User's Guide for the Online Application System
for Scholarships in Hungary

Technical conditions

The system can be used by any internet browser, but Chrome is recommended.

The document type accepted at the document upload is **only pdf**.

To switch to English language, <u>before entering</u>, please, select **the English** option after changing the flag next to your name.
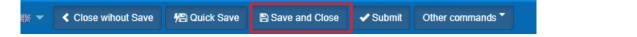

Registration of applicants

To start the application process, first you need to register on https://scholarship.hu/. An automatic message is sent to the email address that you provided if your registration was successful. Please, sign up with a gmail email adress if possible, because some email systems (hotmail, citromail) are not receiving automatic notifications that are important to the application process.

<u>!Attention! Previous registrations are no longer valid, all users have to register again!</u>

Following your login, the system automatically navigates you to the Edit my Resume page where you are requested to fill in the necessary data. It is a precondition to adequately fill in the **Curriculum Vitae** form for all types of application. It is obligatory to fill in the fields marked by an asterisk (*). You can save the data that you have filled in so far by clicking on **Save and Close**.

The form **Curriculum Vitae** can be edited any time at a later date by entering as a registered user. To edit your CV, click on Edit my Resume in Managing User's data at the top of the page. When editing, all previously given data appear. You can save your modifications by clicking on **Save and Close** next to your name.

Create your application

To proceed, click on the button: [+ Start new job / document]

Select CALLS FOR APPLICATIONS – FOREIGN CITIZENS out of the appearing possibilities and click on the scholarship type that you wish to submit an application for.

CALLS FOR APPLICATIONS - FOREIGN CITIZENS

| Hungarian State Scholarships for full degree studies ▶ Indít |
| Hungarian State Scholarships for partial semester studies ▶ Indít |

| Hungarian State Scholarships for research ▶ Indít |

By clicking on the selected scholarship type, the **Scholarship information** page of the step 'Application's data' will open.

By using the [icon] icon, select your field of science.

By using the [icon] icon, select the sending country (the country of your citizenship).

After filling in the data, click on **Quick save** then **Submit** behind the button Action.

[≡ ▼ | ❮ Close wihout Save | ⤢ Quick Save | 🖫 Save and Close | ✔ Submit | Other commands ▾]

With this step you do not submit your application yet, the system passes you through the following **Other data and documents to be attached** step.

In the following step **Other data and documents to be attached**

1. provide the data corresponding to the scholarship
2. upload the requested documents into the adequate fields (please, check the list of documents to be submitted from the call for applications)

    IMPORTANT: The appliaction's data can not be edited here, it can only be modified by clicking Managing User Data / Edit my Resume.

    To upload files to Other documents, click the [∨] icon.
3. prepare the application form:

    3.1 **Save** the page (click on Quick Save next to your name), but **DO NOT click on the button Submit yet**!

    3.2 Click on the button **Merge** [📄] [×] [⤓] and save the document that pops up in your computer.

    3.3 Then print the form, **sign it**, scan it, and upload the scan into the field 'Upload the filled out and signed Application form'. Then submit online your application by

clicking on **Submit** next to your name. *IMPORTANT: After clicking on Submit, you will not be able to modify your application anymore and your application will be submitted automatically to Tempus Public Foundation*.

3.4 Your application disappears from your My todo list and you will not be able to edit it anymore.

An automatic message is sent to the email address provided if the submission of your application was successful. The automatic email will arive after a few hours after submitting your application. (In case you seem not to receive such a message, you should absolutely check your Spams within your mailbox).

It is obligatory to fill in the fields marked by an asterisk (*). Incomplete applications cannot be submitted in the system. If you cannot provide all necessary data, you can save the started application by **Save and Close** at the top of the form. Then the application gets into **My todo list** and may be proceeded at a later date.