

# ENROLMENT CHECKLIST

The following documents are required for the registration (Department of International Affairs) and the enrolment (Office of Educational Affairs) process:

## ENROLMENT DOCUMENTS

- ☐ **passport**
- ☐ residence permit (if you already have one)
- ☐ **accommodation reporting form** (or some kind of document that shows your current address in Hungary: zip code, city, name of the street, floor, apartment number)
- ☐ if you are a BA student:
  - **high school diploma** (certificate of matriculation/graduation certificate from high school studies) original + photocopy + translation if it is not in English
  - If you have not received the final certificate yet, you have to bring a temporary certificate which states that you completed your studies, and the document will be issued later.
- ☐ if you are an MA student:
  - **BA degree certificate** (diploma) and **degree supplement** (Transcript of Records) original + photocopy + translation if it is not in English
  - If you have not received the final diploma yet, you have to bring a temporary certificate which states that you completed your studies, and the document will be issued later.
- ☐ Language certificate (if the programme requires)
- ☐ 1 passport photo **of yourself** (3.5 x 4.5 cm approximately. Write your full name at the back with capital letters!)
- ☐ Enrolment sheet printed and signed from Neptun study system (You can download it from Neptun/Information/General Forms. For more information, revise the second orientation letter.)
- ☐ For Stipendium Hungaricum Scholarship holders:
  - tax card (if you already have one)
  - TAJ card (if you already have one)
  - Hungarian bank account number (if you already have one)
- ☐ Your mobile phone number in Hungary (optional, but get one as soon as possible)
- ☐ Certificate of successful registration at the Department of International Affairs

**IMPORTANT: THE DOCUMENTS ARE ALL REQUIRED IN THEIR ORIGINAL FORMS, BUT BRING PHOTOCOPIES\* OF THEM AS WELL.**

**It is not possible to enrol in case of even one of the documents listed above is missing. If you do not have any of the following documents, you must arrange them to be obtained or replaced before the date of the enrolment.**

In case you have questions, do not hesitate to contact your study coordinator Ms Emese KERTÉSZ at [kertesz.emese@btk.elte.hu](mailto:kertesz.emese@btk.elte.hu).

**\*Where can you print and copy?**

- At the University campus: Building R, ground floor (Mon - Thu: 7:30–8:30 am; 9:30 am - 4:30 pm; Fri: 7:30-8.30 am; 9:30 am - 3:30 pm)
- Closest copy shops in the city:
  - Minicopy (Location: 1086. Budapest, Baross utca 6.; 1088. Budapest, József körút 15.)
  - Copyguru (Location: 1085. Budapest, József körút 17.)