

ENROLMENT CHECKLIST

The following documents are required for the enrolment at the **Office of Educational Affairs**:

- passport**
- residence permit (if you already have one)
- accommodation reporting form** (or some kind of document that shows your current address in Hungary: zip code, city, name of the street, floor, apartment number)
- if you are a **BA student**:
 - **high school diploma** (certificate of matriculation/graduation certificate from high school studies): original + photocopy of original certificate
 - **official translation of high school diploma** if it is not in English: original + photocopy of translation
 - If you have not received the final certificate yet, you have to bring a **temporary certificate** which states that you completed your studies, and the document will be issued later: original + photocopy of temporary certificate
 - **official translation of temporary certificate** if it is not in English: original + photocopy of translation
- if you are an **MA student**:
 - **BA degree certificate** (diploma): original + photocopy of original diploma
 - **official translation of the diploma** if it is not in English: original + photocopy of translation
 - If you have not received the final diploma yet, you have to bring a **temporary certificate** which states that you completed your studies, and the document will be issued later: original + photocopy of temporary certificate
 - **(optional) diploma supplement** (Transcript of Records) original + photocopy of transcript
 - **(optional) official translation of transcript** if it is not in English: original + photocopy of translation
- Language certificate (if the programme requires): original + photocopy
- 1 passport photo **of yourself** (3.5 x 4.5 cm approximately. Write your full name at the back with capital letters.)
- Enrolment package with Enrolment Sheets printed and signed from Neptun study system (4 pages): You can download it from Neptun/Information/General Forms. Please, print the 4 pages separately (single-sided). (For more information, revise the second orientation letter.)
- For Stipendium Hungaricum Scholarship holders:
 - tax card (if you already have one)
 - TAJ card (if you already have one)
 - Hungarian bank account number (if you already have one)
- Your mobile phone number in Hungary (optional, but get one as soon as possible)
- Certificate of successful registration at the Department of International Affairs: You will receive this after going through the first step of the registration process.

IMPORTANT:

The documents are all required in their **ORIGINAL forms**, but **OFFICIAL TRANSLATION** and **PHOTOCOPIES*** are also needed where it is indicated. It is **NOT possible to enrol** in case of even one of the documents listed below is missing. If you do not have any of the following documents, you must arrange them to be obtained or replaced before the date of the enrolment.

In case you have questions, do not hesitate to contact your study coordinator Ms Emese KERTÉSZ at kertesz.emese@btk.elte.hu.

*Where can you print and copy?

- **At the University campus:** Building R, ground floor (Mon - Thu: 7:30–8:30 am; 9:30 am - 4:30 pm; Fri: 7:30-8.30 am; 9:30 am - 3:30 pm)
- **Closest copy shops in the city:**
 - Minicopy (Location: 1086. Budapest, Baross utca 6.; 1088. Budapest, József körút 15.)
 - Copyguru (Location: 1085. Budapest, József körút 17.)