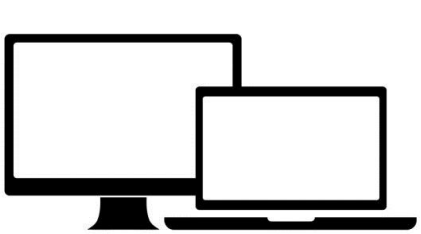
Dear Applicants of the 2016's round,

This guide is made for your help in the online application process in the round of 2016. It will contain useful hints and screenshots with explanation.

Only those applications are valid and acceptable that were submitted online in the official application system.

Before getting started:



Use computer for the application instead of mobile phone or tablet.

Internet Explorer

Google chrome

Internet Explorer, Mozilla Firefox and Google Chrome support the online application system.

Prepare your necessary documents!

***Best if you save them into one folder on your desktop and upload them all from there*:**

Curriculum vitae

Motivation letter

Study certificate(s)

Language certificate(s)

Use doc, docx or pdf format!

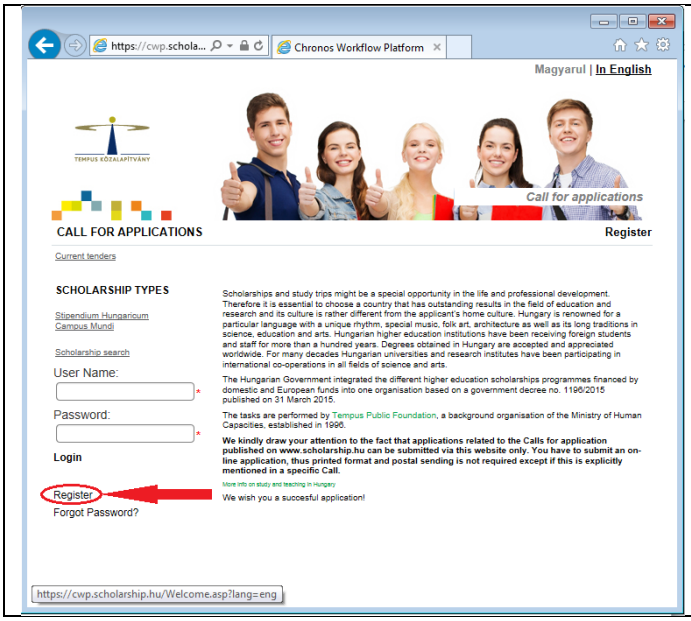
Make a scanned copy of them!

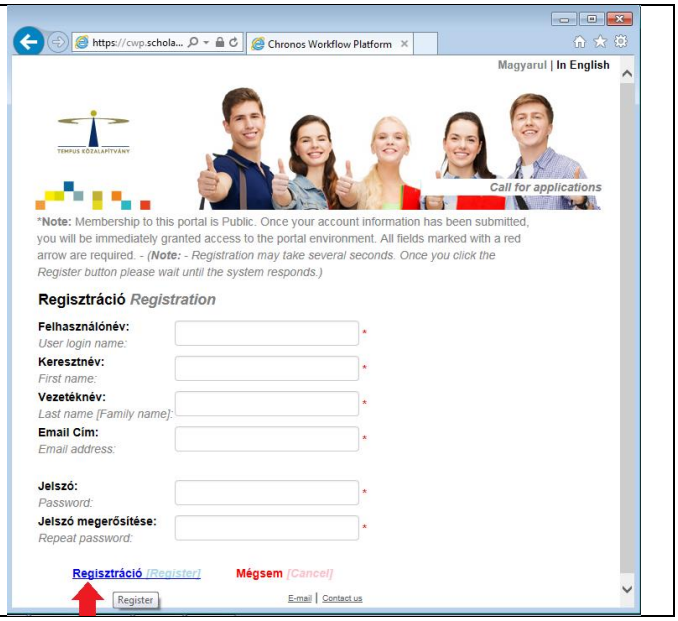
In europass *format*

Get informed before register!

Make sure to read the Stipendium Hungaricum Programme's
Call for Applications 2016-2017 on the **website**.

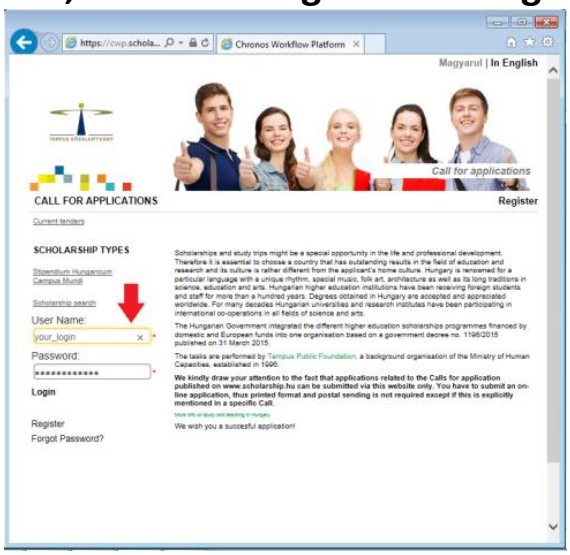
First register your account in the application system!



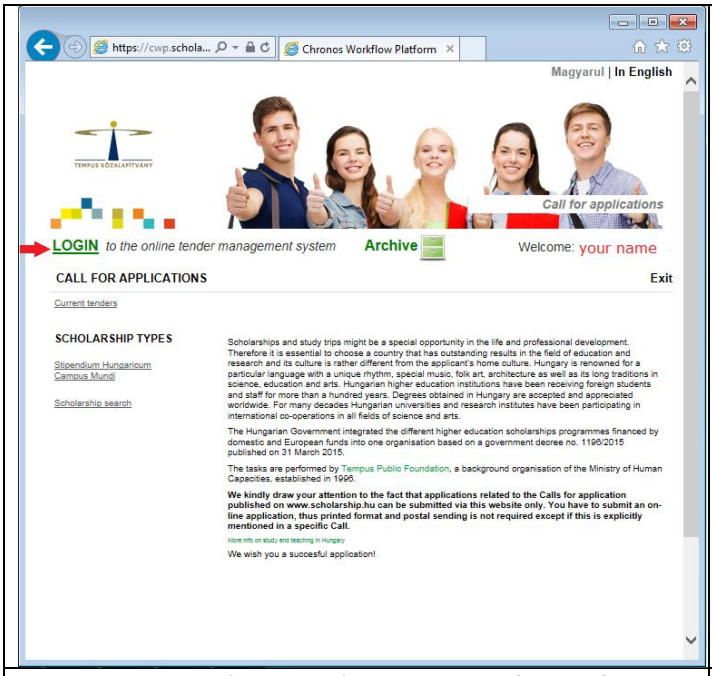


You need to have a valid, working e-mail address during the whole application and admission process!
From now on all communication will be sent to this e-mail address only!

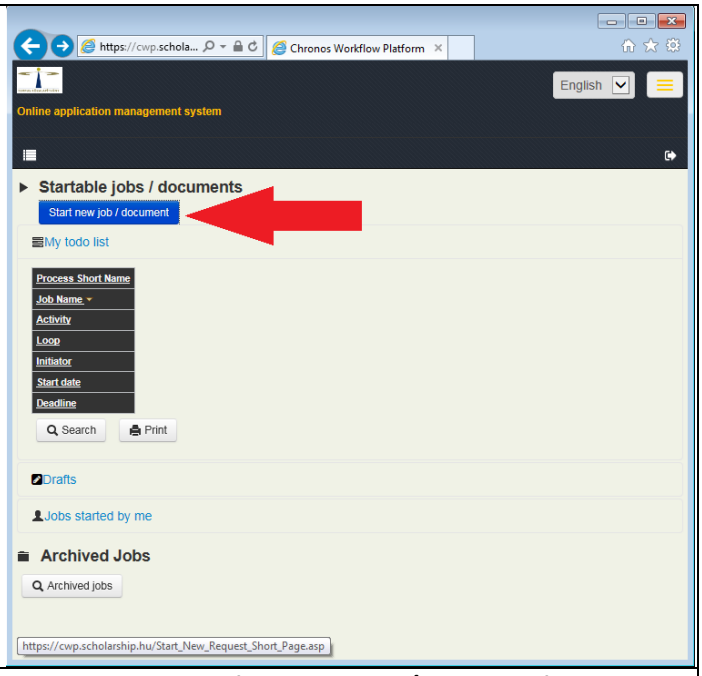
Then, switch to English and log in:



Once you are registered, start the application process

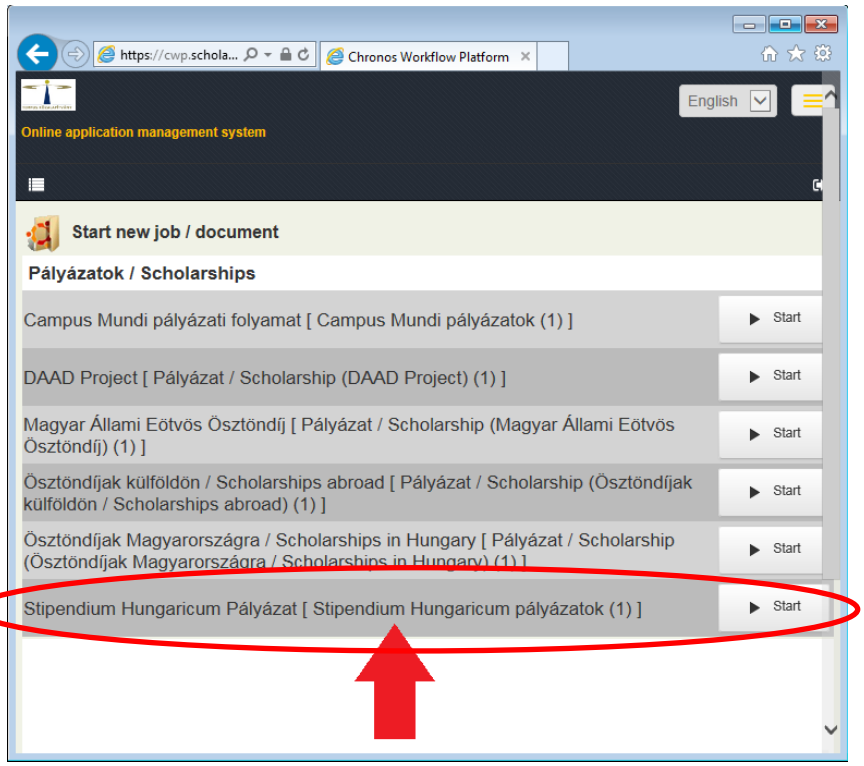


switch to '**ENGLISH**' and click on '**LOGIN**'

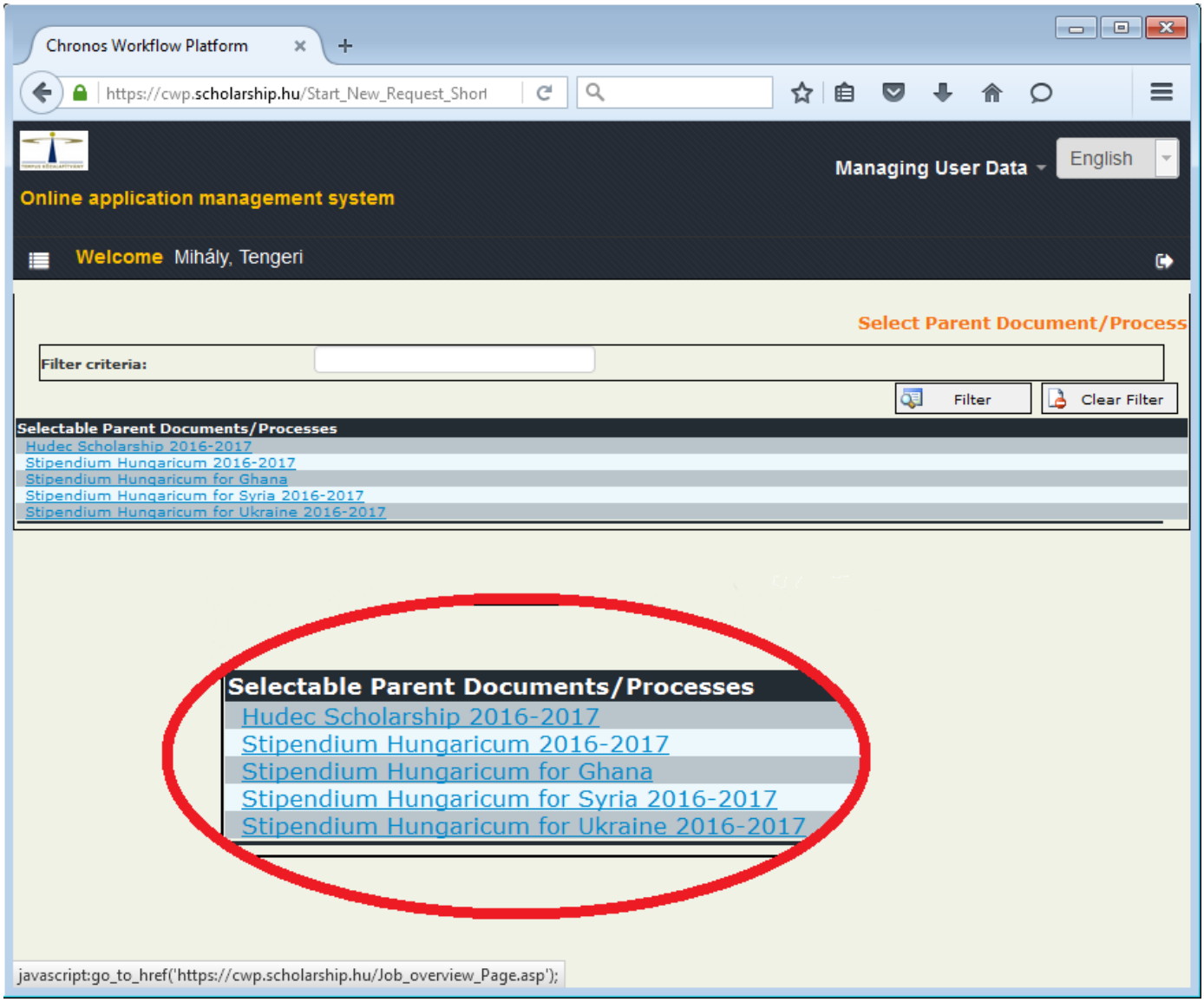


click on '**Start new job/document**'

Choose ' Stipendium Hungaricum Pályázat'



Once you log in you will see all the (3) calls that are open. Make your proper selection:



Choose the 2nd option 'Stipendium Hungaricum 2016-17'

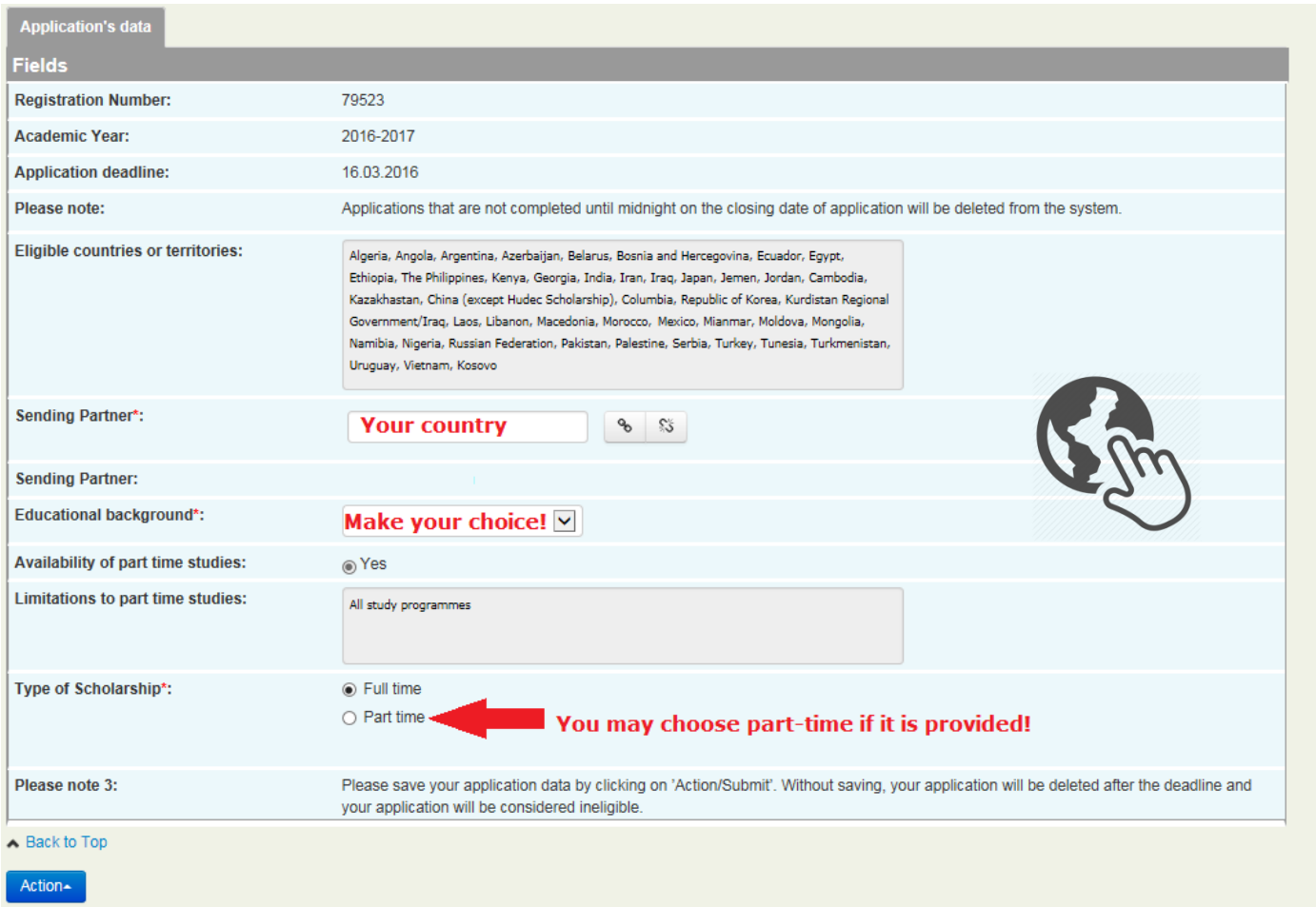
unless:

- You are a ***Chinese citizen*** from Shanghai's following 3 universities (*1. East China Normal University, 2. Shanghai Jiao Tong University, 3. Tongji University*), then choose **Hudec scholarship (➔then 1st)**
- You are a ***Syrian citizen*** **(➔then 4th)** – its **deadline: 1st April!**
- You are ***Ghanaian citizen*** **(➔then 3rd)**
- You are ***Ukrainian citizen*** **(➔then 5th)** – its **deadline: 1st April!**

The 4 main parts of the applicational platform:

1. Application's data **2.** Curriculum vitae **3.** Applicant's 3 choices (study programmes) **4.** Attached documents

1. Application's data

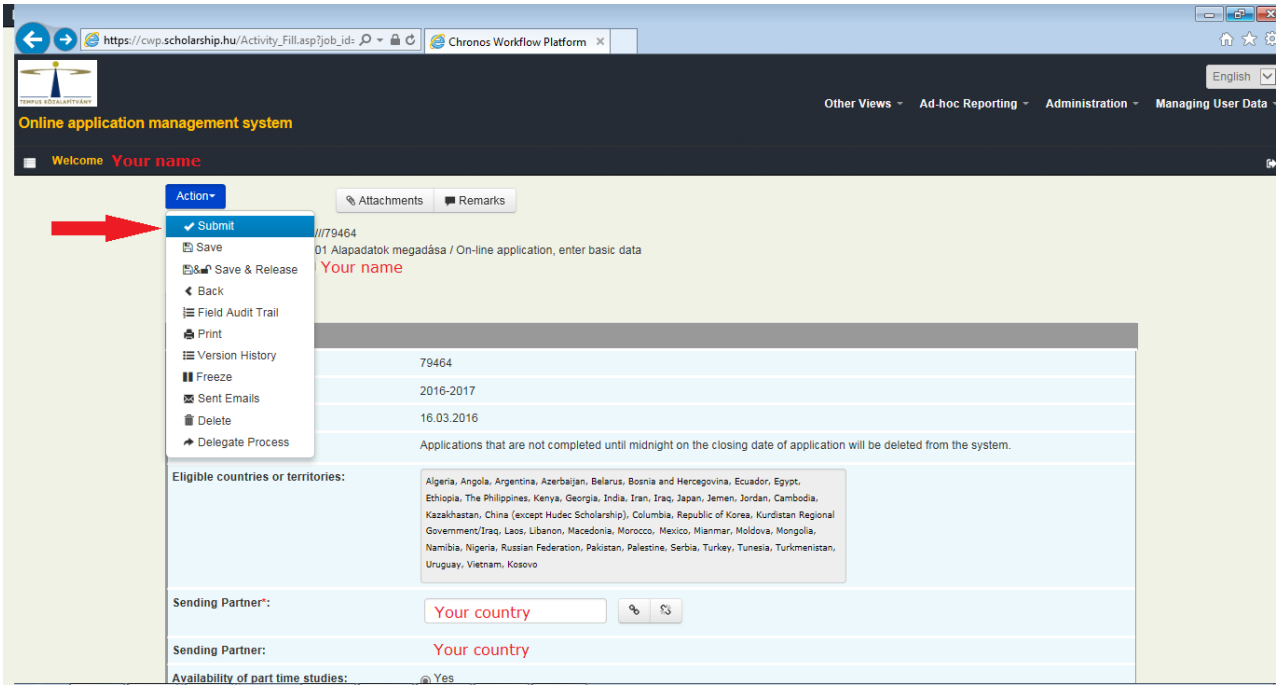


↑Choose your country from the **'Sending Partners'**
↑Select your highest degree / educational background
↑Choose your preferred type of scholarship

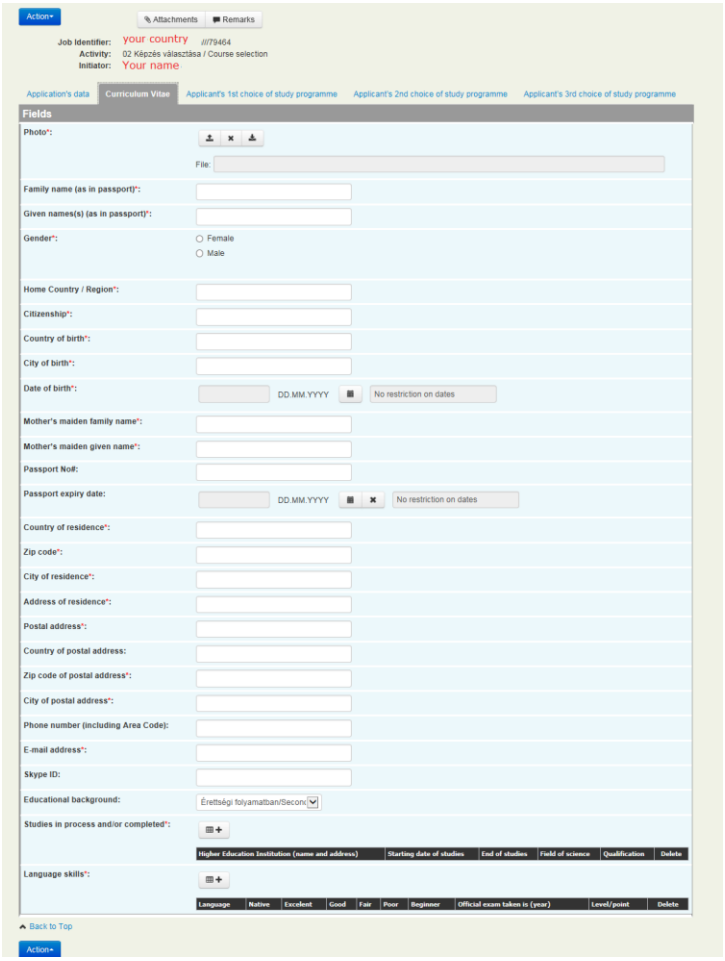
Full time program = full time studies – *you may apply for full (preparatory, bachelor, master and doctoral level or undivided programs).*

Part time program = exchange opportunity *(1-2 semester scholarship only!).*

To save it and go to the next step choose **ACTION** then check **(✓) Submit**



2. Curriculum vitae



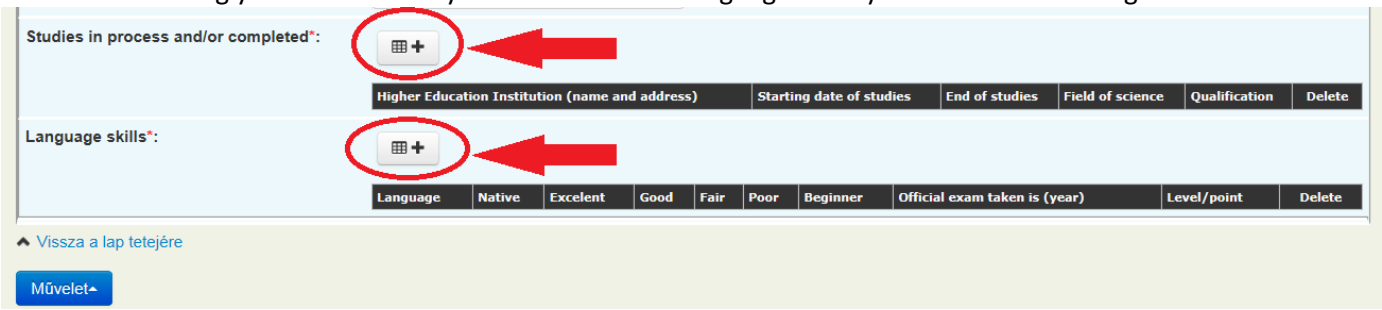
To save it and go to the next step choose **ACTION** , then check **(✓) Submit**

Here you have to provide your CV data. **Please note that you have to attach a regular CV as well!**
All fields will be seen during nominations and selections, please take all fields, attachments seriously.

We kindly ask you to repeat some of the personal data given already. Please make sure to fill in the fields properly.

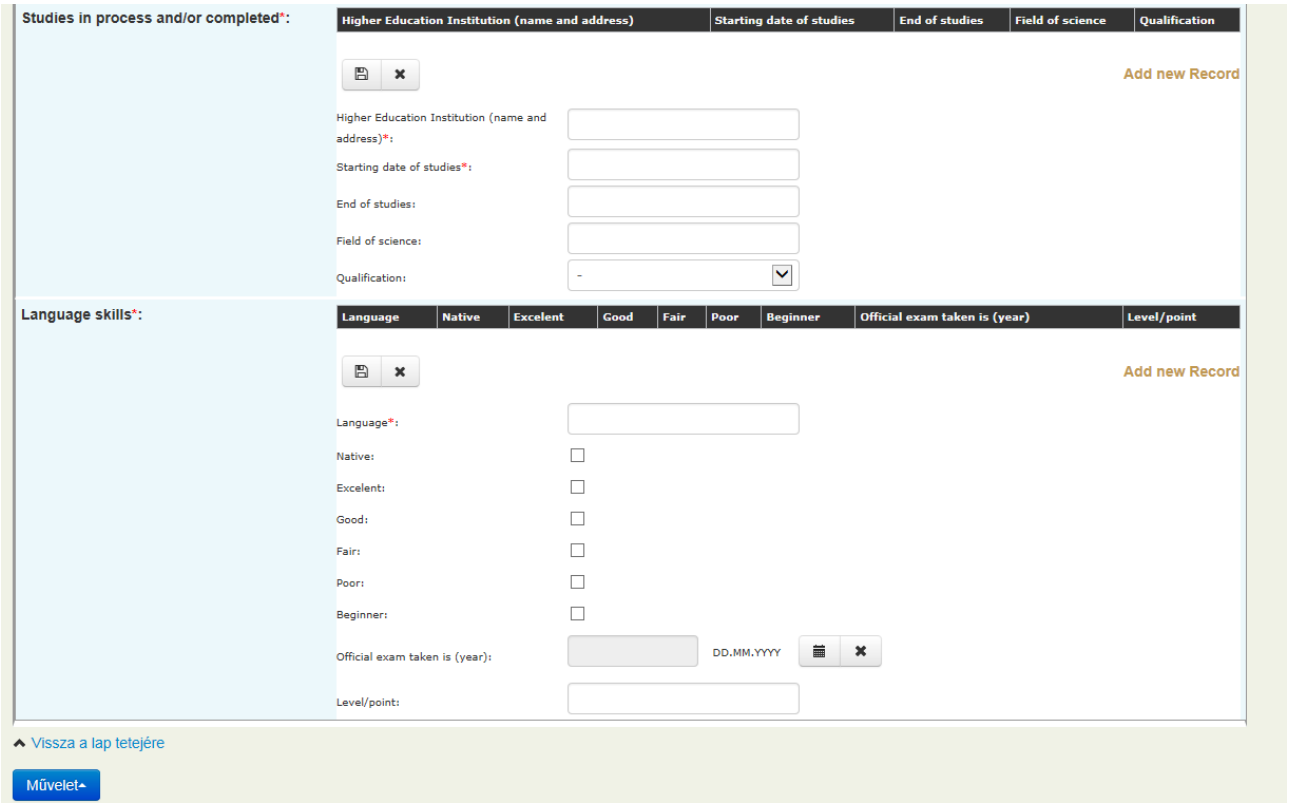
You can save your process by choosing **ACTION** , then check **(✓) Save**

You can start filling your datas about your education and language skill by click on the following icons:



Please fill out every box accurately!

If you will receive your certificate (either of studies or language) later than the deadline, please let it know here ⬇



After finishing your details, please save these datas by clicking on the left icon!

After saving you can add "new records" if it is necessary.

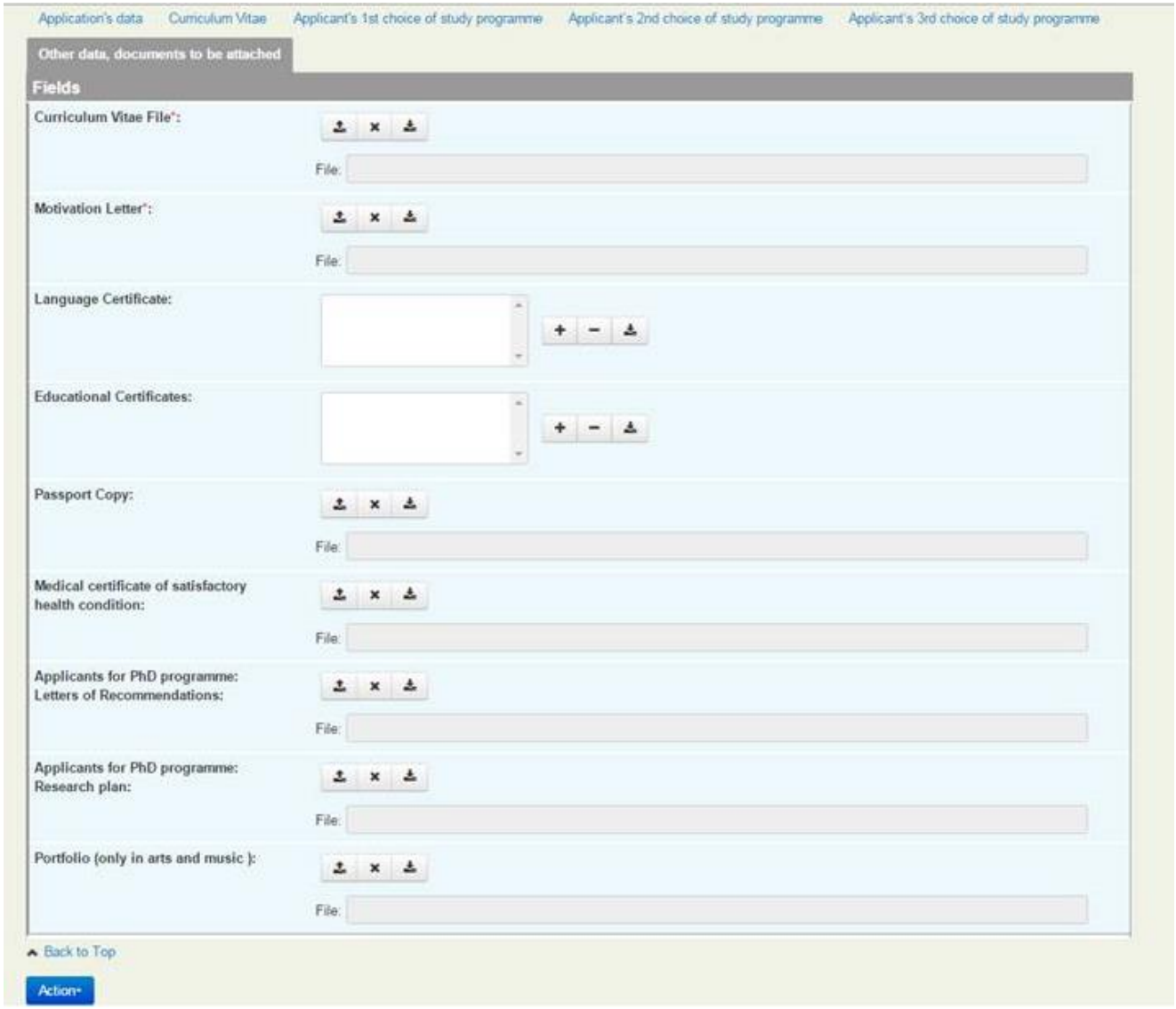
3. Applicant's 3 choices (study programmes)

After choosing your country/region *(=our sending partner)* you will be able to choose only from the eligible study programmes.

After choosing a study programme, its contact details appear, so you are able to reach them by e-mail or phone.

To save it and go to the next step choose **ACTION**, then check **(✓) Submit**

4. Attached documents



Here you need to upload your documents!

NOTE!

You can only reach this page is your previous pages were submitted

ACTION -- **(✓) Submit**

Submitting your application:

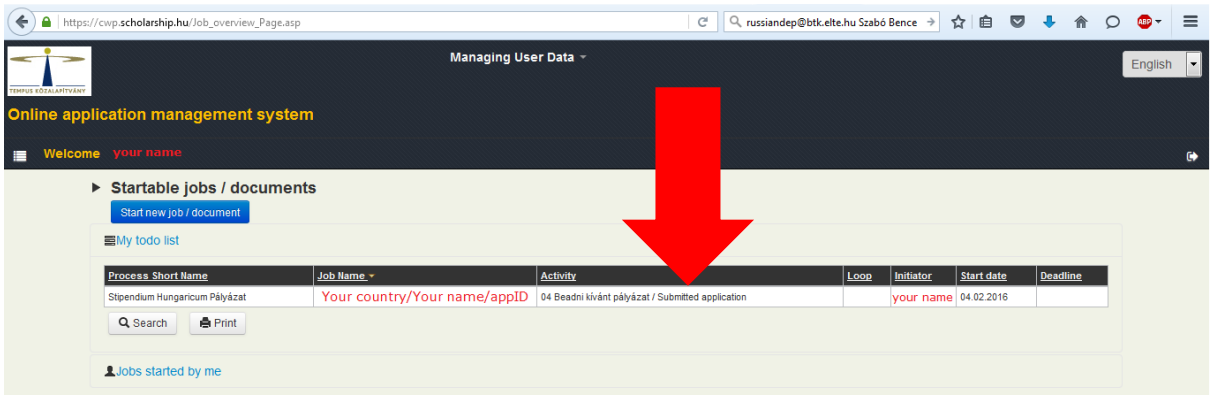
If you are ready with everything, click on 'SUBMIT'!

Saving is NOT submitting! Please do NOT forget to SUBMIT your application. You can always return to your application by logging into your account. However if you do not SUBMIT your application, you only save it, it wil NOT BE SUBMITTED. Saved but not submitted applications will be deleted automatically from the database after the deadline.

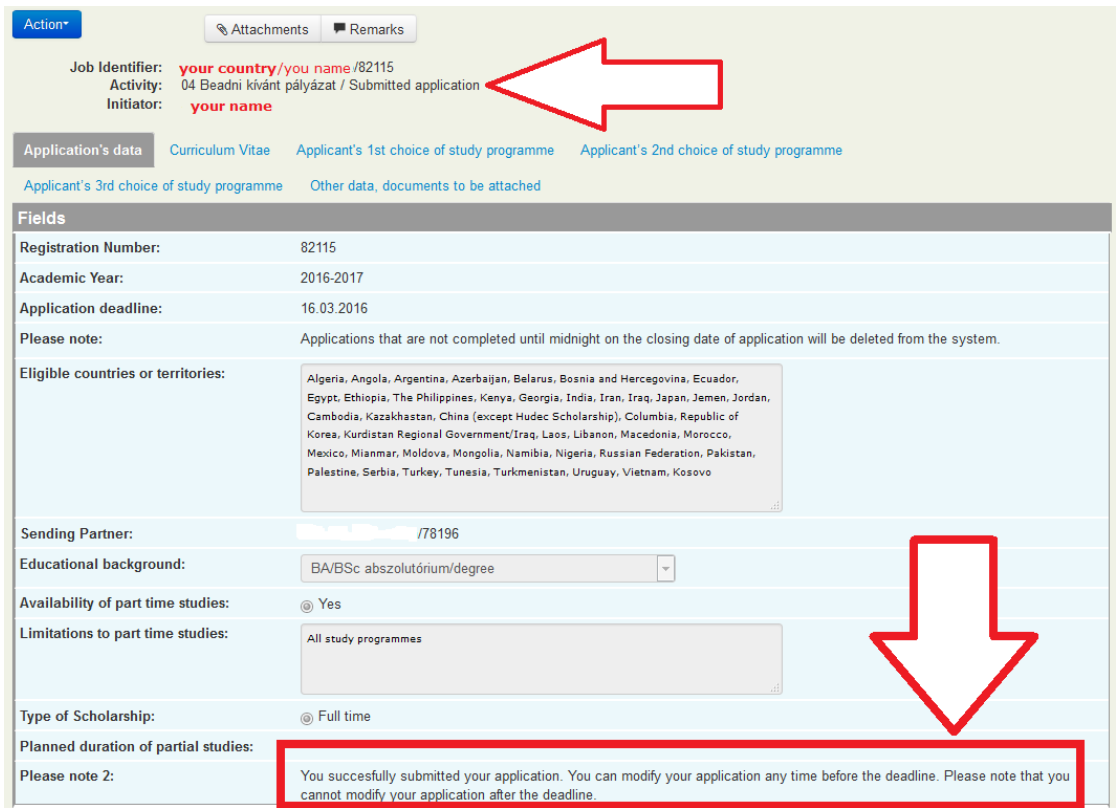
Please make sure that you have Submitted the application and that you see the following text
„You succesfully submitted your application. You can modify your application any time before the deadline. Please note that you cannot modify your application after the deadline."

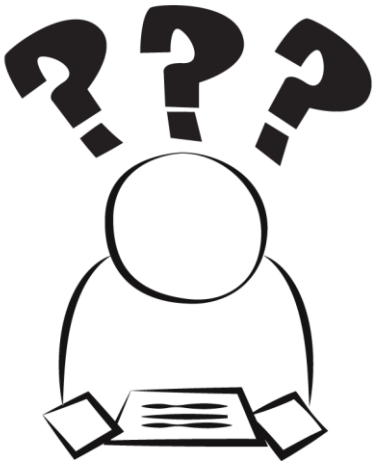
Make sure by checking these 2 places:

1.



2.





CONFUSED?

- Have you submitted more than one application?

↓ ↓ ↓

○ Only the latest will be considered as 'valid' ✓

- You needed to restart your application.

↓ ↓ ↓

○ You can come back to your started application ✓

WAITING FOR A CONFIRMATION MAIL?

○ You only receive a confirmation mail after the deadline.

○ Until the deadline even if your application is submitted, you can still modify and edit it.

CAN'T UPLOAD YOUR DOCUMENTS?

○ For uploading your documents, you need to:
- find strong and stable internet connection!
- avoid uploading too big files (max. 5 megabytes)!
- use external links when you have to upload your portfolio!
- use PC or laptop instead of mobile phones

If your uploading takes more than 5 minutes, try an other internet connection!

What's next?

DEADLINE:

16th March 2016.
24:00 (12 pm) – CET

If you have submitted your application, you can still edit it until the deadline.

At the deadline only the submitted applications will be considered as valid.

We highly recommend you to print your finalised application form from the online system as most of our partners will require it from their applicants.

For particular details about the application,
read
the Stipendium Hungaricum Programme's
Call for Applications 2016-2017
on the **website**.