



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

### Technical conditions

The system can be used by any internet browser.

The document types accepted at the document upload are: doc, docx, txt, xls, xlsx, pdf, jpg, jpeg, htm, html, mht, ppt, zip.

**To switch to English language, before entering**, please, select **In English** in the upper right corner of the front page of the website.

### Registration of new applicants

In case you do not yet have a username and a password, first you need to register on [www.scholarship.hu](http://www.scholarship.hu). An automatic message is sent to the e-mail address that you provided if your registration was successful.

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** behind the button Action. 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** behind the button Action.

### Login as an already registered user

In case you already registered on [www.scholarship.hu](http://www.scholarship.hu), do not create a new registration, use the old one. To log in [www.scholarship.hu](http://www.scholarship.hu), you are requested to use your old username and password. In case you do not find the e-mail that was sent to you after your registration, or if you do not remember your username, please, write to [allamkozihelpdesk@tpf.hu](mailto:allamkozihelpdesk@tpf.hu) and your old username will be sent to you. We cannot remind you of your old password, though, so please, use the password reminder function on our website.

After logging in, your name will appear in the upper right corner. You can modify your user's profile, as well as the provided data and your password at any time. To edit, click on Managing User's Data/Edit user data or Edit my Resume at the upper right top of the page.

To start the system, click on **LOGIN to the Online Application System** link in the upper left corner.

You can check and correct your data on the Edit my Resume page.

### **Create your application**

To proceed, click on the Start new job/document button under **Startable jobs/documents**. Select *Scholarships in Hungary* out of the appearing possibilities and click on the **Start** button. Finally, select 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 'Basic data' will open. By using the  icon, select your research/study field. By using the  icon, select the sending country (the country of your citizenship).

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

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)
3. prepare the application form:
  - 3.1 **Save** the page (click on Save behind the button Action), 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-in and signed form'. Then submit online your application by clicking on **Submit** behind the button Action. *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 e-mail address provided if the submission of your application was successful. Its subject being 'Submitted application registered at Tempus Public Foundation' (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** behind the button Action at the top or at the bottom of the form. Then the application gets into **My todo list** and may be proceeded at a later date.