



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

### Eligibility:

- o Being enrolled or employed at a Ukrainian higher education institution.

### Documents to attach:

- o A Letter of Acceptance issued by a Hungarian host university, download [here](#).
- o Any document proving eligibility (e.g. certificate of enrollment, student ID or excerpt from employment contract from a Ukrainian higher education institution).

### Tendered period:

- o 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.
- o For academics: min. 5 working days and up to 12 months (see below at the Scholarship rates).
- o Scholarship period: until max. 31 August 2025.

Applications must be submitted at least 2 months before the tendered mobility period.

### Application process:

- o A candidate has to submit a CEEPUS Freemover application via [www.ceepus.info](http://www.ceepus.info) (see a guide below) under academic year 2024/2025 and attach a Letter of Acceptance and a document proving eligibility.

**Application deadline:** continuously until **30 November 2024**

[Extended deadline: January 31, 2025, except for long-term Student scholarship, for which deadline is December 31, 2024.](#)

### Scholarship rates:

- o **Students:** 180 000 HUF/month (cca. 460 EUR)

### o Academics:

Teacher	200 000 HUF/month (cca. 510 EUR)	6-11 hours of teaching/consultation within 5 days
Teacher Extended	300 000 HUF/month (cca. 770 EUR)	min 12 hours of teaching/consultation within 10 days
Teacher Virtual	100 000 HUF/month (cca. 260 EUR)	min 6 hours of online teaching/consultation within a month, only linked to a physical mobility

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.

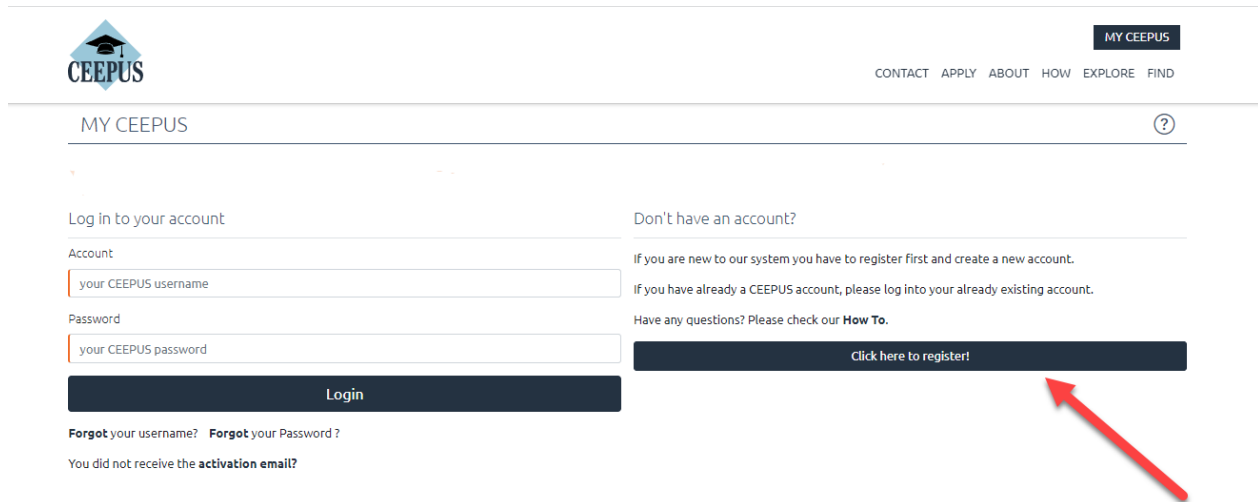
## HOW TO REGISTER FOR A MOBILITY Application

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

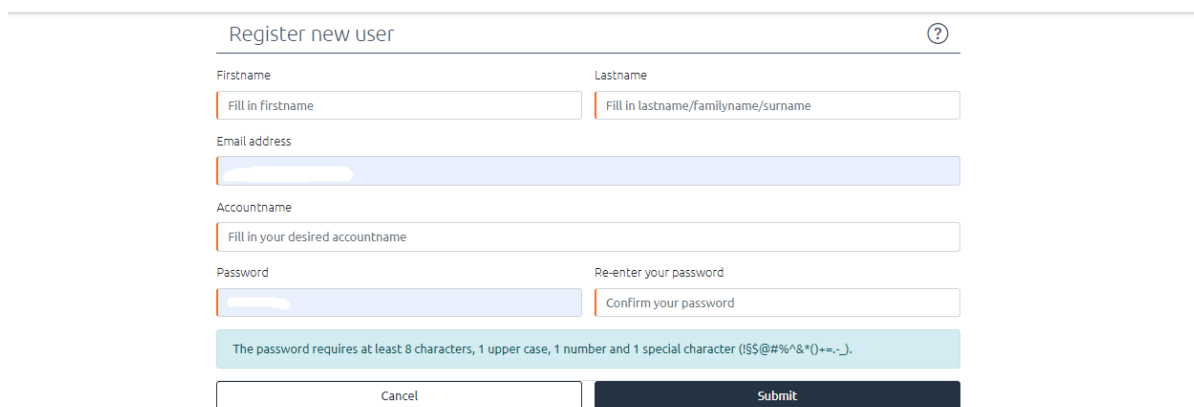
Click on MY CEEPUS on the CEEPUS website [www.ceepus.info](http://www.ceepus.info)



Click on “Click here to register”



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



Register new user

Firstname Lastname

Fill in firstname Fill in lastname/familyname/surname

Email address

Accountname

Fill in your desired accountname

Password Re-enter your password

Confirm your password

The password requires at least 8 characters, 1 upper case, 1 number and 1 special character ([!\$@#%^&\*()+=\_~]).

Cancel 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.

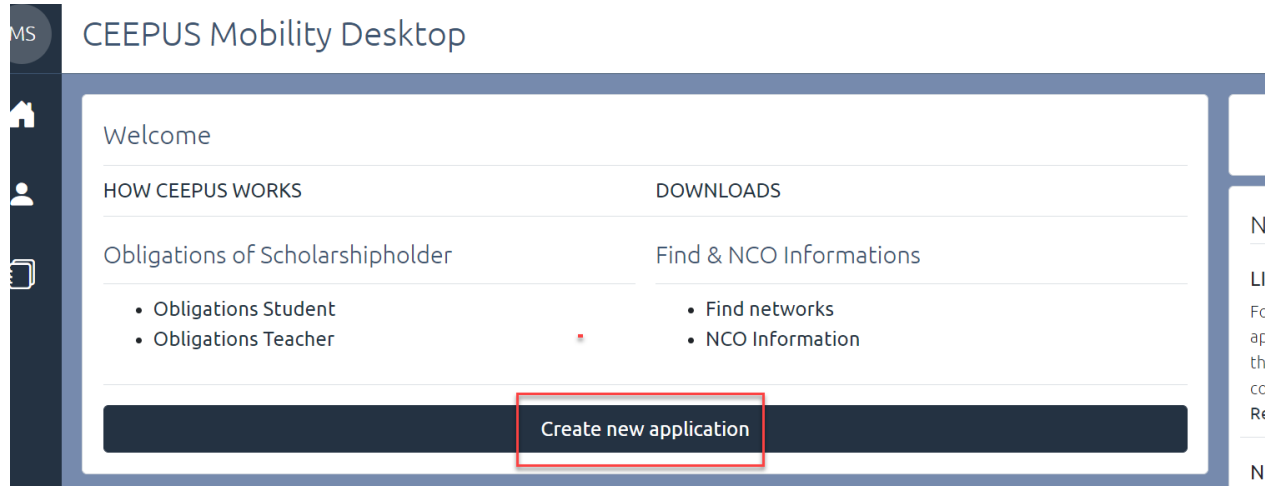
**We wish you a lot of success!**

Your CEEPUS Team

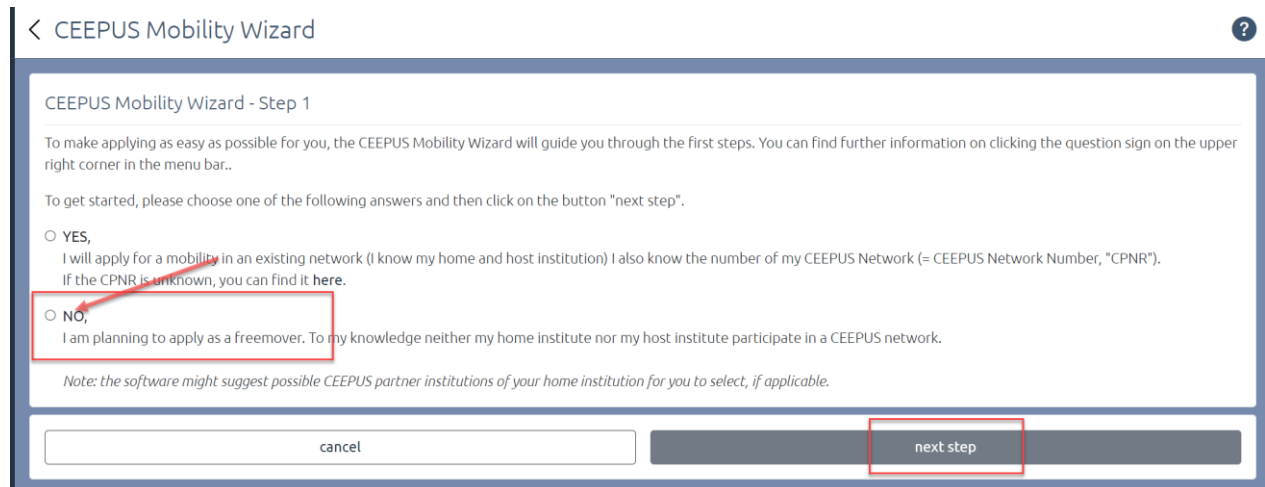
Now you have access to your CEEPUS Mobility Desktop, and you can apply/create new mobility applications.

## 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

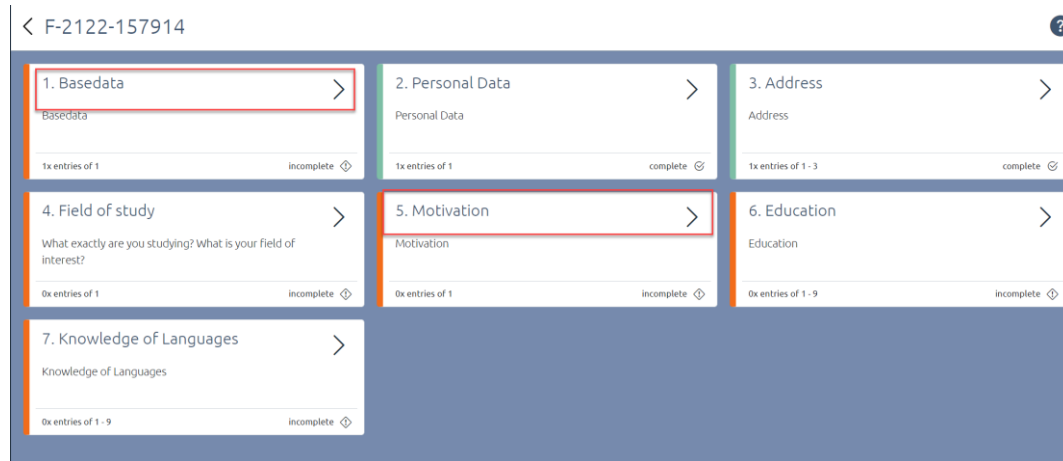
Freemover Mobility Application:  
The Home Unit you have filled in is not in a network for the selected academic year, but you can create a freemover mobility application.

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.

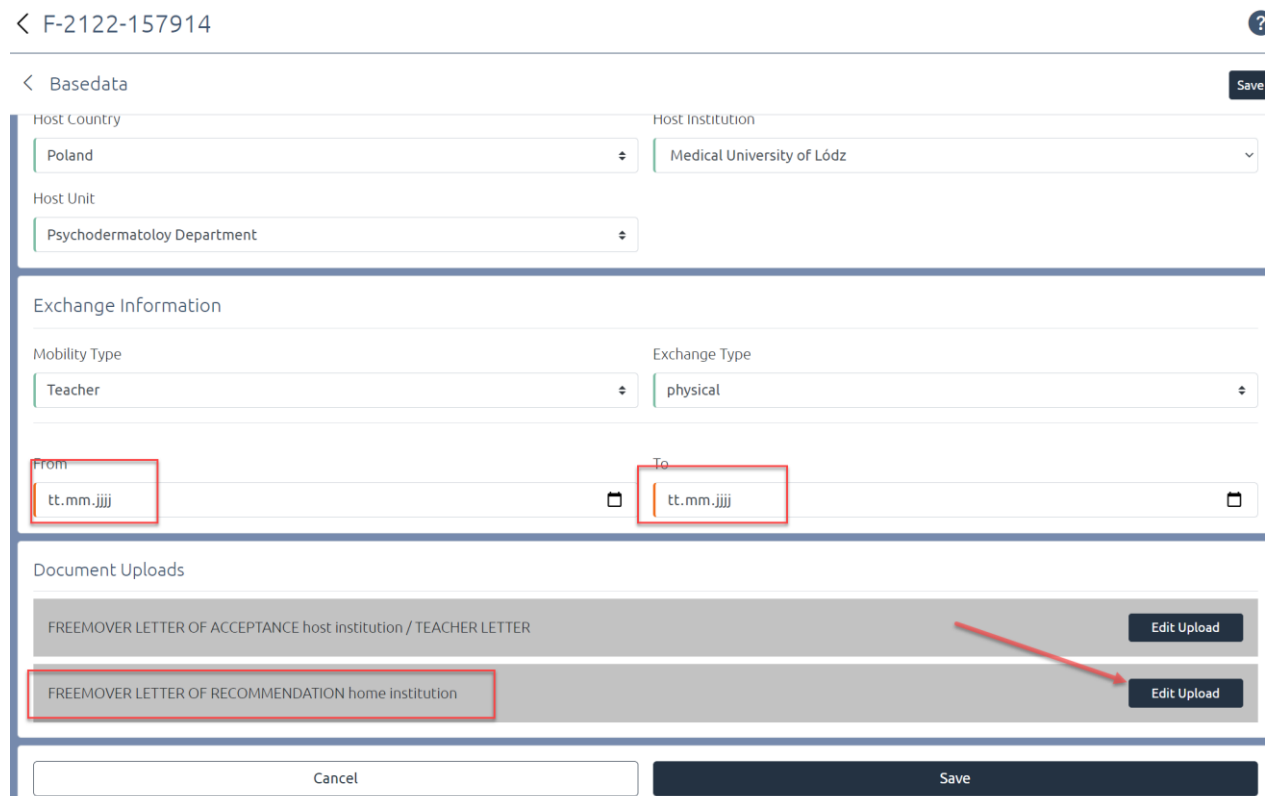


The image shows a grid of application sections for user F-2122-157914. The sections are: 1. Basedata (incomplete, 1 entry), 2. Personal Data (complete, 1 entry), 3. Address (complete, 1-3 entries), 4. Field of study (incomplete, 1 entry), 5. Motivation (incomplete, 1 entry), 6. Education (incomplete, 1-9 entries), and 7. Knowledge of Languages (incomplete, 1-9 entries). Sections 1, 5, and 7 are highlighted with red borders.

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.



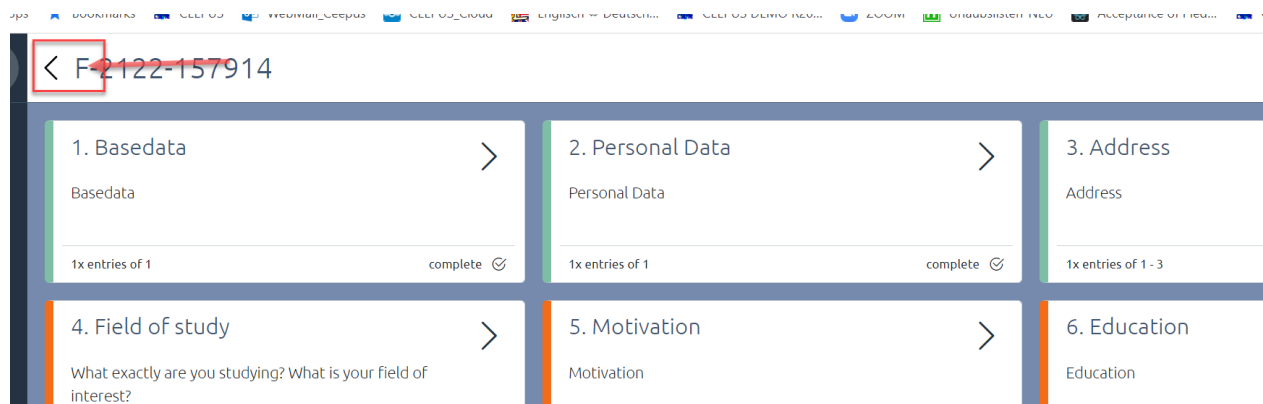
The image shows the 'Basedata' section for user F-2122-157914. It includes fields for Host Country (Poland), Host Institution (Medical University of Łódź), Host Unit (Psychodermatology Department), Mobility Type (Teacher), and Exchange Type (physical). The 'From' and 'To' date fields are highlighted with red boxes and contain the placeholder 'tt.mm.jjjj'. The 'Document Uploads' section shows two entries: 'FREEMOVER LETTER OF ACCEPTANCE host institution / TEACHER LETTER' and 'FREEMOVER LETTER OF RECOMMENDATION home institution', both with 'Edit Upload' buttons. A red arrow points to the 'Edit Upload' button for the second entry. At the bottom, there are 'Cancel' and 'Save' buttons.

Do not forget to press "Save".

Use the arrows to navigate.



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



Press "submit" and confirm the workflow execution.

