Visegrad Fund

Visegrad Scholarship Program Instructions

1. Eligibility

All applicants for the scholarship support 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.

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
Czechia (CZ)	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)	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)	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)	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.

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.

A. Required documents for applicants for **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;

2 **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.

3 **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.

B. 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;

2 **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. 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 lectures or seminars they intend to take (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 or sent separately by e-mail will be considered.

The deadline for electronic submission of scholarship applications is 11:59:59 a.m. (noon) CET on April 15, unless otherwise communicated at the program website.

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

The **arrival/enrollment confirmation** shall be written and approved by a relevant representative of the host (student affairs/foreign student departments, or a direct supervisor) and shall include the following information:

- The scholar's name and surname
- Confirmation of his/her arrival at the host and the enrollment in the given semester
- The expected length of the study/research period
- Date of issue, signature, and a stamp

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

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

- 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:

- 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 results and contributions during the research stay, articles in the language of their publication written by the scholar.