you via this channel.

Skype – This is a mandatory field, please provide a valid Skype contact address where you can be reached by the institutions, i.e. **an address that is always available to you.**

If you **do not have a Skype address, please create one** so that you can be contacted during admission.

Emergency contact

These are mandatory fields, so you are requested to add a contact person, whom we can reach in case of any emergency.

Please be aware that it is your responsibility to inform your emergency contact that his/her personal information will be stored and processed here.

Name – Please, type the name of a family member/friend, who you would like to be notified in case of emergency.

Email – Please, type the correct email address of this family member/friend.

Telephone – Please, type the correct telephone number of this family member/friend.

Relation to you – Here you need to add how this person is related to you: parent, sibling, spouse, fiancée, friend etc.

Education

Previous and current education in general

The first part of **this section refers to your current and previous education experiences**, so we are asking you to type your answers to the questions only about your current and previous studies. Please, **do not write about what you would like to study within the Stipendium Hungaricum programme**.

Please **insert a separate box for each study programme** you have attended.

Please **enumerate your studies chronologically from the latest to the earliest**, so please **start with your current or last completed study programme**.

Here you can find helpful information regarding each obligatory field in the first part of this section:

Level of education – Please, write the level of education according to your current/previous studies (e.g. secondary education, Bachelor/Master level).

Official name of school / university / institution – Please, write the official name of your institution in English.

Programme name – Please, write the official name of your study programme in English. **In case you are a high-school student, please, write “high school”.**

Scientific discipline – Scientific discipline is the definition of a particular branch of scientific knowledge. Please write the scientific discipline of your previous or current studies. **In case you are a high-school/secondary school student, please write “high school”.**

Status of studies

Valid – It means you are still a student at the mentioned programme or you are awaiting for your graduation.

Suspended – It means, that you interrupted your study programme before obtaining your degree.

Finished – It means you have successfully completed the study programme and obtained your degree.

Start date of studies – Please, indicate when you started the mentioned study programme.

(Expected) graduation – Please, indicate when you obtained/ will obtain your degree. In case you interrupted your studies, please, indicate what was the expected end date, until you should have finished the studies. **Please do not write the dates according to the programme you are applying for.**

Nominal length of programme – Please, indicate the actual time frame of your current or previous studies during which you officially have to complete your study programme.

Mode of study

Full degree studies – It refers to the traditional school system, when the whole study programme is completed in the form of on campus classes on workdays. In case your classes were temporarily online due to the COVID-19 restrictions, please also indicate your studies as “full degree”.

Partial/Exchange studies – It refers to a one or two semesters-long study period completed in any foreign institution.

Distance – It refers to the non-traditional school system, when the education is realised mainly on weekends and/or online.

Financing source

Free – Please, select this option, if your study programme was completely free of charge.

State-financed – Please, select this option, if your studies were financed by the government of your country i.e. state scholarships

Self-financed – Please, select this option, if you had to pay tuition fees and your studies were financed by yourself/your family.

Erasmus scholarship student – Please, select this option, if you studied with Erasmus scholarship

Financed by Stipendium Hungaricum – Please, select this option only if you are/were a Stipendium Hungaricum scholarship holder.

Country – Please, indicate the country in which you conducted the mentioned study programme.

City – Please, indicate the city/town/village where you conducted the mentioned study programme.

Study location – Please, write the official address of your institution.

Study language – Please, indicate the language of your studies.

Previous and current education in Hungary

The second part of this section refers to your former or current studies in Hungary. Please do not refer to your future studies in Hungary. When you choose the answer for the questions listed in this section, please give answers according to your actual data during the time of the application period.

The following fields/questions can be found in this section:

Neptun Code (if any) – Please fill in if you already have a Neptun code in a Hungarian Higher Education Institution.

Educational ID number (oktatási azonosítószám, if any) – Please type in if you have an Educational ID number (11 digits, the Educational ID number starts with number 7) in Hungary. The Educational ID number can be found in the Neptun system.

Have you ever studied in a Hungarian Higher Education Institution?

Yes, at the moment I am studying in a Hungarian Higher Education Institution. – In case you are currently studying in Hungary as a scholarship holder or as a self-financed student, please select this option.

Yes, previously I studied in a Hungarian Higher Education Institution (but not at the moment). – In case you have studied in Hungary as a scholarship holder or as a self-financed student previously (but not in the current semester), please select this option.

No, I have never studied in a Hungarian Higher Education Institution. – In case you have not yet studied in Hungary in a Hungarian Higher Education Institution, please select this option.

Have you ever been a scholarship holder in Hungary?

Yes, I am currently a Stipendium Hungaricum scholarship holder. – In case you are currently studying in a Hungarian Higher Education Institution as a Stipendium Hungaricum scholarship holder, and you are applying for a study programme for the academic year 2023/24, please select this answer.

Yes, I was a Stipendium Hungaricum scholarship holder. – In case you have been a Stipendium Hungaricum scholarship holder previously (but not in the current semester), please select this answer.

Yes, I am currently a Hungarian Diaspora/ FAO/ Scholarship for Christian Young People/ bilateral state scholarship holder. – If you are currently studying in Hungary with a scholarship financed by the Hungarian State (Hungarian Diaspora/ FAO/ Scholarship for Christian Young People/ bilateral state scholarship), please select this answer. **If you are a Stipendium Hungaricum Scholarship holder, please choose the first answer.**

Bilateral state scholarships are based on scientific and educational cooperation agreements signed by the governments of two countries. If your sending country has such an agreement with Hungary you may pursue a scholarship activity in Hungary as a nominee of your sending home country.

Yes, I was a Hungarian Diaspora/ FAO/ Scholarship for Christian Young People/ bilateral state scholarship holder. – If you have been a scholarship holder previously (but not in the current semester) with a scholarship financed by the Hungarian State (Hungarian Diaspora/ FAO/ Scholarship for Christian Young People/ bilateral state scholarship), please select this answer. **If you were a Stipendium Hungaricum Scholarship holder previously, please choose the second answer.** **Bilateral state scholarships are based on scientific and educational cooperation agreements signed by the governments of two countries.** If your sending country has such an agreement with Hungary you may pursue a scholarship activity in Hungary as a nominee of your sending home country.

No, I have never been a scholarship holder in Hungary. – In case you have not yet studied in Hungary in a Hungarian Higher Education Institution as a scholarship holder, please select this option.

Are you a self-financed student in a Hungarian Higher Education Institution?

Yes, currently I am a self-financed student in a Hungarian Higher Education Institution. – Please choose this answer **only if you are a self financed/fee-paying student in a Hungarian Higher Education Institution**, and you are not a scholarship holder.

No, I am not a self-financed student in a Hungarian Higher Education Institution. – In case you are not a self-financed student in Hungary currently, please answer with this option. **Please also choose this answer if you are a Stipendium Hungaricum or other (listed above) scholarship holder at the moment in a Hungarian Higher Education Institution.**

An important note for self-financed students already studying in Hungary:

Those **applicants who are registered as self-financed / fee-paying students of a Hungarian Higher Education Institution** at the time of the application deadline AND who are now applying for the same study level are only eligible to apply for the Stipendium Hungaricum programme if they are **recommended by their Hungarian host universities where they are studying at the time of application,**

AND if their cumulative, corrected sum average (“összesített korrigált kreditindex”) is higher than the students’ average performance in the particular study programme (“szakátlag”).

I.e. self-financed master students enrolled in Hungary can apply to continue their studies with the scholarship on the same master level only if they are recommended by their university and their cumulative, corrected sum average is above average. Please see further details about the optional application documents in the 3.2.3. paragraph of the [Call for Application](#).

In case you are a self-financed student in Hungary, please select your current institution – Please choose your current host institution **from the list**. In case you cannot find your host institution, please select the **“Other”** option. **If you are not a self-financed student in Hungary, you do not need to answer this question.**

Languages

Language knowledge

The first part of **this section refers to your language knowledge**. Please type your answers to the following questions about your language skills. **If you have taken any relevant tests that assert your language proficiency**, please also list the tests and achieved scores in the appropriate field. **You can add as many languages as you wish**, however **your native language and the language(s) of the study programmes you apply for must be included**.

Native language – Please, select your native language. In case you cannot find your native language in the list, please select another official language of your home country which you speak fluently.

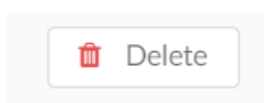
If you would like to include (an)other language(s), please click on the **“insert new language here”** option.

Foreign language – Please, select the foreign language you would like to include.

Proficiency – Please, indicate your level of proficiency in this language.

Studies / experience – Please, indicate how many years you have studied this language.

In case you added too many boxes, you may delete any of them by clicking on the trashbox icon in the top right corner.



Study language of your future studies

The second part of this section asks if you would like to perform your studies completely in Hungarian language.

Here you may find the following questions:

Would you like to perform your studies in Hungarian at the selected full degree programme? -In the case of this question you may select two options:

- **No, I would not like to study in Hungarian at my full degree programme.** – Those applicants **who wish to apply for a 1-year language preparatory year** before starting their full degree studies in Hungarian language, **need to select** directly the language preparatory courses in the application system and select **this option**.
- **Yes, I would like to perform my studies in Hungarian at the selected full degree programme.** – **Only select this option, if you have the sufficient knowledge in Hungarian to complete the whole study programme in Hungarian and to understand the classes. If you select this, you can only be considered for the full degree selected programme in Hungarian language**, therefore please be cautious when filling out the online application form.

Please note, if your answer is **“No, I would not like to study in Hungarian at my full degree programme”**, it does not mean that you are exempt from the mandatory Hungarian Language and Culture course as you can see in the following part of our [Operational Regulations](#):

III.2. Obligations Related to Learning Hungarian as a Foreign Language and Culture

A scholarship holder in full-time foreign language bachelor's and master's courses (including also one-tier master's degree) is required to attend the Hungarian as a foreign language and culture course (hereinafter referred to as the Hungarian abbreviation: MID) provided by the host institution in the first year of their studies in the SH Programme. 2. Should the scholarship holder fail to fulfil its obligation under paragraph 1, the amount of the scholarship fixed in Section III.1.2. b) i) of the Operational Regulations shall be reduced. Cases and rates of scholarship reduction are detailed in the Implementation Guide.

The monthly stipend for students who take the course but fail to pass the exam will be reduced to 30,000 HUF/month.

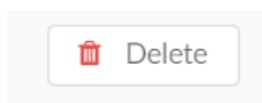
Employment

In this section, **you may add your work experiences** if you consider them relevant to your application, therefore this is not an obligatory section.

In case you would like to provide information regarding your work experiences, please click on the **“insert new block”** option.

If you have held several positions, **please only state 4-5 of them that you think are the most relevant for your application. If you have not had any job experience, you can leave this section empty.** However, please note that there are some study programmes that require the applicants to have relevant work experience, therefore please make sure to fill this section out properly and in details in case you have been an employee or a trainee before.

In case you added too many blocks, you may delete any of them by clicking on the trashbox icon in the top right corner.



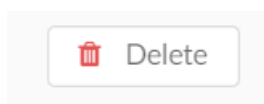
Activities

In this section **you may provide information about some extracurricular activities related to your studies or personal development which you consider relevant to your application.** This is not an obligatory section.

You may write here about **volunteering experience, sports and hobbies, but only those which you think would contribute to your application.**

In case you would like to provide information about your activities, please click on the **“insert new block”** option.

In case you added too many blocks, you may delete any of them by clicking on the trashbox icon in the top right corner.



Residences

In this section **you may provide information about your current or former foreign residences** if you had any or you consider them relevant to your application.

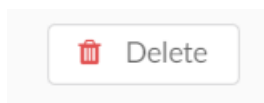
If you decide to fill out this section, please provide the exact length and purpose of stay.

Please only enter information about your stays abroad if those were for extended periods (1 month or more). I.e. as a foreign exchange student, working, travelling independently etc.

Please do not include short travels, backpacking, tourism trips.

In case you would like to provide information regarding your foreign residences, please click on the **"insert new block"** option.

In case you added too many boxes, you may delete any of them by clicking on the trashbox icon in the top right corner.



References

This section only appears in the application in special cases, when your selected study programmes require you to add references.

If this section appears in your application, please check the detailed requirements of your selected study programme about how many references you have to collect. Please send a reference request to your current or former teachers by inserting their email address. Please note, **the request email may arrive to their spam box, therefore, we advise you to inform your teachers before sending out the request.**

If you do not have a "References" section in your application, it is because you are not required to submit a reference for the programme you are applying for.

However, if you still want to submit a reference, please upload it in the **"Documents"** section of your application.

Motivation

The „**Motivation**” section is **one of the most important sections** during the application process. The universities are going to form the first opinion about you based on this document, so it is highly recommended to pay attention to every detail while you are preparing it.

In short, its goal is to answer the question “**Why are you a suitable candidate?**”

Write in a clear and logical manner and remember, the way you write and present yourself says a lot about you.

If the study programme you apply for requests a motivation letter, it will be indicated in the Motivation section, next to the text box. In case you do not see such specific requirement, you may write your motivation letter in a more general form, stating why you would like to come and study in Hungary and become a scholarship holder. Also, it is recommended to write an additional motivation letter (for example to your 2nd preference institution), which you may upload to the Documents Section of your application.

Some **tips and hints** which will help you to write a proper motivation letter:

- Please write at **least 1500 characters**, but **not more than 4000** characters.
- The letter has to be written **in English, in Hungarian or in the language of the selected study programme**.
- It is a letter, therefore you must **address it to the Hungarian Higher Education Institution** to which you are applying. **Do not forget about the date and your signature**.
- It should be written in a **letter format** and the three main parts should be easily separable: **1. Introduction 2. Content 3. Closing salutation**.
- **Pay attention to the writing style and grammar**. Keep in mind that this is an important section, because the universities will form their opinion of you based on the motivation letter.
- **Provide relevant information** which can be important for the university, and indicate clearly the major you are interested in. Here you can find some useful questions you should answer in your motivation letter:
 - Why have you chosen to apply to this programme?
 - Why did you apply to study in Hungary?
 - What do you expect to gain from your studies?
 - Why does your background make you a suitable candidate?
 - How will the programme help you to achieve your goals?
 - How does your proposed study relate to a particular development, challenge or need at the global, national, and/or local level?
 - How will you utilise your new skills and qualifications when you return home?
 - What challenges would you expect to encounter while studying in a foreign country, and how could you prepare for these challenges?
- Try to **prepare a unique and creative motivation letter**. You should try to leave a positive impression in those who read it and make the selection.

Regarding applications for doctoral degree programmes, please also make sure that:

- Your motivation letter **contains all the relevant information about your professional research plan**, and you state clearly why you would like to pursue doctoral studies in Hungary.
- You give clear reasons **why your research is important**, and your arguments are valid and academically proven.
- You explain **how your previous experience is connected to the research** that you intend to carry out.

Other

Additinal questions

In the first part of this section, you can let us know about any further information that has an effect on your application or your study period.

Medical info – In case you consider it important to inform the university of your medical condition, please insert it here.

Information source – Please let us know how you found the information that led you to apply, and select the corresponding option.

If you are not nominated in the Stipendium Hungaricum Programme, are you interested in applying to study in Hungary as a fee-paying student? – As stated in the 2.1. paragraph of the [Call for Application](#), applications will be considered eligible **only if the applicant is nominated** by the responsible authorities of the Sending Partner. Keeping in mind the requirement for partner nomination, please select the corresponding option:

- **Yes, please consider me as a fee-paying applicant and I give my consent to the condition mentioned below.***
- **Please, do not consider my application as a fee-paying applicant any further.**

* Please note, by clicking on “Yes, please also consider me as a fee-paying applicant” you give your explicit consent to forward your personal data to any Hungarian Higher Education Institution in order to inform you regarding their opportunities to enroll as a fee-paying student.

Other relevant information – In case you would like to share additional information about yourself which might be relevant to your application, you can do it here.

Partial studies

For applicants from certain partner countries, not only full study programme, but partial study opportunities are also available. To check if you are eligible for partial study programmes, please visit our website, where you may find the eligible study modes: <https://stipendiumhungaricum.hu/partners/>

Please be careful when selecting the study programme, whether you select the partial study or full time study mode. **After the application deadline you cannot change the study mode of the selected programmes.**

In case you have selected a partial study programme, you need to answer to the following two additional questions:

Please indicate when you would like to start your studies. – You may choose from the following two options:

In September (the maximum length of studies is 10 months)

In February (the maximum length of studies is 5 months)

Please note, that if you select February as the start date of your studies, the maximum length of your studies cannot be more than 5 months. **Partial studies must be completed until 30th of June 2024 at the latest.**

Please indicate the planned duration of your study – Please, select here how many months you are applying for.

- 1 month**
- 2 months**
- 3 months**
- 4 months**
- 5 months**
- 6 months**
- 7 months**
- 8 months**
- 9 months**
- 10 months**

Generally, partial studies in Hungary are 5- or 10-month long programmes.

In the description of the study programmes, you can see the length of the partial study programme.

If you select less than the length of the partial studies, the university might not be able to accept you, that is why we recommend you to check the length of the partial study or contact the university.

Please note that the number of months you may apply for is determined by the educational cooperation between our countries, therefore you might not have all of these choices.

Required Documents for All Applicants

General information about the documents

All of the following documents are compulsory and need to be submitted to the online application system by all applicants **until 16 January 2023**, with the exception of the **medical certificate which must be submitted only by the nominated applicants until 15 April** and the **Statement of the Supervisor (only for doctoral applicants, if required by the doctoral school) which must be submitted until 15 March 2023.**

We require an official, notarized translation of all your original applications documents, which are not originally written in English, Hungarian or in the language of the selected study programme.

Please note that only **files with a maximum size of 4 MB can be uploaded to the system.** If the size of the portfolio is larger than 4 MB, please **upload a document that contains the link(s)** where the portfolio file(s) can be downloaded.

Please, note that **no hard copies are required of any of these documents by Tempus Public Foundation** at the time of application, but your Sending Partner might require hard copies.

Each required document has to be uploaded to the “Tasks” section, only additional documents can be added to the **“Documents”** section.

In the next part you may find useful information regarding each required document:

School certificates

To this task, you need to upload the **scanned copy of your original high school/bachelor/master degree certificate or equivalent AND its translation till 16 January 2023**. Translations only have to be attached if the copy of the original document is not in English, Hungarian or in the language of the selected study programme.

In case you have uploaded **your original documents in one of the mentioned languages**, please select the **“I have uploaded the original and the translation.”** option in the **“High/Bachelor/Master School Certificate”** task.

In case **your uploaded document is in any other language**, please select the **“I have uploaded the original.”** option in the **“High/Bachelor/Master School Certificate”** task. In this case, **please upload an official, notarized translation as well**, and after select the **“I have uploaded the original and the translation.”** option.

In case you **do not obtain your school certificate after the application deadline**, you will be able to submit it later. For the **exact steps**, please read carefully the **“Missing Documents”** paragraph.

Proof of Language Proficiency

To this task, you need to upload the **scanned copy of your original proof of language proficiency with a minimum level determined by the Host Institution AND its translation till 16 January 2023**. Regarding the required minimum level, please **read carefully all the requirements** of your selected study programme by clicking on its name or contact the Stipendium Hungaricum Coordinator of your selected host university. Here you can find the contact list (below Study Finder): <https://stipendiumhungaricum.hu/study-finder/>

In case you have completed your previous level of studies in the language of the selected study programme, **a proof can be uploaded about the fact that the language of education was the same as the language of the study programme that you are now applying for.**

Translations only have to be attached if the copy of the original document is not in English, Hungarian or in the language of the selected study programme.

In case you have **uploaded your original documents in one of the mentioned languages**, please select **“I have uploaded the original and the translation.”** option in the **“Proof of Language Proficiency”** task.

In case **your uploaded document is in any other language**, please select the **“I have uploaded the original.”** option in the **“Proof of Language Proficiency”** task. In this case, **please upload an official, notarized translation as well**, and after select the **“I have uploaded the original and the translation.”** option.

In case **you do not obtain your school certificate till the application deadline**, you will be able to submit it later. For the exact steps, please read carefully the **“Missing Documents”** paragraph.

Copy of Identification Document

To this task, you need to upload the **scanned copy of your valid National Identification Document or your valid passport till 16 January 2023.**

Please note, in case you upload your valid National Identification Document till the application deadline, it **does not exempt you from the obligation of uploading your valid passport later.**

In case you neither have a valid passport, nor a National Identity Card, please upload any official document which proves your identity. I.e. Birth Certificate, Driver's Licence, Expired National Identity Document, Expired Passport.

In case you have **uploaded your valid passport**, please select the **“I have uploaded my passport.”** option in the **“Passport”** task.

In case you **uploaded your National Identity Document**, please select the **“I do not yet have my passport, I have uploaded a declaration and my national ID.”** option in the **“Passport”** task.

In case you **do not obtain your valid passport till the application deadline**, you will be able to submit it later. For the exact steps, please read carefully the **“Missing Documents”** paragraph.

Transcript of records

To this task, you need to upload **the scanned copy of your original Transcript of Records regarding all academic semesters or school years completed during previous studies (in the highest level of education that you have participated in) AND its translation till 16 January 2023.**

The transcript of records is one of the required documents which **cannot be uploaded after the deadline.** Therefore, **it does not necessary contain all courses of your study programme or degree**, but the universities require the list of completed courses.

Translations only have to be attached if the copy of the original document is not in English, Hungarian or in the language of the selected study programme.

In case you have uploaded **your original documents in one of the mentioned languages**, please select the **“I have uploaded the original and the translation.”** option in the **“Transcript of Records”** task.

In case your **uploaded document is in any other language**, please select the **“I have uploaded the original.”** option in the **“Transcript of Records”** task. In this case, please **upload an official, notarized translation as well**, and after select the **“I have uploaded the original and the translation.”** option.

Mandatory Medical Certificate

To this task, you need to upload the **scanned copy of the Mandatory Medical Certificate in case your Sending Partner nominates you for the scholarship**. Regarding the nomination process and requirement, please contact your Sending Partner. Here you can find the contact list: <https://stipendiumhungaricum.hu/partners/>

In case you are nominated by your Sending Partner, you **need to upload the scanned copy of a medical certificate of satisfactory health condition signed by a physician**.

The **template** for the medical certificate including the list of required attachments to this task will be uploaded to the Mandatory Medical Certificate task in the online application system. You will be able to download the template from the Task after logging in to your account and opening the Mandatory Medical Certificate task.

The Mandatory Medical Certificate **has to be issued and signed by a physician** to declare the medical condition of the applicant (according to the diseases listed on the form).

This document must be submitted until 15 April 2023 at the latest.

In case you have **uploaded the Mandatory Medical Certificate**, please select the **“I have uploaded the mandatory medical certificate”** option in the **“Mandatory Medical Certificate”** task.

This task will appear only for nominated applicants after the publication of the nomination results.

Please note that **all awarded scholarship holders must take part in the medical examinations organized by the universities upon their arrival**. The uploaded Mandatory Medical Certificate does not exempt you from the medical examinations.

Additional Documents

For Doctoral Applicants

All applicants of doctoral programmes are required to visit <http://www.doktori.hu> before they submit their application. The website provides **information about the Hungarian doctoral schools, available research fields and research topics** as well as the **possible supervisors** of doctoral students in English and Hungarian. **Proposed research topics** for aspiring doctoral students **are available at <http://www.doktori.hu/index.php?menuid=115&lang=EN>**.

Doctoral applicants are also required to contact their chosen Host Institutions and doctoral schools in advance in order to **discuss the available research topics** in the institution as well as **the possible supervisors** for those topics.

These pieces of information need to be considered when preparing the application materials (i.e. research plan) and whilst choosing a doctoral programme and research area.

Letter of Recommendation

To this task, **you need to upload a Letter of Recommendation signed by your former or current academic tutor or supervisor**, who has a scientific degree and has an insight into your professional work **till 16 January 2023**. The Letter of Recommendation **has to be written in English, Hungarian or in the language of the selected study programme**.

For applying to BA, MA, OTM or non-degree programmes, no recommendation letters are required, except in special cases (please read carefully the requirements of your selected study programmes). In case you have recommendation letters from your current or former teachers or your selected study programmes require it, you can upload them to the **“Documents”** section.

In case you have **uploaded your Letter of Recommendation**, please select the **“I have uploaded my letter of recommendation.”** option in the **“Letter of Recommendation”** task.

Statement of the Supervisor

To this task, **you need to upload the Statement of the Supervisor**.

This task will only appear in your application, in case you apply for a doctoral programme and your selected doctoral school requires a statement of supervisor.

Some doctoral schools request students applying for their doctoral programmes to have a supervisor at the Host Institution, who, in the case of a successful application, will undertake the supervising of the student's doctoral education and research activities within the frameworks of the doctoral programme chosen by the applicant. **Please read carefully all the requirements of your selected study programme** by clicking on its name or contact the Stipendium Hungaricum Coordinator of your selected host university. Here you can find the contact list (below Study Finder): <https://stipendiumhungaricum.hu/study-finder/>

In case it is required by the doctoral programme you are applying for, a statement of acceptance issued by the supervisor **must be attached to the application till 15 March 2023 at the latest**. Please make sure whether the doctoral programme you are applying for requires a statement of acceptance.

If you cannot upload the Statement of the Supervisor until 31 January 2023, please upload a signed declaration to this task directly. In the statement you need to declare that you will upload the Statement of the Supervisor until 15 March 2023. After uploading the declaration, please select the following option: **„I have not yet uploaded the Statement of Supervisor, but I have uploaded a declaration”** option in the **“Statement of the Supervisor”** task.

In case you have **uploaded the Statement of the Supervisor**, please select the **“I have uploaded the statement of the supervisor”** option in the **“Statement of the Supervisor”** task.

Research Proposal

To this task, **you need to upload your Research Proposal about the scientific topic you would like to study during the Doctoral Programme**. The document **must be uploaded till 16 January 2023**.

The Research Proposal is a particularly important document since the **doctoral schools will consider it during the application process**.

Important requirements of the Research Proposal:

- The Research Plan has to be **minimum 2 pages, typed in Times New Roman 12 point font size letters, written in the language of the selected study programme**.
- The Research Plan **must indicate properly all the resources used** (even your own previous works), **the document is checked by the universities for plagiarism**.
- Please **read carefully all the requirements of your selected doctoral programme** by clicking on its name. We also recommend you to contact the Stipendium Hungaricum Coordinator of your selected host university for the exact formal and substantive criteria. Here you can find the contact list (below Study Finder): <https://stipendiumhungaricum.hu/study-finder/>

Some **further tips and hints** which will help you to write a proper Research Proposal:

- Please **select a proper title** which clearly indicates what your research is focused on
- **Present your research topic** you would like to study **with clarity and definition**
- **Detail the purpose of your study** why your research topic is important to your scientific discipline
- **Provide information about the context** of your research and **present relevant literature**
- **You may present hypotheses, key aspects or possible outcomes**, but no answers, since your research will lead you to them
- **Present your approach** to the studied questions **and the methodology** you would like to use and detail **why you selected them**
- You may also **present the timeline and feasibility** of your research. You do not need to provide exact dates, only the order of the main steps of your research.

In case you have **uploaded your Research Proposal**, please select the **“I have uploaded my research proposal.”** option in the **“Research Proposal”** task.

For Applicants for Partial Studies

If you are **applying to partial (exchange) study programmes** and **these partial studies are part of your degree studies in your Sending Higher Education Institution** in your country of residence, **you must upload a certificate of your student status issued by that institution and its translation**.

This certificate of your student status **must be issued by your current Higher Education Institution where you are registered**. The document **must certify that your student status is expected to exist during the partial studies as well**.

This document must be uploaded to the **“Documents”** section till 16 January 2023.

Translations only have to be attached if the copy of the original document is not in English, Hungarian or in the language of the selected study programme.

In case the partial studies are not part of your degree studies in your Sending Higher Education Institution, a student status at a Higher Education Institution that operates outside of Hungary is not needed.

For Art Applicants

In addition to the documents listed in 3.2.1 paragraph of the [Call for Application](#), **applicants applying for studies in the field of Arts need to upload a Portfolio to the “Portfolio” task till 16 January 2023.**

You need to upload **photographs of three works of art / sketches** (indicating the date of creation).

Regarding the **exact requirements**, please read carefully all the requirements of your selected study programme by clicking on its name or contact the Stipendium Hungaricum Coordinator of your selected host university. Here you can find the contact list (below Study Finder): <https://stipendiumhungaricum.hu/study-finder/>

Please note that **only files with a maximum size of 4 MB can be uploaded in the system.** If the size of the portfolio is larger than 4 MB, please **upload a document that contains the link(s)** where the portfolio file(s) can be downloaded from.

In case you have **uploaded your Portfolio**, please select the **“I have added my portfolio to media files” option in the “Portfolio” task.**

For self-financed applicants who wish to continue their studies with the scholarship

Those **applicants who are registered self-financed / fee-paying students of a Hungarian Higher Education Institution** at the time of the application deadline **AND** who are **now applying for the same study level are only eligible** to apply for the Stipendium Hungaricum programme if they are

- **recommended by their Hungarian host universities where they are studying at the time of application, AND**
- **if their cumulative, corrected sum average (“összesített korrigált kreditindex”) is higher than the students’ average performance** in the particular study programme (“szakátlag”).

For example, self-financed master students enrolled in Hungary can apply to continue their studies with the scholarship on the same master level only if they are recommended by their university and their cumulative, corrected sum average is above average. Please see further details about the optional application documents in Section 3.2.3. of the [Call for Application](#).

As stated above, **you need to be recommended by your Hungarian host university** where you are studying at the time of application. Therefore, we recommend you to **contact your host university and discuss whether the university wishes to recommend you for the scholarship.** You may also contact

the Stipendium Hungaricum Coordinator of your host university. Here you can find the contact list (below Study Finder): <https://stipendiumhungaricum.hu/study-finder/>

In case you are recommended, please ask for a recommendation letter issued by the Hungarian Host Institution. This letter will be uploaded in the online application system by the university.

Missing documents

Certain documents are accepted to be uploaded even after the application deadline, provided that the applicant could not possibly obtain the document by the deadline of application.

These are the following documents:

- **School certificates**
- **Proof of Language Proficiency**
- **Valid Passport**

All the other application documents cannot be uploaded after the application deadline.

In case **do not obtain some of the mentioned documents** till the application deadline, **you need to upload a signed declaration stating that you will obtain and upload the missing document(s) until 1 August 2023 at the latest.**

In case of missing bachelor degree certificate, you also need to upload your high school certificate and its translation, in addition to the declaration until 16 January 2023.

In case of missing master degree certificate, you will need to upload the bachelor degree with its translation, in addition to the declaration until 16 January 2023.

In case of missing passport, you will need to upload a copy of national ID in addition to the declaration until 16 January 2023.

I.e. In case you are applying to a master programme, and you still are in your final year of your bachelor degree, you need to upload your high school certificate and a declaration about your missing bachelor certificate.

No missing document will be accepted if the declaration is not uploaded till 16 January 2023 and/or if the missing documents are not uploaded till 1 August 2023, thus such applications will automatically be rejected.

The above mentioned declaration **has to be written and signed by the applicant, we do not have any format/template for it.** The declaration **must contain the reason of the absence of the document/s** and the **formal statement about** the fact, that **you will upload the missing document/s till 1 August 2023.**

The declaration has to be uploaded to the “Tasks” section to the task of the documents you are missing.

In case you have **more missing documents**, you need to upload a **seperate declaration to each one.**

In case you have uploaded a signed declaration to the **“High/Bachelor/Master School Certificate”** task, please select the **“I'm currently still studying in the final year and have not yet received my certificate but I uploaded my high school/bachelor certificate and a declaration.”** option.

In case you have uploaded a signed declaration to the **“Proof of Language Proficiency”** task, please select the **“I do not have a certificate yet.”** option.

In case you have uploaded a signed declaration to the **“Passport”** task, please select the **“I do not yet have my passport, I have uploaded my ID.”** option.

Checklist

During the application process, **you should always click on the “Tasks” section**, located on the dark green column on the left side of the page to see a checklist of tasks you have to complete during the application process.

You can click on each item on this list to see exactly which documents you need to upload.

After uploading the documents, you need to select the proper option in each task.

You may find the following options in the tasks:

“I have not yet uploaded” – Firstly, you will see this option.

“I have uploaded the document” – You will see this, in case of the documents you cannot upload after the deadline

“I'm currently still studying in the final year and have not yet received my certificate but I uploaded my high school/bachelor certificate and its translation and a declaration.” – You will see this in the case of school certificates.

“I do not have a certificate yet. I uploaded a declaration” – You will see this in the case of the Proof of language proficiency

“I do not yet have my passport, I have uploaded a declaration and my national ID.” – You will see this in the case of passport

“I have uploaded the original” – You may select this option in case you have uploaded your original document, which is originally not in English, Hungarian or in the language of your selected study programme. In this case, you will need to attach a translation of the original document as well, which you may upload later on.

“I have uploaded the original and the translation” – You may select this option when you have uploaded the translation, or your uploaded document is originally in English, Hungarian or in the language of your selected study programme.

Please note, **writing comments in the “Tasks” section does not exempt you from the obligation of uploading a signed declaration.**



In case a yellow exclamation mark  indicating a **“Follow up”** appears in your application, you do not need to worry about it, **it is only a reminder that you will have to upload the missing document/s later in case you get selected.**

Do not forget, if your original document is in English, Hungarian or in the language of your selected study programme, you need to select the **“I have uploaded the original and the translation”** and the follow up sign will not appear.

After completing your application, please do not forget to submit your application. Saved applications cannot be considered.

Why is my application “Blocked”?

In case you have a **red**  sign, it means your application is blocked and you cannot submit it, because **you did not upload one/some of the required documents**.

To solve this problem, please check if you have filled all the fields marked with a red asterisk *, because they are **obligatory fields**.

Please also check if you have uploaded all the required documents, and selected the proper options in the **“Task”** section.

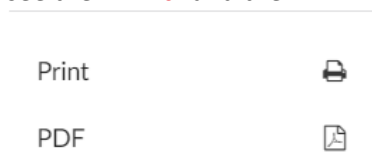
Completing this successfully, you will be able to submit your application.

How can I download/print my application?

Please click on the View button (in the right corner of your application),



following which you will be able to see the **“Print”** and the **“PDF”** options on the left side of the page.



Further questions

Should you have further questions about the application, please contact us via:

Email: stipendiumhungaricum@tpf.hu

Skype: stipendiumhungaricum

Phone: +36 (1) 236 5040

We trust that all the information and advice described above will greatly help and facilitate your successful application. We hope to see you among our scholarship holders soon.

Best Regards,

Directorate for Internationalisation of Higher Education
Tempus Public Foundation