

Dear Student,

Congratulations to your admission to Eötvös Loránd University! To officially establish your student status, you have to go through a 3-step registration/enrolment process.

The registration & enrolment in person consists of 3 steps:

1. electronic enrolment in the Neptun system (see the second orientation letter)
2. registration (in person) at your international coordinator at the Department of **International Affairs** (only with booked appointment, see the second orientation letter)
3. enrolment (in person) at the Office of **Educational Affairs** (you can go there after registering at the Department of International Affairs)

Be careful! Being admitted does not automatically mean that you have a student status. If you miss the steps above, your student status will not be established, and you will lose the opportunity to study at ELTE.

This guide informs you on the third step, on the enrolment at the Office of Educational Affairs. Please, read it carefully!

ENROLMENT DATES

- **22nd August 2024** (If you want to participate at the freshmen camp, you must arrive & enrol by this date. More details in the second orientation letter.)
- **03rd - 06th September 2024**
- **09th- 13th September 2024**

VENUE

Room 24; 4/A Múzeum körút, 1088 Budapest

BOOKING AN APPOINTMENT

- Book an appointment in the KRONOSZ system at least 1 hour after your previous appointment at the Dept. of International Affairs
- Select **Emese KERTÉSZ** or **Zsanett Titanilla NAGY**
- Appointments will be available from **05th August 2024**.
- Please, read the attached guide on the process of booking an appointment.
- If you cannot participate, please let your study coordinator know by writing an email to kertesze.emese@btk.elte.hu until 01st September 2024, and we will find a solution for you.

ENROLMENT 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)

**IMPORTANT: THE DOCUMENTS ARE ALL REQUIRED IN THEIR ORIGINAL FORMS,
BUT BRING PHOTOCOPIES OF THEM AS WELL.**

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.

I am looking forward to meeting you!

Best regards,
Emese Kertész