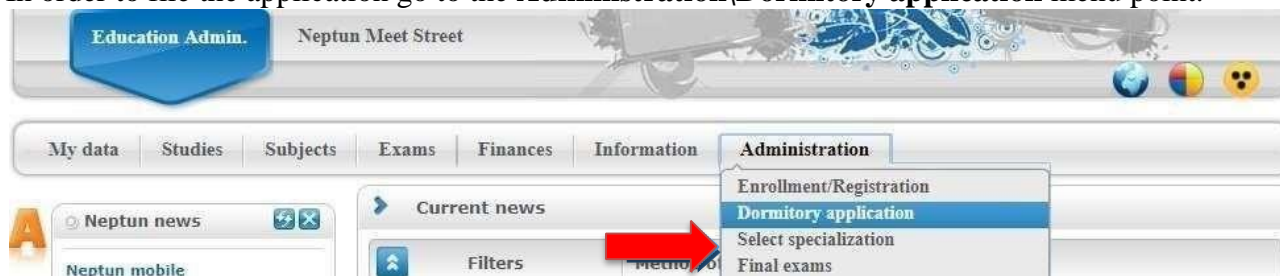# The procedure of the dormitory application

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 (5/8/2023 4:00 PM – 5/23/2023 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.
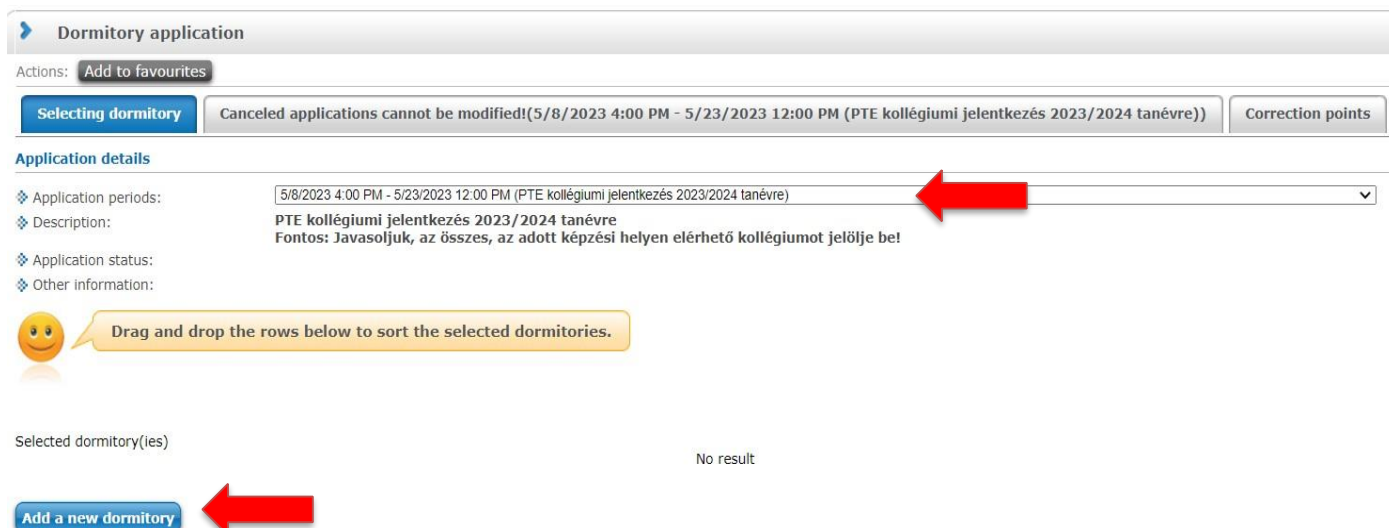
On the picture presented below all the dormitories have been selected which are equipped for handling **the applications of the senior international students.** We advise you to choose all the dormitory options available!

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 rent a flat/room and you only want to apply on the basis of your education points, select the option "no" for the social subscore. If you want a social subscore, select "yes", you will also need to fill Social status assessment form. Please take not that you may be eligible for all three of the subscores: Social, Academic, Community subscore. This means, that you can tick all three „yes" boxes below simultaneously

Admission subscores

a) Social sub-score:
○ Yes   ○ No

b) Academic subscore:
○ Yes   ○ No

Average of the Corrected Credit Index (CCI) of the last completed semester 2022/23/1 used for the calculation: 0.27

c) Community subscore:
○ Yes   ○ No

Previous	Next	Submit request	Suspend filling in	Assign document	Back

If you want a social sub-score, tick the questions below and fill the Social status assessment form.

Admission subscores

a) Social sub-score:
● Yes   ○ No

Do you want to accept the previously established score for your application for a regular social scholarship / application for a social situation assessment form for the spring semester of the academic year 2022/2023? (Social score:)
○ Yes   ● No
⑦

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

Previous	Next	...st	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.

The procedure of filling the Social status assessment form

Social status assessment form is available under the **Administration/Requests/ Available request**

forms.

If you live in a dormitory or rent an apartment, follow the steps below to fill in the forms.

> **Social status assessment form**

I./1. Applicant's data concerning housing circumstances

a) The applicant is registered at the same address with her/his provider(s)/guide(s):

○ Yes
● No

I./1. Applicant's data concerning housing circumstances

b) In case the applicant is not registered at the same address with her/his provider(s)/guide(s) or the applicant does not have a provider/guide, then:

○ lives in an apartment
○ lives in her/his own flat
● lives in a dormitory
○ courtesy user of a flat (he/she lives free of charge in a property he/she does not own)

I./2.b). Data related to the self-supporter's expenses

(it is only fillable solely in case of marking "No" at the I./1./a. point)

a) Expenses per capita: [   ] ⓘ

(the applicant's child(ren) must be disregarded in the calculation)

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

II. Data related to the distance between the place of education and the applicant's home

Applicant's training premise:: Pécs

a) Applicant's home address: Choose from the list!

Registered address:

○ Address in Hungary   ○ Address out of Hungary but in Europe   ● Address out of Europe

b) The applicant's home address:

○ Same as the training location   ● Different from the training location

Distance: 0   ⓘ km

c) One-way trip's length: 00:00   (hour:minute)

d) The applicant commutes regularly between the placce of education and her/his home address, over and above the travel time does not exceeds the 2,5 hour per trip:

○ Yes   ● No

If you do not have medical expenses, the III. point should be filled by 0s at every section available. The IV. point asks for information about your social and family data 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 and the social status assessment form. Forms are available under the **Administration/Requests/ Submitted request**. After hitting the [+] sign, select **„Download as PDF"** so that the document will be downloaded in pdf format.

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

a) if you live in a dormitory
  • proof of location (copy of the document "Accommodation reporting form for third country nationals")

b) if you rent an apartment
  • proof of location (copy of the document "Accommodation reporting form for third country nationals")
  • copy of the apartment contract
  • certification of the rent fees

Do not forget to sign the documents and hand them in personally at the Administration Office of the USU or send them by post.

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