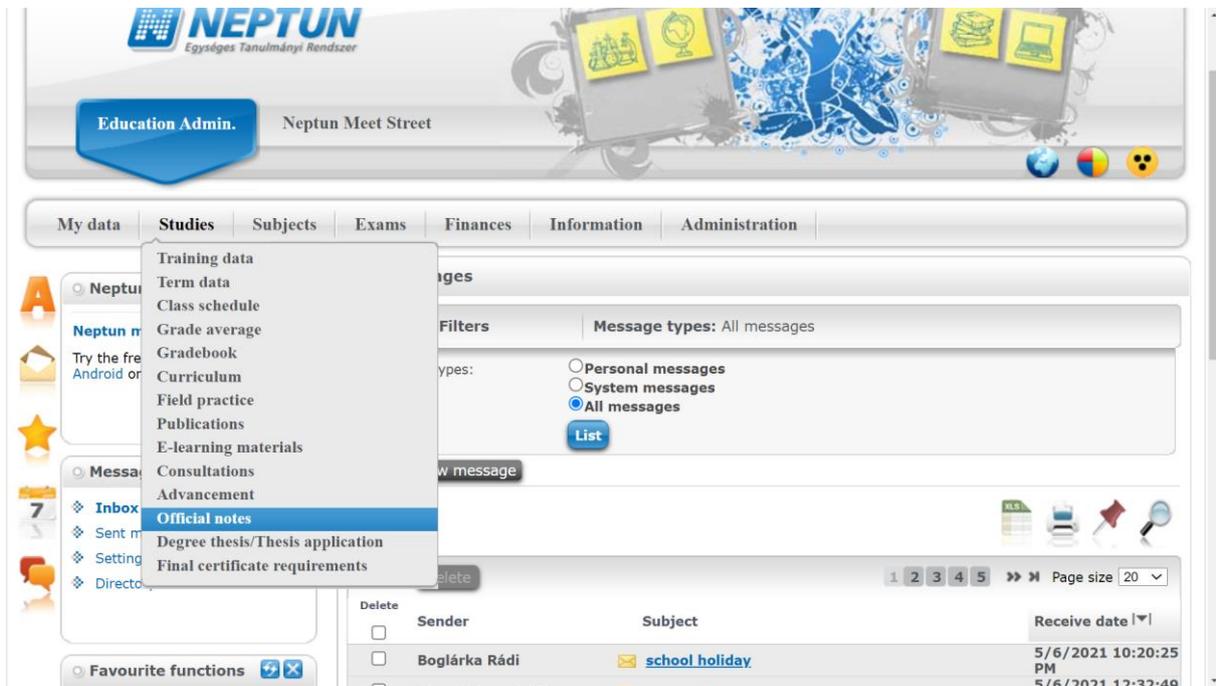


How to download your official documents from Neptun?

Some of your official university documents are uploaded to Neptun. This is a guide how to check and download them.

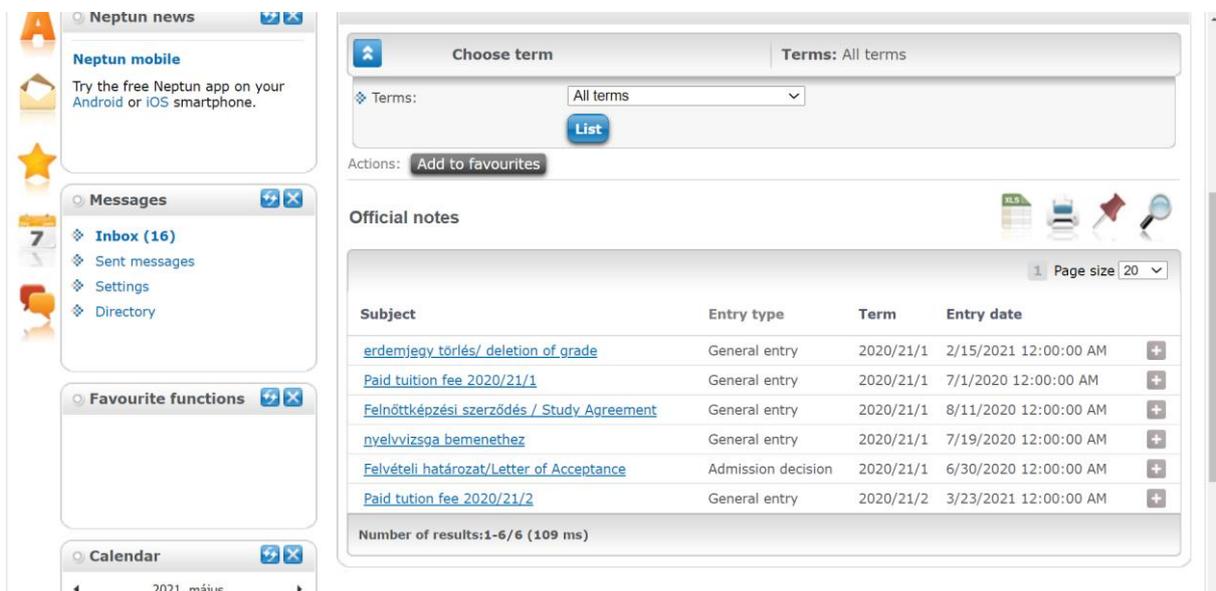
You can find these documents under the Studies/Official notes menu:



The screenshot shows the Neptun web interface. At the top, there is a header with the Neptun logo and navigation tabs: My data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'Studies' tab is selected, and a dropdown menu is open, listing various options including 'Official notes'. Below the menu, there is a message list with columns for Sender, Subject, and Receive date. One message is visible with the subject 'school holiday'.

What documents can be found there?

- Letter of Acceptance (LOA)
- Study Agreement
- Tuition fee certificates (COP = Confirmation of Payment)
- other study related documents (e.g. credit transfer, subject registration/deregistration, etc)



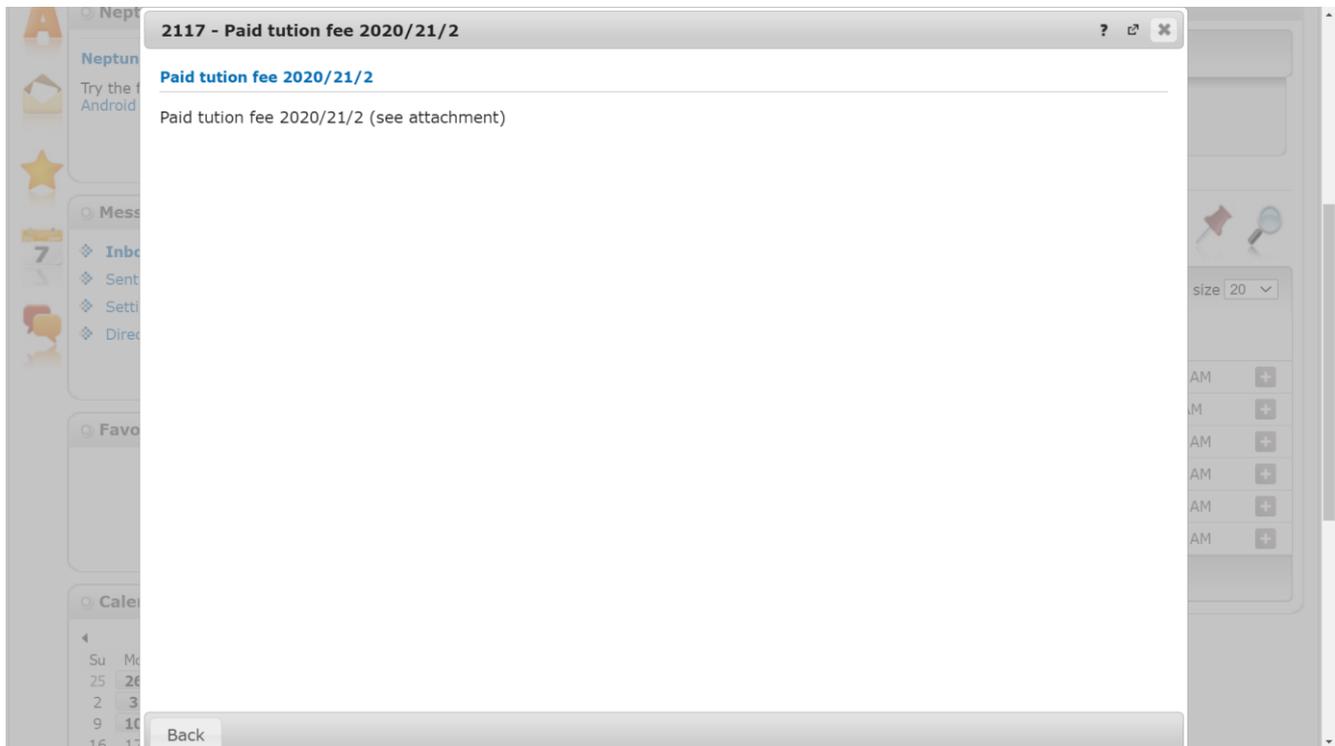
The screenshot shows the 'Official notes' section of the Neptun web interface. It features a table with columns for Subject, Entry type, Term, and Entry date. The table contains several entries, including 'erdemjegy törlés/ deletion of grade', 'Paid tuition fee 2020/21/1', 'Felvételi határozat/ Letter of Acceptance', and 'Paid tuition fee 2020/21/2'. The interface also includes a 'Choose term' dropdown menu and a 'List' button.

Subject	Entry type	Term	Entry date
erdemjegy törlés/ deletion of grade	General entry	2020/21/1	2/15/2021 12:00:00 AM
Paid tuition fee 2020/21/1	General entry	2020/21/1	7/1/2020 12:00:00 AM
Felvételi határozat/ Letter of Acceptance	Admission decision	2020/21/1	6/30/2020 12:00:00 AM
Paid tuition fee 2020/21/2	General entry	2020/21/2	3/23/2021 12:00:00 AM

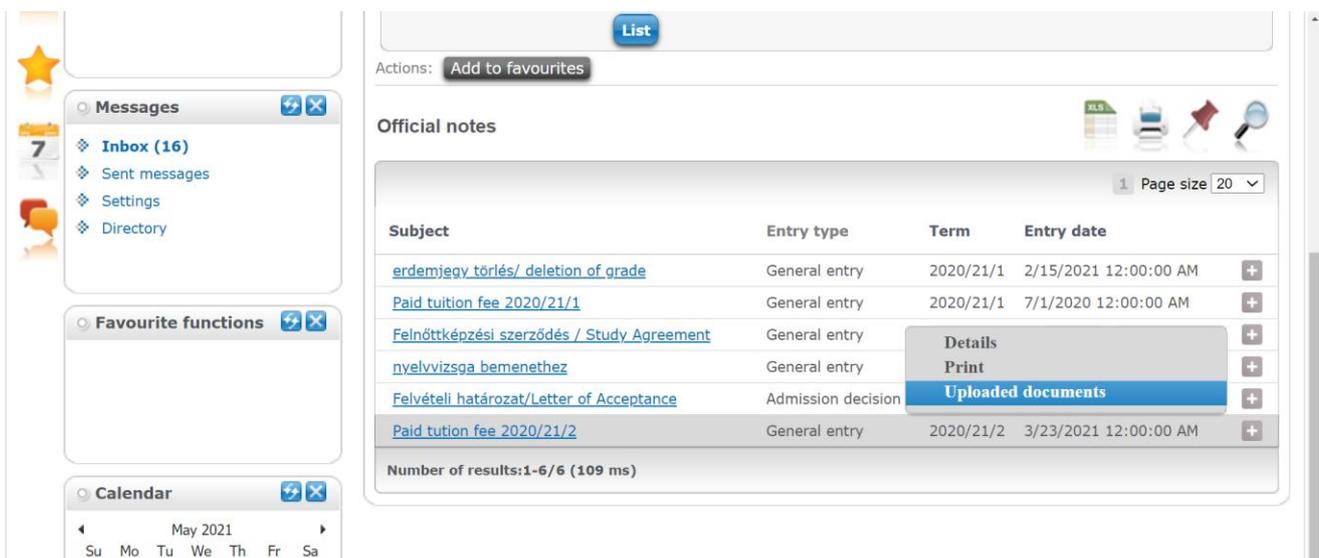
How to check them?

Most of the documents are both in Hungarian and English.

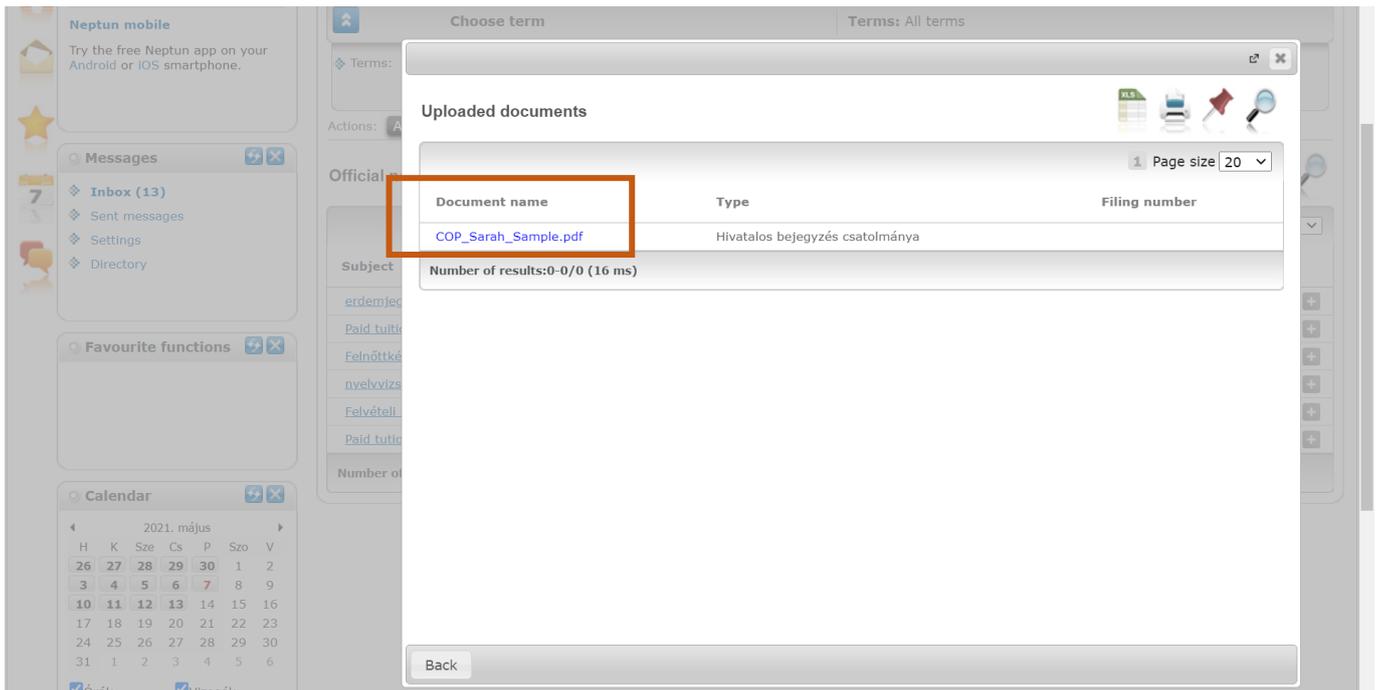
You can read the entries if you click on their titles:



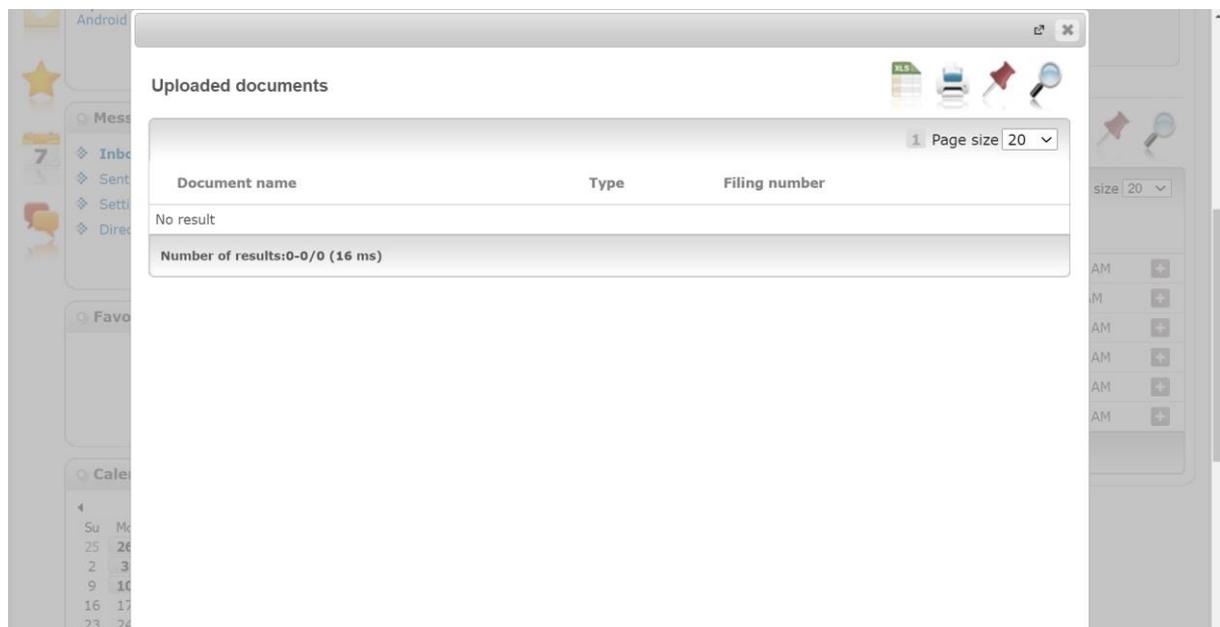
Some entries have attachments, it is always indicated in the description as above. You can check the attachment this way:



If you click on the title of the document, your browser downloads or opens it. If it opens it, you can download it from that tab.



It can happen you see the following.



It means

1. the entry does not require any attachments.
2. the attachment is available in the Hungarian platform (recent Neptun malfunction).

For checking the attachment in the Hungarian Neptun platform, please change the language of Neptun for Hungarian.

The screenshot shows the English version of the Neptun platform. The top navigation bar includes 'Education Admin.' and 'Neptun Meet Street'. Below it are tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The main content area is titled 'Official notes' and features a 'Choose term' dropdown set to 'All terms' and a 'List' button. Below this is a table of official notes with columns for Subject, Entry type, Term, and Entry date.

Subject	Entry type	Term	Entry date
erdemjegy törlés/ deletion of grade	General entry	2020/21/1	2/15/2021 12:00:00 AM
Paid tuition fee 2020/21/1	General entry	2020/21/1	7/1/2020 12:00:00 AM
Felnyökképzési szerződés / Study Agreement	General entry	2020/21/1	8/11/2020 12:00:00 AM
nyelvvizsga bemenethez	General entry	2020/21/1	7/19/2020 12:00:00 AM

In the Hungarian platform, click on the 'Feltöltött dokumentumok' option next to the entry line:

The screenshot shows the Hungarian version of the Neptun platform. The top navigation bar includes 'Aktualitások' and 'Neptun okostelefonra'. Below it are tabs for 'Üzenetek', 'Kedvenc funkciók', and 'Naptár'. The main content area is titled 'Hivatalos bejegyzések' and features a 'Félév választás' dropdown set to 'All terms' and a 'Listázás' button. Below this is a table of official notes with columns for Tárgy, Bejegyzés típusa, Félév, and Bejegyzés időpontja.

Tárgy	Bejegyzés típusa	Félév	Bejegyzés időpontja
erdemjegy törlés/ deletion of grade	Általános bejegyzés	2020/21/1	2021.02.15. 0:00:00
Befizetett tandíj 2020/21/1	Általános bejegyzés	2020/21/1	2020.07.01. 0:00:00
Felnyökképzési szerződés / Study Agreement	Általános bejegyzés		
nyelvvizsga bemenethez	Általános bejegyzés		
Felvételi határozat/Letter of Acceptance	Felvételi határozat		
Befizetett tandíj 2020/21/2	Általános bejegyzés	2020/21/2	2021.03.23. 0:00:00

If you still have a problem with the attachment, please contact DIA (Dept. of International Affairs).