# The procedure of the dormitory appliaction

Open and sign into the Neptun educational system at https://neptun.pte.hu website by clicking on the Neptun student button.
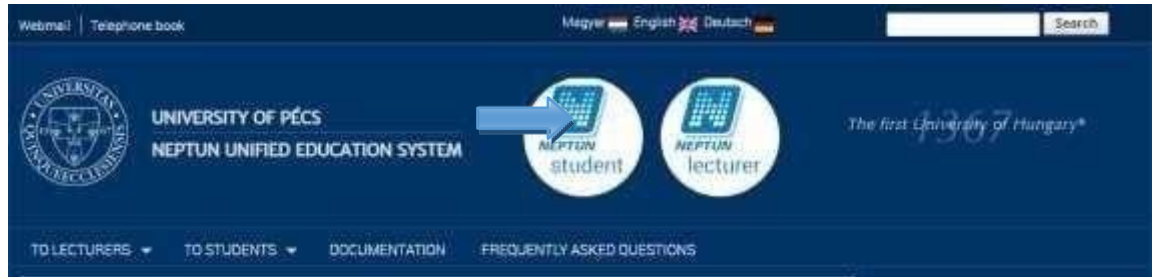
In order to file the application go to the **Administration\Dormitory application** menu point.
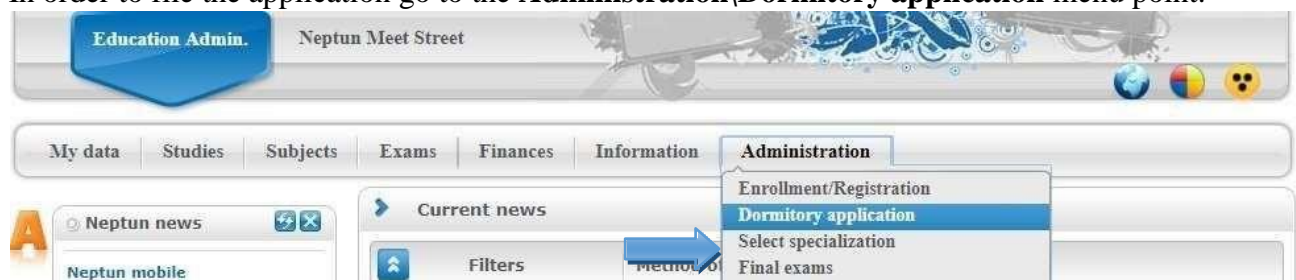
The next step is to choose the actual cycle (4/27/2022 1:00 PM – 5/13/2022 12:00 PM) on the interface presented below, then by clicking on the **Add a new dormitory** button, the process of the dormitory application will be started.
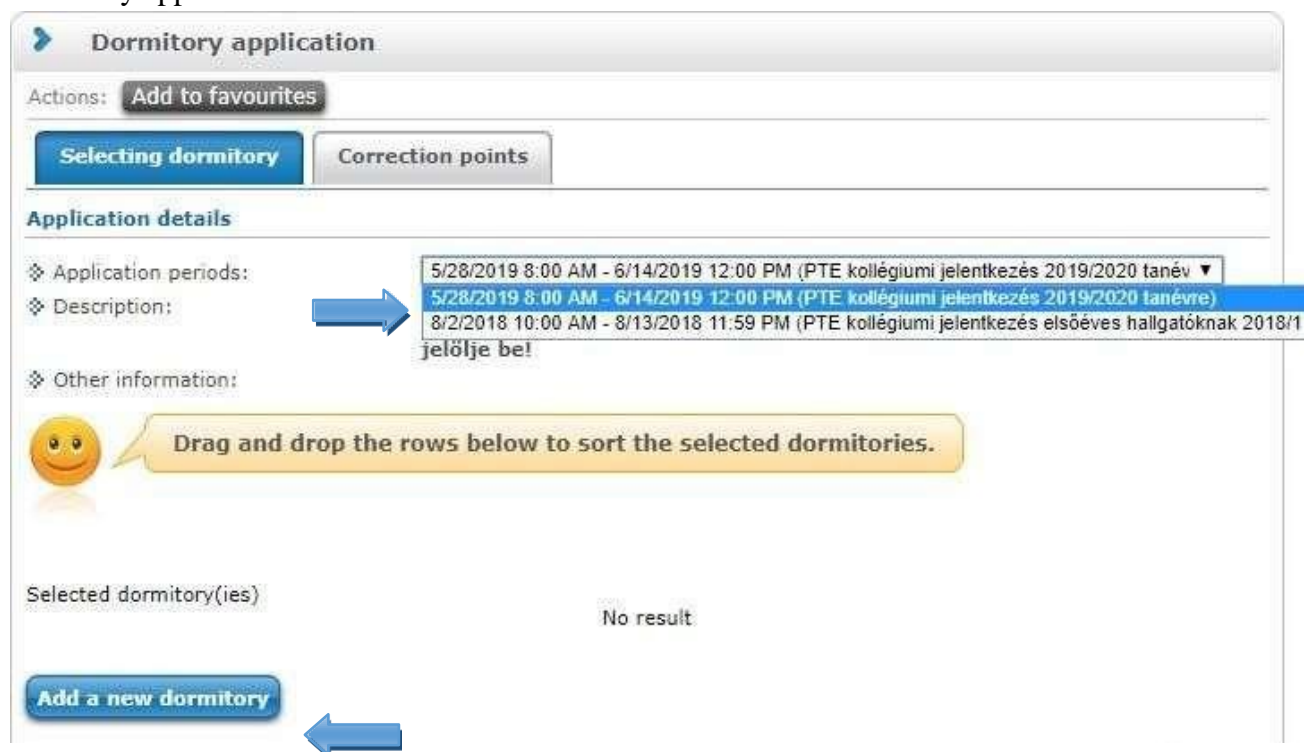
We advise you to choose all the dormitory options available!

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.**



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-organize 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:<br>◉ Yes    ○ No<br><br>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.

| Previous | Next | ...uest | Suspend filling in | Assign document | Back |
|---|---|---|---|---|---|

After finalizing 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:<br>○ Yes    ◉ No<br><br>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**":

| Previous | Next | Submit request | Suspend filling in | Assign document | Back |
|---|---|---|---|---|---|
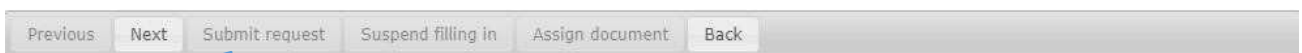
**I./1. Applicant's housing circumstances**

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 alimenters or has no alimenter (self-supporting):

○ rented room
○ own apartment
● dormitory        [Attachment]
○ courtesy use of flat

**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 | |
| The city/town of residence: | ● is the same as the place of the training | ○ is not the same as the place of the training |
| | 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 finalizing 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 following documents have to be **attached physically** to the application form:

  a) proof of location (copy of document/card provided by the immigration office)
  b) dormitory or apartment contract
  c) certification of the dormitory fees

**Do not forget to sign the application form and 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:** **https://pteehok.hu/kollegiumi-jelentkezes-2022-2023/**