



ELTE

FACULTY OF
HUMANITIES

ORIENTATION

ELTE Faculty of Humanities, Department of International Affairs

Ms. Vida Veronika

Erasmus+ student coordinator

Mr. Sándor Balaci

Senior Mobility Coordinator

Welcome and Information Days, 3 February 2026

Today's agenda

<u>Webpages, social media</u>	4	<u>Student ID</u>	20
<u>First academic matters</u>	6	<u>Bank account</u>	26
<u>Keeping your stay legal</u>	8	<u>Medical assistance</u>	27
<u>Entry information</u>	8	<u>Campus life</u>	28
<u>Enter Hungray page</u>	12	<u>Getting around campus</u>	28
<u>Accommodation</u>	17	<u>Trainings, counselling, etc.</u>	37
<u>Practical matters</u>	18	<u>Disability Center</u>	40
<u>Student mentor</u>	19	<u>Organisations</u>	41

Today's agenda

<u>Technical issues</u>	43	<u>Neptun</u>	54
<u>Documents during you stay</u>	46	<u>Course list</u>	58
<u>Confirmation of arrival</u>	47	<u>Course registration</u>	59
<u>Guest student form</u>	48	<u>Absence policy</u>	69
<u>Learning Agreement</u>	50	<u>General Hungarian Language</u>	70
<u>Certificate of attendance</u>	52	<u>Sport courses</u>	73
<u>Transcript of records</u>	52	<u>Questions</u>	74
<u>Academic matters</u>	53		

WELCOME TO OUR NEW STUDENTS



Homepage

Official webpage: btk.elte.hu/en
Important information: btk.elte.hu/en/welcome-to-our-new-students



Social media

Instagram: [@elte_btk](https://www.instagram.com/elte_btk)
Facebook: [ELTE Faculty of Humanities](https://www.facebook.com/ELTE.Faculty.of.Humanities)
YouTube: [ELTE Bölcsészettudományi Kar](https://www.youtube.com/ELTE.Bölcsészettudományi.Kar)



Join our Facebook group

[Erasmus & Guest students of the Faculty](#)



TO-DO List

BEFORE ARRIVING TO HUNGARY



Check the **academic calendar** [HERE](#)



Contact your faculty and academic **coordinators**



~~Fill out our questionnaire (forms) - DONE~~



Arrange your **visa application** [HERE](#)



Arrange your **journey** and **accommodation** [HERE](#)



Come to the **Orientation Week** and **register**



Academic calendar

PLAN THINGS AHEAD...

- **Orientation Week:** 2-6 February 2026
- **Registration period:** until 8 February 2026
- **First day of study period:** 9 February 2026 (Monday)
- **Spring break:** 1–7 April 2026
- **Last day of the study period:** 16 May 2026 (Saturday)
- **Examination period:** 18 May 2026 – 4 July 2026

Academic calendar: <https://www.elte.hu/en/academic-calendar>

Contact your coordinator(s)

WITH STUDY ISSUES, ALWAYS **CONTACT YOUR ACADEMIC COORDINATOR** (TEACHER, ACADEMIC STAFF MEMBER OF THE DEPARTMENT/INSTITUTE, WHO CONFIRMED YOUR ACCEPTANCE AND LEARNING AGREEMENT).

LIST OF THE COORDINATORS:

https://www.btk.elte.hu/en/erasmus_academic_coordinators

IF YOU STILL NEED ASSISTANCE **ASK FOR HELP FROM YOUR ADMINISTRATIVE COORDINATOR** (VERONIKA OR SÁNDOR).

Stay here legally

BORDER CROSSING, ENTRY INFORMATION

RESIDENCE PERMIT

Foreign students travelling to Hungary with a valid Hungarian residence permit for a **period exceeding 90 days** are treated in the same way as Hungarian citizens, thus they can **enter Hungary without submitting a special request** prior to their arrival.

WHO TO CONTACT IN CASE OF FURTHER QUESTIONS?

The **consular services and Hungarian missions** in your country: <https://konzinfo.mfa.gov.hu/en>



Keeping your stay legal

Students from the **European Economic Area** (EEA: member states of the EU and Norway, Switzerland, Iceland, and Liechtenstein):
REGISTRATION CERTIFICATE.

Students from the **non-European Economic Area** (NON-EEA):
RESIDENCE PERMIT, AND AFTER YOUR ARRIVAL IN HUNGARY YOU NEED TO REGISTER YOUR ACCOMMODATION.

Keeping your stay legal

EEA STUDENTS

- **HOW TO OBTAIN A REGISTRATION CARD?**
Please **visit the website from below** and proceed according to the information you can find there.
- **THE WEBSITE (Enter Hungary):**
<https://enterhungary.gov.hu/eh/>
- **WHEN? Within 90 days after your arrival latest** – only ONLINE submission is available!
- **MORE INFORMATION:**
<https://www.elte.hu/en/practical-matters>



Keeping your stay legal

NON-EEA STUDENTS

Students who are not in possession of a D type of visa

- **WHO TO CONTACT?** After your registration with the DIA please **contact the National Directorate-General for Aliens Policing** in order to **obtain your residence permit**.
- **WHAT DOCUMENTS ARE NEEDED?** Please ask your administrative coordinator to **issue the certificate of student status**, that can be forwarded to you by e-mail too. This document is absolutely necessary, together with the rest of the required documents.
- **THE WEBSITE (Enter Hungary):** <https://enterhungary.gov.hu/eh/> - **only online submission** is available!
- **MORE INFORMATION:** <https://www.elte.hu/en/visa-procedure>

NON-EEA (EU) students who entered Hungary without any visa

- **WHAT TO DO?** We would suggest you to visit the website from below and **make arrangements according to the information provided by the website**.
- **THE WEBSITE (Enter Hungary):** <https://enterhungary.gov.hu/eh/> - **only online submission** is available!

Enter Hungary

PAGE I.

WELCOME TO THE ENTER HUNGARY PAGE OF ENTERHUNGARY!

Dear Clients,

we hereby inform you that the following cases are exempt from payment of administrative fee:

- issue of residence permit or extension of residence permit of Ukrainian citizens
- issue of residence permit or extension of residence permit for purpose of studies, or employment of Belorussian citizens
- applications for issue or extension of residence permits for purpose of studies of those, who receive Hungarian State Scholarship e.g. Stipendium Hungaricum, or the ones who have for-study ministerial sponsorship

In the above cases, the administrative fee does not have to be paid off!

Dear Employers,

We hereby inform You that in order to report the beginning and the termination of employing a person who is a beneficiary of temporary protection a separate form is available under the case type "Announcement". We kindly ask you that regarding beneficiaries of temporary protection report the beginning and the termination of the employment solely by using the designated form! The National Directorate-General for Aliens Policing hereby thank you your cooperation by complying with the above mentioned rules.

This system helps you submit your application for a residence permit in Hungary electronically, without queuing. If you wish to enter Hungary or the Schengen Area from abroad, the [Ministry of Foreign Affairs and Trade](#) will help you.

You can submit your e-application as a private person or a preferred employer/temporary work agency, as well as a legal representative. You need to [make a registration](#) before submitting the first application. The registration procedure varies in the case of a

[Menedékes regisztrálás \(How to submit a simplified application for recognition\)](#)

[As a private person](#)

[As a preferred employer or temporary work agency](#)

[By a legal representative](#)

Related to the use of the website, the [user guide](#) includes a detailed description.

Enter Hungary

PAGE II.

Back

Preparation of E-application and process of submission:

Create your own user account.

Enter your e-mail address and Registration other details requested in the registration datasheet. When registration is finished, we will send you your single use password. If you do not wish to use a computer for submitting your application, complete the application in a paper format, and submit it as usual.

Complete the datasheet stating the purpose of your residence then forward them to our office!

If details are found to be missing for processing your application, you will be asked via mail sent to your account to provide further information. [shall comply with the instructions.](#)

Print and sign the application.

Following this you will be informed of when you should visit our authority for data control. It is important that you bring the printed and signed application and the required documents with you at this time!

Related to the use of the website, [the user guide](#) includes a detailed description.

Residence permit for third-country national

Permit for third-country national family member of EEA nationals and Hungarian citizens

Permanent residence permit for third-country nationals

Invitation letter

Enter Hungary

PAGE III.



Registration

I act as a private individual, in my own case
 I act as a lawyer, as a proxy
 I act as an employer, representing a company

Surname (as in passport)

First name (as in passport)

phone number

date of birth

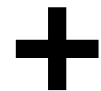
email address

[Registration](#)

[back](#)



In case of **unexpected problems**, send an email to our visa coordinator: **visa@elte.hu**



Please note: the **visa coordinator is NOT ABLE TO ISSUE a Letter of Acceptance**. (This should be arranged according to our previously sent information.)

Arrange your accommodation

ELTE DORMITORY CENTRE

You can choose from **dormitories** available for both Hungarian students and international students. More information: [HERE](#)

General information and communication: info@dormitory.elte.hu

HOUSING OFFICE

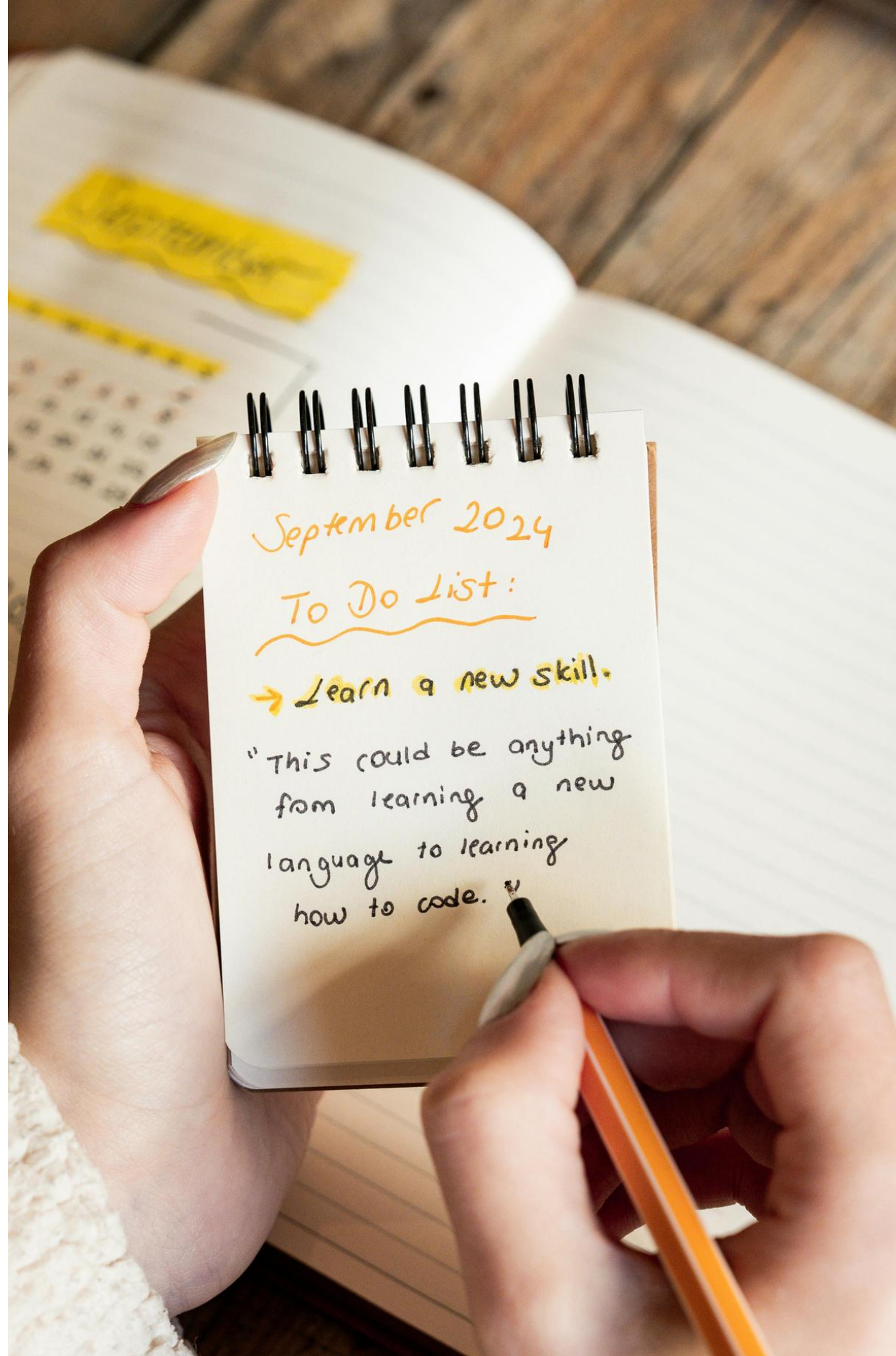
If you need help with finding accommodation from the **private market**, **Housing Office** gives you a helping hand during the process.

More information: [HERE](#)

TEMPORARY ACCOMMODATION

If you need temporary accommodation in Budapest, we recommend you to choose the services of **partners hotels of ELTE** [HERE](#).





TO-DO List

AFTER ARRIVING TO HUNGARY



Ask for a **mentor** HERE



Arrange your **Student ID**



Open a bank account (not necessary)



Do your registration **with the DIA office**



Get to know **our campus**



Log into **Neptun** and register for **courses**

Ask for a student mentor

STUDENT MENTOR SYSTEM: We offer a targeted student mentor system to all incoming students who would like to have personal mentoring before arrival and/or during their stay in Budapest.

DIFFERENT MENTOR NETWORKS: If you would like to have a mentor please choose one of our mentor networks and register for a mentor here: <https://www.btk.elte.hu/en/student-mentors>

Student ID

GET IT FROM QUAESTURA OFFICE (FROM 9 FEBRUARY)

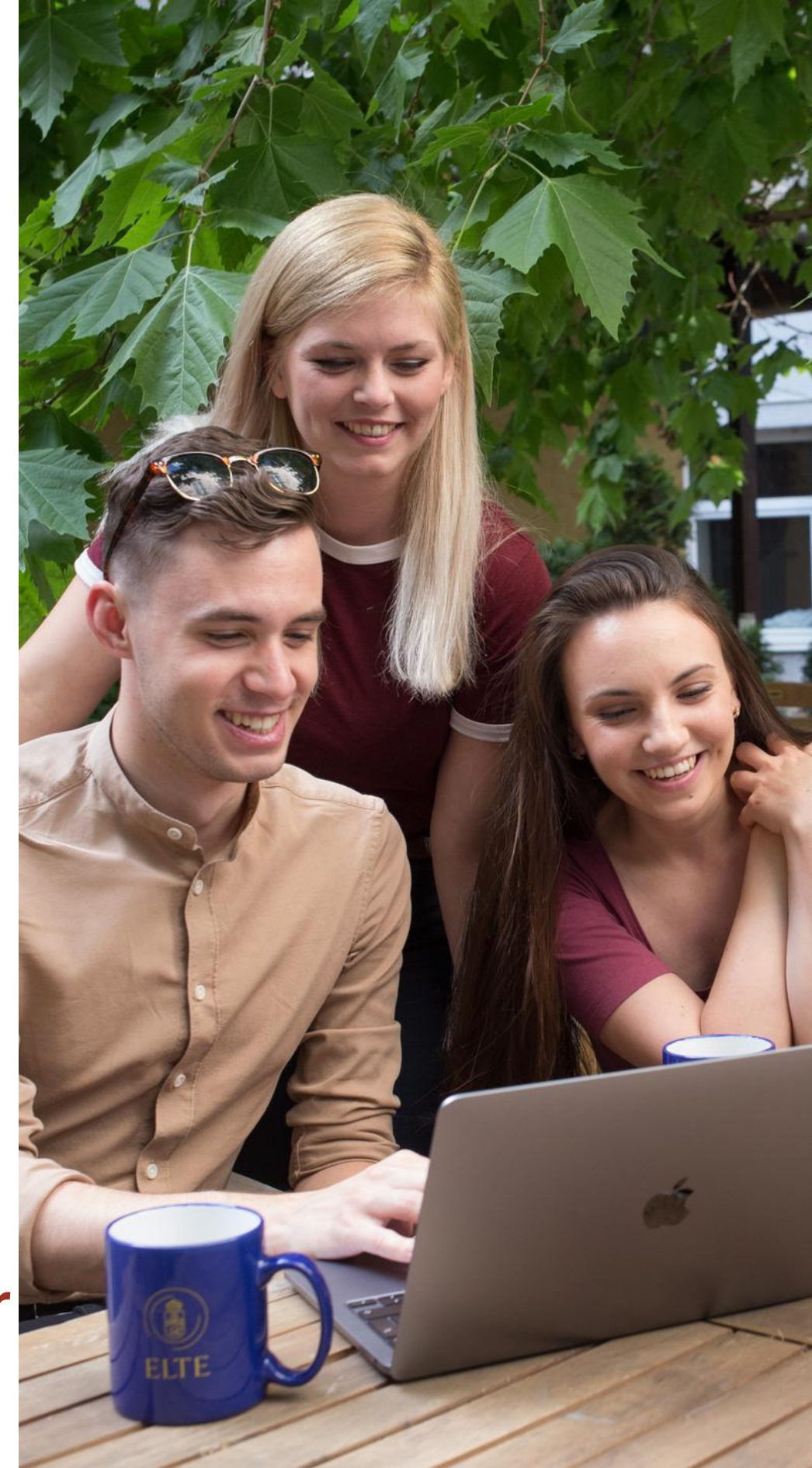
QUAESTURA SERVICES (AVAILABLE IN NEPTUN)

- **Neptun password** help
- **Certificate of student status** (active) - can also be requested at the DIA office
- Processes **temporary student identification card**
- Arranges **health insurance** on a fee-paying basis

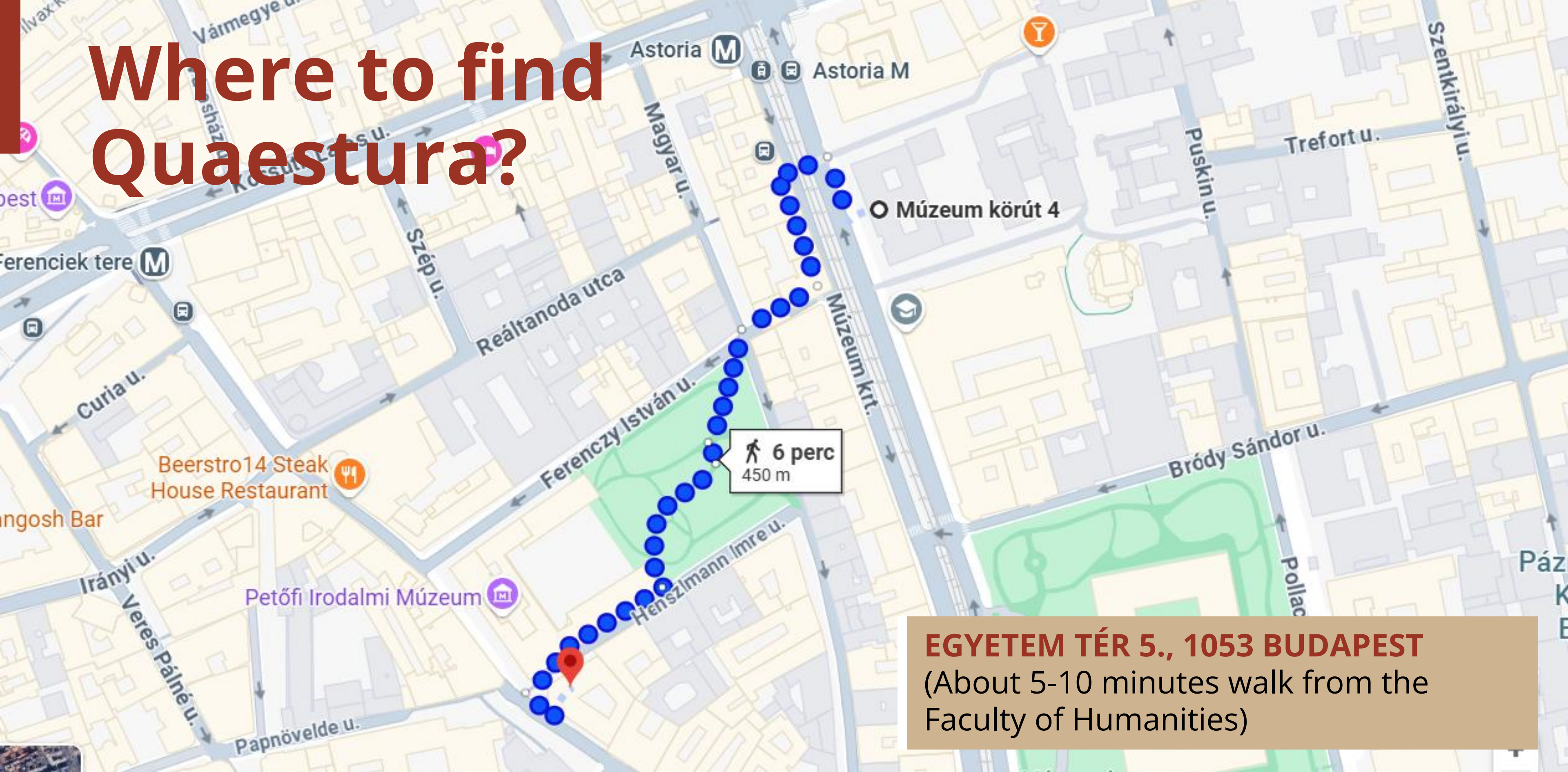
OPENING HOURS AT EGYETEM TÉR 5.

- Monday: 09:00 – 13:00
- Tuesday: 09:00 - 13:00
- Wednesday: 12:00 - 16:00
- Thursday: 09:00 - 13:00
- Friday: 08:00 - 12:00

(Right now, until 9 February. **When classes start, please check the website for the new timing:** <https://qter.elte.hu/Statikus.aspx/Elerhetoseg>.)



Where to find Quaestura?



EGYETEM TÉR 5., 1053 BUDAPEST
(About 5-10 minutes walk from the Faculty of Humanities)



Student Identification

STUDENTS STAYING SHORTER THAN 12 MONTHS

Temporary Student ID paper
(get it from 9 February at Quaestura Office)

A4 format paper sheet document

- Issued by **Quaestura Office**
- **HOW?** Described here:
<https://neptun.elte.hu/qter/gyik/Diakigazolvany>

Important information: The ID (paper A/4) is **valid only for 60 days** from the day it has been issued. After 60 days the document expires and **has to be requested once again** from the Quaestura Office.

Discounts

WITH YOUR TEMPORARY STUDENT ID PAPER

Temporary Student ID paper is valid to be used for discounted **transportation in Budapest** and any other means of **transportation in Hungary** (bus, train, etc.).

Always check for **student discounts at other places** (e.g. museums, cultural events, cinema, sport facilities)

Discounted transportation

PRICES

Monthly discounted Hungary Pass*: 1.890 HUF (~5 EUR)

Single ticket (one way ticket): 500 HUF

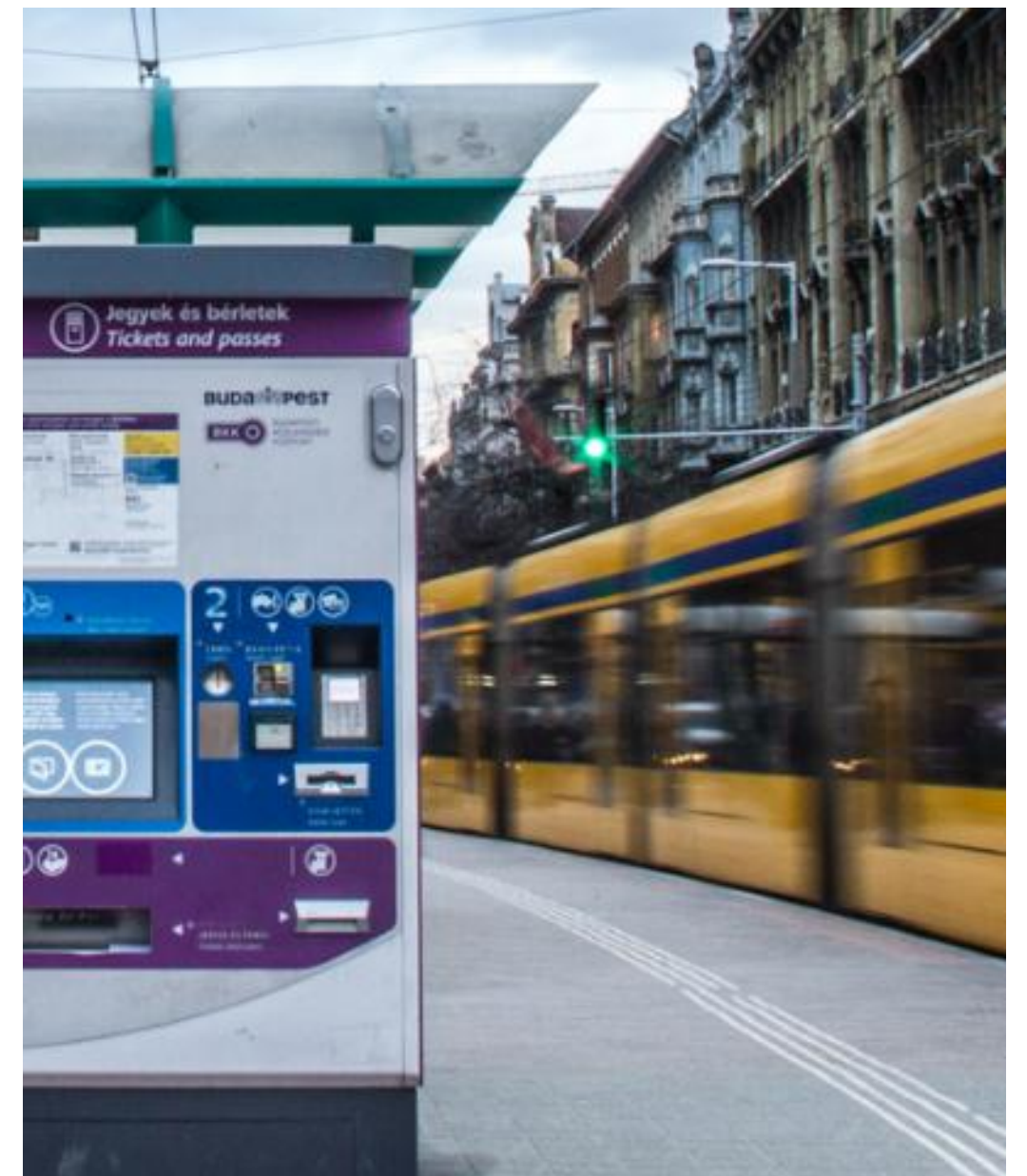
**Your student ID card number is necessary for the pass, you should write this number on the pass if this has not been done at the cashier.*

WHAT IS A HUNGARY PASS?

The Hungary Pass can be used for travel on almost all **BKK services** (except the 100E Airport Express), **HÉV** suburban railways, **trains, buses**, etc.

WHERE TO BUY YOUR PASS?

Single tickets and Hungary Pass can be bought **from ticket machines** or online through "**BudapestGO**" app.





YOU MUST HAVE A **VALIDATED TICKET** OR A **VALID PASS** BEFORE BOARDING THE VEHICLES!

BKK officials are authorised to check the validity of **your ticket or pass** any time during or after your trip.

Passengers without valid ticket or pass are to **pay a heavy fine: 25.000 HUF (~70 EUR).**

ALWAYS **CARRY YOUR STUDENT ID** WITH YOU!

Do **NOT use public transport without your** Temporary **Student ID** paper!

Do **NOT buy a student monthly pass until you get your** Temporary **Student ID** paper (from 9 February)!

Open a bank account in Hungary

Erasmus+ and exchange students: It is not obligatory but recommended to open a Hungarian bank account, especially if you stay for a whole year.



WHICH BANK? You can open the account at any banks.
Recommended: OTP Bank



WHERE TO FIND OTP?
near Astoria (campus):
1075 Budapest, Károly krt. 1



OTP ATM: in building 4/A
(next to the Department of International Affairs)

Medical assistance

WHAT TO DO IN CASE OF A MEDICAL ISSUE OR A MEDICAL EMERGENCY?

MEDICAL TREATMENTS

For medical treatments, it is very important to have a **valid health insurance**. Without an insurance, all treatments have a cost.

HEALTH INSURANCE

- **Non-European mobility students:** own health insurance (e.g., Generali can be purchased at ELTE)
- **Students with EU citizenship:** European Health Insurance Card

MORE INFORMATION AND EMERGENCY DETAILS:

<https://btk.elte.hu/en/medical-assistance>



Trefort-garden Campus

REACH THE CAMPUS BY PUBLIC TRANSPORT

Astoria – right by our Campus

- Metro 2 (red line)
- Trams: 47 and 49
- Buses: 5, 7, 8E, 9, 100E (Airport bus), 108E, 110, 110E, 112, 133E

Kálvin tér + a short walk along Múzeum körút (“boulevard”)

- Metro 3 (blue line), Metro 4 (green line),
- Trams: 47 and 49,
- Buses: 9, 15, 100E (Airport bus), 115

Deák tér + a short walk along Károly körút (“boulevard”)

- Metro 3 (blue line), Metro 2 (red line), Metro 1 (yellow line)
- Buses: 5, 9, 15, 100E (Airport bus), 105, 110E, 115, 133E

The official address is: **1088 Budapest, Múzeum körút 4-6.**



Getting around campus



NAVIGATING BETWEEN ROOMS AT ELTE BTK: our Faculty has created a **room map for easier navigation**. After visiting [this website](#), click on the name of the room you are looking for to open the map.

BIS (BUILDING INFORMATION SYSTEM): a web-based geoinformation system that provides **easy and quick access to floor plans** to help navigate within the university's buildings and between ELTE buildings. Upon login to [this website](#), users can **see the campuses displayed on a map** of Budapest.

Department of International Affairs (DIA)

ADMINISTRATIVE COORDINATORS

Erasmus+ exchange students: **Ms. Veronika Vida; Ms. Lilla Gilián** (email: incoming@btk.elte.hu)

Other exchange students: **Mr. Sándor Balaci** (email: mobility@btk.elte.hu)

WHERE TO FIND US?

Múzeum krt. 4/A, 1088 Budapest (Ground floor, room 44)

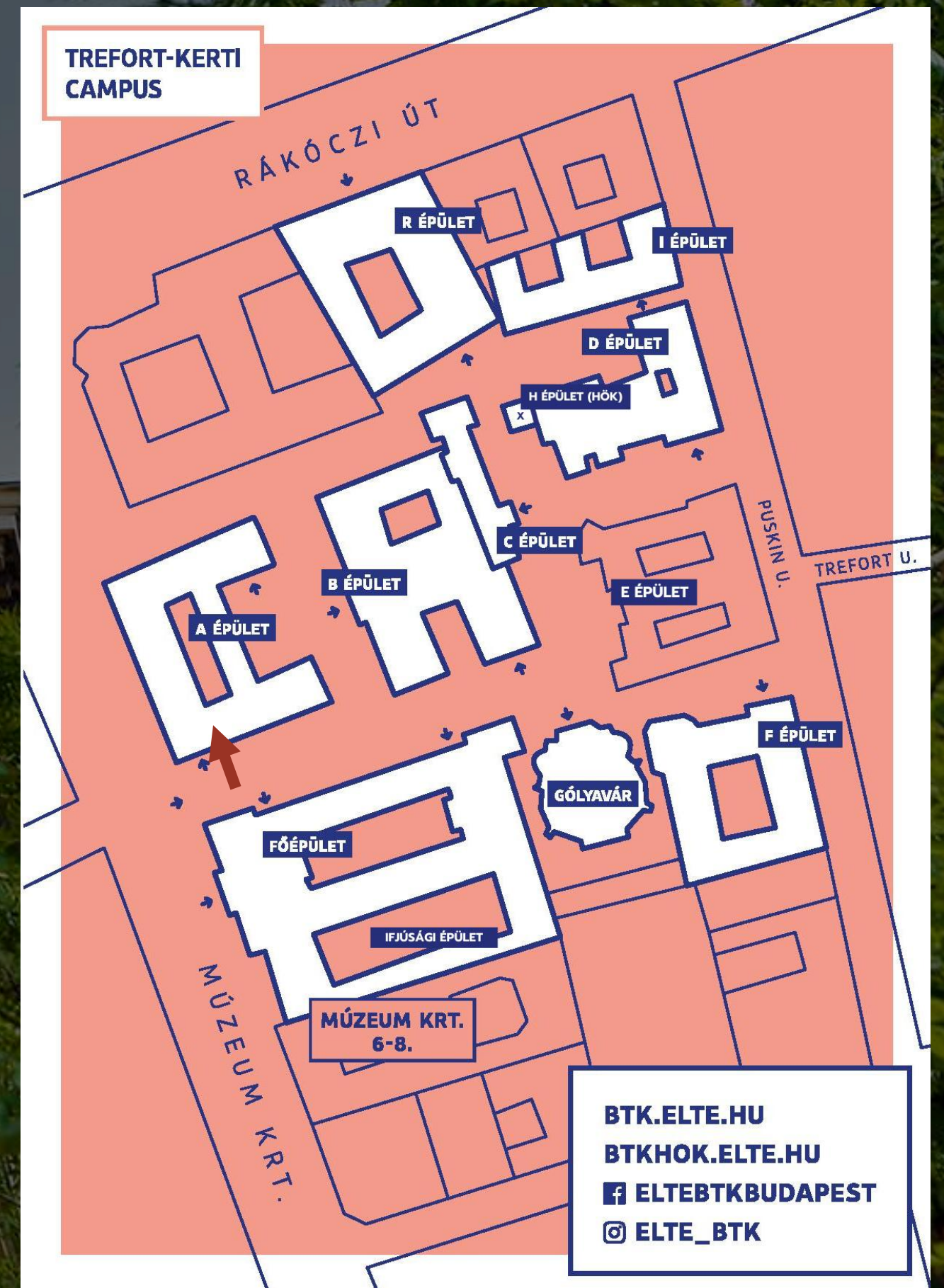
OFFICE HOURS

Monday: 13.00-16.00

Wednesday: 9.00-12.00; 13.00-16.00

Tuesday, Thursday, Friday: no office hours

Register for office hours here: kronosz.elte.hu



Registration with the DIA Office

REGISTRATION (IN PERSON!) IS A MUST

- ✓ Signing the registration form during **Orientation Week** (on 3rd of February from 1 PM - orientation session)
- ✓ **Late arrivals:** you must visit **office 44.** for registration (signing our sheet)
- ✓ After 9 February: come in **office hours (ONLY with booked appointment - Kronosz/email)***

USEFUL INFORMATION

- ✓ **WHERE TO FIND US?**
Building A, room: 44 (ground floor)
- ✓ **WHO TO LOOK FOR?**
 - Erasmus+ exchange students: **Ms. Veronika Vida* (or Ms. Lilla Gilián)**
 - Other exchange students: **Mr. Sándor Balaci**

**Erasmus students especially must book an appointment (Veronika is part time in the office)*

Eating facilities

MŰHELY EGYETEM CAFÉ (AT THE CAMPUS):

Soups, salads, sandwiches, coffee, tea, desserts.
A lunch menu costs around 2.700 HUF (~7 EUR)

EATING FACILITIES NEAR THE CAMPUS

Subway: Astoria

McDonald's: Astoria

Burger King: Astoria

Bamba Marha Burger: Astoria

Black Cab burger: Rákóczi út.
19. (hand-made burgers)

Padthai Wok Bar: Egyetem tér

Manu+: Múzeum krt 7.
(Neapolitan pizza)

Vega City: Múzeum krt. 23.

(vegan food, menus)

Zoska: Ferenczy István utca 28.

(breakfast and café)

Csendes: Ferenczy István utca 5.

(restaurant)

Belvárosi Disznótoros: Károlyi
utca 17. (Hungarian food)



Eating facilities (shops)

- 1** **Tesco Express:** Astoria (supermarket)
- 2** **Aldi:** Kossuth Lajos utca 13. (supermarket)
- 3** **Lipóti bakery:** Rákóczi út 4-6.
- 4** **City Spar:** Károly körút 22-24. (supermarket)

Libraries at ELTE

FACULTY LIBRARIES AND CENTRAL LIBRARY

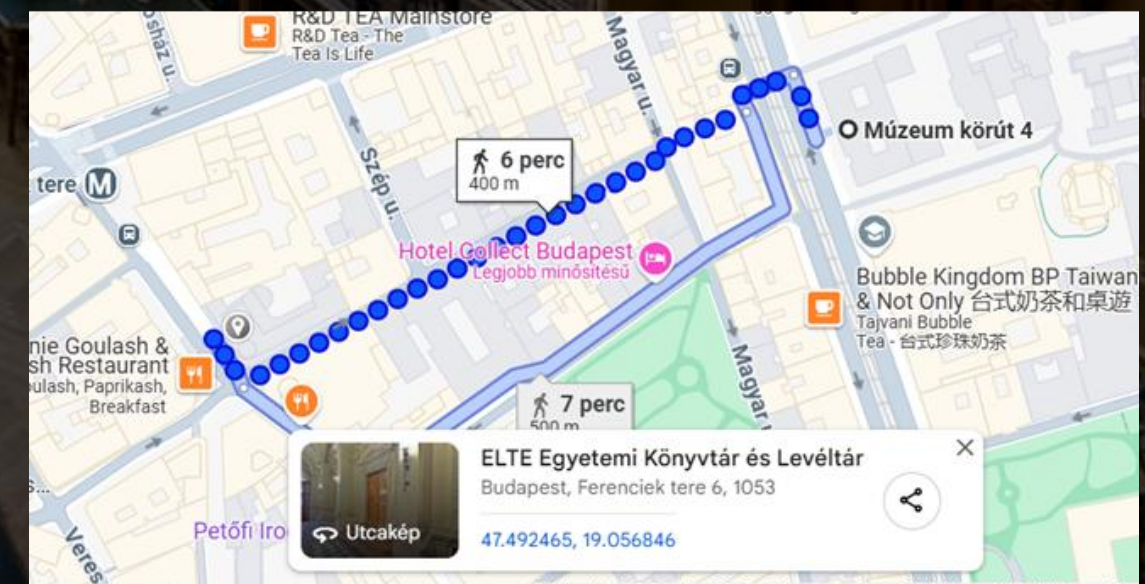
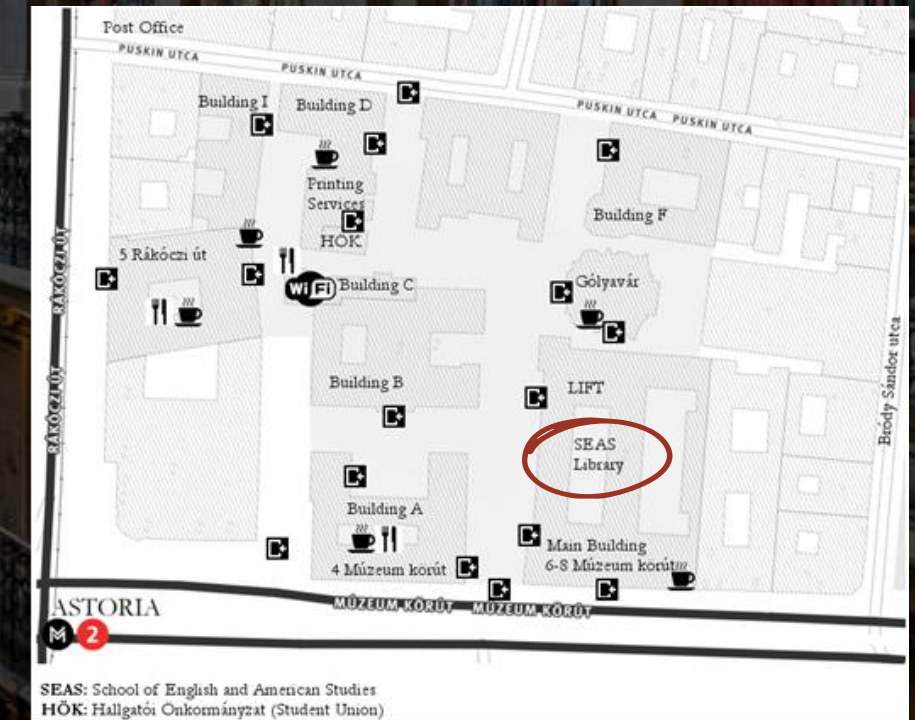
English and German language library

- **WHERE?** Main building
- **ENGLISH LIBRARY:** seaslib@btk.elte.hu
- **GERMAN LIBRARY:** germbibl@btk.elte.hu

IMPORTANT: Most departments have their own library as well. Ask your academic coordinators or course lecturers for information, other suggestions.

ELTE Central University Library & catalogue:

<https://konyvtar.elte.hu/en>





Book shop

WHERE? Building A, basement, room number -176.

What you will find here:

- University books
- Lecture notes
- Study-related books

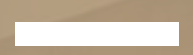
They have **everything in stock** or can procure any textbook available on the (domestic or international) market in case you **reach out to them**.

More info: <https://btk.elte.hu/en/university-bookstore?m=352>



SHOULD YOU NEED PRINTING:

COPY SHOP



**AT THE CAMPUS:
IN BUILDING R, GROUND FLOOR**



Free trainings

BEING AN INTERNATIONAL STUDENT: TRANSITIONS, COMMUNICATION, WELL-BEING

1

INTERCULTURAL TRAINING

Consisting of **3 connected training events** designed for international students studying at ELTE and Hungarian students intending to study abroad.

More information: [HERE](#)

2

PSYCHOLOGY GROUP WORKSHOPS

HELP (Programme Aimed at Promoting Student Effectiveness) is there to assist you by **providing you with 3 psychology group workshops per semester.**

More information: [HERE](#)



HELP

SUPPORTING YOUR STUDIES AND PROVIDING INDIVIDUAL COUNSELLING

LEARNING SUPPORT

HELP provides **individual** or **group assistance** with **enhancing your studies** outside of class.

INDIVIDUAL COUNSELLING

HELP aims to find the best methods with which you can be **effective in your university studies**. They also offer **professional life counselling**.

More information:

<https://www.btk.elte.hu/en/counselling-services>



Pastoral service

FOREIGN STUDENTS AT ELTE HAVE ACCESS TO THE PASTORAL SERVICES OF PPCU (PÁZMÁNY PÉTER CATHOLIC UNIVERSITY).

WHAT TO EXPECT?

- Individual and small group exercises
- Holy masses in English
- Keeping faith groups (online)
- Spirituality days, spiritual practice weekends during major Catholic holidays
- Preparation for sacraments (baptism, confirmation)
- Leisure and cultural programs: excursion, film clubs
- Lectures, roundtable discussions on Christianity, spirituality

MORE INFORMATION: <https://www.elte.hu/en/pastoral-services>

Students with special needs

DISABILITY CENTER

The aim of the center is to ensure **equal opportunity, accessibility** and **offer support** to students who have a disability or chronic illness which impacts upon their ability to participate fully in university life.

If you are a student with special needs or disabilities, please **get in touch with the disability coordinator of the faculty.**

COORDINATORS AT OUR FACULTY

- **Coordinators:** Ms. Edina Cserhalmi, Mr. Zoltán Senkei-Kis
- **Email address:** specialis@btk.elte.hu
- **Telephone:** +36-1-411-6500/5485

1088 Budapest, Múzeum krt. 4/H

orszag@btkhok.elte.hu



ELTE BTK HÖK

10K



Message Liked Search

Posts About Mentions Reels Photos Live More

Events

Upcoming Past



This Friday at 17:30
SZMI TRICK OR TREAT 2025
Treffort Kert & Könyvtár Klub · Budapest...

Interested



Fri, 17 Oct at 20:00 and 2 more
ELTE BTK HÖK - Mi ez a Lárma?
Treffort Kert & Könyvtár Klub · Budapest...

Interested

esnelte



ESN ELTE

664 bejegyzés

4783 követő

497 követés

Csumi!

esnelte



DON'T MISS OUT ON ANY EVENTS

BTK Students' Union (ELTE BTK HÖK)

- events for all faculty members
- important information about your studies (e.g., deadlines, study periods, etc.)
- NOT ALL information is relevant to you

Please always check the descriptions of posts/events, as English version is always available (under the Hungarian text).

Erasmus Student Network (ELTE ESN)

- events primarily for Erasmus students of the university
- ESN card: discounts are available – get it from ESN office (not the DIA Office)

Check their IG for up-to-date office hours.

ELTE International Alumni Chapter

ALUMNI ASSOCIATION OF INTERNATIONAL STUDENTS

To **maintain contact with your Alma Mater, friends and colleagues** from Hungary after returning home.

AIMS OF THE INTERNATIONAL ALUMNI CHAPTER

- to build a social and professional **global alumni network**
- to **reconnect** with fellow alumni and alma mater
- to keep former and current students **connected**
- to establish **regional volunteer-led groups**

HOW TO REGISTER?

Fill out the registration sheet and bring it to our Office.



ELTE Caesar account explained

Most of the **IT services required for university life** can be accessed with an **IIG ID** (can be required here: <https://ugykezelo.elte.hu/>)



IIG ID (CAESAR ACCOUNT):
a **username** (preferably referring to the user's name), which is 3-12 characters long



ELTE EMAIL ADDRESS:
first part of your address is **your IIG ID**
(username@student.elte.hu)



CREATING AN ELTE EMAIL ADDRESS: Login to <https://outlook.office.com/> with your address



ELTE CAESAR ACCOUNT & EMAIL

- Access to **ELTE Wi-Fi**
- Access to **MS Office 365**
- The official **letters are sent to the ELTE email** (via Outlook, your emails are available on every device).
- Access to **Microsoft Teams, Moodle, Canvas**

STEP-BY-STEP-GUIDE: <https://www.elte.hu/en/it-support>
IIG ID can be required here: <https://ugykezelo.elte.hu/>

WHEN YOU GET YOUR ELTE EMAIL ADDRESS, DO NOT FORGET TO REGISTER IT IN THE NEPTUN SYSTEM

- Log in to Neptun
- Go to the “My data”
- Click on “Contact information”
- Click on “New Email address”
- Type your email address and click on the save button.
- Enjoy your personalized ELTE email address.

Use Wi-Fi on campus



HOW TO USE ELTE WI-FI?

You can use Wi-Fi at the university with your ELTE **Caesar account (IIG ID).**

CREATING AN ELTE CAESAR ACCOUNT

Info on creating an account: **second orientation letter.**

SHOULD YOU NEED HELP

Visit the following **webpage:**
<https://www.elte.hu/en/it-support>



DOCUMENTS

DURING YOUR STAY



Confirmation of your **arrival** (if required)



Guest student course registration form (if needed)



Learning Agreement (Erasmus students)



Certificate of **attendance** (can have a diff. name)



Transcript of Records (issued by our office)





Confirmation of Arrival (for Erasmus+)

SIGNATURE

If possible, please **have your document signed today!** If you **arrive later**, the signature can only be obtained **in person** from your administrative coordinator at the **DIA office**. After the start of the **academic year** (9 February), you may come to the office **between 9:30 AM and 4 PM** with an appointment.

IMPORTANT

Please **use the form given by your home university**, or download it from your home university website.

Documents during the semester

GUEST STUDENT COURSE REGISTRATION FORM I.

- **WHEN?** After your arrival.
- **WHY?** For courses you could **not register for**.
- **HOW? Teacher's permission** and your **academic coordinator's approval** are needed (in the form of signature).
- **SUBMISSION OF THE FORM:** Submit at our **Office personally until 28 February** (the sooner, the better)

Download here (under "Documents"):
<https://www.btk.elte.hu/en/incoming-registration-useful-information>

GUEST STUDENT COURSE REGISTRATION FORM

Name:	Date of birth:
Place of birth:	Neptun code:
Address in Hungary:	
e-mail:	

The undersigned request to be allowed to participate in the seminars and take the examinations listed below. For this purpose I have the consent of the academic coordinator/lecturer concerned. The signatures below attest to this.

I could successfully register myself for these courses in Neptun:

Course code	Brief title

I need to be registered for these courses in Neptun by my Erasmus/Guest student coordinator:

Course code	Brief title	Signature of course lecturer or head of department

I declare that:

I am a registered student at the
University/ Institute of Higher Education (name of your home-university).

.....
Academic coordinator's signature

.....
student's signature

Budapest,
.....

please read the reverse side of this form!

Guest student form II.

SUCCESSFULLY REGISTERED COURSES

In parallel with registering your courses in the Neptun system, please also **list them on the document.**

COURSES YOU COULD NOT REGISTER FOR

- **WHY?** Prerequisite requirement, the course was full, the deadline was over, etc.
- **WHAT TO DO?** You must **request the course instructor's/ lecturer's approval** (signature!) to take part in the course.
- **SIGNATURES:** Please **ask the teacher to sign the Guest Form.** The Form has to be **signed by your academic coordinator as well**, before submitting to the DIA Office.
- **SUBMISSION:** Once you have gathered the signatures on the Guest Form, please **bring the Form to** your administrative coordinator to **building A, office 44** (last day: **28 February**).



Learning Agreement (for Erasmus+)

It is always the academic coordinator who signs the document (not Veronika nor Lilla nor Sándor - we are your administrative coordinators)!



BEFORE THE MOBILITY:

if it is not signed yet, have it signed



DURING THE MOBILITY:

if your courses change compared to the before part, fill it in, and have it signed



AFTER THE MOBILITY:

only necessary if your home university requests it

Documents before leaving

CERTIFICATE/CONFIRMATION OF ATTENDANCE/STAY/DEPARTURE*: form given by your home university

**The name can vary depending on your university.*

TRANSCRIPT OF RECORDS: issued by the Department of International Affairs (DIA).

Documents before leaving

CONFIRMATION OF STAY/ CERTIFICATE OF ATTENDANCE

- ✓ **FORM:** Please, **use the form given by your home university.** If it is **not available**, let us know and we will **use the ELTE form.**
- ✓ **MORE INFORMATION:** Will be provided **before the exam period.**

SIGNATURE: Personally, and never earlier than **5 days before your departure.** (Last day: Friday, 3 July 2026)

TRANSCRIPT OF RECORDS (TOR)

- ✓ **FORM: Issued by** the Department of International Affairs (**DIA**), and it will be **generated by** the **Neptun** system.
- ✓ **WHAT TO DO?** Make sure that **all your grades are recorded in the Neptun** system before your departure. When all the grades are visible in Neptun, **write us an email** and the signed document will be **sent to your email address.**



TO-DO List

COURSE REGISTRATION



Create your **Neptun password** [HERE](#)



Log into Neptun (two-step authentication)



Get familiar with our **course catalogue** [HERE](#)



Sign up for your courses



Come to our **Neptun training**



Neptun Education System

WHAT IS NEPTUN? The Neptun Education System is the **electronic system at ELTE**. You can register for courses and exams, follow the results of your courses and financial matters via Neptun.

WHAT IS A NEPTUN CODE? The Neptun code (combination of 6 digits/letters) is your **administrative university ID**. You cannot change it and you need to use it for all administration which you might face. You have already **received your Neptun code in an email** sent out by us.



How to use Neptun?



TO LOG IN

You got a **Neptun code**: combination of 6 digits/letters. To be able to log in, **generate your own password** on the website of our **Quaestura** Information Office.



NEPTUN CODE E-MAIL

It is essential to **generate a new password** and **enter the system before you register for the university**. Please, read the instructions in the Neptun code email!



NEW PASSWORD

For generating a new password, you will need: 1) **your mother's birth name** (Hungarian format: family name first); 2) **zip code** of your **permanent address**; 3) **passport number** (or ID number, if you don't have passport)

First login (Neptun)*

TWO-STEP AUTHENTICATION IN NEPTUN

For the English version, please select the flag icon in Neptun: <https://neptun.elte.hu>

FIRST STEP: Password-based identification (Neptun code and password)

SECOND STEP: Time-based one-time password paired with a smartphone

- Download “Microsoft Authenticator” app
- After opening, accept the data protection declaration & click on the “Continue” button
- Go back to Neptun & click on “Next” button
- You will receive a pairing code to your e-mail address
- Log in to your e-mail account & check your inbox for the e-mail
- Go back to Neptun & enter the code received via e-mail (valid for a short period of time)
- After that, just open “Ms Authenticator” app & click on “Scan a QR code” (by scanning, you will get a six-digit ID valid for 30 seconds)
- Go back to Neptun & enter the pairing code in the Npetun TOPT pairing code field
- Choose “Student web”

**Video on login process: <https://www.youtube.com/watch?v=4wZ5XcMmOs8>
In case of login problem, please turn to Quaestura Student Customer Service Office*

DO YOU FEEL LOST WHEN USING NEPTUN?

NEPTUN TRAINING

WEDNESDAY, 4 SEPTEMBER 2026 10:00-11:00
BUILDING A, ROOM 047 (GOMBOCZ ZOLTÁN LECTURE HALL)

(PLEASE, BRING YOUR LAPTOP/TABLET)

Available courses

FOR THE CURRENT ACADEMIC YEAR

LIST OF AVAILABLE COURSES: [HERE](#)

Incoming Erasmus students should **choose courses from this list** and **from the institute/department they are nominated to**. If you wish to register for courses offered by another institute/department, please **always consult your academic coordinator** first.

COURSES IN YOUR LEARNING AGREEMENT

You will always be able to **change your final Learning Agreement once you are in Budapest** and can look at the current catalogue.

SIGNING YOUR LEARNING AGREEMENT

The **responsible person to sign your LA** is the **academic coordinator** of the institute/department you were nominated to (**not your administrative coordinators, Sándor or Veronika**).



Course registration

WHERE? IN NEPTUN.

WHAT HAPPENS? There are **3 course registration periods** (Preliminary registration period; ranking registration period; first-come, first-served registration period). More details to follow.

HOW? A **guide** about course registration can be found [HERE](#). You can also find some **Neptun tutorials** on the University YouTube channel: [CLICK HERE](#).

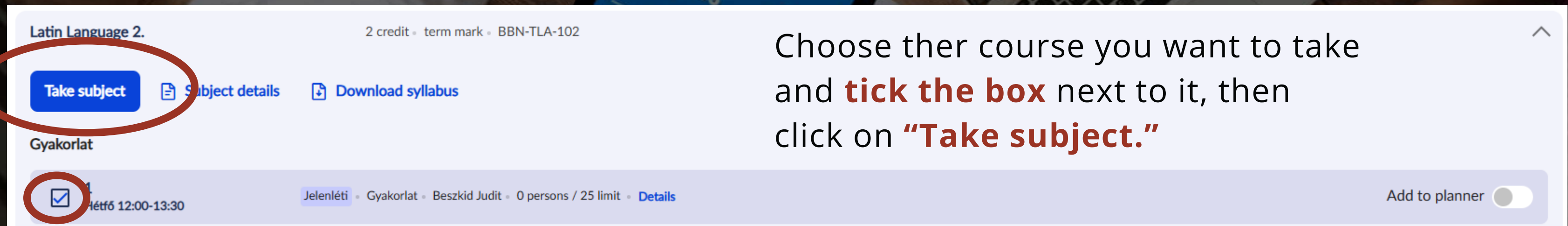
IF YOU CANNOT REGISTER: Guest Form (see previous slides)

Course registration periods explained

PRELIMINARY REGISTRATION PERIOD

WHEN? ~~Until 30 January 16:00~~ (4 PM) – OVER ALREADY

WHAT TO DO? **Register for your courses** to get more points during the ranking period (Menu > Subjects > Register for subjects).



Latin Language 2. 2 credit · term mark · BBN-TLA-102

[Take subject](#) [Subject details](#) [Download syllabus](#)

Gyakorlat

<input checked="" type="checkbox"/>	1	Hétfő 12:00-13:30	Jelenléti · Gyakorlat · Beszkid Judit · 0 persons / 25 limit · Details	Add to planner <input type="checkbox"/>
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Choose the course you want to take and **tick the box** next to it, then click on **“Take subject.”**

Course registration periods explained

RANKING REGISTRATION PERIOD

WHEN? From 30 January 20:00 (8 PM) **until 5 February 17:00** (5 PM)

WHAT IS HAPPENING? According to the point system of Neptun, the **students with higher points can stay** at the course, while **Neptun drops students with less points** above the head count (limit) of the course.

WHAT TO DO? As you may be deregistered from your courses, please **always check your Neptun**. If you are dropped, you can make a new plan: 1) check Neptun during the “first-come, first-served” period, as **some places may become available**; or 2) **ask your professor for permission to join** the course (Guest Form).

Headcount/Queue/Limit	Headcount/Queue/Limit
<u>0/20/25</u>	<u>0/30/25*</u>

*You can still register, and you will be able to see your ranking (instead of the exclamation mark)



Course registration periods explained

FIRST-COME, FIRST-SERVED REGISTRATION PERIOD

WHEN? From **6 February 8:00** (8 AM) until **13 February 16:00** (4 PM)

WHAT IS HAPPENING? Everybody can **register for the remaining free places** of the courses (even if you have been dropped), however, you need to be fast. What is more, **courses can also be dropped**, so this is the time to change your mind if you do not like a course.

IF YOU CANNOT REGISTER: It may happen that there is a pre-requisite at a course, so you cannot register for it. In this case, **fill out the Guest Form** and have it signed.

Headcount/ Queue /Limit	Headcount/ Queue /Limit
<u>20/0/25</u>	<u>25/0/25</u>

In this case, you can still register for the remaining slots.

In this case, you cannot register anymore.

Course registration

IMPORTANT INFORMATION ABOUT THE FIRST-COME, FIRST-SERVED PERIOD

1

WHAT HAPPENS AT THE END OF THE RANKING PERIOD?

After the ranking period, **if you have less points than others, you will be dropped** from the course by Neptun. Therefore, when the first-come, first-served period starts, you **need to be quick to register yourself again for the free places** offered for the rest of the students (like in a **competition**). If you successfully registered for a course in Neptun during this period, you are **officially enrolled to the course**.

2

CAN YOU STILL DROP COURSES?

If you are not satisfied with a course, you may still **drop it until the end of the first-come, first-served registration period**. As other students may also drop courses during this time, **additional spaces may become available** in previously full courses. Therefore, we encourage you to check Neptun regularly.

Problems with course registration

Each of these to be explained in the next slide.



FULL HEADCOUNT:

The limit of the number of students is reached



PREREQUISITE:

Full-time student must complete another course before they take this course



COURSE FROM ANOTHER FACULTY:

Different course registration periods, request needed, etc.



Full headcount

PROBLEMS WITH COURSE REGISTRATION I.

MAX. NUMBER OF STUDENTS IS REACHED

If the course cannot take more students, **Neptun will not allow you to sign up.**

CAN YOU STILL REGISTER FOR THE COURSE EVEN THOUGH IT IS FULL? If you get a **permission from the professor** on the **Guest Student Course Registration Form**, your coordinator can register you for the course.

WHAT IF THE PROFESSOR DOES NOT GIVE THEIR PERMISSION? If there is no more space, and the professor does not give their permission, unfortunately you **cannot register for the course.**



Course with a prerequisite

PROBLEMS WITH COURSE REGISTRATION II.

WHAT IS A PREREQUISITE?

- **Full-time student** have to **complete some course before registering** for the course with a prerequisite (e.g., they can only take "Advanced Phonology" if they have completed "Introduction to Phonology" first).
- Since you have not completed these prerequisites, you are **still allowed to attend the course**, but the registration is going to be different.

WHAT TO DO? FILL OUT THE GUEST FORM

- **Fill in all required details**, including the course information (code, title).
- **Ask the course lecturer to sign the form.**
- **Bring the completed form to our office**, and your administrative coordinator will register you for the course.



Course from another faculty

PROBLEMS WITH COURSE REGISTRATION III.

Other ELTE faculties have different course registration periods. Check the course registration periods from other faculties [HERE](#).

Regulations at out Faculty

- At least **half of your ETCS should come from the institute/department you have been nominated to**
- **Max. 10 ETCS** from other faculties

Important information: We cannot guarantee that you will get into courses from other faculties. In case of questions about courses from other faculties, please always **reach out to the relevant faculty coordinator.**



Deregistration

HOW TO DROP A COURSE?

If possible, please drop your courses until the end of the course registration period (13 February 4 PM). This allows other students to register for your spot. After the deadline, spots remain unused.

Dropping a course during the course registration period:

- no form, no email (you **deregister yourself**)
- in **Neptun** ("Menu" > "Subjects" > "Registered subjects" > "Drop" – as shown in the next slide)

Dropping a course after the course registration period:

- no form is needed (an **email** should be sent **to your administrative coordinator**, Veronika or Sándor)
- email should contain: **course code, course title**
- final deadline: **28 February 2026**



IMPORTANT ACADEMIC REGULATION

ABSENCE POLICY

If you **miss more than 30%** of your classes (usually 3 times 90 minute slots in your timetable), you will **not get a grade** and have no credits.

HUNGARIAN LANGUAGE COURSES FOR
ERASMUS+ AND OTHER EXCHANGE STUDENTS

General Hungarian language course I. / II.

PLEASE NOTE: The course is very popular and not everyone will be able to get in. We are unable to increase the number of participants, so please do not contact us with such requests. You cannot attend the course without registering.

<https://btk.elte.hu/en/general-hungarian-classes-info>





REGISTRATION

Registration opens **in Neptun from 10 February at 10:00** and takes until the end of the course registration period. Please note that **there is a limited number of places**, thus the registration happens on a "first-come, first-served" basis.

IMPORTANT: There are two types of courses available, please **register** for one of them **with the given code** (if you register with a different subject code, you will be dropped from the course automatically).

COURSE INFORMATION

Two types of courses*:

- **1x90 min/week** (Course in General Hungarian: BXI-HUNLANG-INT) – 3 ETCS
- **2x90 min/week** (Course in General Hungarian: BXI-HUNLANG-INTD) – 6 ETCS

Please, also note that the courses are **organised in two different campuses or online, so always **check if the location is suitable** for you.*

*(The rooms marked with **BD, BI or BF** are located at the **Trefort (Astoria) campus** in Pest – Building B.)*

General Hungarian language course I. / II.

Please also **check the language level of the groups.**
The level is indicated by code in the name of the course:

A1.1: Total beginner

A1.2: Beginner, who have learnt some Hungarian before

A2.1: Recommended after completing at least 80 lessons of Hungarian language

A2.2: Recommended after completing at least 100 lessons of Hungarian language

B1.: Pre-intermediate

B1.2: Pre-intermediate more advanced

B2.1: Intermediate

B2.2: Intermediate+

Sport courses

OFFERED BY BEAC (BUDAPEST UNIVERSITY ATHLETIC CLUB)

- **CREDITS:** 1 sport course = **1 ECTS**
- **REGISTRATION:** In **Neptun** (courses start with VTN)
- **COURSE FEE:** **6000 HUF/course**, but please ask the trainers if there is any other fee to be paid, apart from the official fee indicated by Neptun. (You have to pay for the sport courses via Neptun/Q-space.)
- **MORE INFORMATION:** <https://www.beac.hu/in-english/>

If you register to a sport course, and decide not to go anymore, **you have to deregister!** If you do not deregister until 13 February 4 PM, you will still need to pay the 6.000 HUF fee.



Questions

ACADEMIC COORDINATOR (Institute/Department): Please, contact your academic coordinator of the relevant institute/department with **academic questions/issues** (e.g., subject, teacher, course-related, Learning Agreement).

ADMINISTRATIVE COORDINATOR (Department of International Affairs): Please, contact your administrative/faculty coordinator with **administrative questions** (e.g., registration, Neptun) **and other questions/issues**.

PRACTICAL MATTERS

- **Dormitory:** info@dormitory.elte.hu
- **Housing:** housing@elte.hu
- **Visa:** visa@elte.hu
- **IT support:** operator@elte.hu

- **Disability Centre:** specialis@btk.elte.hu
- **ESN (BTK):** btk@elte.esn.hu
- **Students' Union:** kulugy@btkhok.elte.hu
- **ISAC:** isac@rk.elte.hu

Check our **FAQ** here before asking

How to email your professors?

PLEASE, ALWAYS FOLLOW THESE STEPS

1

CLEAR SUBJECT LINE: The subject line should clearly **indicate the purpose** of your email (e.g., "*Question about Assignment 2,*" "*Inquiry Regarding "Syntax" course*").

Tip: Including your name helps professors identify your message more quickly ("*Request for Extension - History of English 2 (John Smith)*")."

2

APPROPRIATE SALUTATION: Begin your email with a **formal greeting**, using the professors **correct title** and **last name** (e.g., "*Dear Professor Smith,*" "*Dear Ms. Green*").

3

INTRODUCE YOURSELF: Always include **your full name, Neptun code, your programme and year** (e.g., "*My name is Jane Doe (AB12CD) and I am a second-year Erasmus student from the English Department*").



How to email your professors?

PLEASE, ALWAYS FOLLOW THESE STEPS

4

STATE THE PURPOSE OF YOUR EMAIL: Clearly **explain why you are writing**. If your email is about a course or assignment, **mention the course name and code** (e.g., “*I am writing to ask about the first assignment in your “American Literature 1” (BBI-AME17) course. I would like to request an extension for the upcoming paper due on October 15th.*”)

Important: Be concise and stay polite.

5

PROFESSIONAL CLOSING: End your email with a **kind and respectful note**, followed by your **full name** and **Neptun code** (e.g., “*Thank you for your time. I hope you have a great week. Sincerely, Anna Jones (XY12ZT)*”).



ELTE

FACULTY OF
HUMANITIES

Thank you for your attention!

Have a nice autumn semester at ELTE BTK!

btk.elte.hu/en

[facebook/eltefacultyofhumanities](https://facebook.com/eltefacultyofhumanities)

[instagram/elte_btk](https://instagram.com/elte_btk)