

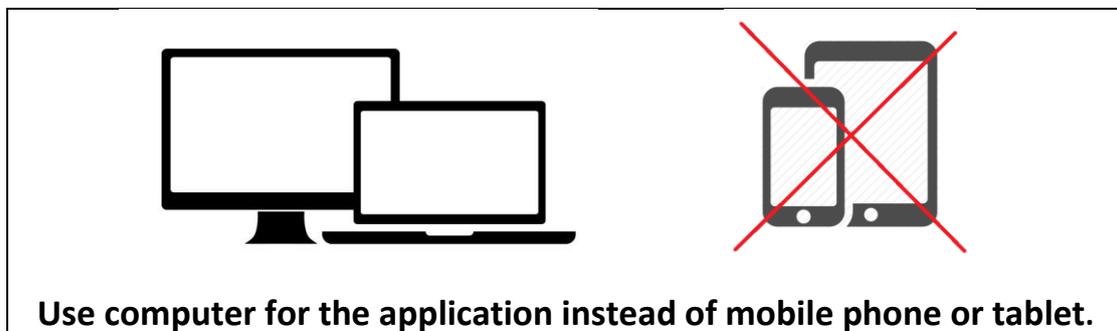


**Dear Applicants of the 2017's round,**

This guide is made for your help in the online application process in the round of 2017. It will contain useful hints and screenshots with explanation.

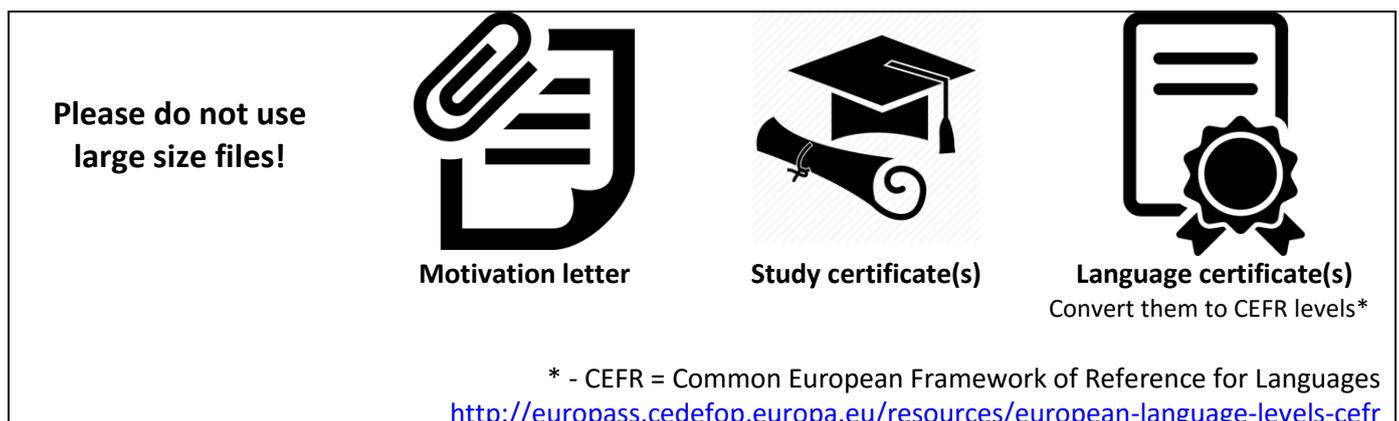
- ! **Only those applications are valid and acceptable that were submitted online in the official application system.**
- ! **One person is allowed to submit one application only! (If you wish to restart, please erase the whole application)**

## **BEFORE GETTING STARTED:**



**Prepare your necessary documents!**

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





## **PREPARATION:**

**Make sure to read the Stipendium Hungaricum Programme's:**

- **Official Website:**  
[www.stipendiumhungaricum.hu](http://www.stipendiumhungaricum.hu)
- **Call for Application:**  
[http://www.tka.hu/docs/palyazatok/20170119\\_call\\_for\\_applications\\_2017\\_20181701191427.pdf](http://www.tka.hu/docs/palyazatok/20170119_call_for_applications_2017_20181701191427.pdf)
- **List of Available Study Programmes:**  
<http://www.tka.hu/getDoc.php?doc=3141dfc5f8ca656e9c87a3fd89961e509e3d124c>

Please select the courses from the list provided on the website.

You can also contact the higher educational institutions at contact persons provided in the list (*Excel file*)

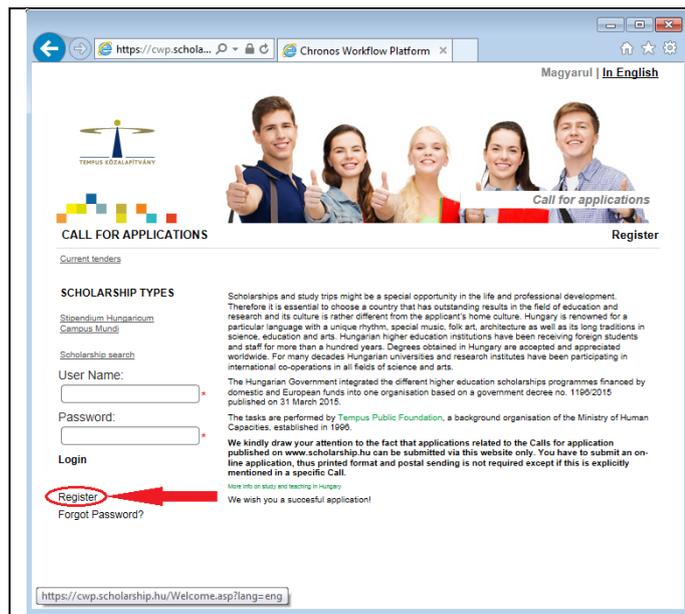
**Once you know where to apply, you must register your choice in the online application system.**



## APPLICATION SYSTEM

[www.scholarship.hu](http://www.scholarship.hu)

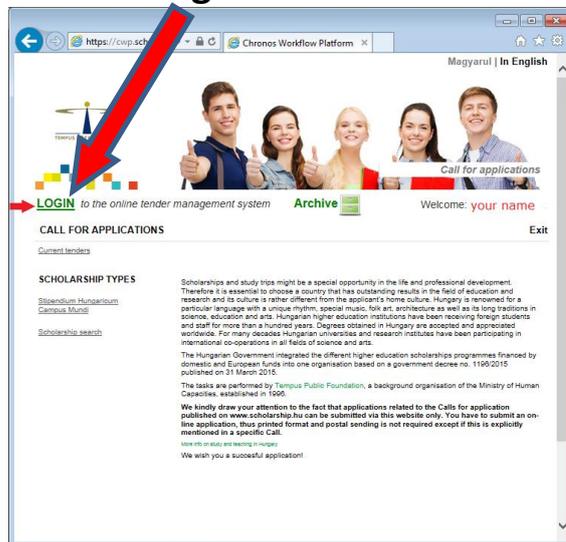
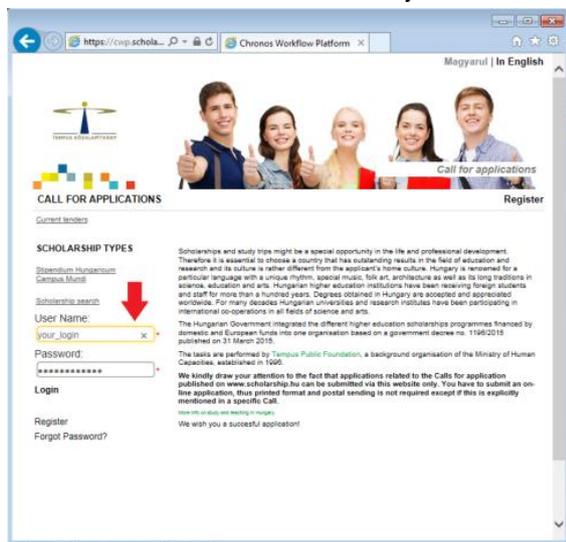
### Register your account in the application system!



**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!  
Please if possible do NOT use hotmail; yahoo.fr, Outlook.com**

**Then, switch to English and log in:**





**Fill out the personal information for the CV details:**

CV details

Fields

Photo:

File:

Title:

Family name:

Given name:

Maiden name:

Citizenship:

Place of birth:

Date of birth:  DD.MM.YYYY   No restriction on dates

Mother's maiden name:

Sex:  Nő / Female  
 Férfi / Male

Marital status:  Egyedülálló / Single  
 Házas / Married  
 Élettársi kapcsolat / Cohabitation

ID/Passport number:

Permanent address, country:

Permanent address, postal code:

Permanent address, city:

Permanent address, street, Nr.:

Help text to the postal address: To be filled in only if different from the permanent address

Postal address, country:

Postal address, postal code:

Postal address, city:

Postal address, street, Nr.:

Email:

Phone number:

Studies in process and/or completed:

Higher Education Institution (name and address)	Starting date of studies	End of studies	Field of science	Qualification	Delete
<input type="radio"/> nincs / none <input type="radio"/> PhD/DLA <input type="radio"/> tudományok doktora / academic doctor <input checked="" type="radio"/> none					

Other studies:

Language skills:

Language	Native	Excellent	Good	Fair	Poor	Beginner	Official exam taken in (year)	Level/point	Delete
<input type="button" value="add"/>									

Professional experience:

Period (from/to)	Name of employer	Occupation	Delete
Name of present employer: <input type="text"/>			
Other professional practice: <input type="text"/>			
Other skills: <input type="text"/>			
Others: <input type="text"/>			
Contact person in case of emergency: <input type="text"/>			



Here you have to provide your CV data. 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 followin 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 ↓**

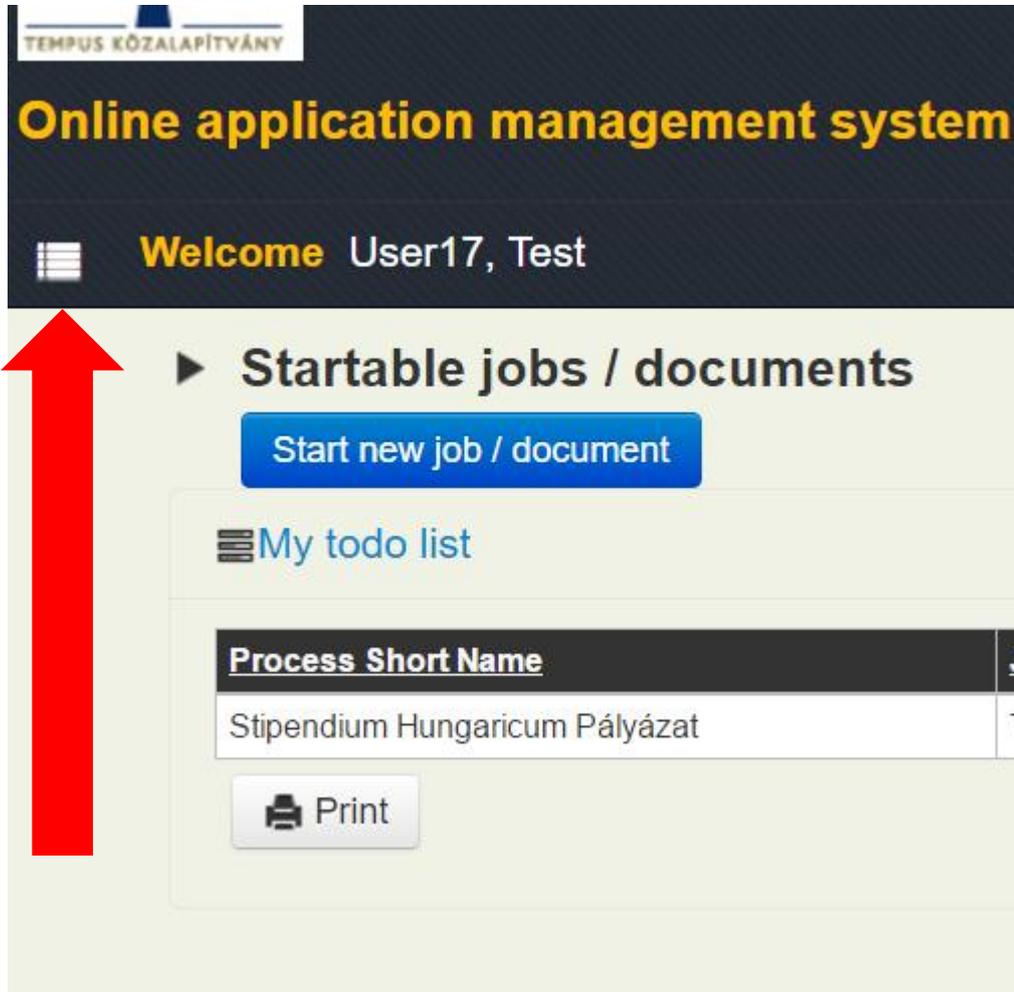


After finishing your details, please save these datas by clicking on the left icon!

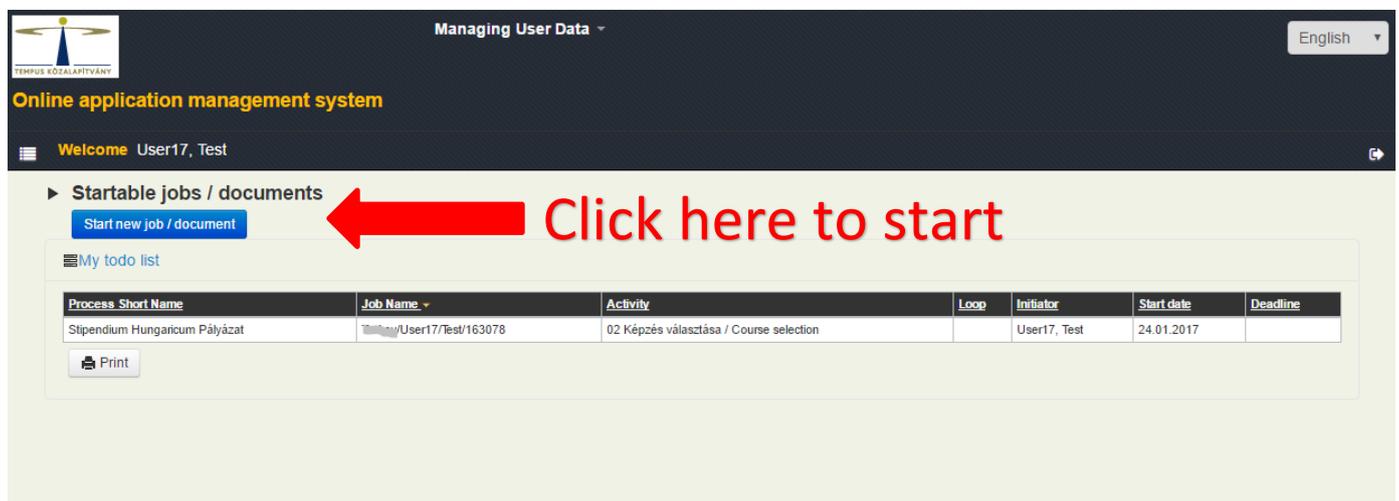
After saving you can add "new records" if it is necessary.



**click on the little white box (top left corner)**

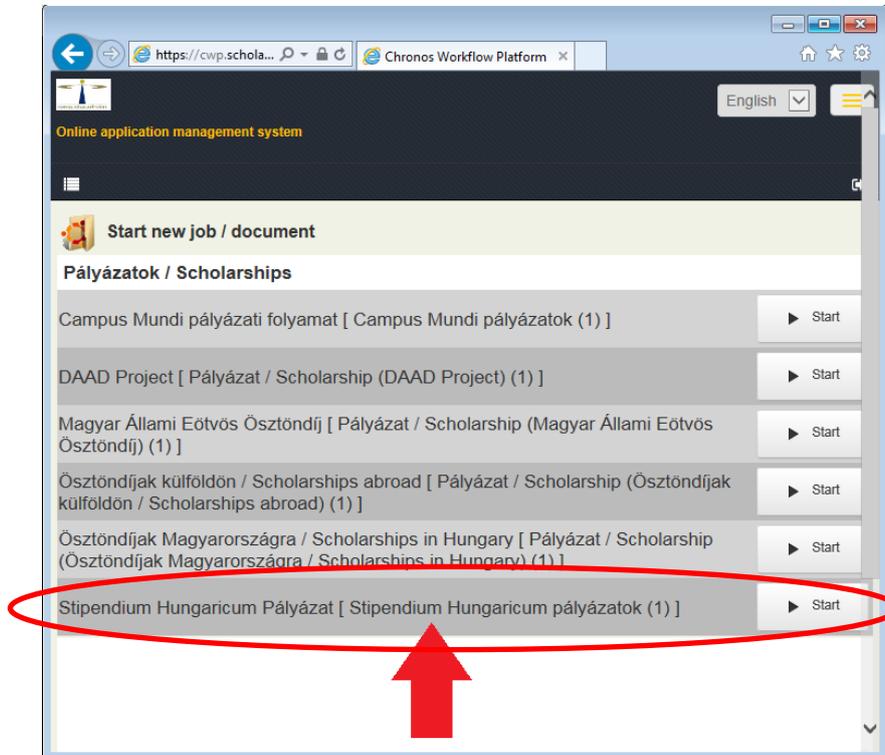


**”START NEW JOB”**

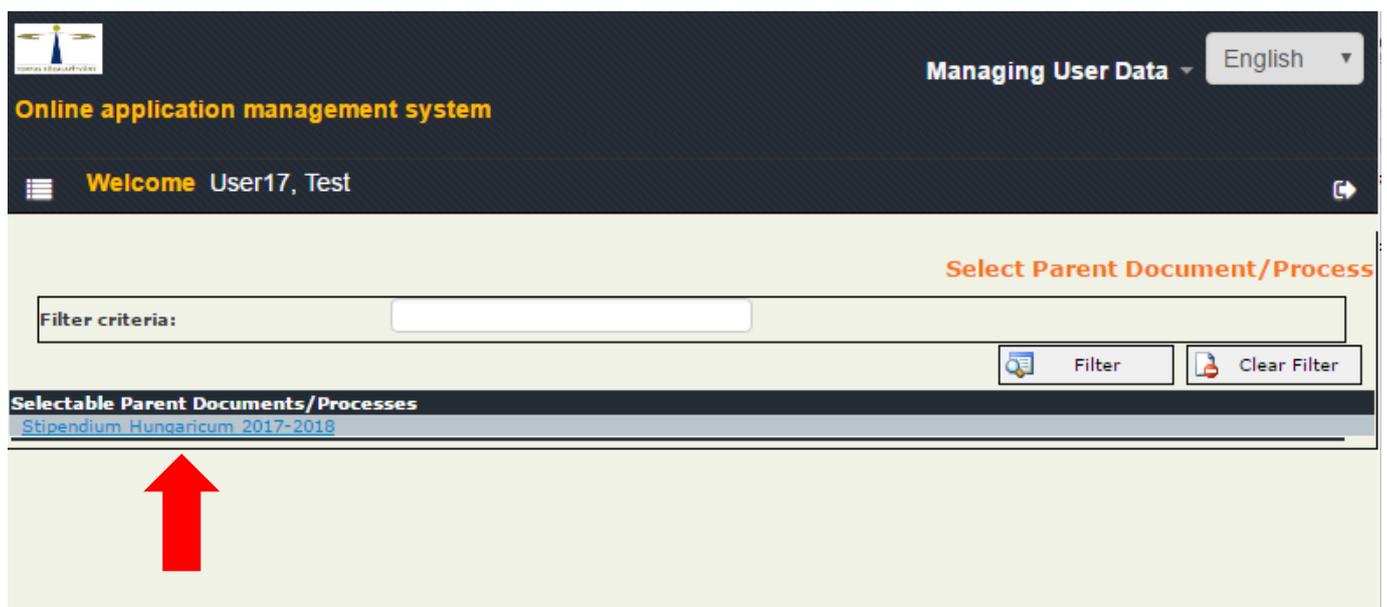




## Choose ' Stipendium Hungaricum Pályázat'



## Select "Stipendium Hungaricum 2017-2018"





## 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

**Application's data**

**Fields**

Registration Number:	163568
Academic Year:	2017-2018
Application deadline:	05.03.2017
Please note:	Applications that are not completed until midnight on the closing date of application will be deleted from the system.
Eligible countries or territories:	We accept applications from Albania, Algeria, Azerbaijan, Belarus, Brazil, China (including the Hudec scholarships), Ecuador, Egypt, Ethiopia, Ghana, India, Indonesia, Iran, Iraq, Israel, Japan, Jordan, Kazakhstan, Kenya, Kosovo, Kurdistan Regional Government/Iraq, Kyrgyzstan, Laos, Lebanon, Mexico, Moldova, Mongolia, Morocco, Pakistan, Palestine, Paraguay, Philippines, Republic of Korea, Republic of South Africa, Russian Federation, Serbia, Syria, Tunisia, Turkey, Turkmenistan, Ukraine, Vietnam.
Sending Partner*:	<input type="text"/>  
Sending Partner:	Turkey
Educational background*:	<input type="text"/>
Availability of part time studies:	<input checked="" type="radio"/> Yes
Limitations to part time studies:	for 1-5 months agriculture, natural sciences and sustainable development, technology, engineering and economics, international relations, EU studies, Central European Studies
Type of Scholarship*:	<input type="radio"/> Full time <input checked="" type="radio"/> Part time
Planned duration of partial studies (months 1-10)*:	<input type="text"/>
Please note 3:	Please save your application data by clicking on 'Action/Submit'. Without saving, your application will be deleted after the deadline and your application will be considered ineligible.

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**Action**

← Choose your country from the 'Sending Partners'

← Select your highest degree / educational background

← Part-time is not available for every partner country!

\***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 only for some partner country (1-10 months)

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

**Action**

- ✓ Submit
- Save
- Save & Release
- Back
- Field Audit Trail
- Print
- Version History
- Freeze
- Sent Emails
- Delete
- Delegate Process

Attachments Remarks

79464

01 Alapadatok megadása / On-line application, enter basic data

Your name

79464
2016-2017
16.03.2016

Applications that are not completed until midnight on the closing date of application will be deleted from the system.

Eligible countries or territories: Algeria, Angola, Argentina, Azerbaijan, Belarus, Bosnia and Herzegovina, Ecuador, Egypt,



## 2. Curriculum vitae

**Action** Attachments Remarks

Job Identifier: your country //79464  
Activity: 02 Képzés választása / Course selection  
Initiator: Your name

Application's data Curriculum Vitae Applicant's 1st choice of study programme Applicant's 2nd choice of study programme Applicant's 3rd choice of study programme

**Fields**

Photo:  File:

Family name (as in passport):

Given names(s) (as in passport):

Gender:  Female  Male

Home Country / Region:

Citizenship:

Country of birth:

City of birth:

Date of birth:  DD.MM.YYYY  No restriction on dates

Mother's maiden family name:

Mother's maiden given name:

Passport No:

Passport expiry date:  DD.MM.YYYY  No restriction on dates

Country of residence:

Zip code:

City of residence:

Address of residence:

Postal address:

Country of postal address:

Zip code of postal address:

City of postal address:

Phone number (including Area Code):

E-mail address:

Skype ID:

Educational background:  Érettségi folyamatban/Secun

Studies in process and/or completed:

Higher Education Institution (name and address)	Starting date of studies	End of studies	Field of science	Qualification	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Language skills:

Language	Native	Excellent	Good	Fair	Poor	Beginner	Official exam taken in (year)	Level/point	Delete
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

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**Action**

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



### 3. Applicant's 3 choices (study programmes)



**Action** | Attachments | Remarks

Job Identifier: Mongolia//79464  
Activity: 02 Képzés választása / Course selection  
Initiator: **Your name**

Application's data | Curriculum Vitae | **Applicant's 1st choice of study programme** | Applicant's 2nd choice of study programme | Applicant's 3rd choice of study programme

**Fields**

1st Select:  

Please note 1: The cells below provide information about your selected study programme. Please do not modify these cells. If you would like to modify your choice please use the document picker above.

Institution 1:

Faculty 1:

Study programme 1:

Study level 1:

Language of instruction 1:

Qualification 1:

Duration of studies (semesters):

Short description of the study programme:

Location of studies 1:

Minimum requirements 1:

Minimum level of language proficiency (oral) 1:

Minimum level of language proficiency (written) 1:

Contact person title 1:

Contact person family name 1:

Contact person given name 1:

Contact person jobtitle 1:

E-mail 1:

Phone 1:

Webpage 1:

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**Action**

**Choose a study programme**

**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.



After choosing your study programme, the details will be automatically loaded.

**Action**

Job Identifier: Turkey/User17/Test/163078  
Activity: 02 Képzés választása / Course selection  
Initiator: User17, Test

Application's data   Curriculum Vitae   **Applicant's 1st choice of study programme**   Applicant's 2nd choice of study programme  
Applicant's 3rd choice of study programme   Registration Cancellation

**Fields**

1st Select:	University of Pécs/Faculty of Sci
Please note 1:	The cells below provide information about your selected study programme. Please do not modify these cells. If you would like to modify your choice please use the document picker above.
Institution 1:	University of Pécs
Faculty 1:	Faculty of Sciences
Study programme 1:	Biology
Study level 1:	BSc
Language of instruction 1:	English
Qualification 1:	Biologist
Duration of studies (semesters):	6
Short description of the study programme:	The programme provides a complete education in biology and also a number of specialised tracks such as neurobiology, genetics, microbiology, animal and plant ecology, botany, zoology, and plant physiology. These specialised tracks, which feature from the second year, are incorporated into two modules: 'intra-individual' (involving more laboratory practice and cellular biology courses) and 'supra-individual' (involving more ecology courses). Each module comprises 5-8 subjects. Both these and the basic subjects are taught by means of lectures, seminars and laboratory work. The programme also provides a broader perspective of the
Location of studies 1:	Pécs
Minimum requirements 1:	Secondary School Leaving Certificate, In
Minimum level of language proficiency (oral) 1:	B2
Minimum level of language proficiency (written) 1:	B2
Contact person title 1:	
Contact person family name 1:	Szilágyi-Kispap
Contact person given name 1:	Erika
Contact person jobtitle 1:	coordinator
E-mail 1:	contact@gamma.ttk.pte.hu
Phone 1:	(72) 503-600
Webpage 1:	http://www.ttk.pte.hu/en/future-students/t

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**Action**

**DO NOT CHANGE ANY LOADED DATA!**

After choosing 3 study programmes, go to the next step choose **ACTION**, then check (✓) **Submit**



## 4. Attached documents

Online application management system

Welcome

Action

Job Identifier: /a/a/162929  
Activity: 03 Csatolandó dokumentumok megadása / Uploading Attachments  
Initiator:

Scholarship information Application's data Curriculum Vitae Applicant's 1st choice of study programme Applicant's 2nd choice of study programme  
Applicant's 3rd choice of study programme Other data, documents to be attached Registration Cancellation

Fields

Motivation Letter: [File upload button] [File input field]

Language Certificate: [List box] [+ - [File upload button]]

Educational Certificates: [List box] [+ - [File upload button]]

Passport Copy: [File upload button] [File input field]

Medical certificate of satisfactory health condition: [File upload button] [File input field]

Applicants for PhD programme: Letters of Recommendations: [File upload button] [File input field]

Applicants for PhD programme: Research plan: [File upload button] [File input field]

Portfolio (only in arts and music): [File upload button] [File input field]

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Action



**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 will 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 successfully 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 that your application is 'SUBMITTED'

Go back to 'Application data'

Managing User Data - English

Online application management system

Welcome User17, Test

Action

Job Identifier: Tempus/User17/Test/1-  
Activity: 04 Beadni kívánt pályázat / Submitted application  
Initiator: User17, Test

Application's data | Curriculum Vitae | Applicant's 1st choice of study programme | Applicant's 2nd choice of study programme

Applicant's 3rd choice of study programme | Other data, documents to be attached | Registration Cancellation

Fields

Registration Number: [input field]

Academic Year: 2017-2018

Application deadline: 05.03.2017

Please note: Applications that are not completed until midnight on the closing date of application will be deleted from the system.

Eligible countries or territories: We accept applications from Albania, Algeria, Azerbaijan, Belarus, Brazil, China (including the Hudac scholarships), Ecuador, Egypt, Ethiopia, Ghana, India, Indonesia, Iran, Iraq, Israel, Japan, Jordan, Kazakhstan, Kenya, Kosovo, Kurdistan Regional Government/Iraq, Kyrgyzstan, Laos, Lebanon, Mexico, Moldova, Mongolia, Morocco, Pakistan, Palestine, Paraguay, Philippines, Republic of Korea, Republic of South Africa, Russian Federation, Serbia, Syria, Tunisia, Turkey, Turkmenistan, Ukraine, Vietnam.

Sending Partner: [input field]

Educational background: Érettségi folyamatban/Secondary Certificate in progress

Availability of part time studies:  Yes

Limitations to part time studies: for 1-3 months  
agriculture, natural sciences and sustainable development, technology, engineering and economics, international relations, EU studies, Central European Studies

Type of Scholarship:  Full time

Planned duration of partial studies (months 1-10): [input field]

Please note 2: You successfully submitted your application. You can modify your application any time before the deadline. Please note that you cannot modify your application after the deadline.

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Action

### If your application submitted, you will see the following texts:

- ACTIVITY =  
04 Beadni kívánt pályázat / Submitted application
- PLEASE NOTE 2 =  
You successfully submitted your application. You can modify your application any time before the deadline. Please note that you cannot modify your application after the deadline.



## If You wish to delete your application:

Choose "Yes" then choose **ACTION** then check (✓) **Submit**

**Action** ▾

**Job Identifier:** Turkey/User17/Test/163078  
**Activity:** 02 Képzés választása / Course selection  
**Initiator:** User17, Test

[Application's data](#)   [Curriculum Vitae](#)   [Applicant's 1st choice of study programme](#)   [Applicant's 2nd choice of study programme](#)   [Applicant's 3rd choice of study programme](#)

**Registration Cancellation**

**Fields**

I would like to cancel the registration.:  No  
 Yes

**Remark of cancellation:** Please save your answer by clicking on 'Action/Submit'

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**Action** ▾



## What's next?



### DEADLINE:

5th March 2017.

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.

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For particular details about the application,  
read  
the Stipendium Hungaricum Programme's  
[Call for Applications 2017-2018](#)  
on the [website](#).