ELTE | FACULTY OF INFORMATICS

Transferring the tuition fee to be paid in EUR to the joint account

- Transferring the tuition fee to be paid in EUR
- What can I do if the transferred funds have not arrived to my joint account?
- Invoice request, Income certificate

General information regarding transferring funds

Tuition fees and other possible fees related to your studies can be paid in the Neptune system. After enrollment, you will automatically have access to the so-called joint account, which is a "virtual student bank account". Payments to the collective account can only be made via transfer through your bank account. **This option does not offer immediate payment.**

- The time it takes to receive an international bank transfer, the expected transfer time may vary. It typically ranges **from a few business days to up to a week**, **depending on the banks and the countries involved**. However, please keep in mind that some factors can influence the transfer time, **including intermediary banks and the chosen transfer method.** To get a more accurate estimate for your specific situation, it's advisable to **check with your bank**, as they can provide more precise information based on the details of your transfer.

- If you have not paid your fees and are in debt to the University we may take some or all of the following actions unless and until the debt is cleared:
  - charge you a **late payment administration fee (3500 HUF)**
  - you will be **unable to register for exams/next semester or receive an official diploma**
- Since the **Automatic payment is turned on**, this should not happen **if you initiated the transfer calculating with the processing time and the money arrived to your joint account at least on the final day of the deadline**.
- However, if you did transfer to the account in time and you still have received late payment fee, please contact the **Education Office.**
- You can check the status of your obligation by logging into your Neptun account and selecting the **Finances/Payment menu**. If it says **"Fulfilled"** you've paid your obligation. If the status still shows **"Active"** it means the payment is pending.
- **IMPORTANT:** Transferring money to your Neptun account alone doesn't fulfill your payment obligations! You need to either manually or automatically fulfill them.

Tuition fee transcribed in EUR

Recipient's name: **EOTVOS LORAND TUDOMANYEGYETEM**
Name and address of the account provider bank: **MAGYAR ALLAMKINCSTAR**
1139 Budapest Váci út 71.
(Hungarian State Treasury Ltd.)
Neptun EUR bank account number: IBAN: **HU68 1003 2017 0142 6201 0603 0012**
SWIFT: **MANEHUHB**
BIC: **HUSTHUHB**
Announcement/ Note to transfer/ Topic: **NK-YOUR NEPTUN CODE**

- **The online surfaces of the banks may use different names for the different banking services.** Please be careful and choose the option meaning transferring foreign (not domestic) currency and/or give the currency (EUR) during the transfer.
- **BIC or SWIFT?** Both of these identifications represent the recipient bank. The choice between them depends on your bank. If your bank accepts both, either one is suitable.

What can I do if the transferred funds have not arrived to my joint account?

Please note that a domestic forint transfer arrives at the joint account in 1-2 business days, in the case of an international bank account the transfer may take up to 4-5 business days.

If the transferred fund has not arrived in your joint account, first check if your transfer data was correct (correct bank account, correct announcement (NK-your Neptun code). Without the correct announcement, the transferred funds will not arrive!

In case the funds have not arrived initiate a case via **Complaint about transferred yet unreceived payment**, in the comment section add the description of your issue, then click on Save, do not forget to attach the screenshot of the proof of payment (bank statement) via (attach new picture option), **do not forget to Submit the case! Until the case is submitted, the administrators will not see your case therefore they will not be able to assist your problem.**

When the case is closed, you will receive a Neptun notification.

About the Invoice request and Income certificate

Information about the invoice request

In case you have any questions about your issued invoice, or regarding invoice requests, please submit a case here.

Information about the Income Certificate

In case you need an Income Certificate and you would like to receive it in person, you do not need to submit a case just come to the Quaestura Office where you can get it right away.

If it is not possible for you to come to the Office in person, you may authorize someone to act on your behalf. In this case, please do not forget to fill in the authorisation sample provided here.

The Office can also send the Certificate by mail. This requires paying a service fee. Note, that it cannot be sent to a foreign address. You can ask for the delivery here.

If you suspect that the Income Certificate, sent in a personal message in Neptun, contains false information (amount, personal data), report it in the same case category.

Where can I check my debts in Neptun?

- Neptun sends an automatic message whenever a new debt is incurred. After entering Neptun, you will receive a notification in a pop-up window if you have an overdue debt.
- You can check your current finances/debts here: Neptun, **Finances** / **Payment** menu. Use **All terms** and **Active** status filters to list your Active fees.