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,** the **maximum file upload size is 3 MB**.

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


Login, registration of applicants

To start the application process, log in on https://scholarship.hu/. If you have not registered earlier yet, then you need to do it here, too. 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 delivering automatic notifications to the applicant which are important for the application process.

Following your login, the system automatically navigates you to the Edit my Resume (CV) page where you are requested to fill in the necessary data. It is a precondition to adequately fill in the **CV** 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 fill in by clicking on **Save and Close**.

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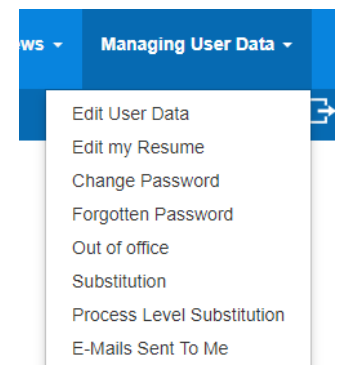
When editing, all previously given data appear. You can save your modifications by clicking on **Save and Close** next to your name.

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.

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

After filling in the data, click on **Quick save** then **Submit:**

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 this step:

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. They can only be modified by clicking Managing User Data / Edit my Resume.
    To upload files, such as Copy of highest degree/ Transcript of records, onto Other documents, click the ⌄ icon after creating a new row and providing the name the document.
3. read and answer the questions under the section Declarations;
4. prepare the application form:
    4.1 **Save** the page (click on Quick Save next to your name), but **DO NOT click on the button Submit yet**!
    4.2 Click on the button **Merge** and save the document that pops up in your computer.

4.3 Then print the form, **<u>sign it</u>**, 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*.

4.4 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 arrives after a few hours after submitting your application. (In case you seem not to receive the message, you should check your Spams within your mailbox). You can also check whether the submission was successful in 'Managing User Data – E-mails Sent To Me':
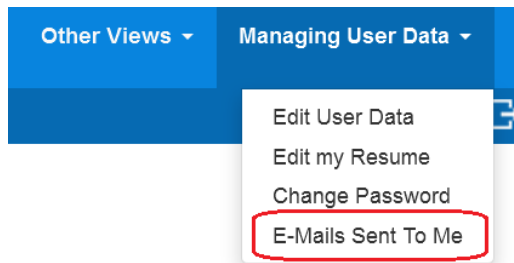
It is obligatory to fill in the fields marked by an asterisk (*). Incomplete applications cannot be submitted in the system. If you cannot provide all necessary data, you can save the started application by **Save and Close** at the top of the form. Then the application gets into **My todo list** and may be proceeded at a later date.