



ELTE

FACULTY OF  
INFORMATICS

# ELTE IK Enrolment

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- 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.

# Enrolment

**Welcome on board!**

**Enrolment is an essential part of becoming a student. You'll need to be enrolled to be able to attend your study programme and obtain a student visa and be able to use student discounts (public transportation, library membership, etc). It is essential to follow the given instructions carefully: following the instructions not only helps you to understand the procedure itself, but helps you to go through the most important tasks quick and easy!**



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# Enrolment

## What is enrolment?

It 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.



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# 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.

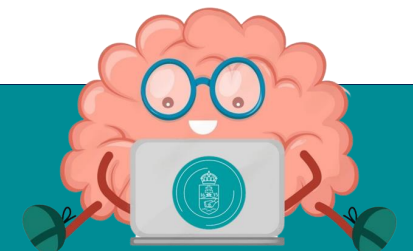
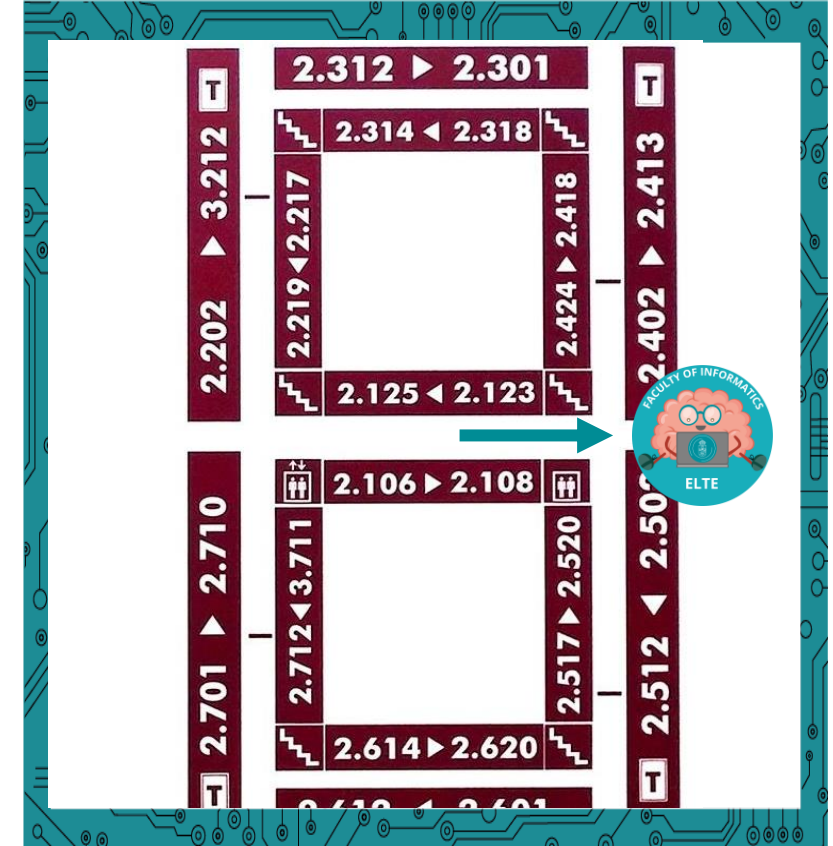
**The enrolment will take place at**  
**Lágymányosi ELTE Campus - Southern Block,**  
**2<sup>nd</sup> floor, by the elevators.**

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 Active 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)

- Register 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:

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

According to ELTE Organisational and Operational Regulations, there is no option for late activation, but there is an opportunity for extraordinary (vis maior) passivization. If you are unsure whether to continue your studies or not, we recommend registering for the semester and setting your status active.

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



## 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 > Enrollment/Registration**. Choose the current semester, then **click on the +** sign at the end of the row.

The screenshot shows the Neptun system interface. At the top, there are navigation tabs: Exams, Finances, Information, and Administration. The Administration tab is selected, and a dropdown menu is open, showing the following options: Enrollment/Registration, Dormitory application, Module selection, Final exams, Recategorization request, Requests, Request judgement, Student Card request, Questionnaires, and Erasmus. The Enrollment/Registration option is highlighted with a blue arrow. Below the menu, there is a section titled "Enrollment/Registration" with a "Filter" button and a "Only active: No" filter. Below this, there is a section titled "Registration/Enrollment applications" with a table of data. The table has columns: Training, Admission year, Status, and Term status. There are three rows of data, each with a "+" sign at the end. A blue callout box with the text "Choose the current semester!" points to the "2024/25/1" admission year in the third row. A blue arrow points to the "+" sign at the end of the third row. At the bottom left, there is a status bar that says "Number of results:1-3/3 (406 ms)".

Training	Admission year	Status	Term status
Computer Science	2023/24/1	Accepted	Active
Computer Science	2023/24/1	Accepted	Active
Computer Science	2024/25/1	New	



# Registration for the semester (activation of student status)

**Click on Enroll** and a pop-up menu will appear. **Set your status to Active**, and **click Save**. Verify your personal and educational data, and if all the information is correct, **click Next and Submit the request**.

**Enrollment/Registration**

**Statement on term status**

On the current training (programtervező informatikus) my status in the (2024/25/1) term will be:

Active

Passive

**Save** **Back**

**Registration/Enrollment applications**

Training	Admission year	Term	Status	Term s
Computer Science	2023/24/1	2023/24/1	Accepted	Active
Computer Science	2023/24/1	2023/24/2	Accepted	Active
Computer Science	2023/24/1	2024/25/1	New	

Number of results:1-3/3 (406 ms)

**Enroll**

- Change status
- View registration request
- Print general certificate

# Registration for the semester (activation of student status)

You can double-check the success of your registration in the **Enrollment/Registration** menu.

Enrollment/Registration

Filters Only active: No

Only active:  [List](#)

Actions: [Add to favourites](#)

Registration/Enrollment applications

Training	Admission year	Term	Status	Term status
Computer Science	2023/24/1	2023/24/1	Accepted	Active
Computer Science	2023/24/1	2023/24/2	Accepted	Active
Computer Science	2023/24/1	2024/25/1	Accepted	Active

Number of results: 1-3/3 (188 ms)



# 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 -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- 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
- **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

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

**PLEASE COME WITH YOUR DOCUMENTS PREPARED!**



# 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 via the **My data > Personal information** menu.
3. If all your data are correct, print the Enrolment sheet via the **Information > General forms** menu.
4. **Print the document simplex mode(printing on one side of the paper) !!!! 1 page/paper**

The screenshot displays the Neptun web application interface. At the top, there is a navigation bar with tabs: My data, Studies, Subjects, Exams, Finances, **Information**, and Administration. The 'Information' tab is selected and highlighted. Below the navigation bar, there is a sidebar on the left with 'Neptun news' and 'Messages' (Inbox (110), Sent messages, Archived messages, Settings, Directory). The main content area shows a 'General forms' section with a dropdown menu open. The dropdown menu lists: Periods, Student search, Textbook search, Organizational units, Documents, Inquiries/Information, OMHV reports, **General forms** (highlighted with a blue arrow), Subject / course list, Room timetable, and Neptun e-learning materials. Below the dropdown, there is a table with columns: Name, Subtype, and Notes. The table contains several rows, with 'Enrolment sheet' highlighted in blue and a blue arrow pointing to it. The table also shows 'Beiratkozási lap', 'Állami ösztöndíjassá váltak nyilatkozata', 'Igazolás egyetemi tanulmányok folytatásáról', and 'Certificate of university studies'. At the bottom of the table, it says 'Number of results:1-5/5 (16 ms)'. On the right side of the table, there are icons for printing, saving, and searching, and a 'Page size' dropdown set to 20.



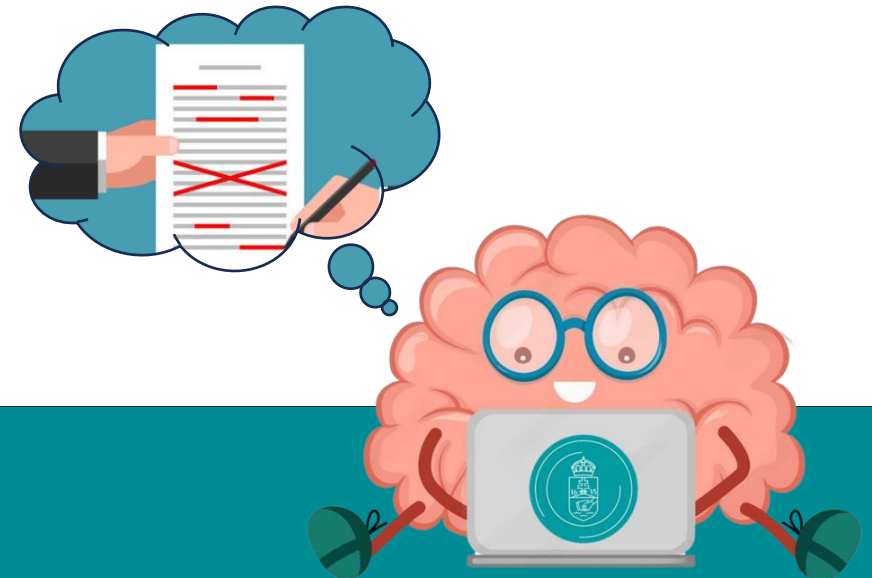
# In the case of error in your data

In case you find an error in your data please submit a report via Quaestura [HERE](#).

**Please print the Enrolment 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 which will be difficult to fix after the document has been printed.



# Booking an appointment

The screenshot shows the ELTE BSc Computer Science enrollment booking page. At the top, there is the ELTE logo and the text "ELTE BSc Computer Science enrollment 2024\_25\_1". Below this, a box indicates the enrollment for "Enrollment for BSc Computer Science 2024 September" with a 5-minute duration. A button labeled "Booking for Enrollment for BSc Computer Science 2024 September" is visible. The current selection is "September 05, 9:00". Below this, there are two sections: "DATE" and "TIME". The "DATE" section shows a calendar for September 2024 with the 5th highlighted. The "TIME" section shows a grid of time slots from 8:30 to 9:40, with 9:00 selected.

The link will lead you to the [booking site](#).

1. **Choose the month of February in the calendar.**
2. **Select the day and the time which suits you the best.** The available dates are **the 4-5<sup>th</sup> of February**, the sooner you book your appointment, the more options are available for you.

**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 to Hungary.**



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# Booking an appointment

The screenshot shows a web form for booking an appointment. It is divided into two main sections: 'ADD YOUR DETAILS' and 'PROVIDE ADDITIONAL INFORMATION'. The 'ADD YOUR DETAILS' section includes fields for 'First and surname \*' (with a placeholder 'FULL NAME AS IT IS STATED IN THE PASSPORT'), 'Email \*' (with a placeholder 'the active e-mail address you check regularly' and a red error message 'Invalid email format.'), 'Address' (with a placeholder 'your address'), and 'Phone number' (with a placeholder 'Add your phone number'). There is also a 'Notes' field with a placeholder 'Add any special requests'. The 'PROVIDE ADDITIONAL INFORMATION' section includes a 'Neptun ID' field with a placeholder 'Add your answer here'. At the bottom of the form is a dark blue 'Book' button.

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 



# Booking an appointment

## 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!**



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

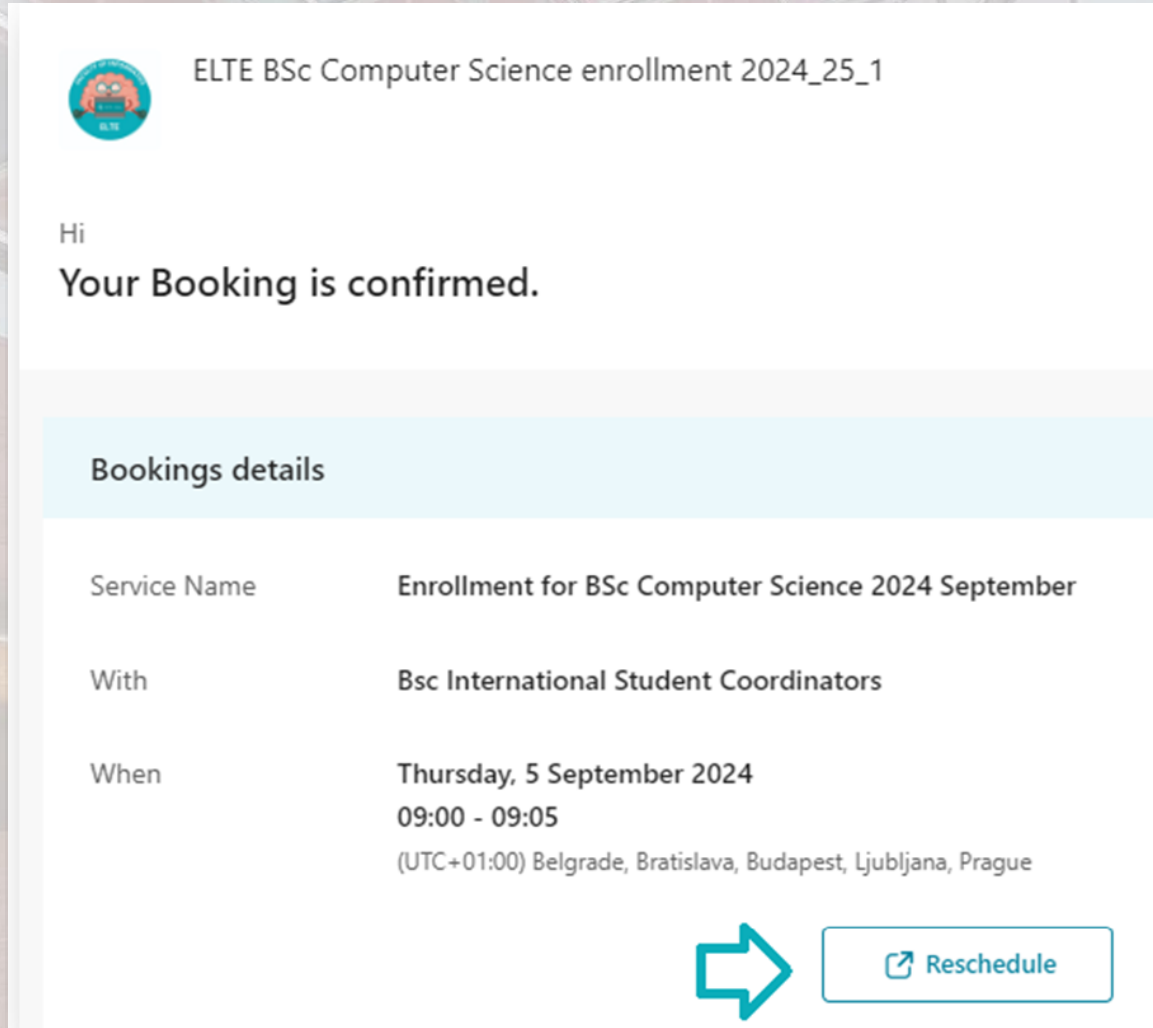
Reschedule



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# 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



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

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

## PRINTING OFFICES IN BUDAPEST

- **Please come half an hour early** so your documents can be checked by the staff.
- **Those who**
  - **arrive without the required documents**
  - **without appointment**
  - **arrive late**

**will be rescheduled!**
- **There are cafeteria 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 the guides you were given at the enrolment for further information about your to-dos and general guidance regarding the administrative processes at the Faculty.





# What happens if you can arrive only AFTER the enrolment days?

## Enrolment AFTER the 4-5th of February

- You have the opportunity to arrive until the **27th of February**. **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/C,  
2<sup>nd</sup> floor office no 2.316
- **Please note that students showing up without an appointment will not be enrolled** and will be requested to book an appointment in advance.

