SCHOLARSHIP INSTRUCTIONS

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1. Eligibility

1.1 Previous studies

Appli­cants must have either com­pleted a Bachelor’s pro­gram or—in spe­cific cases (if the study pro­gram is not divided into dis­tinct Bachelor’s and Master’s study programs)—completed at least 3 years (6 semesters) of higher-education before start­ing the schol­ar­ship.

1.2 Eligible countries

The applicant’s home and host uni­ver­sity must be dif­fer­ent, i.e., the pre­vi­ous level of uni­ver­sity stud­ies (any obtained aca­d­e­mic diploma before start­ing the schol­ar­ship) must be com­pleted in a coun­try other than where the appli­cant applies for studies. The country of citizenship and permanent residence shall be different from the host country. The distance between the home university and host university/institute as well as between the permanent residence and the host university/institute must be above 150 km. The applicant, who is already a holder of master degree, is not eligible to apply for scholarship to cover master studies.

|  |  |
| --- | --- |
| *Applicant’s cit­i­zen­ship:* | *Eligible host country/territory:* |
| Albania/AL | CZ|HU|PL|SK |
| Armenia/AM | CZ|HU|PL|SK |
| Azerbaijan/AZ | CZ|HU|PL|SK |
| Belarus/BY | CZ|HU|PL|SK |
| Bosnia and Herzegovina/BA | CZ|HU|PL|SK |
| Czech Republic/CZ | AL|AM|AZ|BY|BA|GE|HU|XK\*|MK|MD|ME|PL|RS|SK|UA |
| Georgia/GE | CZ|HU|PL|SK |
| Hungary/HU | AL|AM|AZ|BY|BA|CZ|GE|XK\*|MK|MD|ME|PL|RS|SK|UA |
| Kosovo\*/XK | CZ|HU|PL|SK |
| Macedonia/MK | CZ|HU|PL|SK |
| Moldova/MD | CZ|HU|PL|SK |
| Montenegro/ME | CZ|HU|PL|SK |
| Poland/PL | AL|AM|AZ|BY|BA|CZ|GE|HU|XK\*|MK|MD|ME|RS|SK|UA |
| Serbia/RS | CZ|HU|PL|SK |
| Slovakia/SK | AL|AM|AZ|BY|BA|CZ|GE|HU|XK\*|MK|MD|ME|PL|RS|UA |
| Ukraine/UA | CZ|HU|PL|SK |

\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

2. Rules/Sample of the appli­ca­tion form

Applicants are strongly rec­om­mended to read the program’s rules to see the specific infor­ma­tion required for applying.

3. Finding host university/organization

Please note that it can take rel­a­tively long to find a suit­able host uni­ver­sity. Applicants are therefore requested to start the search long before the dead­line. Any accredited higher-education institution in the destination countries can host Visegrad scholars. Please use official government lists of accredited higher-education institution in each of the destination country.

4. Required documents

All com­pul­sory documents must be pre­pared in English and have to be submitted (scans) via online application system. Please do NOT send original documents by post. They will not be considered.

Fail­ure to sub­mit the required doc­u­ments as part of the online application by the dead­line will result in exclud­ing the appli­ca­tion from the selec­tion procedure.

Required documents: applicants for **Master studies**

1. Scan of a valid identification document

Identification card for EU citizens, passport for non-EU citizens;

1. Scan of transcript of records for the last two duly terminated semesters

Notarized copies of official translations of transcript of records (issued by sworn translators) or scan of the official English version of the transcript of records issued by the university will be accepted. In case of concluded Bachelor studies at the time of applying for VSP it is possible to submit the Bachelor´s Diploma Supplement.

1. Scan of letter of acceptance from the host university/institute

If the applicant applied for courses that require admission tests or personal interview (results of which will be known only after the deadline for the VSP applications), the applicant shall submit a proof of her/his application for studies at the host university/institute or a preliminary acceptance letter. The actual letter of acceptance shall be submitted before the signing of the contract with the Fund, by the end of June of the respective year at the latest.

The letter of acceptance shall indicate that the student was accepted for the respective number of semesters within the full-time master program. The letter of acceptance cannot be older than 3 months when submitting the application and needs to include the following:

* name of the applicant
* working title of the study program
* type of study (full-time)
* planned dates of the study
* signature and a stamp of the statutory representative (or of the statutory representative of the international studies department of the host institution)

Required documents: applicants for **Post-master studies**

1. Scan of a valid identification document

Identification card for EU citizens, passport for non-EU citizens;

1. Scan of letter of acceptance from the host university/institute

The letter of acceptance shall indicate that the student was accepted for the respective number of semesters for full-time Post-master´s study/research. The letter of acceptance cannot be older than 3 months when submitting the application and needs to include the following:

* name of the applicant
* detailed working plan of the study/research
* type of study/research (full-time)
* planned dates of the study/research
* signature and a stamp of the statutory representative (or of the statutory representative of the international studies department of the host institution)

5. On-line appli­ca­tion

Applying for the Visegrad Scholarship Program is pos­si­ble only through the [on-line appli­ca­tion sys­tem](http://my.visegradfund.org/scholarships). The sys­tem opens approx­i­mately 45 days prior to the dead­line. Once you reg­is­ter on-line, you are kindly asked to remem­ber the ID (the appli­ca­tion num­ber) since it will be used in all future com­mu­ni­ca­tion with you, and a pass­word which will enable you to access your appli­ca­tion form in the future.

*Note:* Make sure you fill out all the required fields and upload all requested doc­u­ments (for exam­ple, bank details are not required when sub­mit­ting and can be edited later). The rec­om­mended file for­mat of the uploaded doc­u­ments is PDF (if a doc­u­ment has more than a sin­gle page please con­vert it into a multi-page PDF file). Also, JPG or GIF can be accepted.

6. Travel grant

Applicants whose uni­ver­sity or employer (at the time of apply­ing) is fur­ther than 1,500 km from the selected host university/institute (at the time of apply­ing) are eli­gi­ble for a lump-sum travel grant. Travel grants are allo­cated on a com­pet­i­tive basis and can­not be guar­an­teed to any appli­cant. Applying for travel grants is part of the on-line appli­ca­tion form.

7. Content and objec­tive of the study/research

If apply­ing for a Master’s schol­ar­ship, the con­tent and objec­tive of the study should con­sist of the applicant’s per­son­al­ized study sum­mary. Please do not copy-paste infor­ma­tion from the host university’s web­site or other PR materials.

8. Submitting the application

Submit your appli­ca­tion on-line. It is important to include all the necessary information/documents when you submit your application. Please do NOT send original documents by post. They will not be considered.

Deadline for elec­tronic sub­mis­sion of schol­ar­ship appli­ca­tions is [11:59:59 a.m. (noon) CET](http://my.visegradfund.org/scholarships) on March 15.

9. Announcing the results of the selec­tion process—Travel documents

If you are listed among the approved schol­ars, please check the valid­ity of your pass­port and make sure it is valid until the end of the schol­ar­ship period. In the event that the valid­ity of your travel doc­u­ment expires before/during the schol­ar­ship period, please apply for a new pass­port and inform us of this fact. You will be requested to pro­vide us with the new details (pass­port num­ber, (new) spelling of your name, etc.) before the con­tract and the con­fir­ma­tion of the Fund’s sup­port is issued and sent to you.

10. Receiving the scholarship and reporting

If selected, each scholar receives his/her schol­ar­ship fund­ing at the begin­ning of each five-month period (semester) upon a writ­ten con­fir­ma­tion from the host university/institution:

The 1st instalment is transferred after signing of the scholarship contract and delivery of the arrival confirmation issued by the host university

The travel grant is paid to selected scholars at the begin­ning of the schol­ar­ship period together with the first instal­ment of the scholarship.

The 2nd and further instalments are transferred after the Fund receives:

Master scholars: Transcript of records with at least 30 ECTS credits obtained for previous semester; and confirmation of continuation of studies issued by the host university

Post-master scholars: Progress report written by the scholar including interim results, conference attendance, published articles; and confirmation of continuation of studies indicating the dates of planned completion issued by the host university

The final report is to be submitted by the scholar latest 30 days after the end of the scholarship period and should include:

Master scholars: Copy of master diploma in case of full master studies, Transcript of records with at least 30 ECTS credits obtained for the last semester covered by the VSP

Post-master scholars: Summary of the final results and contributions of the research stay, articles in the language of their publication written by the scholar