

# International Visegrad Fund: official website

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[visegradfund.org/scholarships/instructions](https://www.visegradfund.org/scholarships/instructions)

## 1. Eligibility

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### 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.

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

## 2. Rules/Sample of the application form

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Applicants are strongly recommend to read the program's rules [see [documents](#)] and review the sample application form to see the specific information required for applying.

### 3. Finding host university/organization

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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; see the following links to lists of higher-education institutions per country:

**Note:** The links serve merely as a reference list.

### 4. Required documents

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All compulsory documents must be prepared in English and have to be submitted only (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.

#### 1. **Certified translation of a diploma** (Master's or the highest obtained)

In the event the applicant has not finished his/her Master's studies, he/she shall submit a certificate stating current year of study at present university and the expected date of obtaining his/her next academic diploma, issued by the present university. Please note: Notarized copies of official translations of a diploma (issued by sworn translators) or simple copies of the official English version of the diploma issued by the university will be accepted. If applying for the Master's (MA) Scholarship, an up-to-date transcript of academic records covering the entire university studies is also required.

#### 2. **Original acceptance letter from the host university/institution**

If the applicant is applying for courses that require admission tests or a personal interview (results of which will be known only after the deadline), the applicant submits a proof of his/her application for the studies or a preliminary acceptance letter. The actual acceptance letter shall be submitted before the signing of the contract with the fund, by the end of July of the respective year at the latest. 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 project/study program
- language of instruction/communication
- type of study/research (full-time)
- planned dates of the project/study
- signature and a stamp of the statutory representative (or of the statutory representative of the international studies department of the host institution)

#### 3. **Original working plan of the study/research period**

If the applicant applied for courses that require admission tests or a personal interview (results of which will be known only after the deadline), the applicant submits a draft of the working plan. In such case, the working plan accepted by the host university/institute shall be submitted before the signing of the contract with the fund, by the end of July of the

respective year at the latest. If the applicant is applying for the Master's scholarship (MA), he/she shall submit a list of courses that he/she plans to attend and state the length of these courses and their credit value (a minimum of 30 ECTS credits per semester).

**Note:** The working plan should be a properly written program—a detailed study program referring to at least one professor responsible for the study program. Applicants for a Post-Master's scholarship shall submit a summary of the proposed research.

The working plan must be accepted by the host university/institution and cannot be older than 3 months when submitting the application. Please note that you need to submit both the letter of acceptance and the working plan approved by the host institution. When evaluating the application, the selection committee considers the working plan but also the fact whether the host university can accept the applicant (and under what conditions).

The only exception regarding the working plan is given to those who apply for courses/studies where they have to pass a personal interview or admission tests before they are accepted. In that case, they, too, have to submit at least a draft of the working plan (to be later approved by the host institution).

#### **4. Recommendation letter (only for Post-Master's level)**

If applying for a Post-Master's scholarship (PhD), a letter of recommendation from one's home/present university/institution is required which indicates that the respective supervisor at the home/present institution agrees with the proposed stay abroad.

#### **5. Transcript of records (only for Master's level)**

### **5. On-line application form**

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Applying for the Visegrad Scholarship Program is possible only through the [on-line application system](#). The system opens approximately 2 months prior to the deadline, usually at the beginning of December. 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**

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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 (see paragraph [10](#) for more information).

### **7. Content and objective of the study/research**

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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**

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Submit your application on-line. It is important to include all the necessary information/documents when you submit your application the first time. 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](#) on January 31.

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

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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**

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If selected, each scholar receives his/her scholarship funding at the beginning of each five-month period upon a written confirmation from the host university/institution—see Article 4 of the [Contract](#) (available in [Documents](#)).

Information for the recipients of the travel grant: The travel grant is paid at the beginning of the scholarship period together with the first installment of the scholarship.