

HOW TO apply for a CEEPUS Freemover grant in HUNGARY for Ukrainian students & academics:

- Eligibility:
 - Being enrolled or employed at a Ukrainian higher education institution (regardless of citizenship).
- Documents to attach:
 - A Letter of Acceptance issued by a Hungarian host university, download [here](#).
 - Any document proving eligibility (e.g. certificate of enrollment, student ID or excerpt from employment contract form a Ukrainian higher education institution).
- Tendered period:
 - 1-3 months for student and academics.
 - For students in case of 1 month: min. 21 days, in case of more than 1 month: full months with min. 16 days in the last month.
 - For academics: min. 5 working days and until 30 days the scholarship is equal to 1 scholarship month.
 - Scholarship period: until max. 30 June 2022.
- Application process:
 - A candidate has to submit a CEEPUS Freemover application via www.ceepus.info (see a guide below) and attach a Letter of Acceptance and a document proving eligibility.
- Scholarship rates:
 - Students: 170 000 HUF/month (cca. 460 EUR)
 - Academics: 190 000 HUF/month (cca. 510 EUR)
- Applications will be proceeded in case of formal eligibility and in the order of arrival, as long as free resources are available.
- Double financing is not possible: it is not allowed to receive a second mobility scholarship from other resources to cover costs for the same mobility activity.

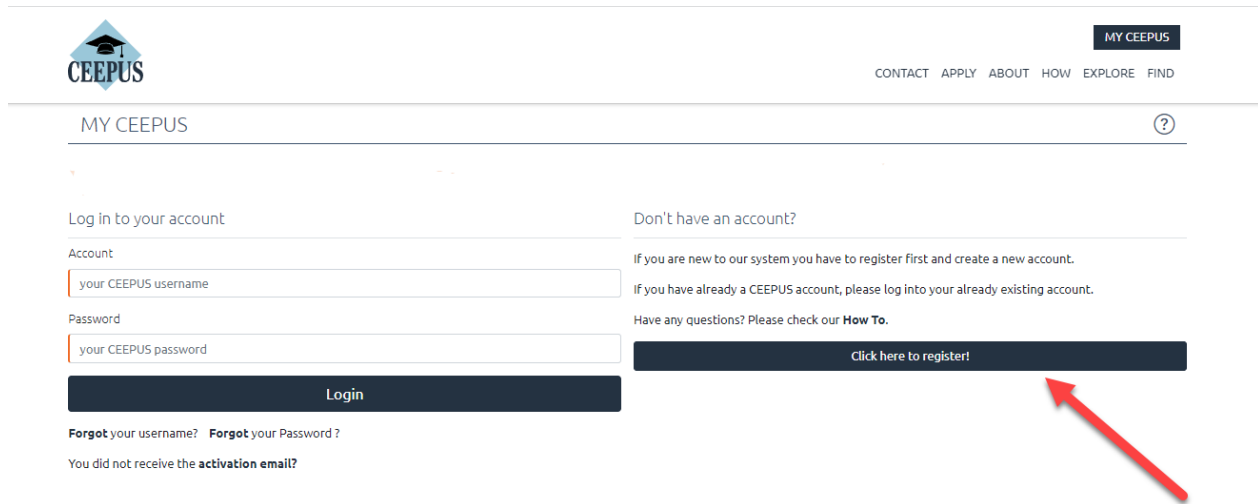
HOW TO REGISTER FOR A MOBILITY Application

For all CEEPUS applications: You have to register and create an account under My CEEPUS first.

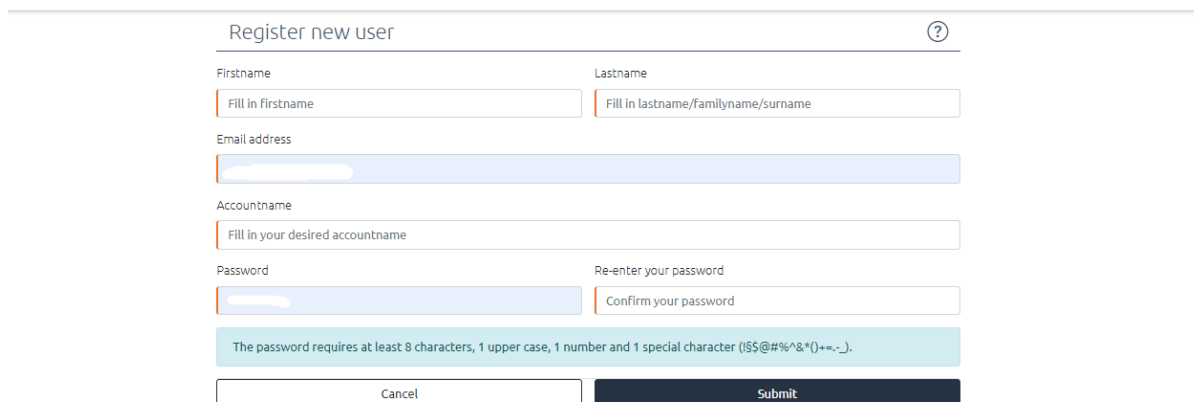
Click on MY CEEPUS on the CEEPUS website www.ceepus.info



Click on “Click here to register”



In the next step please fill in the required data and click on submit





Now please check your emails, also check the spam folder. Then activate your CEEPUS account in your E-Mail.

Welcome _____, to the CEEPUS Member Area!

It is our pleasure to make applying as comfortable as possible for you.
The CEEPUS member Area allows you to access all your CEEPUS activities with only one user name and password ("Single Sign On").

Your Account Information

The following user name has been created for you:
Account:

Next Step

Before you can login, you must activate your account with the following link.

[ACTIVATE ACCOUNT](#)

If you have problems with the link, please copy the following URL into the address bar of your browser to open the activation page.
<http://www.ceepus.info/login/auth.aspx?ID=a47e274b-ed90-4028-9505-cf4fb05e31d4>

After Activation

Once your account has been activated, you will be logged in automatically and be given access to the "Mobility Desktop". There you can create and submit your own mobility applications.

If you also want to coordinate a network or to be partner in a network, you will find a link to register for the "Network Desktop".
If you are an "International Relation Office (IRO)" and want to access all networks of your university, please register for the "IRO Desktop".

We Are Here To Help!

If you have questions about the CEEPUS Program please consult your National CEEPUS Office. You can find all National CEEPUS Offices on the [CEEPUS Website](#). Just click on the flag of the respective country to access all contact details.

In case of technical problems contact our LiveSupport Chat Mo- Fr 9:00 – 17:00 CET. Please do not contact LiveSupport for questions that do not relate to technical issues.

Please also see our [Frequently Asked Questions \(FAQ\)](#) for further information.

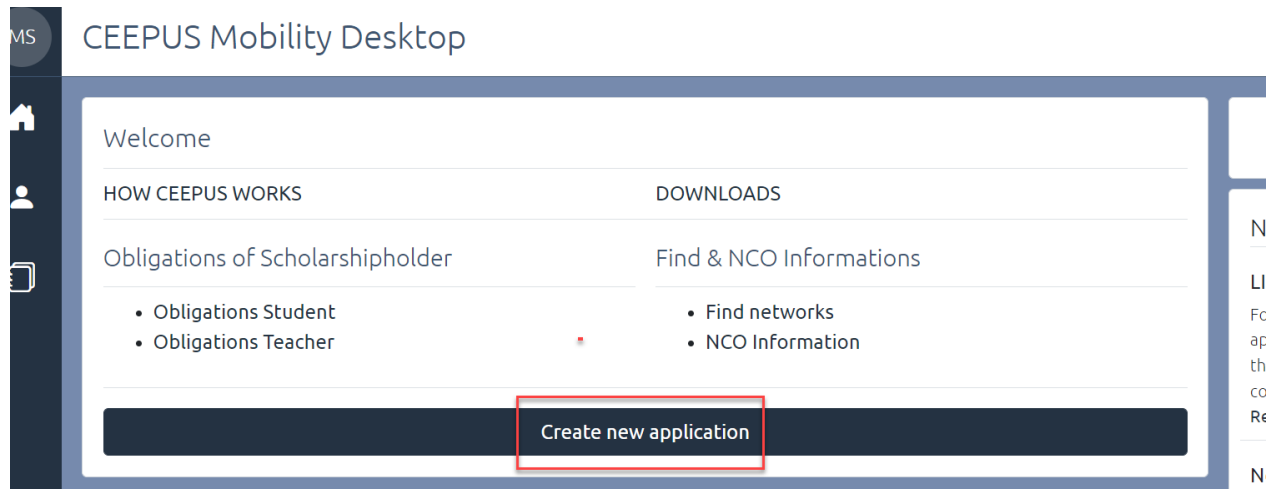
We wish you a lot of success!

Your CEEPUS Team

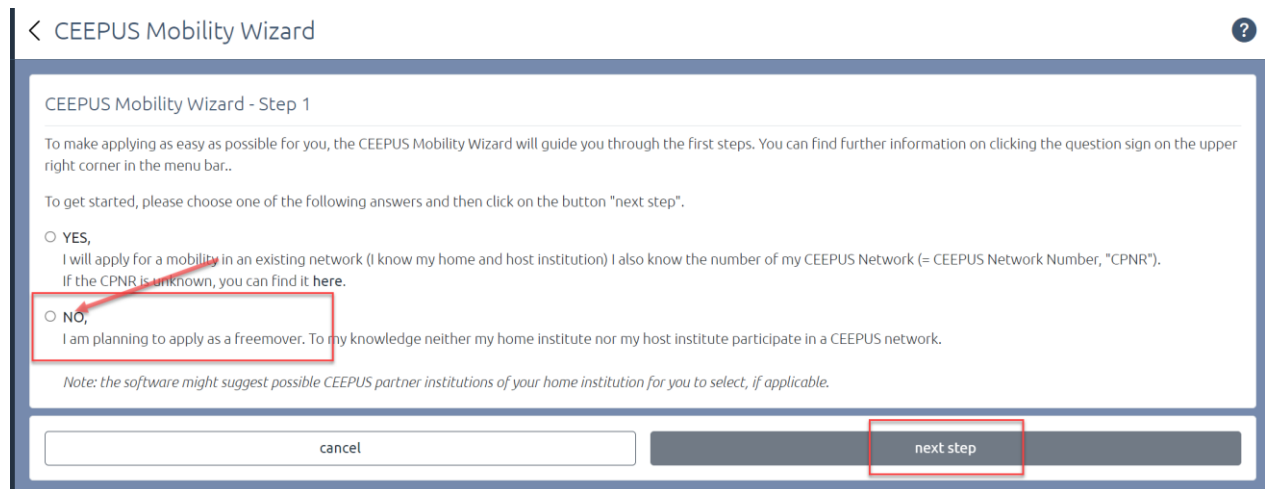
Now you have access to your CEEPUS Mobility Desktop, and you can apply/create new mobility applications.

HOW TO apply for a CEEPUS Freemover grant – Ukrainian students & academics:

1. After signing in: On your CEEPUS Mobility press „Create new application”:



- Activate “No” to apply as freemover, then press “next step”:



Please choose “Ukraine” as Home Country, “Ukrainian University (...)” in general as Home Institution, and “My home Unit is not on the list” under Home Unit.

Type in your Ukrainian university in the entry field.

CEEPUS Mobility Wizard - Step 2

I hereby confirm that this is my own account and that I am creating a mobility application for myself.

Applications Please note that it is strictly forbidden to create mobility applications for other persons from this account.

Academic Year
Academic Year 2021/2022

Home Country
Ukraine

Home Institution
Ukrainian University (Please add your University below)

Home Unit
My home unit is not on this list

Mobility Type
Teacher

Host Country
Poland

Please pick your host country and your host institution and then press “select >>”

Host Country
Poland

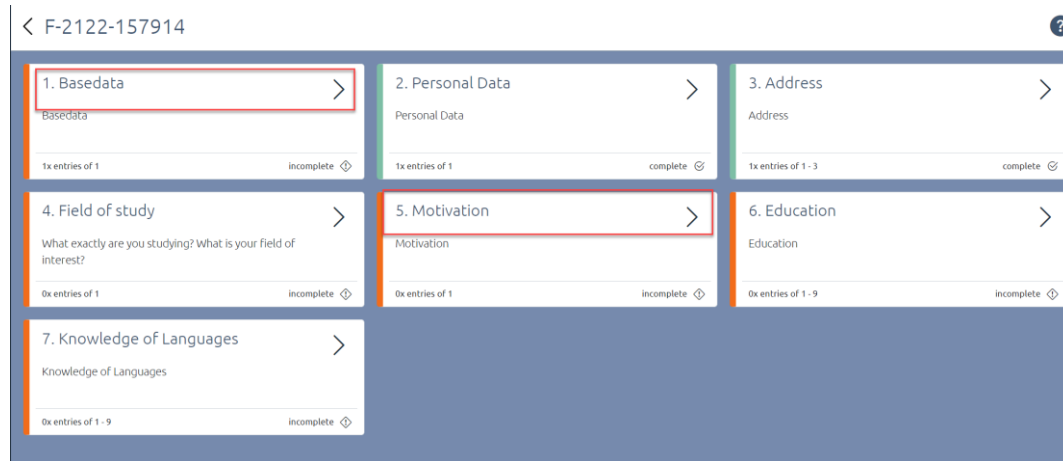
Freemover Mobility Application:
The Home Unit you have filled in is not in a network for the selected academic year, but you can create a freemover mobility application.

Host Institution
Medical University of Łódź

Host Unit
Psychodermatoloy Department

cancel select >>

Now you see the overview of your application, with the different sections. Fill out all red marked sections.

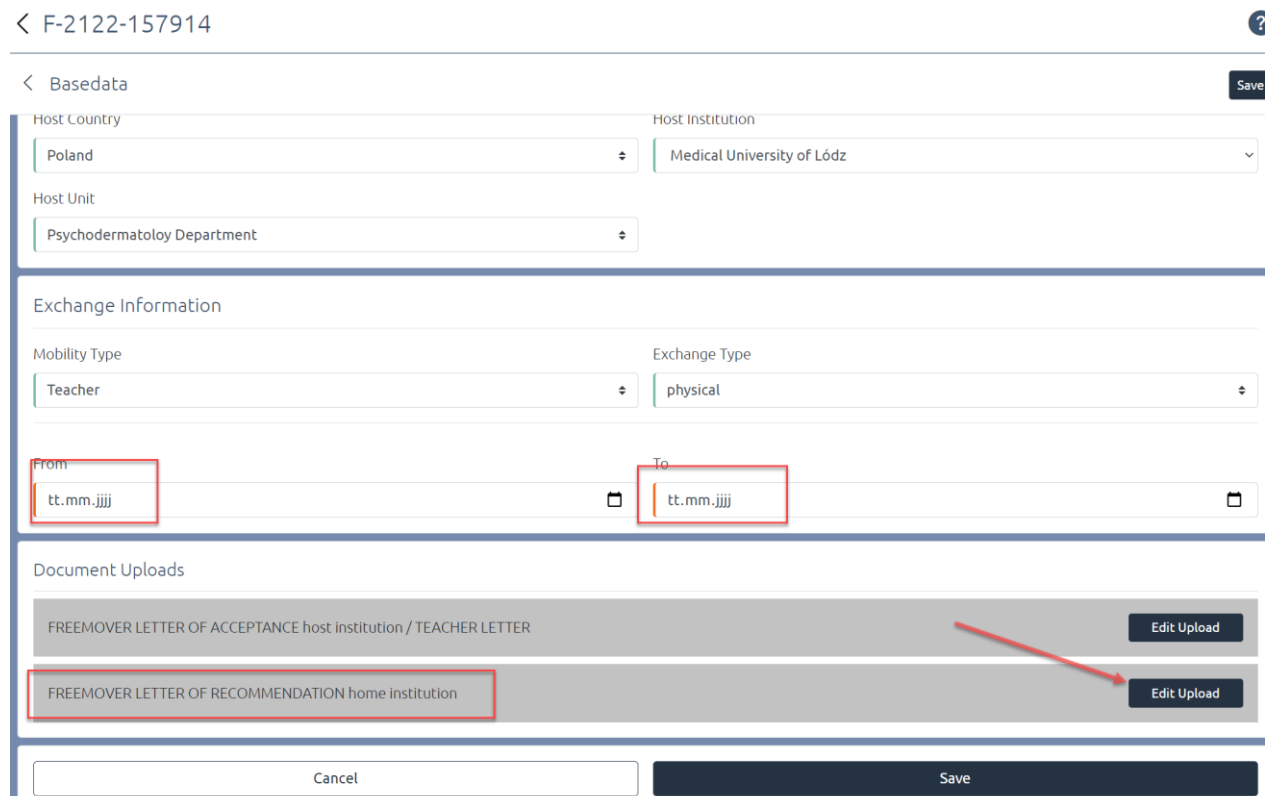


The image shows a grid of application sections for user F-2122-157914. The sections are: 1. Basedata (incomplete, red border), 2. Personal Data (complete), 3. Address (complete), 4. Field of study (incomplete), 5. Motivation (incomplete, red border), 6. Education (incomplete), and 7. Knowledge of Languages (incomplete). Each section has a title, a brief description, and a progress indicator.

Under Basedata, you must fill in a duration of stay. Ask your contact person or our National CEEPUS Office for further advice.

You also need to upload a **Letter of Acceptance** or **Teacher Letter** from your **host institution**. Please access <https://www.ceepus.info/content/downloads> for a template.

Instead of a **Letter of Recommendation**, you should upload a confirmation of enrollment of your Ukrainian university or - as teacher - a confirmation of employment. Press “Edit Upload” to upload.



The image shows the 'Basedata' section of the application form for user F-2122-157914. It includes fields for Host Country (Poland), Host Institution (Medical University of Łódź), Host Unit (Psychodermatology Department), Exchange Information (Mobility Type: Teacher, Exchange Type: physical), and Document Uploads. The 'From' and 'To' date fields are highlighted with red boxes and contain the placeholder 'tt.mm.jjjj'. A red arrow points to the 'Edit Upload' button for the 'FREEMOVER LETTER OF RECOMMENDATION home institution'.

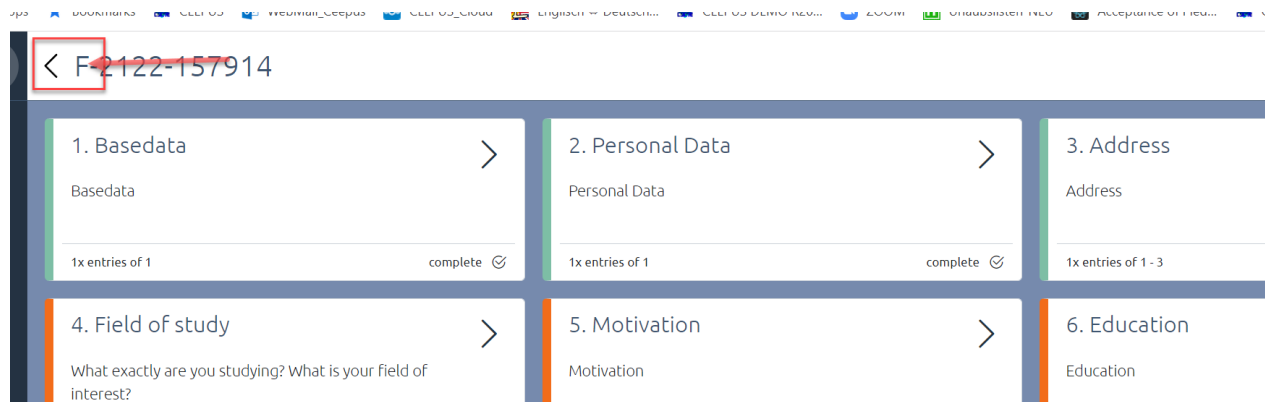
Do not forget to press "Save".

Use the arrows to navigate.



The screenshot shows the 'Basedata' step of the application process. At the top, there is a navigation bar with a back arrow and the ID 'F-2122-157914'. Below this, a header bar contains a 'Basedata' label and a 'Save' button. The main content area is titled 'Home Information'.

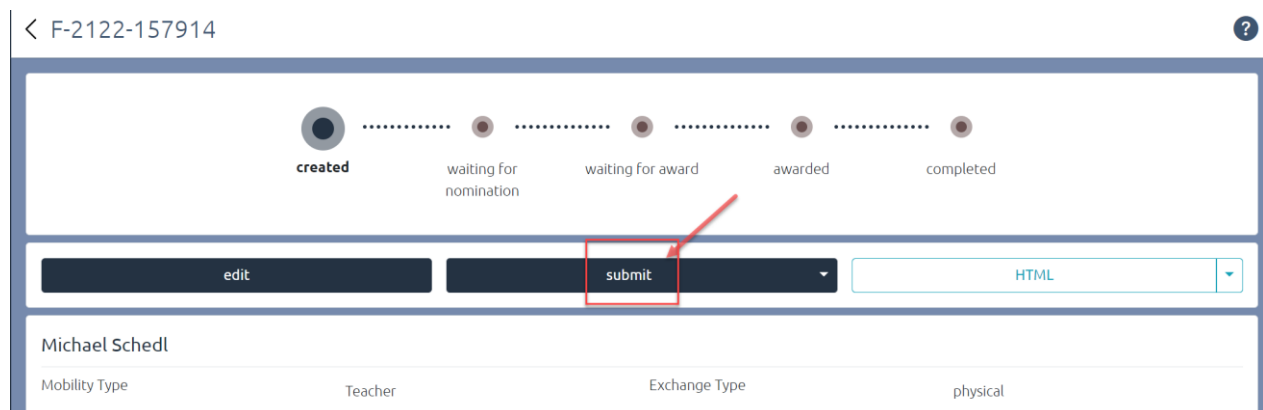
Once you have filled out all sections, navigate another step back to submit the application



The screenshot displays a progress overview for the application. It features a navigation bar at the top with the ID 'F-2122-157914'. Below, six steps are shown in a grid:

- 1. Basedata: Basedata, 1x entries of 1, complete ✓
- 2. Personal Data: Personal Data, 1x entries of 1, complete ✓
- 3. Address: Address, 1x entries of 1 - 3
- 4. Field of study: What exactly are you studying? What is your field of interest?
- 5. Motivation: Motivation
- 6. Education: Education

Press "submit" and confirm the workflow execution.



The screenshot shows the submission screen. At the top, there is a navigation bar with the ID 'F-2122-157914'. Below this, a progress bar shows five stages: 'created', 'waiting for nomination', 'waiting for award', 'awarded', and 'completed'. The 'created' stage is currently active. Below the progress bar, there are three buttons: 'edit', 'submit', and 'HTML'. The 'submit' button is highlighted with a red box and a red arrow. Below the buttons, the user's name 'Michael Schedl' is displayed. At the bottom, there is a table with the following data:

Mobility Type	Teacher	Exchange Type	physical
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