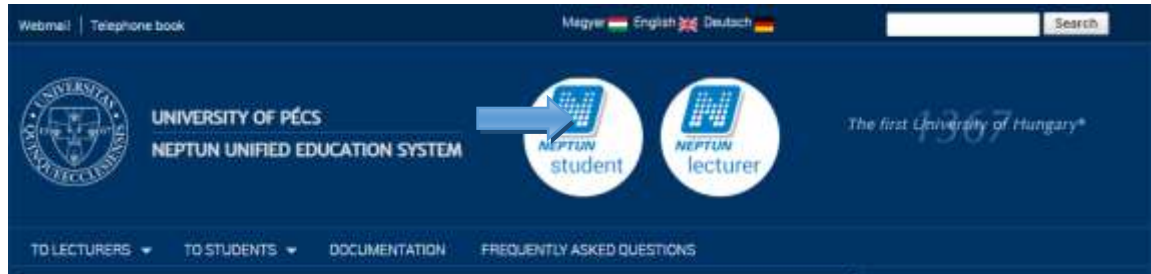


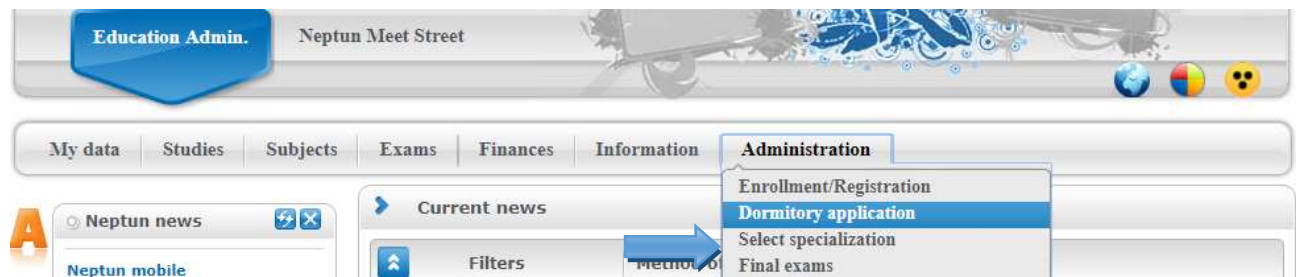


The procedure of the dormitory application

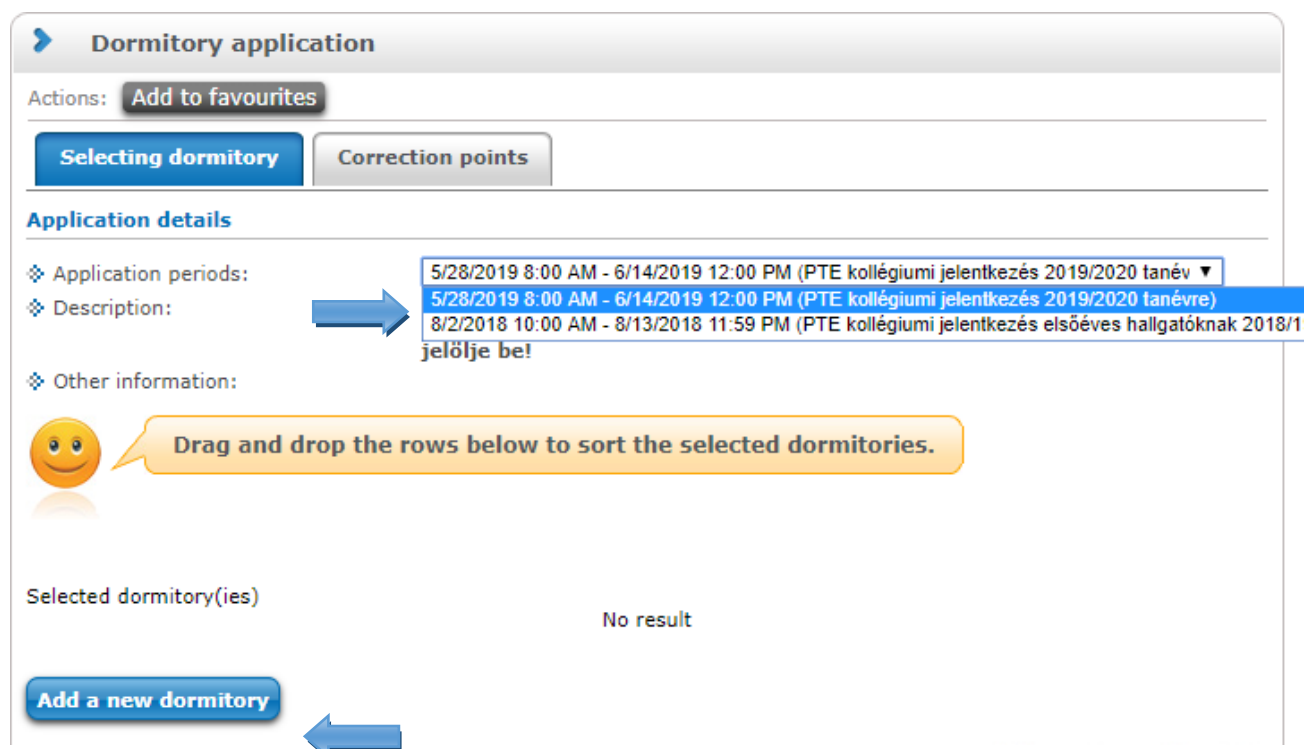
Open and sign into the Neptun educational system at <https://neptun.pte.hu> website by clicking on the Neptun student button.



In order to file the application go to the **Administration\Dormitory application** menu point.



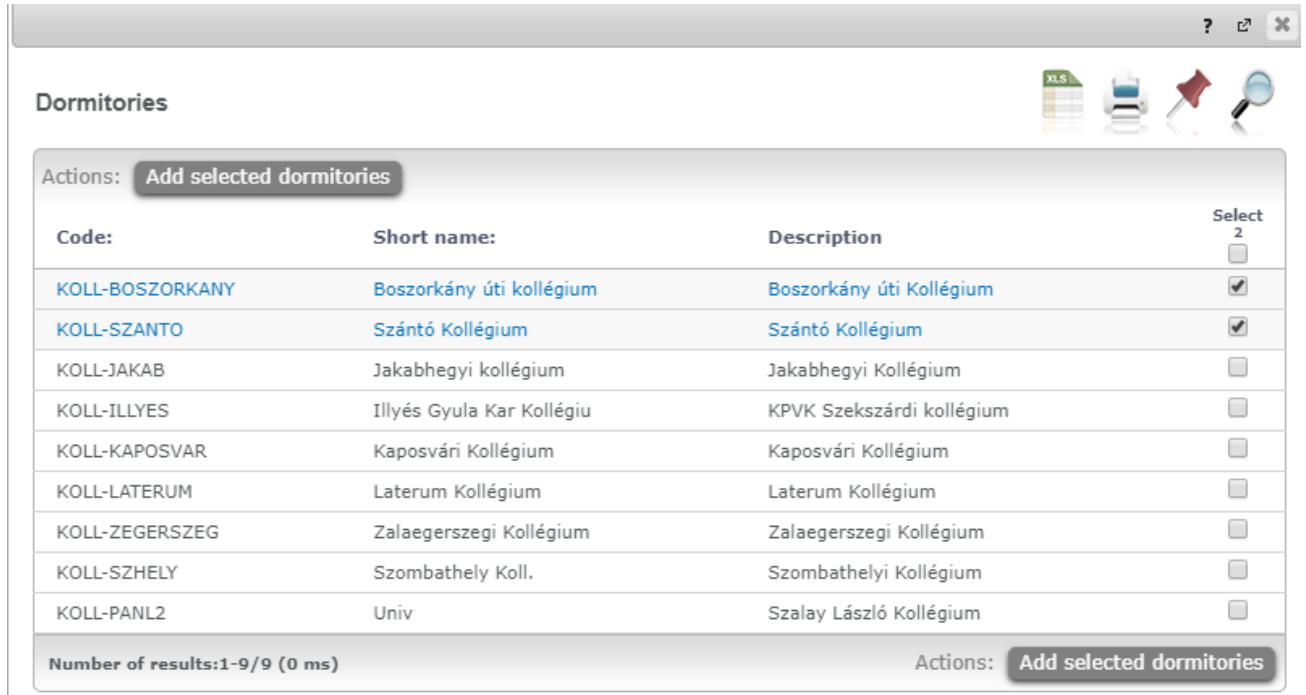
The next step is to choose the actual cycle (5/28/2019 8:00 AM) on the interface presented below, then by clicking on the **Add a new dormitory** button, the process of the dormitory application will be started.



We advise you to choose all the dormitory options available!

If you decide to choose only one of the dormitories available and you will not have enough educational points to get into the selected one, you will be sorted into one of the dormitories at random on 21st August.

On the picture presented below all the dormitories have been selected which are equipped for handling **the applications of the senior international students**.



Dormitories

Actions: **Add selected dormitories**

| Code: | Short name: | Description | Select |
|-----------------|----------------------------|---------------------------|-------------------------------------|
| KOLL-BOSZORKANY | Boszorkány úti kollégium | Boszorkány úti Kollégium | <input checked="" type="checkbox"/> |
| KOLL-SZANTO | Szántó Kollégium | Szántó Kollégium | <input checked="" type="checkbox"/> |
| KOLL-JAKAB | Jakabhegyi kollégium | Jakabhegyi Kollégium | <input type="checkbox"/> |
| KOLL-ILLYES | Illyés Gyula Kar Kollégium | KPVK Szekszárdi kollégium | <input type="checkbox"/> |
| KOLL-KAPOSVAR | Kaposvári Kollégium | Kaposvári Kollégium | <input type="checkbox"/> |
| KOLL-LATERUM | Laterum Kollégium | Laterum Kollégium | <input type="checkbox"/> |
| KOLL-ZEGERSZEG | Zalaegerszegi Kollégium | Zalaegerszegi Kollégium | <input type="checkbox"/> |
| KOLL-SZHELY | Szombathely Koll. | Szombathelyi Kollégium | <input type="checkbox"/> |
| KOLL-PANL2 | Univ | Szalay László Kollégium | <input type="checkbox"/> |

Number of results: 1-9/9 (0 ms) Actions: **Add selected dormitories**

After selecting the required dormitories, click „**Add selected dormitories**” so that it will be added to the application.

After the selection you will be able to re-organise the dormitory rankings as you wish (click and pull). The dormitory ranking represents your priorities.

In order to continue the application, click on the „**Register**” button to be able to fill the necessary forms.



A new page will be opened and on that page you will be able to fill the Dormitory Application Form.



If you do not live in a dormitory or you do not rent a flat/room, and you only want to apply based on your educational points, fill the form following the illustration below.

**Preliminary
Subscores:**

Social points: I would like to count in the Regular Social Scholarship of the 2017/2018 spring semester:
☒ Yes ☐ No

Points recorded in the database: 2018/2019/2 -

Educational points: The adjusted credit index of the last closed semester 2016/17/1 is: 0

Communal points: ☐ Yes ☒ No

I ask for acceptance based on the local government's agreement: ☐ Yes ☒ No

By pressing the „Next” button you will be directed to the next page.



After finalising the document you will have a chance to review the form in a picture format. The application will not be submitted at this point yet. So this is a point which represents your choices and shows what you selected so far. If you want to correct something, press „Previous”.

The final step is to hit „Submit request” which is going to be available at the end of the procedure only.

If you live in a dormitory or you rent a flat, fill the document as the following illustration shows.

**Preliminary
Subscores:**

Social points: I would like to count in the Regular Social Scholarship of the 2017/2018 spring semester:
☐ Yes ☒ No

Points recorded in the database: 2018/2019/2 -

Educational points: The adjusted credit index of the last closed semester 2016/17/1 is: 0

Communal points: ☐ Yes ☒ No

I ask for acceptance based on the local government's agreement: ☐ Yes ☒ No

After selecting as presented above you can carry on while hitting „Next”:





I./1. Applicant's housing circumstances

a.) The registered address of the applicant and their parents are the same:

☐ Yes

☒ No

Attachment

b) If the applicant is NOT registered on the same address as his/her alimenter or has no alimenter (self-supporting):

- ☐ rented room
☐ own apartment
☒ dormitory
☐ courtesy use of flat

Attachment

I./2.B. Expenditure of the self-supporting applicant

Sum of costs

35000

Attachment *

After selecting as presented above you can carry on while hitting „Next”:

Previous

Next

Submit request

Suspend filling in

Assign document

Back

On the next page a few questions have to be answered.

In the II. point your dormitory/flat address has to be selected and filled as the illustration shows.

II. Data considering the distance and the travel between the applicant's residence and the place of the training

The city/town where the applicant is permanently resided or the city/town marked in their residence card:

Choose from the list!

The applicant commutes between their residence and the place of the training:

☐ Yes

☒ No

☒ is the same as the place of the training

☐ is not the same as the place of the training

The city/town of residence:

Distance:

0

Time period of travel (hh:mm):

(In the case of commuters it must be summed twice)

0

If you do not have medical expenses, the III. point should be filled by 0s at every section available.

The IV. point is quite straightforward since basic information about you is required.

Some of the questions concern hungarian students only. In these cases select no as your answer.

After finalising the document you will have a chance to review the form in a picture format. The application will not be submitted at this point yet.

The final step is to hit „Submit request” which is going to be available at the end of the procedure.



Print the application

If you followed the given instructions carefully the only thing left is to print the application form. The final form of the application can be found on the „**Submitted requests**” page. After hitting the [+] sign, select „**View**” so that the document will be downloaded in pdf format.

The screenshot shows a web interface titled "Submitted requests". It contains a table with the following data:

| Identifier | Date of handing in | Status |
|----------------------------|----------------------|-----------------|
| KOLLJELLAP(F)2019-2020/357 | 5/30/2019 1:08:50 PM | Being processed |

Below the table, it says "Number of results: 1-1/1 (16 ms)". A yellow banner at the bottom says "Press the Register button below to finalize your registration". A context menu is open over the table, showing options: View, Download attachments as a zip file, Request attachment, Correction, and View resolution.

The following documents have to be **attached physically** to the application form:

- a) proof of location
- b) dormitory or apartment contract
- c) certification of the dormitory fees

Do not forget to sign the application form and to bring it to the Student Council of the University of Pécs or send it via mail (post) to the address of the Student Council of University of Pécs's office.

PTE EHÖK

7622 Pécs, Vasvári Pál utca 4./7622 Pécs, Vasvári Pál str. 4.

Further information:

<http://pteehok.hu/kollegiumi-jelentkezés-2019-felsoeves>



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TUDOMÁNYEGYETEM**
EGYETEMI HALLGATÓI ÖNKORMÁNYZAT