SCHOLARSHIP INSTRUCTIONS

**1. Eligibility**

Appli­cants should have either com­pleted a bachelor’s degree pro­gram or—if their current study pro­gram is not divided into dis­tinct bachelor’s and master’s levels—should have completed at least 3 years (6 semesters) of higher-education when start­ing the schol­ar­ship. Only V4 scholars are permitted to apply for bachelor level scholarships within the V4 region (Intra-Visegrad scheme).

The applicant’s pre­vi­ous university degree must have been com­pleted in a coun­try different from the one the appli­cant applies to. The country of citizenship must also differ from the host country. The distance between the applicant’s current employer/university and the host university/institute (hereinafter “host”) must be more than 150 km. The applicant must also have a permanent residence more than 150 km from the host.

The scholarships are available only to citizens of V4 countries, the Western Balkans and the Eastern Partnership countries. The list below indicates the possible degree levels for applying as well as eligible host countries:

|  |  |  |  |
| --- | --- | --- | --- |
| *Applicant citizenship (code):* | | *Possible degree level:* | *Eligible host country:* |
| Albania (AL) | | master’s, post-master’s | CZ, HU, PL, SK |
| Armenia (AM) | | master’s, post-master’s | CZ, HU, PL, SK |
| Azerbaijan (AZ) | | master’s, post-master’s | CZ, HU, PL, SK |
| Belarus (BY) | | master’s, post-master’s | CZ, HU, PL, SK |
| Bosnia and Herzegovina (BA) | | master’s, post-master’s | CZ, HU, PL, SK |
| Czech Republic (CZ) | | bachelor’s (only in V4), master’s, post-master’s | AL, AM, AZ, BY, BA, GE, HU, XK, MD, ME, MK, PL, RS, SK, UA |
| Georgia (GE) | | master’s, post-master’s | CZ, HU, PL, SK |
| Hungary (HU) | | bachelor’s (only in V4), master’s, post-master’s | AL, AM, AZ, BY, BA, CZ, GE, XK, MD, ME, MK, PL, RS, SK, UA |
| Kosovo (XK)\* | | master’s, post-master’s | CZ, HU, PL, SK |
| Moldova (MD) | | master’s, post-master’s | CZ, HU, PL, SK |
| Montenegro (ME) | | master’s, post-master’s | CZ, HU, PL, SK |
| North Macedonia (MK) | | master’s, post-master’s | CZ, HU, PL, SK |
| Poland (PL) | | bachelor’s (only in V4), master’s, post-master’s | AL, AM, AZ, BY, BA, CZ, GE, HU, XK, MD, ME, MK, RS, SK, UA |
| Serbia (RS) | | master’s, post-master’s | CZ, HU, PL, SK |
| Slovakia (SK) | | bachelor’s (only in V4), master’s, post-master’s | AL, AM, AZ, BY, BA, CZ, GE, HU, XK, MD, ME, MK, PL, RS, UA |
| Ukraine (UA) | | master’s, post-master’s | 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 and conditions**

Applicants are strongly rec­om­mended to familiarize themselves with all specific conditions when applying. All details are available in the program rules and other documents available on the [program webpage](https://www.visegradfund.org/apply/mobilities/visegrad-scholarship/?c=conditions).

**3. Finding a host university/organization**

Please note that it can take quite a long time to find a suit­able host uni­ver­sity. Applicants are therefore encouraged to start the search well in advance. Any accredited higher-education institution in the destination countries can host scholarship holders; applicants are invited to use the official state administration portals (usually within ministries responsible for higher education) where accredited public and private universities/institutes are listed for the given country. You will be able to choose from a list of universities/science academies in all eligible countries available in a drop-down menu in the actual application form.

**4. Required documents**

To complete the application process, applicants must fill out the form and attach scanned copies of the relevant documents. All such documents must be written in English (or officially translated) and must be submitted through the on-line application system. Documents sent by e-mail or by post will not be considered.

Required documents for applicants for **bachelor’s** (V4 students only)/**master’s** degree levels:

1. **Scanned valid ID document**

ID card for EU citizens/passport for non-EU citizens and for those whose host destinations require passports;

1. **Scanned transcript of records for the last two duly completed semesters**

Only 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. If applicants have already concluded their studies at the time they apply, a diploma supplement can be submitted instead. V4 students applying within a bachelor’s degree program can document a single semester provided that they are applying in the first year of their studies; it is, however, obligatory to present proof of successfully concluding at least 2 semesters before commencing the scholarship.

1. **Scanned letter of acceptance from the host university/institute**

If the acceptance document is not available at the time of applying (due to entrance exams, etc.) the applicant can upload either a preliminary acceptance letter or a documented proof of applying to the host. The actual letter of acceptance can be uploaded at a later stage (at the latest by the end of August in the respective year).

The final letter of acceptance shall be not older than 4 months when submitting it and needs to include the following information:

* applicant’s full name
* study program
* full-time study form
* planned dates of the study/number of semesters
* signature and a stamp of the statutory representative (or of the representative of the international studies department)

Students who are already enrolled in the university/institute for which they apply for scholarship must upload a proof of enrollment with the same information listed above.

Required documents for applicants for **post-master’s research/studies**:

1. **Scanned valid ID document**

ID card for EU citizens/passport for non-EU citizens and for those whose host destinations require passports;

1. **Scanned letter of acceptance with detailed working plan**

The letter of acceptance shall be not older than 4 months when submitting the application and needs to include the following:

* name of the applicant
* detailed working plan of the study/research
* confirmation that the study/research will be full time
* planned dates/number of semesters of the study/research
* signature and a stamp of the statutory representative (or of the representative of the international studies department of the host institution)

**5. On-line appli­ca­tion form + Document upload**

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.

Applicants should make sure to fill out all the required fields and upload all requested doc­u­ments. PDF is the rec­om­mended file for­mat for uploaded doc­u­ments (if a doc­u­ment has more than a sin­gle page then please con­vert it into a multi-page PDF file).

**6. Content and objec­tive of the study/research**

Applicants shall describe in detail what they plan to focus on in your study/research (post-master’s) or list all sub-disciplines and topics they plan to cover during the studies or particular lectures or seminars they intend to take (bachelor’s/master’s).

**7. Submitting the application**

The appli­ca­tion form is to be submitted on-line only. It is important to include all the necessary information/documents when submitting the application. No hard-copy (paper) documents delivered by post sent separately by e-mail will be considered.

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

**8. The results**

All applicants (approved, rejected or those on the reserve list) are notified in writing via e-mail; results are also published on the Fund’s website. Approved/reserve-list applicants must check their passport valid­ity (or other travel documents) to make sure they are valid throughout the entire schol­ar­ship period. Scholars will be requested to confirm their personal data (pass­port number, etc.) before the respective scholarship con­tract and con­fir­ma­tion of the Fund’s sup­port is issued and sent.

**9. 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 arrival con­fir­ma­tion from the host university/institution, a scan of which must be uploaded by the scholar in the on-line application system.

The 1st instalment is transferred after signing the scholarship contract and once the Fund receives the arrival confirmation issued by the host university

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

* Bachelor’s (V4 only)/master’s scholars: Transcript of records with at least 30 ECTS credits obtained for the previous semester and a confirmation of continuation of studies issued by the host
* Post-master’s scholars: Progress report written by the host detailing the interim results, conference attendances, published articles and a confirmation of continuation of studies indicating the dates of planned completion issued by the host

A final report in the form of a questionnaire is to be filled out in the on-line application system, at the latest by 30 days after the end of the scholarship period, and shall include the following attachments for upload:

* Bachelors/master’s scholars: Transcript of records with at least 30 ECTS credits obtained for the last semester covered by the scholarship or a copy of a diploma with transcript (if awarded)
* Post-master’s degree programs: Summary of the final results and contributions during the research stay, articles in the language of their publication written by the scholar