

Tips for writing a strong application for requesting an extension

Your request is representing you and your studies, and you want it to make a strong and good impression on the people reading it. If you fill it carefully, your chances of success will increase. Keep in mind that people at ELTE and the governing body of your scholarship programme (Tempus Public Foundation or the Hungary Helps Agency) will both read and evaluate your request.

1. Scholarship holder data

Take extra care when filling the **data sheet**. Include your full name (all the names that appear in your passport and in Neptun), if you have a Hungarian mobile phone number, add it as well, and use the e-mail address you generally use in your University correspondence. This should also be the e-mail you send your documents from.

Give the name of your Faculty and the complete name of your study programme accurately. You can give the level of your studies as “bachelor” or “master” or you can use the abbreviation (BA, BSc, MA or MSc) or both.

The beginning of your scholarship holder status is the date of your first scholarship contract for your current cycle of education. (If you are a Master’s student, this is your Master’s contract, even if you were a scholarship holder during your Bachelor’s studies as well.)

🕒 If you changed universities during your programme, take care to indicate the date of the original contract and the date of your new contract with ELTE in the last field.

2. Reasons for requesting an extension

The people evaluating your request are not familiar with your life, so please add necessary detail, so they can better understand your situation. You don’t have to be very long, but put effort into your reasoning. (If you have a lot to say however, feel free to do so, it’s okay if your request will be on two pages.) For example, instead of saying you are behind because of the pandemic, explain how the pandemic *affected* you and your studies.

Explain the reasons you have fallen behind. You are not judged on this, the judges only want to understand your situation. It is very understandable to have language difficulties, to struggle with core subjects, to be homesick, to struggle with lockdown, etc. Consider what is missing from your studies, how much you need to do for your degree. Make a plan for your next semester and explain how you plan to progress.

If it is your second extension, don’t use the same request as before. Explain what you have achieved in this semester.

Always include:

- 🕒 if you have changed study programmes, universities or the language of your studies during your first year.
- 🕒 if your studies are delayed by failing a core subject which is a prerequisite for other subjects.
- 🕒 if your research for your thesis is delayed because of administrative difficulties, organizing field work, difficulties accessing labs or libraries.

Whenever possible, ask a friend to read your request before submission. They can tell you if it makes sense, and they can spot grammatical mistakes and misspellings.

3. Annexes (if any)

If you don’t attach anything to your request, you can leave the **Annexes** field empty, and if you only attach a transcript of records, that does not have to be listed. If you have proof of your excellence and extracurricular activities, you must list them here. If you have more than one annex, it is a good idea to number them e.g.: “annex 1: proof of membership in a research group” and “annex 2: certificate of participation in X conference”.

4. Administrative data

The **date field** is updated automatically, but always check it before saving and printing, if it is correct.

Ideally the request is filled by computer, printed, **signed by hand** and scanned and is still readable and legible. **If you don’t have access to a printer or a scanner** however it is acceptable if you type your name instead of a signature, and send your request to your Faculty’s international coordinator from your official email account (the one that you added in Neptun, where you get notifications about grades, for example).