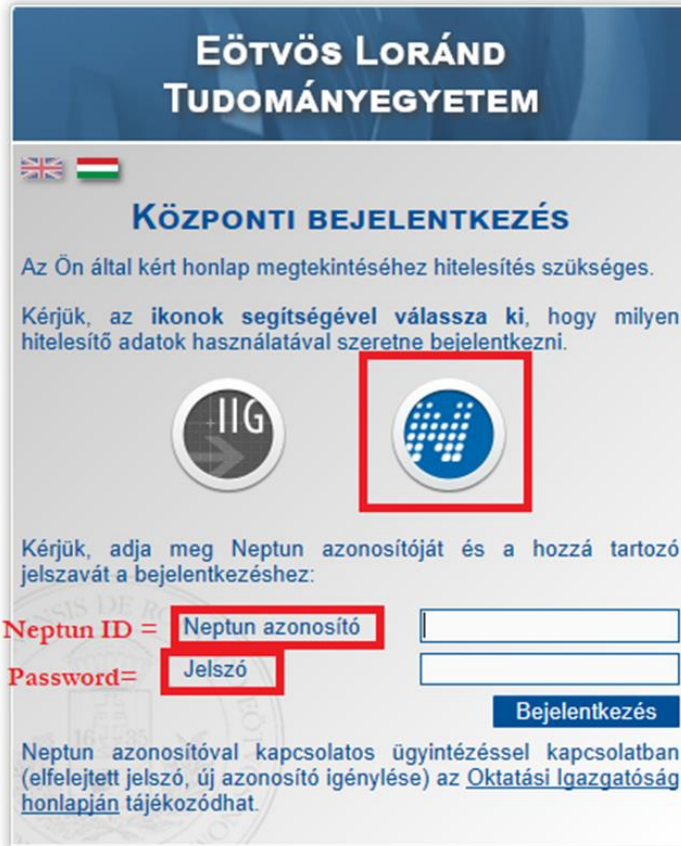




How to book an appointment for enrolment at the Office of Educational Affairs?

1. Go to kronosz.elte.hu.

The Login page is in Hungarian, but please, do not get scared. ☺ You have to click on the big **N** and you can log in with your Neptun ID (Neptun code) and the password you generated for it. (If you have not generated a Neptun password yet, please read the orientation letter about the Neptun password sent to you by the Department of International Affairs and follow the instructions.)





**EÖTVÖS LORÁND
TUDOMÁNYEGYETEM**

KÖZPONTI BEJELENTKEZÉS

Az Ön által kért honlap megtekintéséhez hitelesítés szükséges.

Kérjük, az ikonok segítségével válassza ki, hogy milyen hitelesítő adatok használatával szeretne bejelentkezni.

Kérjük, adja meg Neptun azonosítóját és a hozzá tartozó jelszavát a bejelentkezéshez:

Neptun ID =

Password =

Bejelentkezés

Neptun azonosítóval kapcsolatos ügyintézésrel kapcsolatban (elfelejtett jelszó, új azonosító igénylése) az [Oktatási Igazgatóság honlapján](#) tájékozódhat.

©2021 ELTE INFORMATIKAI IGAZGATÓSÁG Minden jog fenntartva.

2. Set the language to English in the upper-right corner and click on 'Booking'.



KRONOS.ELTE.HU

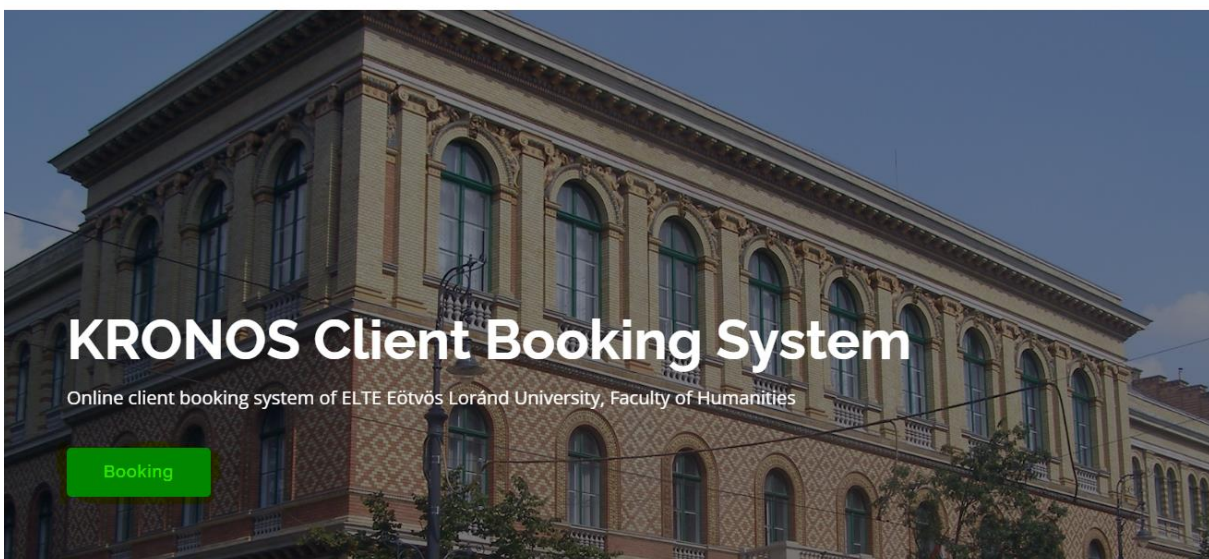
Home

Booking

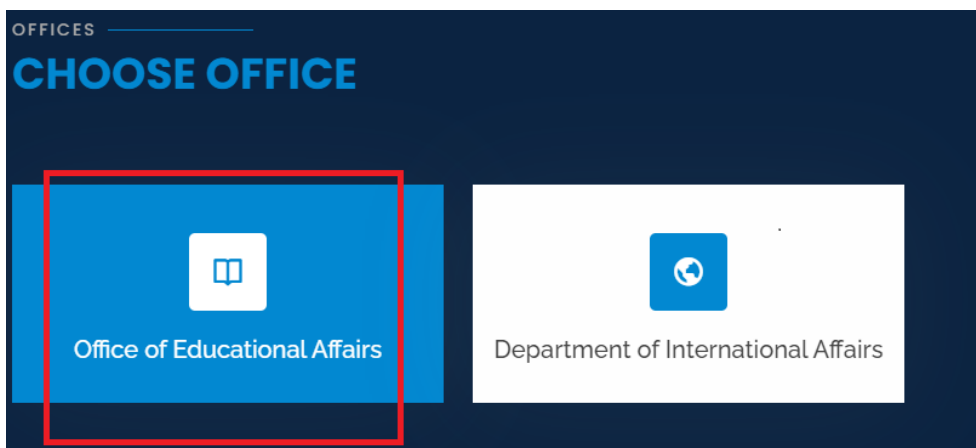
My Booked Slots



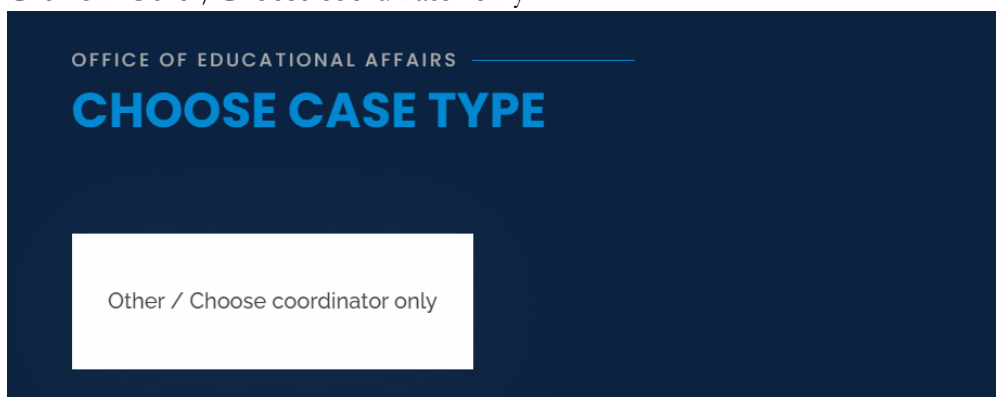
HU **EN**



3. Select the **Office of Educational Affairs**. Please note that you have to book an appointment for registration to the Department of International Affairs **first**. Please, make sure that you follow the order, and leave at least 1 hour between the two appointments:
- 1st: Department of International Affairs
 - 2nd: Office of Educational Affairs



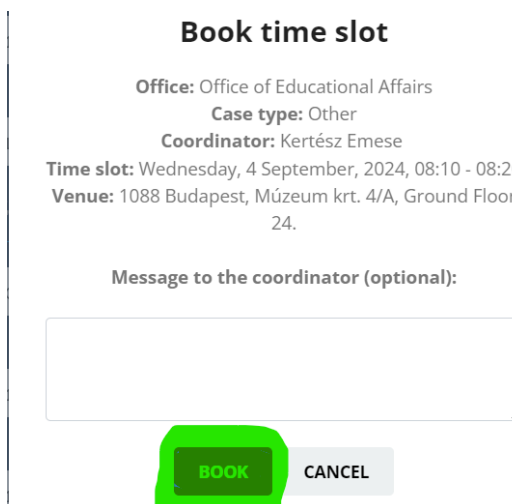
4. Click on 'Other/Choose coordinator only'



5. Chose a coordinator. Select **Emese KERTÉSZ** or **Zsanett Titanilla NAGY** (Appointments to Zsanett Titanilla NAGY might be available only after 5th August 2024.)
6. Select a time slot. You can choose **only 1 appointment!**



7. Read the information in the pop-up window carefully and finalise your appointment by clicking on 'Book'.



8. You find your booked appointment under 'My booked slots'. Click on the appointment to see the details. Please, make sure that you visit the right office and coordinator when you arrive. You can also delete your appointment here.
9. Please, note that you can book or delete an appointment only until **24 hours before** the chosen slot.

The screenshot shows a web browser window with the URL <https://kronos.elte.hu/booked.php?loc=EN>. The page header includes the KRONOS.ELTE.HU logo and navigation links for Home, Booking, My Booked Slots (highlighted in green), and a user profile icon labeled KE. The main content area is titled 'MY BOOKED SLOTS' and features a modal window for a specific booking. The modal, titled 'Booking', contains a profile picture of Kertész Emese and the following details: Office: Office of Educational Affairs, Case type: Other, Coordinator: Kertész Emese, Email: kertesz.emese@btk.elte.hu, Time slot: Wednesday, 4 September, 2024, 08:10, and Venue: 1088 Budapest, Múzeum krt. 4/A, Ground Floor 24. At the bottom of the modal, there are two buttons: 'OK' and 'DELETE' (highlighted in green).

Please, bring the following documents:

- ✓ **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 + translation if it is not in English
 - 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.
- ✓ if you are an MA student:
 - **BA degree certificate** (diploma) and **degree supplement** (Transcript of Records) original + photocopy + translation if it is not in English
 - 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.
- ✓ Language certificate (if the programme requires)
- ✓ 2 passport photos **of yourself** (3.5 x 4.5 cm approximately. Write your full name at the back with capital letters!)
- ✓ Enrolment sheet printed and signed from Neptun study system (You can download it from Neptun/Information/General Forms. 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)