



ELTE

FACULTY OF
HUMANITIES

ORIENTATION

ELTE Faculty of Humanities, Department of International Affairs

Ms. Dora Gimes

Self-paying full-time / guest
student coordinator

Mr. Rezső Jarmalov

Stipendium Hungaricum / Diaspora
student coordinator

Welcome and Information Days, 31 August 2026

Today's agenda

Webpages, social media

Orientation Week

Administration: Legal stay, Student ID, Bank account

Academic regulations

Technical and practical issues

Documents during the semester

Courses

Neptun and Course registration

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)
YouTube: [ELTE Bölcsészettudományi Kar](https://www.youtube.com/ELTEBölcsészettudományiKar)



Join the Faculty's Facebook group

[ELTE Faculty of Humanities](#)

PROGRAMME AND USEFUL INFORMATION

Orientation Week

[HTTPS://WWW.BTK.ELTE.HU/EN/ORIENTATION-WEEK](https://www.btk.elte.hu/en/orientation-week)



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FACULTY OF
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Orientation and Information Days, 2026/2027/1

Orientation Week and semester starting

FULL-TIME / PART-TIME BA AND MA STUDENTS

Orientation Week:

31 August - 4 September 2026 (IN PERSON)

Classes start:

Monday, 7 September 2026 (IN PERSON)

FIND US HERE: Department of International Affairs (DIA) – Building A, Office 45.

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://konzuliszolgalat.kormany.hu/hu-mission>



Keeping your stay legal

Students from the **European Economic Area** (EEA: member states of the EU and Norway, Switzerland, Iceland, and Lichtenstein):
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** – 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

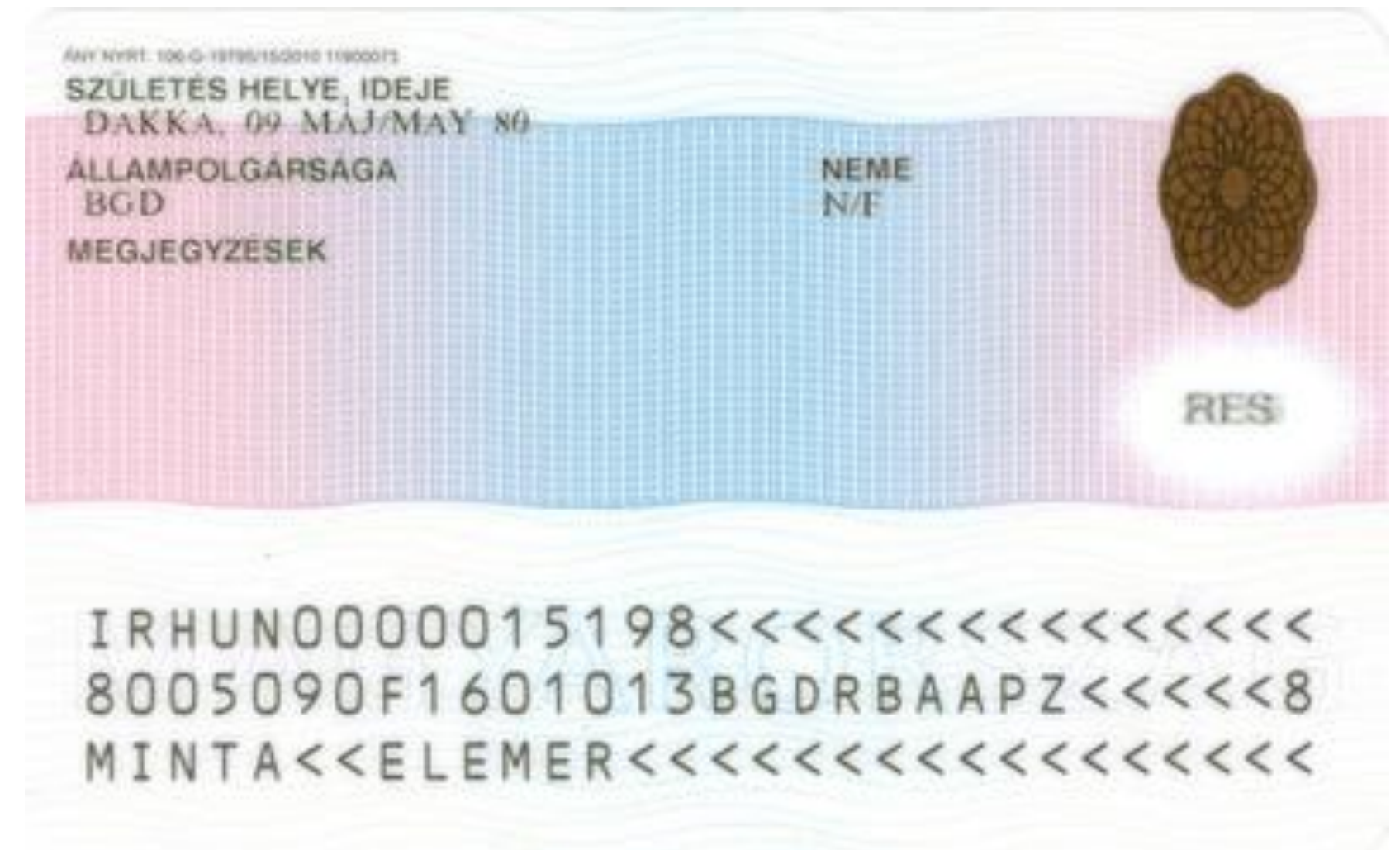
- **WHO TO CONTACT?** After your registration with the DIA please **contact the National Directorate-General for Aliens Policing** in order to **obtain your residence permit**.
- **WHAT DOCUMENTS ARE NEEDED?** Please ask your administrative coordinator to **issue the certificate of student status after 7 September 2026**, 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!

The Residence Permit

FOR NON-EEA STUDENTS



Student ID

GET IT FROM QUAESTURA OFFICE (FROM 8 SEPTEMBER)

QUAESTURA SERVICES (AVAILABLE IN NEPTUN)

- **Neptun password** help
- **Certificate of student status** (active) - can also be downloaded from Neptun
- Processes **temporary and permanent student identification card**
- Arranges **health insurance** on a fee-paying basis and **TAJ** for scholarship holders.

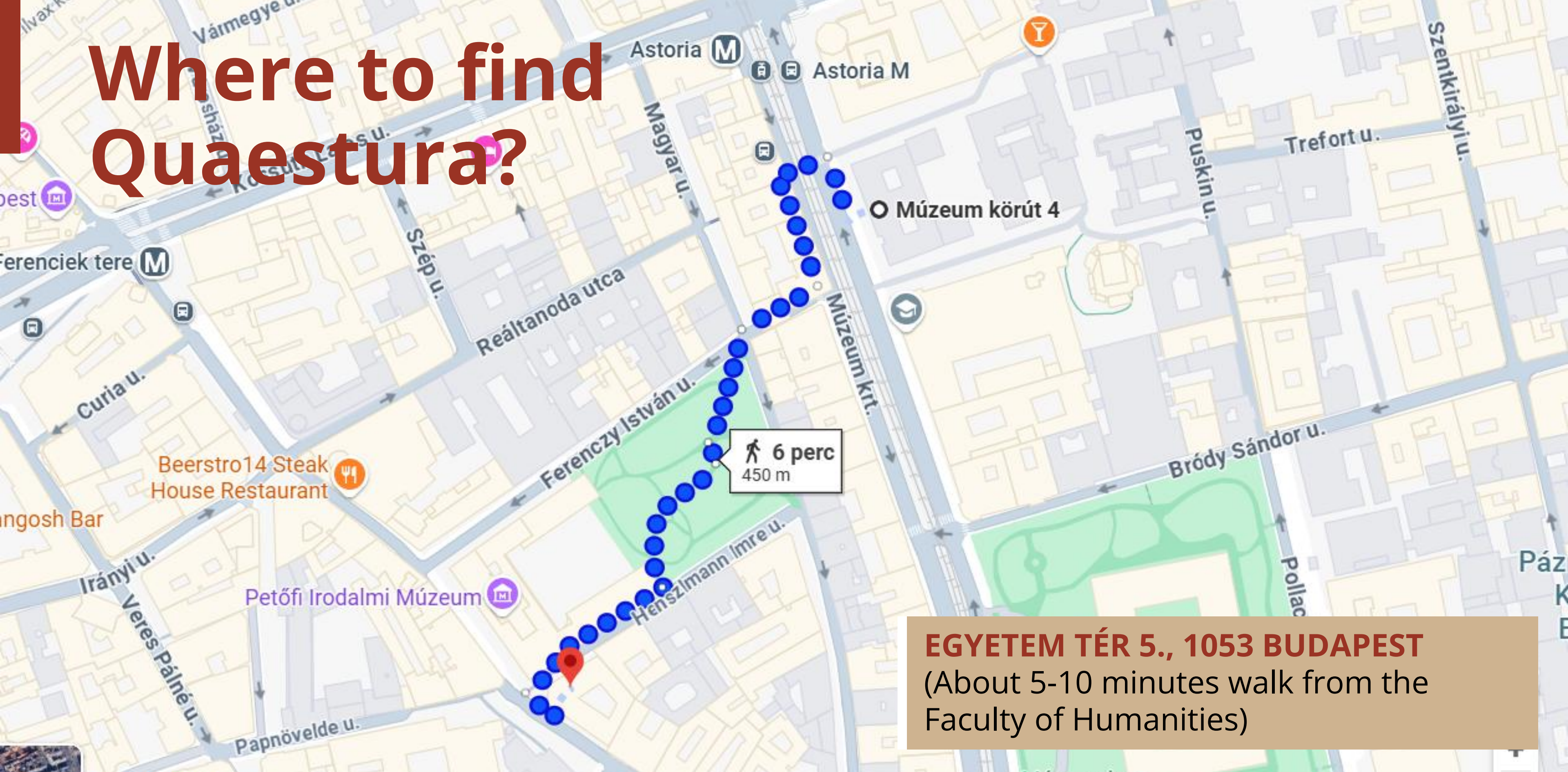
OPENING HOURS AT EGYETEM TÉR 5.

- Monday: 09:00 - 13:00
- Tuesday: 09:00 - 13:00
- Thursday: 09:00 - 13:00
- Friday: 08:00 - 12:00

(Right now, until 8 September. **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)



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Student ID



Student Identification

STUDENTS STAYING SHORTER THAN 12 MONTHS

Temporary Student ID paper
(get it from 7 September 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.

Student Identification

STUDENTS STAYING LONGER THAN 12 MONTHS

In case you will stay in the country for **more than a year**, you need to get a **NEK number** first in order to receive your Student ID.

Go to any **“Kormányablak”** (It means government office, just google it, there is a good few around the city).

Until then for temporary student ID, please contact ELTE's Questura Office at quaestura@elte.hu or visit them in-person in office hours. Only after 07 September 2026.

For more info (You can switch to English): <https://neptun.elte.hu/qter/gyik/Diakigazolvany>



Discounts

WITH YOUR STUDENT ID

Student ID 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 Budapest-pass*: 3.450 HUF

Monthly discounted Hungary Pass*: 1.890 HUF

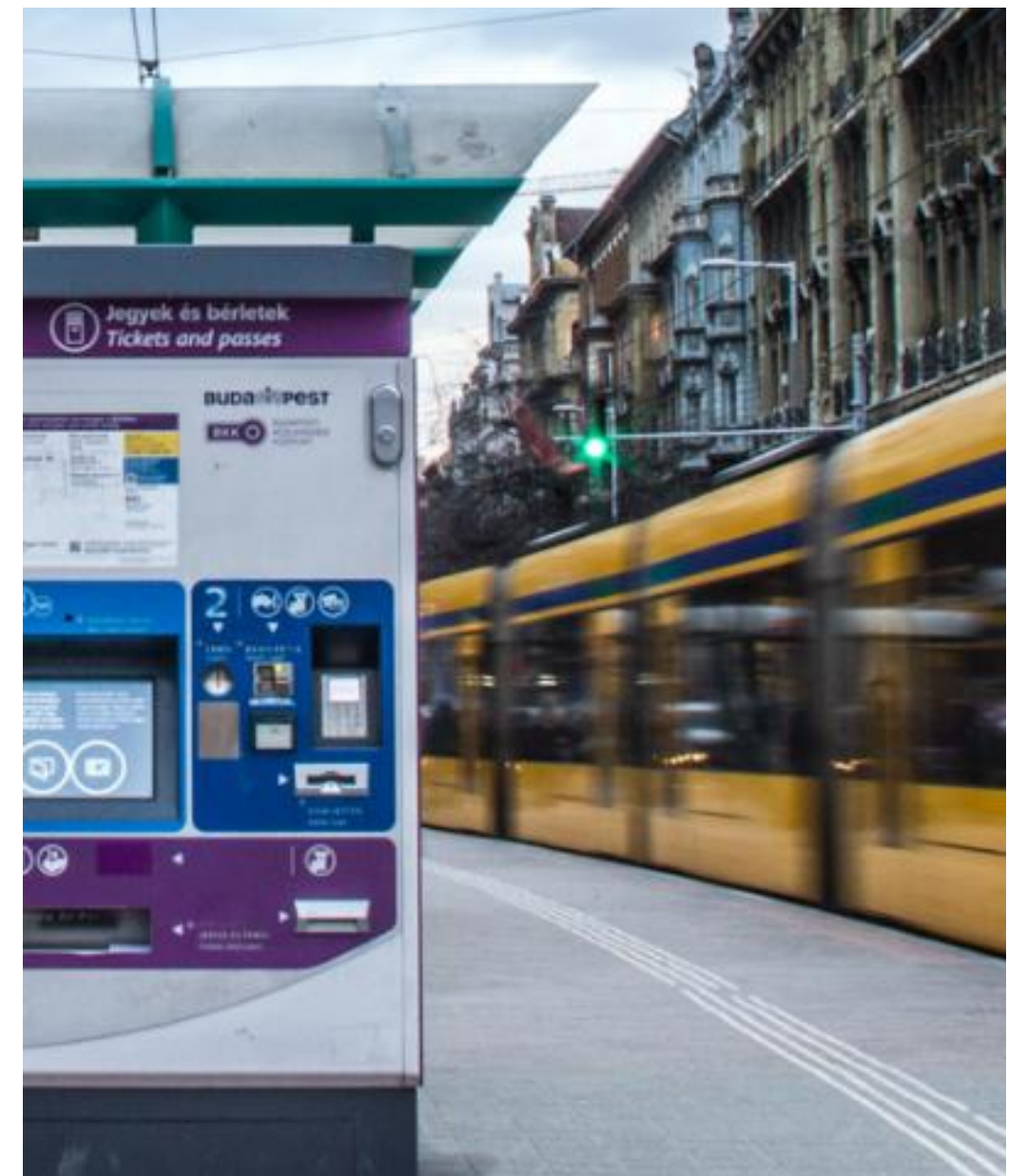
Single ticket (one way ticket): 500 HUF

**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.*

WHERE TO BUY YOUR PASS?

Budapest-pass and Hungary Pass can be bought **from ticket machines** or online through **"BudapestGO"** app.

Hungary Pass can also be bought from **"MÁV+"** app (Hungarian State Railways).





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 **Student ID**!

Do **NOT** buy a student monthly pass until you **get your** Temporary **Student ID** paper (after 8th September)!

Open a bank account in Hungary

Stipendium Hungaricum and Diaspora scholarship holder students: It is obligatory to open a Hungarian bank account.



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



WHERE TO FIND OTP?
at Kálvin square:
1085 Budapest, Kálvin tér 10.



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

Department of International Affairs (DIA)

ADMINISTRATIVE COORDINATORS

Self-paying full-time and guest students: **Ms. Dóra Gimes**
(email: iso@btk.elte.hu)

Scholarship holder students: **Mr. Rezső Jarmalov**
(email: stipendiumhungaricum@btk.elte.hu)

WHERE TO FIND US?

Múzeum krt. 4/A, 1088 Budapest (Ground floor, room 45)

OFFICE HOURS

Monday: 13.00-16.00

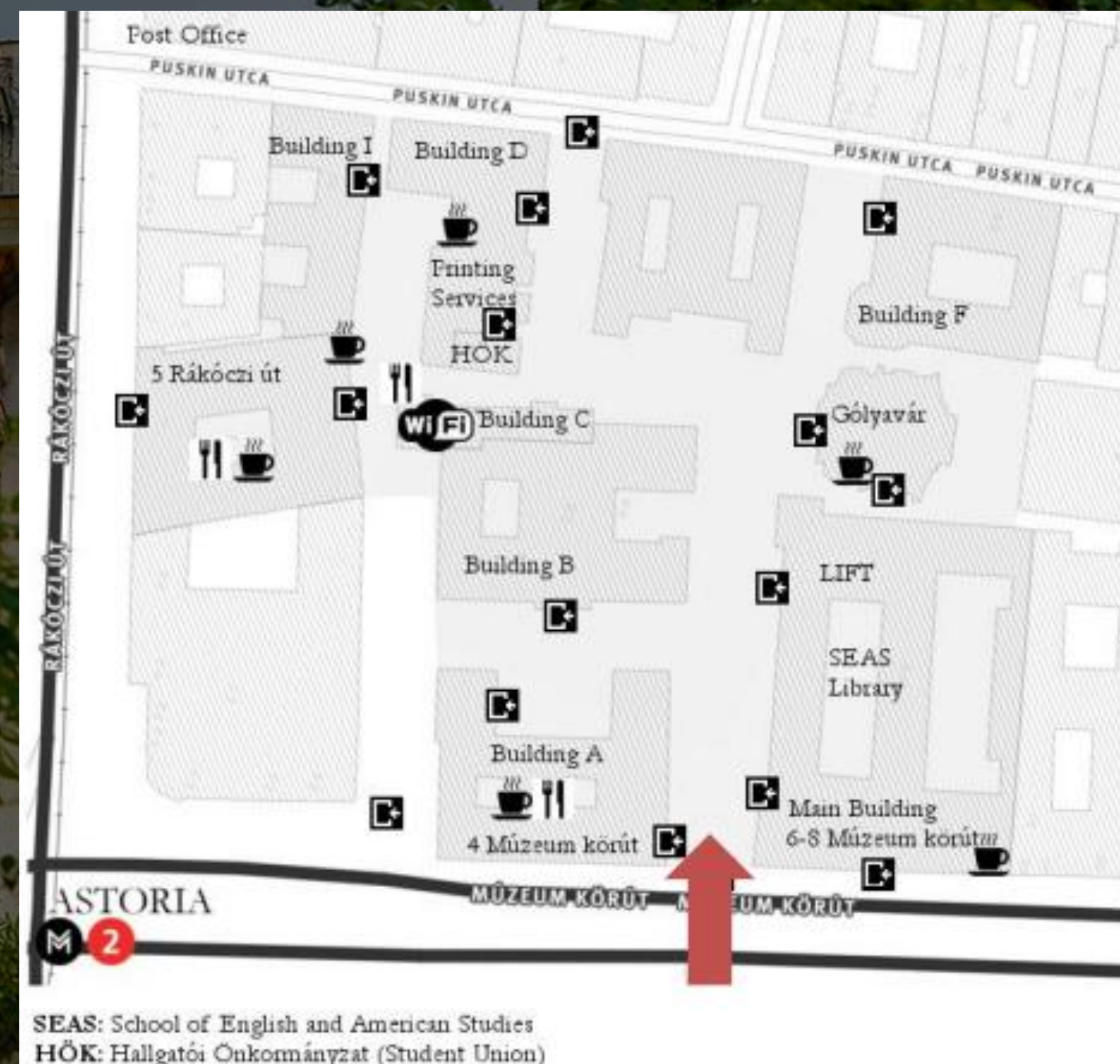
Tuesday: no office hours

Wednesday: 9.00-12.00
and 13.00-16.00

Thursday: no office hours

Friday: no office hours

Register for office hours here: kronosz.elte.hu



Registration with the DIA Office

REGISTRATION (IN PERSON!) IS A MUST

- ✓ Book an appointment [here](#).
- ✓ **Bring all of your documents** which are needed for the **registration**. (originals and copies.) See: enrolment [checklist](#).
- ✓ **Late arrivals:** contact your coordinator

USEFUL INFORMATION

- ✓ **WHERE TO FIND US?**
Building A, room: 45 (ground floor)
- ✓ **WHO TO LOOK FOR?**
 - Self-paying full-time and guest students: **Ms. Dóra Gimes** (room 45)
 - Scholarship holder students: **Mr. Rezső Jarmalov** (room 45)

Enrolment with the Office of Educational Affairs

ENROLMENT (IN PERSON!) IS A MUST FOR FULL-TIME STUDENTS

- ✓ Book an appointment [here](#).
- ✓ **Bring all of your documents** which are needed for the **enrolment**. (originals and copies.) See: enrolment [checklist](#).
- ✓ **Late arrivals:** contact your coordinator

USEFUL INFORMATION

- ✓ **WHERE TO FIND US?**
Building A, room: 15 / 17 / 24 / 25 (ground floor)
- ✓ **WHO TO LOOK FOR?**
You received the exact room number in the confirmation e-mail from the appointment booking platform.

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.

Registration is required for participation. You'll be informed before each session.

More information: https://www.btk.elte.hu/en/being_an_international_student_online

2

PSYCHOLOGY GROUP WORKSHOPS, COUNSELLING SERVICES

HELP (Programme Aimed at Promoting Student Effectiveness) is there to assist you by **supporting you in your studies** or by providing **3 psychology group workshops per semester** and **individual counselling** as well.

Registration is required for participation. You'll be informed before each session.

More information: <https://www.btk.elte.hu/en/counselling-services>
<https://btk.elte.hu/en/content/coaching-and-counselling-options.t.7907>



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Campus

What is HELP?

HELP (Hungarian-language acronym for Hallgatói eredményességet elősegítő program – Programme Aimed at Promoting Student Effectiveness) is a scheme designed to provide you with information and a supportive environment with a view to helping you achieve your goals in your university studies. HELP is there to assist you by supporting your studies or providing individual counselling from the moment of your enrolment.

- **LEARNING SUPPORT**
- **INDIVIDUAL COUNSELLING**

More information [HERE](#).



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>



ELTE INTERNATIONAL FRESHMAN CAMP

This 3-day overnight camp is your ultimate kickoff to university life. Immerse yourself in the magical world of Hungarian Folk Tales & Legends while building friendships that will last a lifetime.

Discover the legends and folklore of Hungary

Make International Friends

Meet fellow students from all over the world.

Insider Student Tips

Learn how to navigate student life, find your way around, and hear from essential student organisations during practical, workshop-style sessions.

Experience the Culture

Discover Hungarian traditions, folk customs, and local food in the beautiful countryside.

Fun & Interactive Activities

Enjoy team challenges, interactive workshops, board games, a cozy campfire, cooperative activities, sports and cultural stations and social night events.



PLACE: Szolnok,
Hungary

SAVE THE DATE:
September 25-27

ELTE International Freshmen's Camp 2026

Location: Szolnok, Hungary

Dates: September 25-27, 2026

Who can join: All international students of ELTE

Transportation: individually

Registration fee: 39.000 HUF

Why join?

- Meet fellow international students
- Build friendships and networks
- Experience Hungarian culture in a fun and relaxed setting
- Enjoy 3 days of games, parties, competitions

Highlights:

- Team-building activities and icebreakers
- Themed parties and evening programs
- Cultural exchange and local experiences
- Chill zones and scenic views
- Surprises throughout the weekend

Registration and ticket: [HERE](#)



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FACULTY OF
HUMANITIES

Campus

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.



Academic regulation

PLAN THINGS AHEAD...

- **Registration period:** until 6 September, 2025
- **First day of the academic year:** 7 September 2026 (Monday)
- **Autumn break:** 26 October – 31 October 2026
- **Last day of the study period:** 12 December 2026 (Saturday)
- **Examination period:** 14 December 2026 - 29 January 2027

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

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.

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 “Personal Information”
- Click on “Contact information”
- Click on “Add new contact”
- 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>

SHOULD YOU NEED PRINTING:

COPY SHOP

**AT THE CAMPUS:
IN BUILDING R, GROUND FLOOR
Mon-Fri
7:30 AM-9AM; 10AM-5PM**



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/content/university-bookstore.t.5132?m=352>

Libraries at ELTE

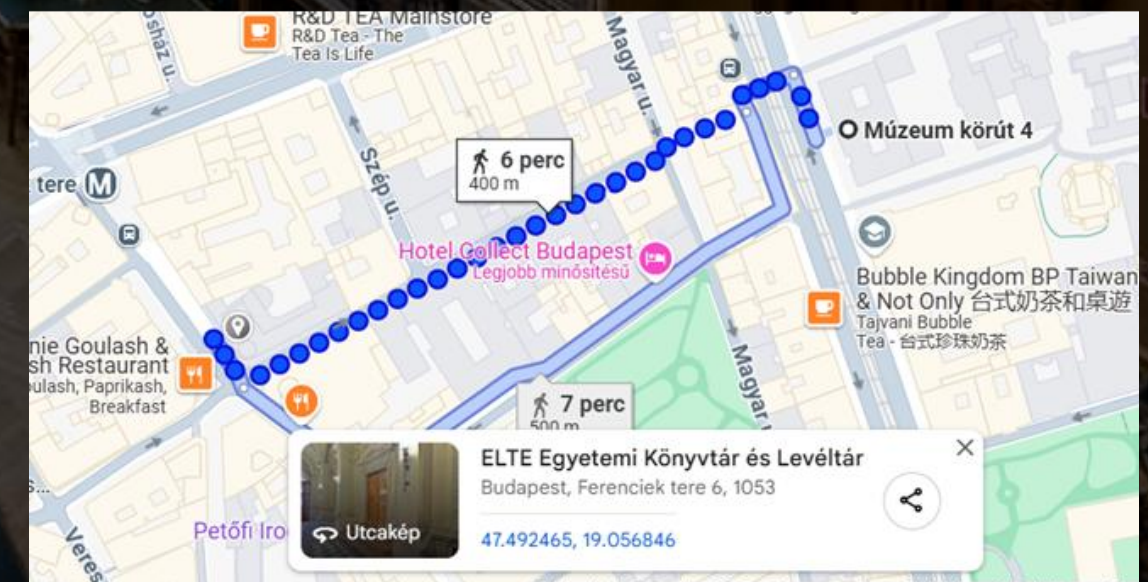
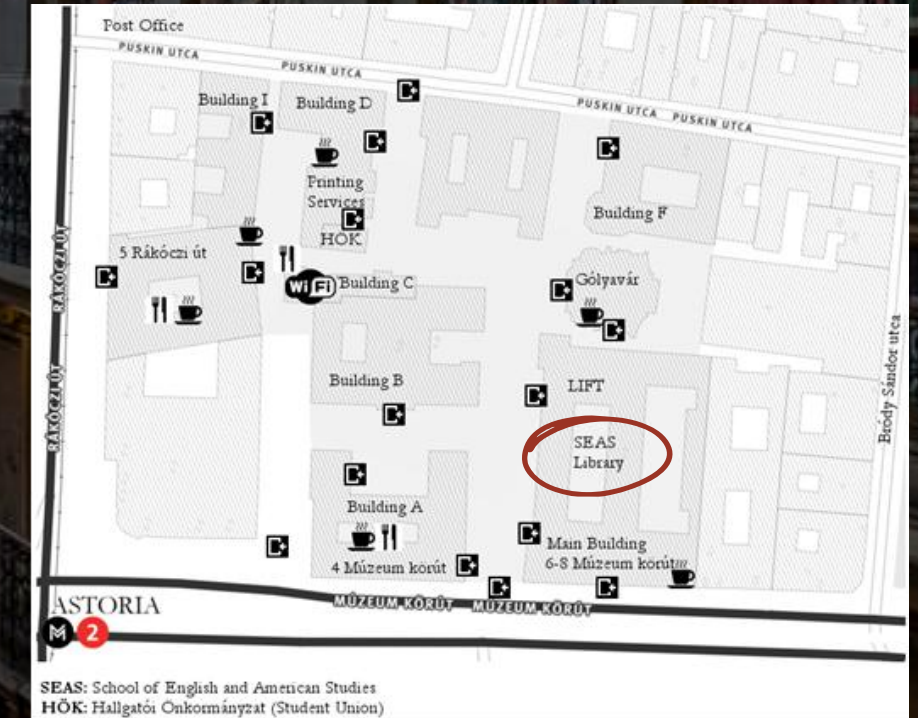
FACULTY LIBRARIES AND CENTRAL LIBRARY

English and German language library

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

IMPORTANT: Every department has its 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>



Eating facilities

MŰHELY EGYETEM CAFÉ (AT THE CAMPUS):

Soups, salads, sandwiches, coffee, tea, desserts.

A lunch menu costs around 2.700 HUF (~7 EUR)

KÖNYVTÁR KLUB (AT THE CAMPUS)

More information [here](#).

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)

Documents before leaving

(Only for partial time / guest students)

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

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? Course registration is explained in **our tutorial short video**. The meaning of the three course registration periods is explained in **THIS** guide. Deadlines in the **academic calendar** as well.

IF YOU CANNOT REGISTER: **Guest Form** (partial time students, except for ZJCM/SISU/BISU/TJFSU)

Course registration periods explained

PRELIMINARY REGISTRATION PERIOD

WHEN? ~~Until 28 August 16:00~~ (4 p.m.) - OVER

WHAT TO DO? **Register for your courses** to get more points during the ranking period.

Subject code	Subject name	Credit	No. of times registered for	Waiting list
BMI-FLMD-321E.04	Film Theory Lecture: Environmental Aesthetics: An Introduction	4	1	 



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Courses

Course registration periods explained

RANKING REGISTRATION PERIOD

WHEN? From 28 August 20:00 (8 p.m.) **until 3 September 17:00** (5 p.m.)

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 only for part-time students).

Headcount/ Waiting list /Limit	Headcount/ Waiting list /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 4 September 8:00 (8 a.m.) until 11 September 16:00 (4 p.m.)

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/ Waiting list /Limit	Headcount/ Waiting list /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.

HUNGARIAN LANGUAGE COURSES FOR NON
STIPENDIUM HUNGARICUM OR DIASPORA
STUDENTS

General Hungarian language course

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://WWW.BTK.ELTE.HU/EN/HUNGARIAN-LANGUAGE-COURSES](https://www.btk.elte.hu/en/hungarian-language-courses)



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Courses



REGISTRATION

Registration opens **in Neptun from 8 September at 10:00**, (visible from 4 September) and takes until the end of the course registration period (16:00 on 11.09.2026.). Please note that **there is a limited number of places**, thus the registration happens on a "first-come, first-

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)
- **2x90 min/week** (Course in General Hungarian: BXI-HUNLANG-INTD)

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. Here! ☺ B = Building*

General Hungarian language course

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**
- **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, you will still need to pay the 6.000 HUF.



DO YOU FEEL LOST WHEN USING NEPTUN?

NEPTUN Q&A

WEDNESDAY, 2 SEPTEMBER 2026 14:00-15:00
BUILDING A, ROOM 047 (GOMBOCZ ZOLTÁN LECTURE HALL)

(PLEASE, BRING YOUR LAPTOP/TABLET)



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FACULTY OF
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Neptun

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*

How to email your professors/administrators/coordinators?

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 first-year student from the English Department*").



How to email your professors/administrators/coordinators?

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)"*).



Tuition fee payment for self-paying students

PAYMENT DEADLINE

Autumn semester: 15 October

Spring semester: 15 March

WHAT DOES THE DEADLINE MEAN?

The payment should arrive at the given bank account by this date at the latest. It's too late to start the transfer on this day. We suggest you start the transfer at least 2 weeks earlier.

WHAT HAPPENS IF YOU MISS THE DEADLINE?

Your student status will be terminated. (= You'll be kicked out of the University and your residence permit gets invalidated as well.)

HOW TO PAY THE TUITION FEE?

Please read this **guide** carefully and follow the steps (except for ZJCM students).

Should you have any questions, please turn to the self-paying student coordinator at iso@btk.elte.hu.



Other payments

WHAT KIND OF PAYMENT OBLIGATIONS CAN I HAVE BESIDES TUITION FEE PAYMENT?

Dormitory fee

Sport course fee

Charges and service fees (E.g.: absence from an exam without official justification; second registration for a course, etc.). (Please scroll down on the link.).

WHAT HAPPENS IF YOU MISS THE PAYMENT DEADLINE?

You'll be charged a late fee and you'll have to pay both the fee and the late fee.

WHAT HAPPENS IF YOU MISS THE PAYMENT?

You won't be able to register for your exams and to your next semester.

If you are a full-time student, you won't receive your diploma.

If you are a part-time / guest student, you won't receive your Transcript of records.

HOW TO PAY THESE ITEMS?

All of these payments are issued in Neptun (in HUF) and you can make the payment there.



Stipendium Hungaricum / Diaspora

TAJ card – Hungarian Public Health Care (free and mandatory)

More information: [here](#)

Tax card – Vaskapu utca 33-35

More information: [here](#)

Hungarian courses

More information: [Stipendium Hungaricum](#) // [Diaspora](#)

36 credit regulation – Minimum credit requirement

More information: [Stipendium Hungaricum](#) // [Diaspora](#)



Any question?



ELTE

FACULTY OF
HUMANITIES

Q&A



ELTE

FACULTY OF
HUMANITIES

You received a FRESHMAN SURVEY via Neptun on 28 August.

It will be available here: Neptun / Menu / Administration /
Questionnaires / Questionnaire to fill in

It's not compulsory, but it helps a lot if you fill it in and you
can also win an ELTE Shop voucher (20.000 HUF) 😊. Thank
you!

Deadline: 30 September 2026.



ELTE

FACULTY OF
HUMANITIES

Thank you for your attention!

Have a nice autumn semester at ELTE BTK!

btk.elte.hu

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