Call for Applications

For Bachelors and Masters courses 2022

1. Basic Application Documents

All of the following documents are compulsory and need to be submitted to the online application surface by **all applicants** until 15 January 2022, except for the medical certificate which must be submitted by the nominated applicants only until 15 April

Please note that only files with a maximum size of 4 MB can be uploaded in the system.

Application Documents	Detailed Requirements	Required tobe uploaded by
Online application form	- The applicants must fill out and save all requested information on theonline application form in English - A recent photo of the applicant (taken not earlier than 2 years before the submission of the application)	All Applicants
Motivation Letter	- Minimum 1 page, typed in Times New Roman 12 point letters - Written in the language of the selected study programme or inHungarian	All Applicants
Proof of language proficiency <u>and</u> their translationsin the language of the selected study programme or in Hungarian	- Scanned copy of the original proof of language proficiency, with a minimum level determined by the Host Institution AND its translation - See section 2.5. for further details - In case the student has completed his/her 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 the applicant is now applying for - Translations only have to be attached if the copy of the original document is not in the language of the selected study programme or in Hungarian	All Applicants
School certificates <u>and</u> their translationsin the language of the selected study	- Bachelor level full time programmes: scanned copy of the original secondary school graduation certificate or equivalent AND its translation - master level full time programmes: scanned copy of the original bachelor degree certificate or equivalent AND its translation	All Applicants

programme or in Hungarian	- translations only have to be attached if the copy of the original document is not in the language of the selected study programme or in English	
Transcript of Records and its translations in the language of the selected study programme or in Hungarian	- Copy of the original transcript of records regarding all academic semesters or school years completed during previous studies (at the highest level of education that the student have participated in) AND its translation - Translations only have to be attached if the copy of the original document is not in the language of the selected study programme or in Hungarian	All Applicants
Copy of Identification Document	- Provided that the applicant already has a passport, a scanned copy of the passport's data page should be uploaded - In case the applicants do not yet have a passport, they should upload the scanned copy of their national ID card - That page has to be uploaded which contains both the personal data and the photograph of the applicant	All Applicants
Acceptance of Statement for Application in the online system	- All applicants need to accept the "Statement for Application" - the statement can only be accepted in the online system, therefore scanned and signed copies should not be uploaded - the statement appears in the online application system after registration – all applicants need to click on accepting it in order to be able to submit their applications	All Applicants
Medical Certificate	- Mandatory only for the applicants nominated by the Sending Partners - Scanned copy of a medical certificate of satisfactory health condition - Please use the following form (compulsory): tka.hu/docs/palyazatok/mandatory_medical_certificate_template.pd -Certificates have to be issued and signed by a physician to declare the medical condition of the applicant (according to the diseases listed on the form) - Must be submitted until 15 April - Scholarship holders will take part in medical examinations organized by universities upon their arrival.	Nominated Applicants

All documents that cannot be obtained or produced in the language of the selected study programme or in Hungarian have to be translated and the translations have to be submitted together with a copy of the original document.

Please note that, in accordance with the General Data Protection Regulation (GDPR) in European Union law, you need to give your consents regarding data protection and accept our Privacy Policy in order to be able to submit your application. These consents appear in the system after registration as well as the Privacy Policy

2. Additional Documents for Art and Music Applicants

Beside the documents listed in Section 1 and 2, applicants applying for studies in the field of Arts and/or Music need to upload the following documents as well. All of the following documents are required and need to be submitted via the online application system by **Art and Music applicants** until 15 January 2022.

Application Documents	Detailed requirements	Required to be uploaded by
Portfolio	photographs of three works of art / sketches (indicating the date of creation)	Applicants of study programmes in the field of Arts
Audio Portfolio	audio track of three works (indicating the date of the creation)	Applicants of study programmes in the field of Music

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

3. Application to Tempus Public Foundation

All applications shall be submitted through the online application system of Tempus Public Foundation. After registration, the applicants are able to access the application system and upload the required documents. **Applications should be submitted;** only saved applications will not be considered. Please note that no applications will be accepted without the online submission and after the deadline. No hard copies are required. A guide for the online system will be available to download from the www.stipendiumhungaricum.hu website.

> **The deadline for submitting the complete application:**
> **15 January 2022– 23:59 (Central European Time)**
>
> **The online application system can be reached here:** apply.stipendiumhungaricum.hu

All applicants are highly advised to carefully read our Application "Dos and Don'ts" document (please _click here_ to access) as well as the Privacy Policy that they need to consent to in order to submit the application.

It is strongly recommended to register with an e-mail address that works properly and that the applicant reads frequently. In case there is a change in the address – including during the study period in Hungary – the host institution and Tempus Public Foundation should be immediately informed and be provided with the new e-mail address by the applicant/scholarship holder. It is always the responsibility of the applicant and the student to manage his/her own email account and to read the letters regularly. Tempus Public Foundation is not responsible for the malfunctioning of the registered e-mail account. Please avoid using for example a Hotmail or a Yahoo account because in that case letters from Tempus Public Foundation usually go to the Spam folder.

The information provided on the application – including the study programmes – cannot be changed after the application deadline. By submitting the application, the applicant declares that all information provided in the online application system of Tempus Public Foundation – including the content of all uploaded documents – are true and correct to the best of their knowledge and belief.