

**Dear Successful Applicant,**

**Congratulations on your successful application! We welcome you as a student of our University. The following information aims to make it easier for you to join life at the University.**

## **NEPTUN SYSTEM**

You will be able to view your academic affairs and the official notices you receive from the University in the Neptun system. You were provided information on accessing the Neptun student interface in the Admission Notice. The Enrollment Decision is found under the **Studies / Official Notes** menu point in the system.

## **ENROLLMENT SHEET**

Please log in to the Neptun system and open your enrollment sheet under the **Information / General forms** menu point to check whether all your data are correct. It is important that all data are exactly the same and all characters are displayed as in your documents. *(For example, if your mother's maiden name includes two first names in your personal documents but only one on your enrollment sheet, that qualifies as an error.)*

If you find any differences in the data, please send the correct data as shown in your documents no later than within 1 week of receipt of the Admission Notice to your Educational Administrator so the data can be corrected before you enroll. After the data are corrected, you will have to download the enrollment sheet again to see the changes. If it comes to light at enrollment that any data needs to be changed, you will have to contact your Educational Administrator at a later date to submit your enrollment sheet containing the correct data.

If all the data are correct, please print and sign the enrollment sheet. Please note your signature is also certification of the fact that you have familiarized yourself with the following information, available on our website:

- [General Educational Information for the current academic year](#)
- [Student Fire and Occupational Safety Training Material](#)

## **THE ENROLLMENT PROCESS**

1. You were provided information on the date and place of enrollment in the Admission Notice. If you are unable to appear in person or via a representative at the provided time, please contact your Educational Administrator to set up another time. (The authorization form can be downloaded [HERE](#).) Please bring the following with you for enrollment:
  - your signed enrollment sheet containing correct data;
  - your personal identification documents (personal identification card, address card, tax card, and social security card);
  - the documents that are the basis for your admission (without which you cannot enroll):
    - » secondary school diploma (including a photocopy), if you were admitted on its basis;
    - » diploma (including a photocopy), if you were admitted on its basis;
    - » the language exam certificate (including a photocopy) required for admission or for obtaining qualification;
    - » other documents included in your admission scores;
  - the signed fire and occupational safety statement ([available for download HERE](#));
  - 1 passport photo;
  - your student employment contract, printed and signed in 2 copies, if you were admitted to self-funding training (available for printing under the **Information / General forms** menu point in the Neptun system).
2. Enrollment in the Neptun system and registering for subjects form a part of the enrollment process. The [semester schedule](#) includes deadlines for registration, registering for subjects, and other matters.
3. If you have gained admission to self-funding training, you will have to provide payment in the Neptun system after enrollment and by the payment deadline in the semester schedule.
4. After the registration period, the Registrar's Office checks if all conditions for enrollment have been met. If yes, it validates the enrollment sheet and finalizes enrollment in the Neptun system. You will be considered a student of the University from that time on, and applications for student status certification and student cards can then be submitted. A copy of the validated enrollment sheet is available from your Educational Administrator.

## ADDITIONAL INFORMATION REGARDING YOUR STUDIES

- **Financial affairs:** Student financial affairs and payments are recorded in the Neptun system. You will need a bank card suitable for online payment to pay the fees.
  - University fees and tuitions are available by clicking [HERE](#).
  - Additional financial information is available by clicking [HERE](#).
- **Student Loan:** the student information on the general purpose Student Loan 1 and fixed-purpose Student Loan 2 (which can be used only for the costs of tuition) is available [HERE](#).
- **Electronic Services:** to access the electronic services provided by the University (e.g. WiFi network, email system, access-controlled websites), the institution provides you with an email account. You will receive detailed information on its use in the Neptun system.
- **Financing classification:** according to Section 48 (2)-(3) of the Higher Education Act, classification for a Hungarian state scholarship or self-funding training is valid for an academic year in bachelor, single-cycle, and master programs. The financing form can then change in light of the student's academic results. Students admitted to a self-funding program must conclude a contract with the University before enrolling. Except students admitted to a doctoral program, students admitted with a state scholarship will have to declare their acceptance of the state scholarship conditions on the enrollment sheet. If, based on data in the Higher Education Information System (FIR), it comes to light following enrollment for a state scholarship-funded program that the student does not have any more semesters eligible for state-funded training, the student can only continue studies in a self-funding program.

## FACULTY INFORMATION

*The special information published by the Faculties is available under the following link:*

### Faculty of Theology

- [Bachelor, master, single-cycle, and postgraduate specialist training programs](#)
- [Programs held by the Postgraduate Institute of Canon Law](#)
- [Doctoral programs](#)

### Faculty of Humanities and Social Sciences

- [Bachelor, master, single-cycle, and postgraduate specialist training programs](#)
- [Doctoral programs](#)

### Faculty of Law and Political Sciences

- [Bachelor, master, and single-cycle programs](#)
- [Postgraduate specialist training programs](#)
- [Doctoral programs](#)

### Faculty of Information Technology and Bionics

- [Bachelor and Master programs](#)
- [Doctoral programs](#)