



ELTE

FACULTY OF
INFORMATICS

ELTE IK Enrolment

- What is enrolment?
- About the procedure
- The enrolment steps :
 - Log in to your Neptun and register for the semester (if you haven't already)
 - Book an appointment
 - Prepare your documents; print your Enrolment sheet.
 - Show up for the appointment well-prepared.

Welcome on board!



Enrolment is a key step in becoming a student. Once enrolled, you can attend your study programme, apply for a student **visa**, and access student discounts on public transport, library services, and more.



Join your
study programme



Apply for your
student visa



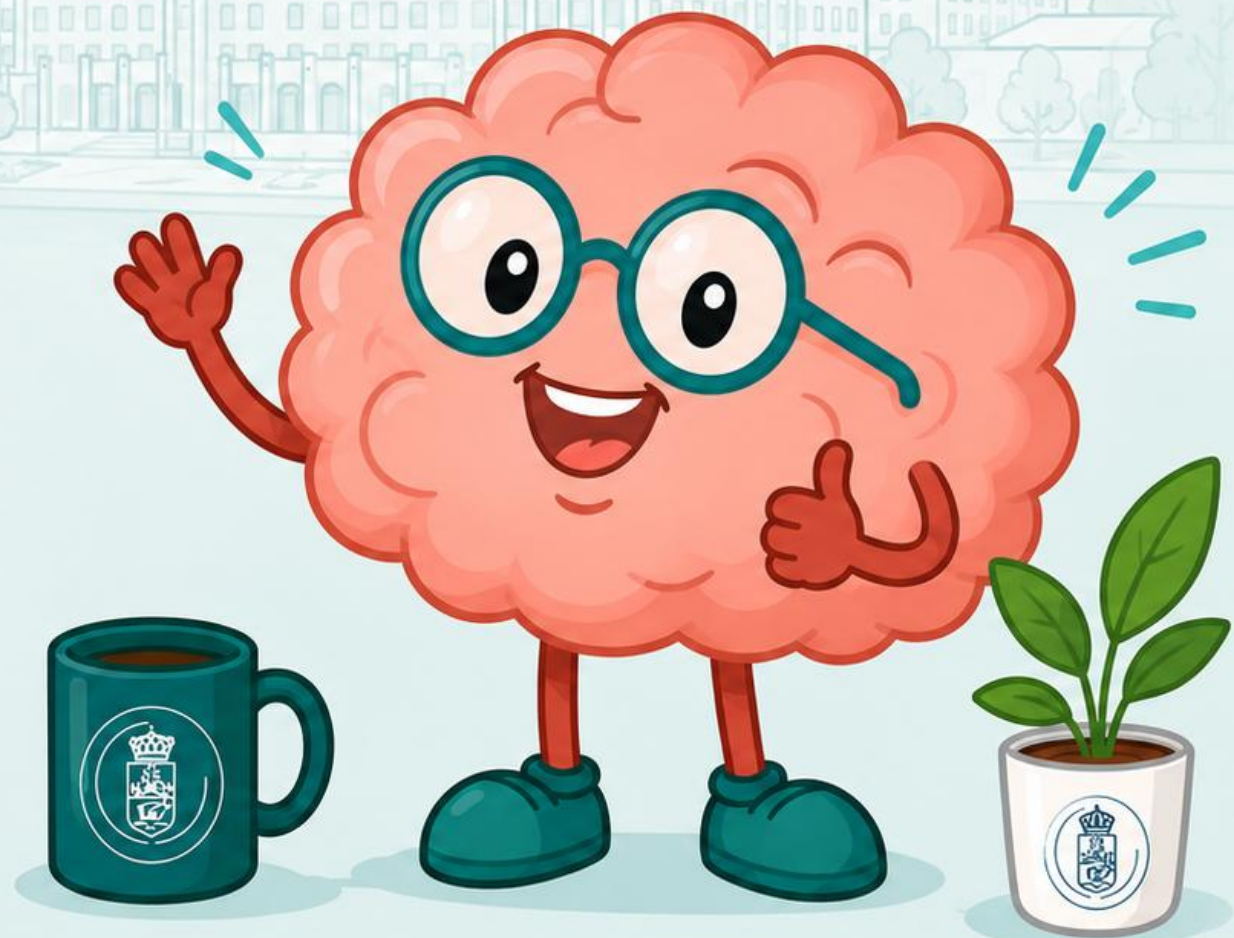
Enjoy student
discounts



Use library
and other services



Be sure to read and **follow the instructions carefully**. Doing so will help you understand each step clearly and complete the most important tasks **quickly and easily**!



What is enrolment?



Enrolment is an administrative process happening usually on the first week of the semester during which your student status (and your legal status with the university) is initiated. This enables you to stay in the country with a student visa, acquire a scholarship, attend the classes of your study programme, and get discounts such as monthly passes for public transportation, library cards, student tickets in museums, cinemas etc. It is an essential process for your stay.



Stay in the country with a student visa



Acquire a scholarship



Attend the classes of your programme



Monthly passes for public transport



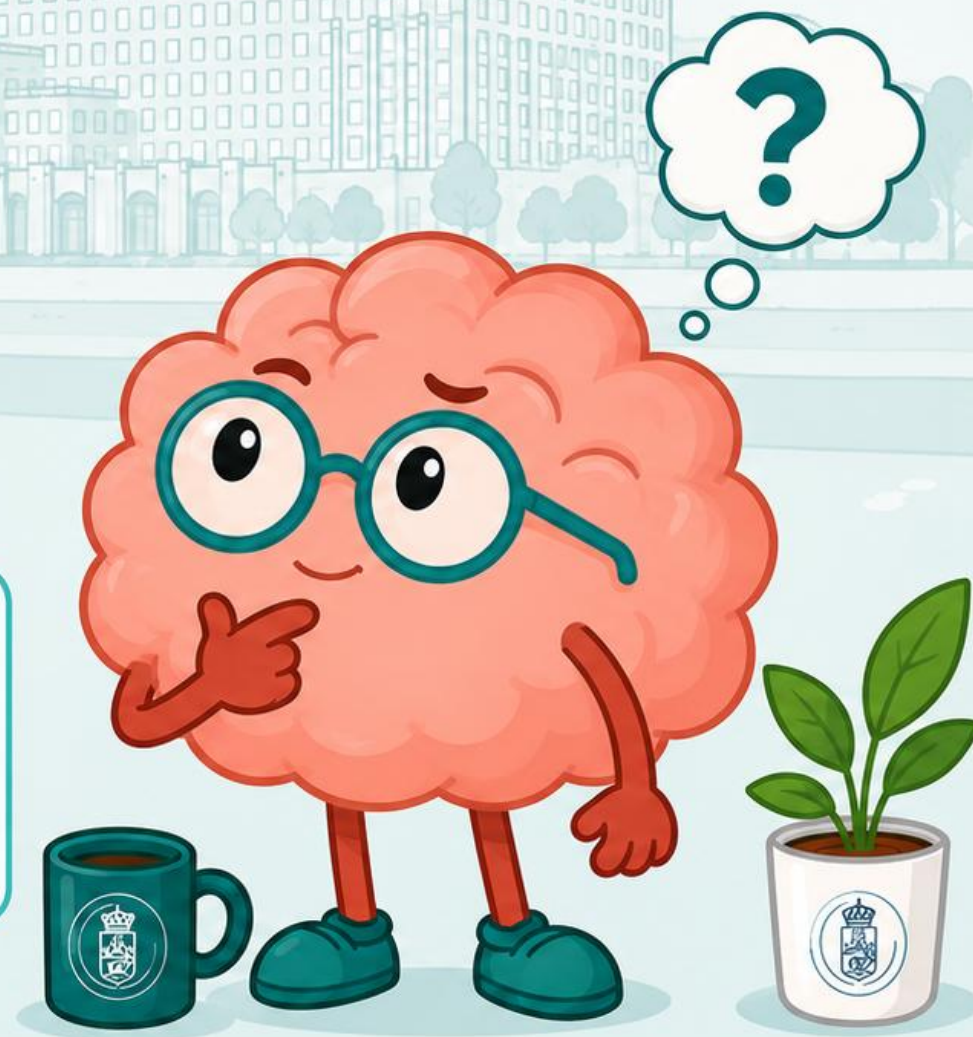
Library cards



Student tickets in museums, cinemas etc.



It is an essential process for your stay.



About the enrolment procedure

As most of you arrive in the same week and you have a bunch of things to do, not to mention all the fun of discovering a new country and having your very first bite of a **kürtőskalács** or **lángos** we do not want to waste your time.



The enrolment will take place at



1117, Budapest, Hungary -
Pázmány Péter sétány 1/A,
Northern Block, 7th floor office no 7.52



During the enrolment, your documentation will be checked and the copies will be taken for the university's archive.

As we try to work as efficiently as possible, please prepare the necessary documents and copies in advance. Without them, you won't be able to enrol.

The enrolment steps are the following:



1 Log in to your Neptun and register for the semester

(set your status to for the semester, if you haven't already)



2 Book an appointment



3 Prepare your documents; print your Enrolment sheet.



4 Show up for the appointment well-prepared. :)



Registration for the semester

(activation of student status)



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First, **compile the list of subjects** you would like to take (in case you are not/no longer a fixed group student), and then **register on the active status for the semester** during the registration period. Registration will activate your student status and enable you to register for subjects.



Exact **deadlines** are available on our website.



In accordance with the ELTE Organisational and Operational Regulations, there is **no option for late activation**.

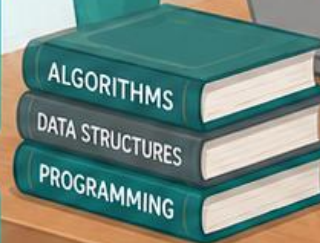
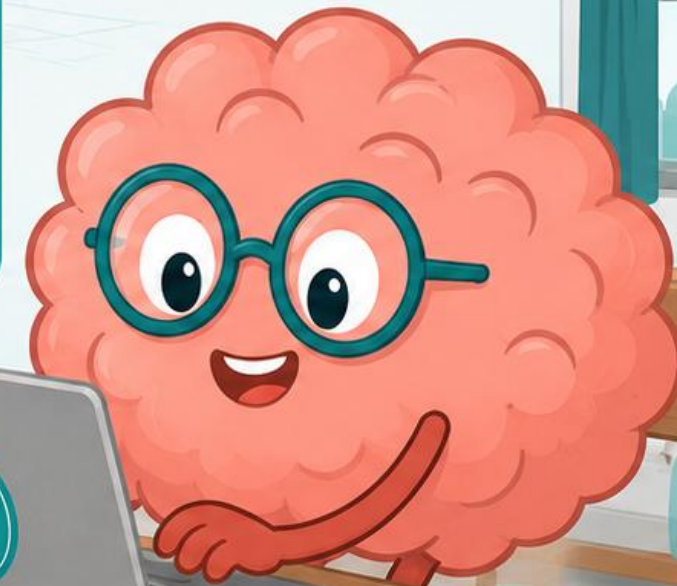


The registration week of the academic year is your **last chance** to register for the semester.

Registering on
active status...

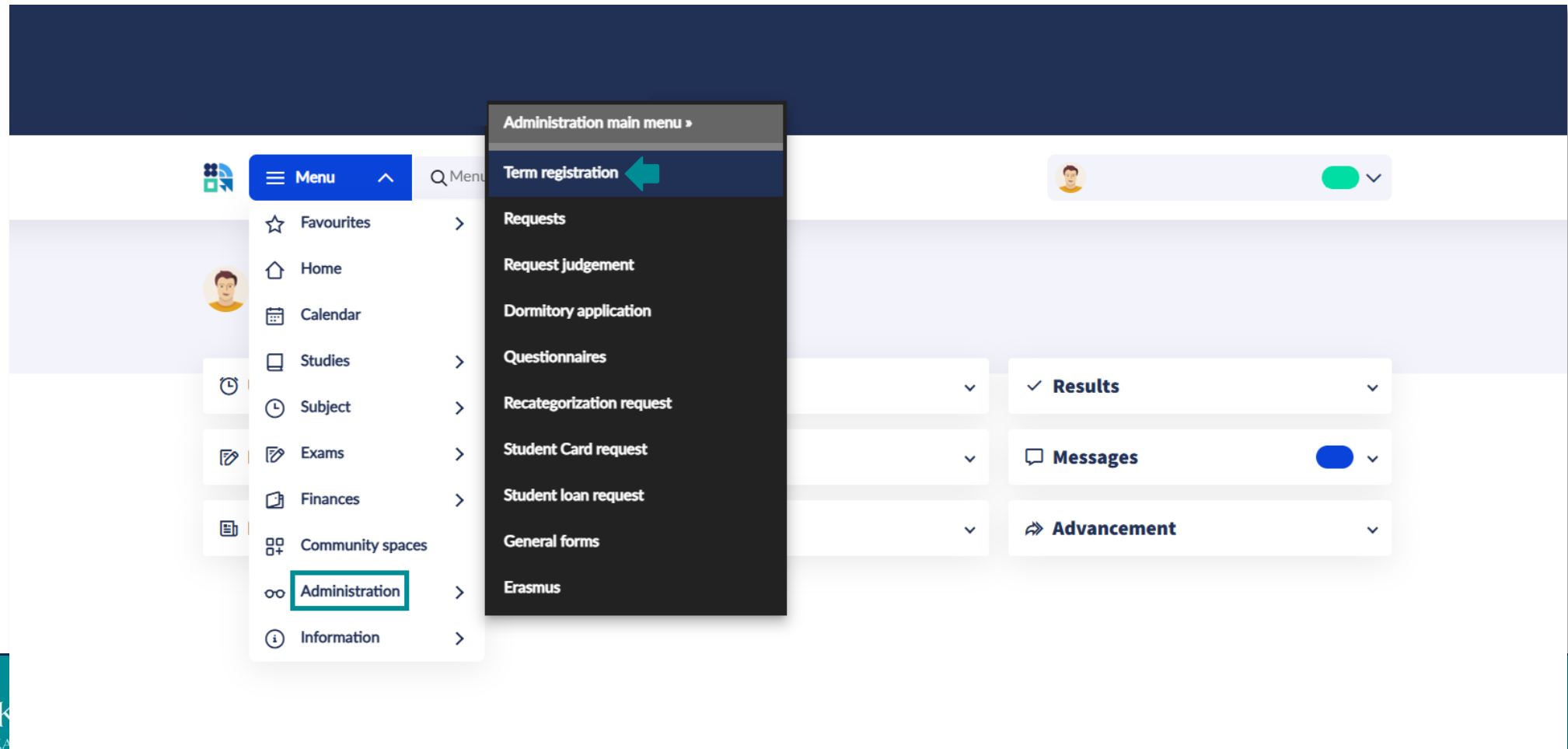


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Registration for the semester (activation of student status)

To register for the semester and activate your student status, log in to Neptun, and go to **Administration > Term registration**.



Registration for the semester (activation of student status)

In the **Term registration** menu, you will see the semester available for registration. Click on **Change status**.

Term registration

Current term



20XX/XX/X

term



[Change status](#)



-

term status



New

registration status



admission year

[Request details](#) > [Documents](#) >

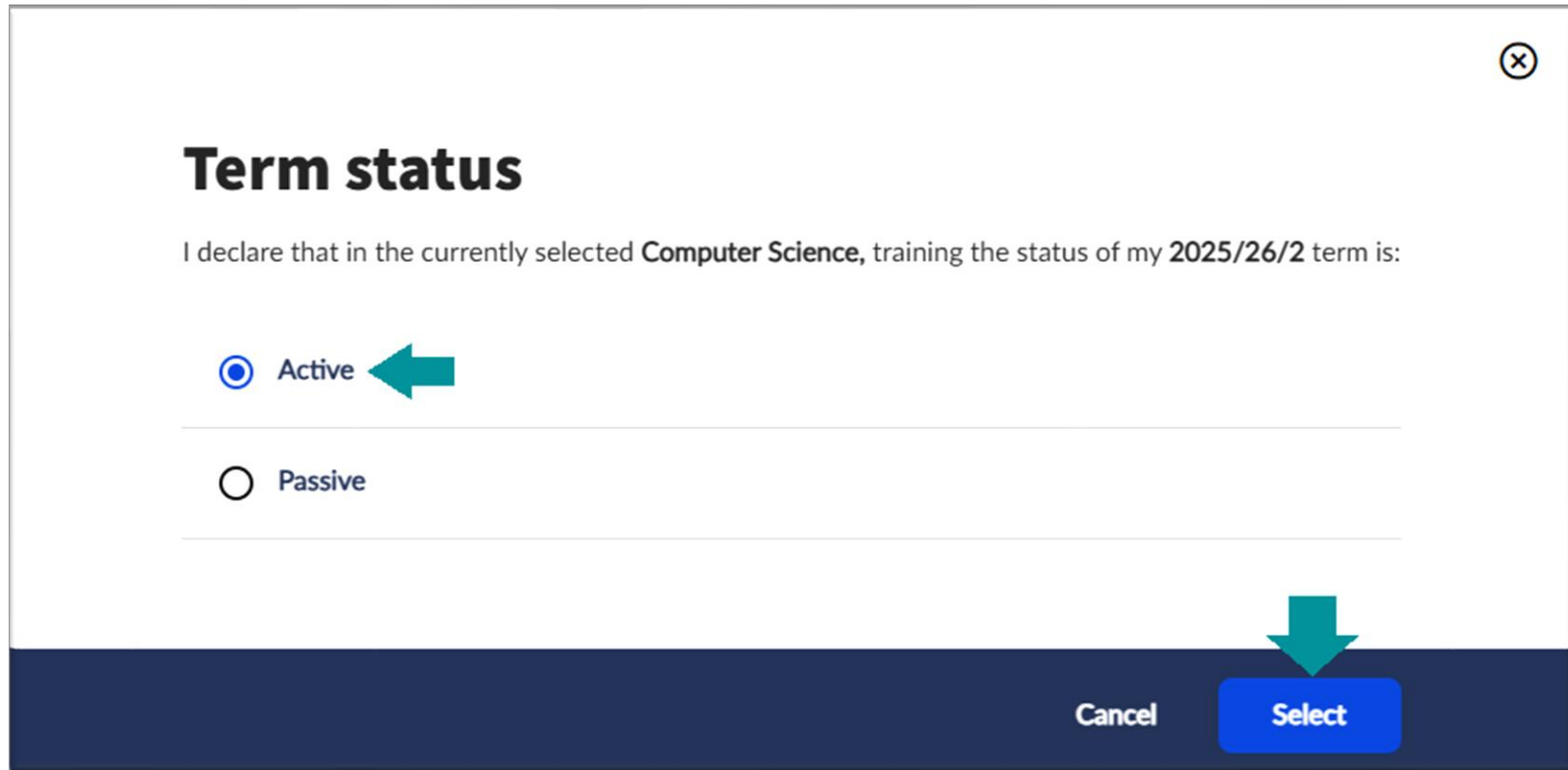


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Registration for the semester (activation of student status)

Select the **Active** Term status to register for the semester, then click the **Select** button.



The screenshot shows a web form titled "Term status" with a close button (X) in the top right corner. Below the title, a declaration states: "I declare that in the currently selected **Computer Science**, training the status of my **2025/26/2** term is:". There are two radio button options: "Active" and "Passive". The "Active" option is selected, indicated by a teal arrow pointing to it. The "Passive" option is unselected. At the bottom of the form, there are two buttons: "Cancel" and "Select". A teal arrow points down to the "Select" button.

Term status

I declare that in the currently selected **Computer Science**, training the status of my **2025/26/2** term is:

☒ Active

☐ Passive

Cancel Select

Registration for the semester (activation of student status)

Please check your personal data, make sure the provided information is correct, and then click on **Next page**.
Read the statement information, then click on **Submit request**.

Request fill

Registration 20XX/XX/X

Previous page

Submit a request

ⓘ After verifying your details, please click on the Submit Request button to finalise your submission.



Eötvös Loránd University
registered office: 1053 Budapest, Egyetem tér 1–3.
Institution Identification Number: FI80798
tax number: 15308744-2-41

Information

As part of your registration, you state which studies you intend to start or continue (active semester) or suspend (passive semester). This statement must be made at the beginning of each term. Registration for courses (including preliminary registration) is available only after making this statement, and only if you have opted for continuing your studies (active semester). If you are about to start your studies now, you need to print your Enrolment form from the Information/General forms menu after registration.

During the registration process you make a unilateral statement on your intent. Whether you can continue your studies will be decided by the competent Faculty Office of Educational Affairs (FOEA) based on the regulations of the [Academic Regulations for Students \(ARS\)](#). Registration does not replace a request of equity. Regardless of your statement and course registrations FOEA will cancel your semester and course registrations if, due to a lack of compliance with ARS, you cannot continue your studies.

With your registration you confirm the validity of your personal and educational data stored in Neptun. If you find any incorrect or missing data below, please initiate its correction or replacement in the manner indicated next to it! **Continue the registration only after correcting the data.**

Statement

Registration for the semester (activation of student status)

A pop-up window will appear confirming successful registration. You can also verify your semester status under **Term Registration** → **Current Term**. After activating the semester, the term status should appear as '**Active**'.

Term registration

Current term



20XX/XX/X

term



Active

term status



Accepted

registration status



admission year

[Change status](#)

[Request details](#) > [Documents](#) >



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What you will need? !

Please bring with you the following documents:



High School Diploma - ORIGINAL AND COPY - in case you do not have it yet, please bring an official approval issued by your sending partner, containing the expected date of the issue of the degree.



High School Diploma- translation - ORIGINAL AND COPY - in case you do not have it yet, please bring an official approval issued by your sending partner, containing the expected date of the issue of the degree



Transcript of your High School Grades- ORIGINAL AND COPY



Letter of Admission - COPY



Letter of Award - COPY - only for scholarship holder students



passport and visa - ORIGINAL AND COPY



lease contract or dormitory approval just to show



health insurance - for self-financed students just to show



Enrolment sheet - printed and signed document FROM NEPTUN
Print the document simplex mode (printing on one side of the paper) !!!!
1 printed page/paper



For students under the age of 18: you can be enrolled if and only if your legal guardian or an authorized person is present.
(Delegation of custody form required, signed by the legal guardian)



Click here to download



We can enrol you officially if, and only if you submit all the documents on the list.

PLEASE COME WITH YOUR DOCUMENTS PREPARED!

WE CANNOT PROVIDE
PRINTING AT THE FACULTY,
YOU CAN SCAN AND PRINT
YOUR DOCUMENTS IN
ADVANCE AT THE
PRINTING OFFICES NEARBY



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How can I print the Enrolment sheet?

In order to be enrolled, you have to print the enrolment sheet and bring it with you to the Enrolment.

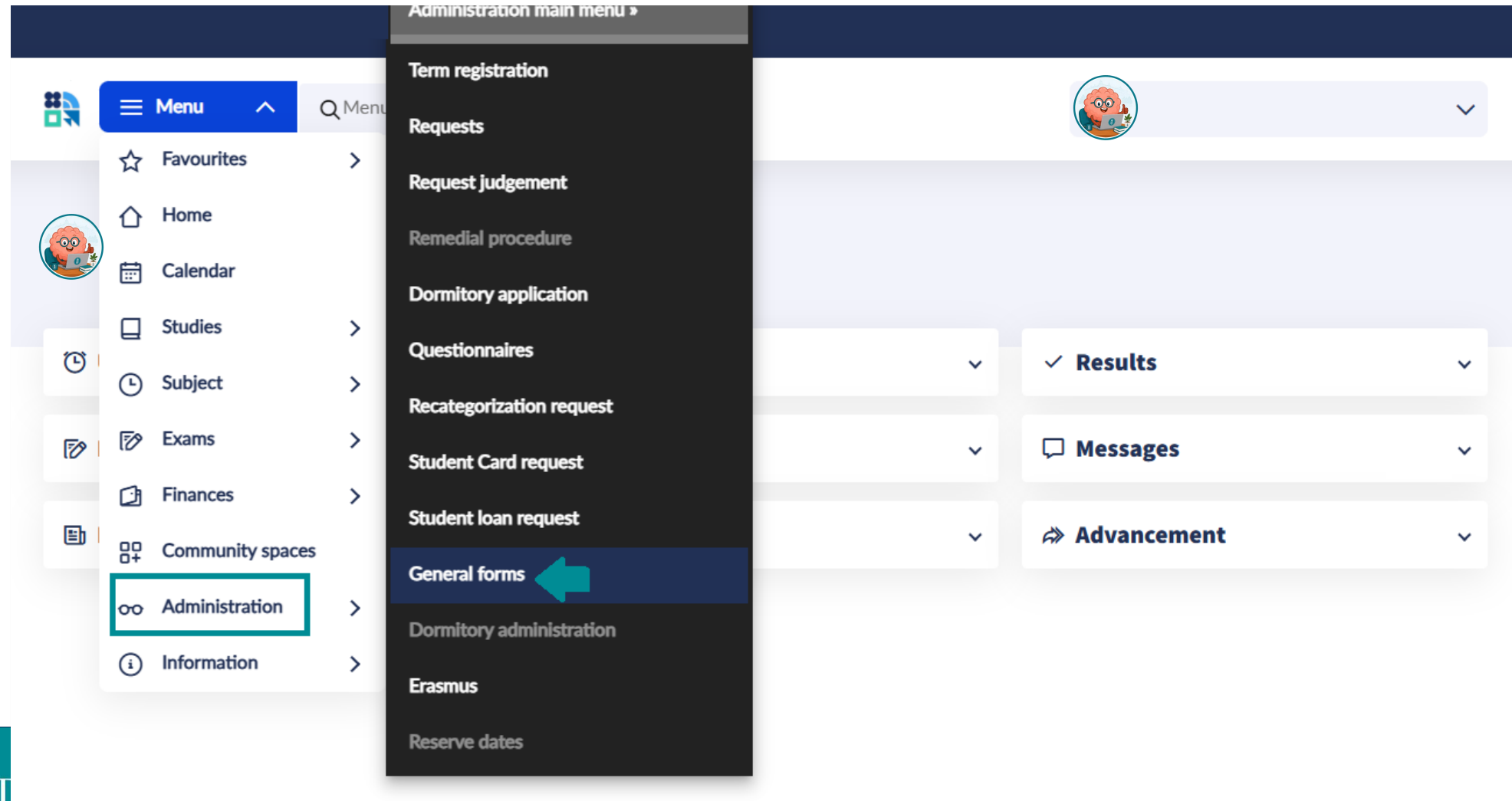
1. Log in to [Neptun](#).
2. Before you print your Enrolment sheet, please make sure all your data is correct : Click on the menu beside your name (top right corner)> **Personal information** menu.

The screenshot displays the Neptun web application interface. At the top, there is a navigation bar with a 'Menu' button and a search bar. On the right side of the header, a user profile is shown with a circular avatar of a cartoon brain character and the text 'Computer Science IK-PROGINF-NBEN ..'. A green arrow points to a small upward-pointing chevron icon next to the profile name, indicating the dropdown menu. The main content area is titled 'Personal information >> General data'. It features a large circular profile picture of the same brain character. Below this, there are tabs for 'General data', 'Previous qualifications', 'Studies', 'Certificates', 'Declarations', and 'Change history'. The 'General data' tab is active. Under the 'Details' section, there are labels for 'Title', 'Family name', 'Given name', 'Sex', 'Login name', and 'Mother's print name'. On the right side, a dropdown menu is open, listing options: 'Messages', 'Personal information' (highlighted with a red box), 'Document storage', 'Change history', 'Help', 'Profile settings', and 'Logout'.

How can I print the Enrolment sheet?

In order to be enrolled, you have to print the enrolment sheet and bring it with you to the Enrolment.

1. If all your data are correct, click on **Administration > General forms menu>**



How can I print the Enrolment sheet?

In order to be enrolled, you have to print the enrolment sheet and bring it with you to the Enrolment.

1. If all your data are correct, print the Enrolment sheet via the **Administration > General forms menu> Download the Enrolment Sheet's pdf**
2. **Download the Enrolment sheet and print the document in simplex mode (1 page/paper) !!!!**

Administration » General forms

General forms

↑↓ Filter ▾

Beiratkozási lap	Állami ösztöndíjassá váltak nyilatkozata	Enrolment sheet
Download	Download	Download
Igazolás egyetemi tanulmányok folytatásáról	Certificate of university studies	
Download	Download	

Top of page ^





In case you find a mismatch in your data, please submit a report via e-mail to the Education Office:



CONTACT EDUCATION OFFICE



Please print the **Enrollment sheet only once** your personal data has been corrected.
In case the data does not get corrected by the Enrolment day, please **add the corrected data on the sheet with a pen**, the administrator will add the correct data manually.

Why is it important to have all your data correct in Neptun?

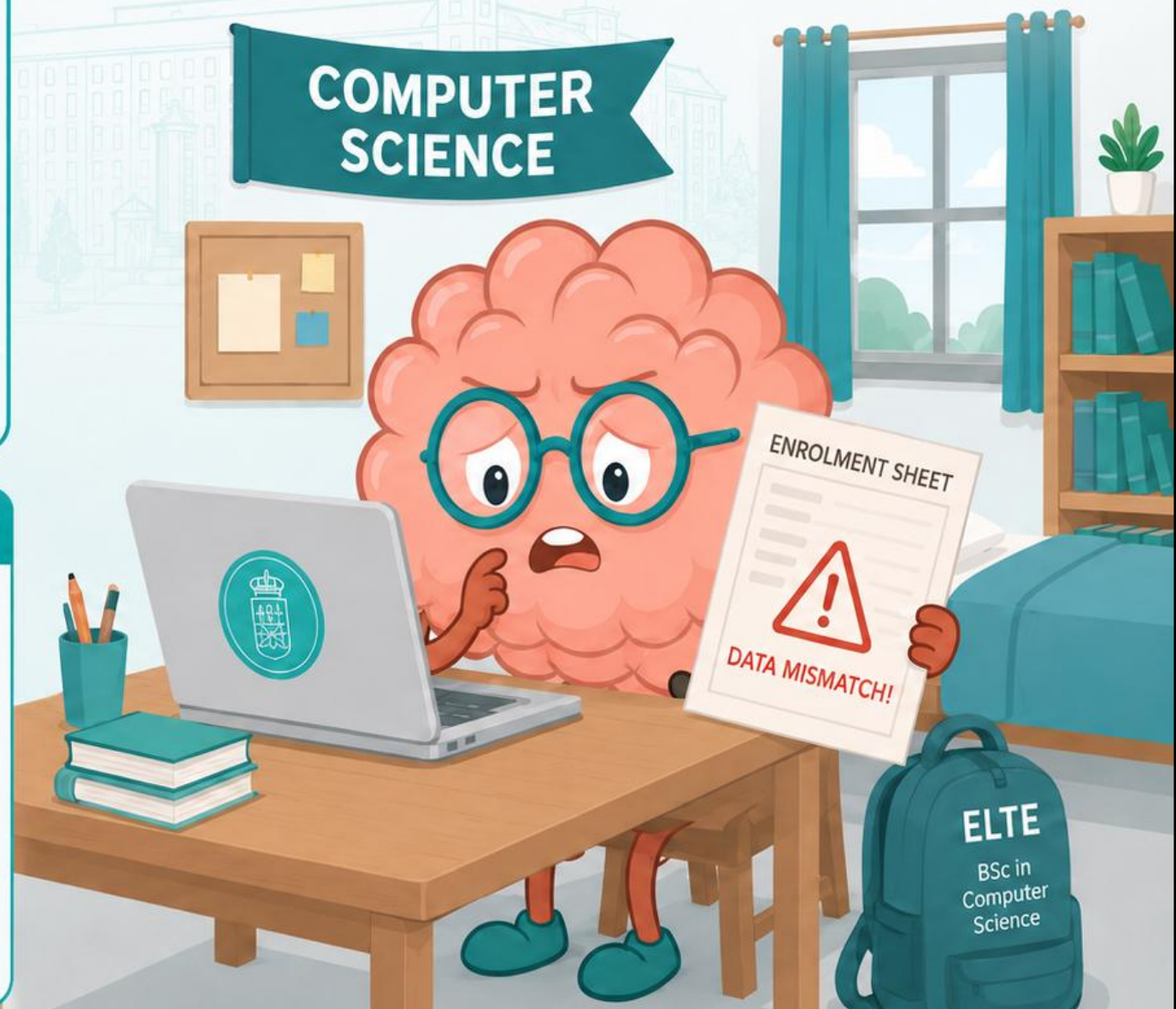


Visa issues may occur: Your information has to match the personal data in your passport; otherwise, visa issues may occur.



Your degree and your certificates will be printed based on the Neptun data: in case of inaccuracy, you may face further difficulties that will be difficult to fix after the document has been printed.

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ELTE BSc Computer Science enrollment 2024_25_1

Enrollment for BSc Computer
Science 2024 September

5 minutes

Booking for Enrollment for BSc Computer Science 2024 September

September 05, 9:00

 DATE

< > September 2024

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 TIME

8:30	8:35	8:40
8:45	8:50	8:55
9:00	9:05	9:10
9:15	9:20	9:25
9:30	9:35	9:40

Booking an appointment

The  **Booking page** will lead you to the booking site.



1. Choose the month of September in the calendar.



2. Select the day and the time which suits you the best. The sooner you book your appointment, the more options will be available.



If you will not arrive by the available dates, please get in touch with your student coordinator via  **email** and request an individual appointment after you have arrived in Hungary.



Booking an appointment



3. Scroll down.

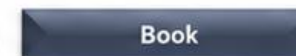


4. Add your personal information:

- **Add your FULL name:** make sure the name you provided is in accordance with your passport.
- **Add an e-mail address** you regularly check.
- **Add your address:** if you already have an address in Hungary please add that, if you have not got an accommodation yet add your address in your home country.
- **Add your phone number:** if you have a Hungarian phone number please add that, if not, then add your foreign number (international format ex. +36)
- **Add your Neptun ID:** with capital letters, make sure the ID number you provided is accurate.



5. Click on



ADD YOUR DETAILS

First and surname *

FULL NAME AS IT IS STATED IN THE PASSPORT

Email *

Enter active e-mail address you check regularly

Invalid email format.

Address

Your address

Phone number

Add your phone number



PROVIDE ADDITIONAL INFORMATION

Neptun ID

Add your answer here

Book

Booking an appointment



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ELTE BSc Computer Science enrollment 2024_25_1

Your Booking is confirmed.

Bookings details

Service Name	Enrollment for BSc Computer Science 2024 September
With	BSc International Student Coordinators
When	Thursday, 5 September 2024 09:00 - 09:05 (UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague

Reschedule

6. You will receive a verification message to the e-mail you have provided on the form.

In case it's needed use the **Reschedule** button to schedule a new appointment.



Please note, that you will be able to enroll only if



- you book an **appointment**



- you arrive **on time** (30 minutes before your scheduled appointment)



- You have the **required documents** and their copies with you along with the **Enrolment sheet**.



Please note there is no copying/printing service available at the campus, you have to arrange your documents beforehand.



Those who arrive without the required documents or without appointment/ late will be requested to rescheduled!

⌵ In case you cannot come to your scheduled appointment ⌵



ELTE BSc Computer Science enrollment 2024_25_1

Hi

Your Booking is confirmed.

Bookings details

Service Name Enrollment for BSc Computer Science 2024 September

With Bsc International Student Coordinators

When Thursday, 5 September 2024
09:00 - 09:05
(UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague



 Reschedule

In case you can't come to the scheduled appointment please reschedule your appointment by clicking on the **Reschedule** button in your verification e-mail.



It enables the opportunity for **other students** to register and the **coordinator** can schedule her duties accordingly.



Thank you for your cooperation!



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Additional information



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Please note there is **no copying/printing service** available at the campus, you have to arrange your documents beforehand.



**NEARBY
PRINTING OFFICES**



Please come **half an hour early** so your documents can be checked by the staff.



There are cafeterias and vending machines available at the campus, however, the students are requested to **not to leave the enrolment area once they checked in**, please prepare accordingly.



Once the enrolment is done you are free to go, please if you have time go through **our guides** for further information about your to-dos and general guidance regarding the administrative processes at the Faculty.



**CLICK HERE
TO VIEW ESSENTIAL GUIDES**

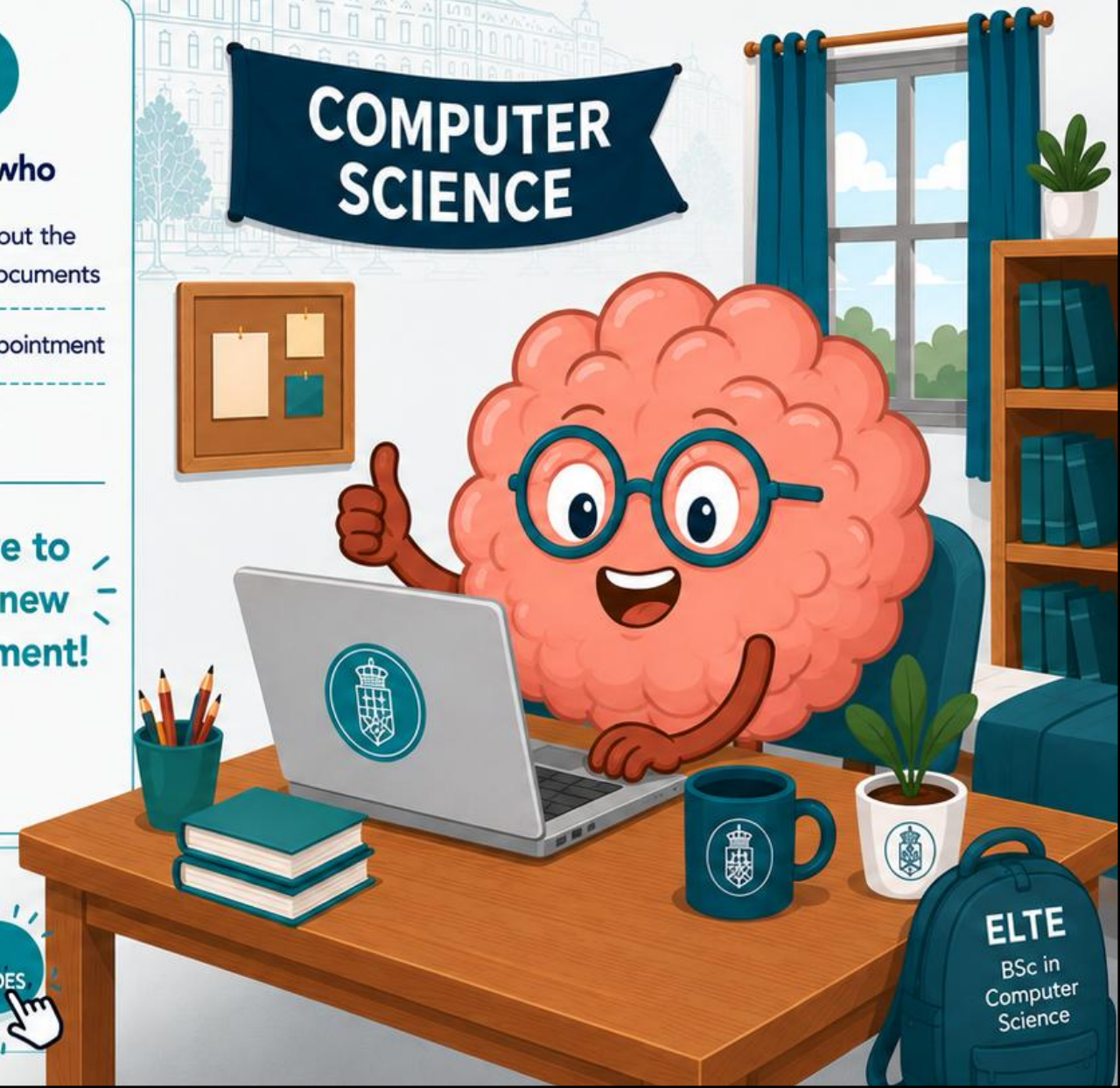


Those who

- ✗ arrive without the required documents
- ✗ without appointment
- ✗ arrive late

**will have to
book a new
appointment!**

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What happens if you can arrive only AFTER the enrolment?



The classes start on the 14th of September. You can join the programme if you arrive by the **30th of September.** Students arriving after the deadline will not be enrolled and will not be able to begin their studies.



In case you arrive after the enrolment, you can book an appointment with your student coordinator for a personal enrolment:



CLICK HERE
to BOOK AN
APPOINTMENT



Location of the enrolment:



**1117, Budapest, Hungary -
Pázmány Péter sétány 1/A,
Northern Block, 7th floor office no 7.52**



Please note that students showing up without an appointment will not be enrolled and will be requested to book an appointment in advance.