



# Guidance on Required Documentation for Eligibility Verification and Allowances

## Momentum MSCA Programme First call

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**Applicant must provide accurate information about their identity, eligibility for application and family status at the time of application. Inaccuracies may impact the allowance amount and eligibility**

### **I. Proof of doctoral degree or successful defense of doctoral thesis**

Applicants must be in possession of a doctoral degree by the deadline of the Momentum MSCA Programme call (31<sup>st</sup> May, 2025 for Call 1). Researchers who have successfully defended their doctoral thesis but have not yet been formally awarded the degree are also eligible to apply. The defense must be unconditional (i.e., no further requirements or corrections that need to be addressed) and must take place before the application deadline.

Supporting documentation must be uploaded as an attachment in PDF format at the time of application. The original document will be requested for validation and must be presented during the selection and contracting process.

### **II. Mobility rule – Place of residence**

Applying researchers must not have resided or carried out their main activity (work, studies, etc.) in Hungary for more than 12 months in the 3 years immediately before the call's deadline.

Compulsory national service, short stays such as holidays and time spent as part of a procedure for obtaining refugee status under the Geneva Convention (1951 Refugee Convention and the 1967 Protocol) are not considered.

Note that the mobility rule is related to candidate's residence or main activity and not to their nationality. During application candidates will be required to provide supporting documentation proving place(s) of residence or work during the previous 3 years.

The language of the application is English. Whenever possible, please provide proof documents in English. If the original document is in another language, an official or certified English translation may be required. All documentation must clearly display your full name, the specific time period covered, and location information to verify your residence/activity



history. Documents that cannot be properly identified with these key elements may not be accepted as valid proof.

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We provide a set of options for attachments and public documents that can serve as proof of residency below. **While we do not require all of these documents to be provided, you must submit sufficient documentation to cover your complete mobility allowance eligibility period** (the full 3 years immediately before the call's deadline).

- 1) Recommended **attachments** for the place of residence declaration. Please upload the following attachments as PDF files, and be ready to show original hardcopy documents when requested during your in-person appointment in Hungary:
  - proof of employer's status
    - Official documentation confirming the applicant's employment status.
    - Examples include: a letter from the employer on company letterhead confirming the applicant's position, employment dates, and role.
    - An official employment contract stating the applicant's job title, start and end dates, and employer details.
    - Pay slips or salary statements for the relevant period.
  - proof of student status
    - Examples include: certificate of enrolment – An official document from the university confirming the applicant's active student status, including the degree program and expected completion date.
    - Official transcript of records – A document listing completed courses, grades, and academic progress, often issued by the university's registrar.
    - Letter from the university – A formal letter from the university (e.g., department head, academic office) confirming the applicant's student status, degree program, and expected graduation date.
    - Student ID with validity period – In some cases, a university-issued student ID showing an expiry date may be accepted as supporting proof.
  - official residency certificates
    - Examples: residence certificate (Issued by Local Authorities) – An official document from a municipal office or government agency confirming the applicant's legal residence at a given address.
    - Certificate of residence registration – Provided by local authorities when a foreign national registers their address in a country.
  - certificate of public/private health insurance coverage
    - Official documentation confirming the applicant's health insurance coverage.
    - Examples include: a certificate or letter from the insurance provider confirming the type and duration of coverage.



- An insurance card showing the applicant's name and coverage details.
  - A policy document outlining the applicant's health insurance plan and coverage period.
  - proof of refugee status
    - Official documentation confirming the applicant's refugee status, such as a certificate, asylum approval letter, or a residence permit granted under refugee status according to international standards.
  - proof of compulsory national service
    - Official documentation verifying completion of compulsory national service.
  - tax authority's certificate of residence
    - Example: Tax residency certificate – Issued by tax authorities to confirm the applicant's tax residency status in a specific country.
  - rental agreements
    - A signed and, if possible, notarized rental agreement that includes the applicant's name and address. The agreement should cover the period specified in the 'Place of Activity/Place of Residence' section of the application form.
  - bank statements in the applicant's name
    - that clearly show the applicant's name and residential address. To verify the residency period, please provide one statement from the beginning and one from the end of the relevant period
  - utility bills in the applicant's name
    - Examples include: utility bills (e.g., electricity, water, internet) that clearly display the applicant's name and residential address. To verify the residency period, please provide one bill from the beginning and one from the end of the relevant period.
- 2) Recommended **public documents** for the place of residence declaration. Please **provide only the document identification numbers** for the following documents. The **original documents must be presented during an online video call** before the contract signing, and the same original public documents **must be presented in person** at the time of the employment contract signing. Please ensure you cross-check the validity dates of your documents to ensure they are up to date.
- A valid passport issued by a non-EU country, or a valid passport or national identity card from a Schengen Area country
    - which includes the applicant's personal details and the relevant residence information. The document should confirm the applicant's residency status or reflect entries and exits for the stated period of residence.
  - Address card
    - An official document issued by local authorities confirming the applicant's registered address. This document should include the applicant's full name,



address, and the dates for which the address was valid. It may also specify the municipality or region of residence.

- Residence card
  - A government-issued residence card or permit confirming the applicant's legal residence status in a country. The residence card should specify the applicant's personal details, the type of residence permit, and the validity period of the residence.

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### III. Proof of English language proficiency

Applicants whose academic degrees, certificates, or diplomas do not explicitly indicate English proficiency (i.e., not completed in an English-taught program) must provide proof of English language proficiency.

Acceptable proofs – Please upload the following documents as PDF files:

- IELTS certificate with a minimum overall score of 6,5 and no band less than 6.0.
- TOEFL iBT certificate with a minimum score of 95.
- Cambridge English certificate at C1 Advanced level or higher.
- PTE Academic: A score range of 76 or higher.
- Other recognized English language proficiency certificates or documentation demonstrating a proficiency level equivalent to C1, as defined by the Common European Framework of Reference for Languages (CEFR).

If you do not have an official English language certificate but are a native English speaker or have studied/worked in English, you can provide following or similar proof uploaded as PDF files:

- A summary of your PhD dissertation in English or a defence report confirming it was conducted in English.
- A school transcript or diploma supplement showing English language coursework or confirming studies were conducted in English.
- A statement from a previous or current employer or academic institution confirming your English proficiency.
- A personal statement indicating that English is your native language, along with the number of an official identification document that confirms your nationality.

Important: **We do not require copies of public, personal identification documents.** Please provide only the document number. A verification process will be conducted later.

#### IV. Proof of family status

Recommended **public documents** for proof of family status at the time of application. Please provide **only the document identification numbers** for the following documents. The **original documents must be presented during an online video call** before the contract signing, and the same original public documents **must be presented in person** at the time of the employment contract signing.

- Birth certificates of dependent children
  - Official birth certificates for each dependent child, confirming their relationship to the applicant. The document should clearly state the child's full name, date of birth, and parent(s) details.
- Certificate of marriage or certificate of registered partnership
  - An official certificate confirming the applicant's marital status or registered partnership, including the names of the spouses or partners, the date of marriage or registration, and the relevant jurisdiction.

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