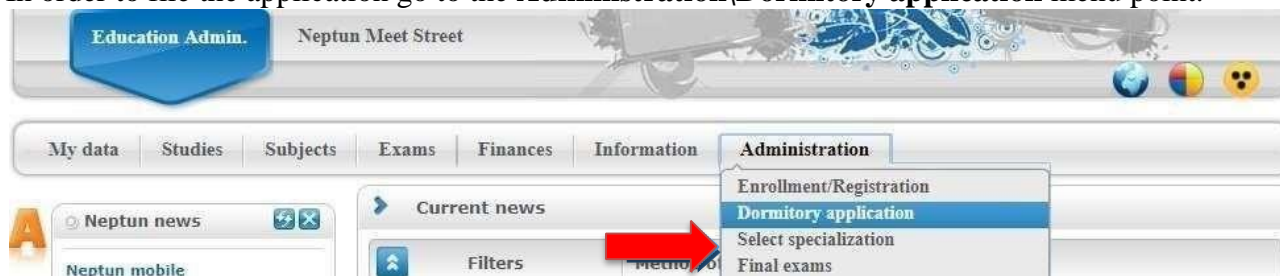


The procedure of the dormitory application

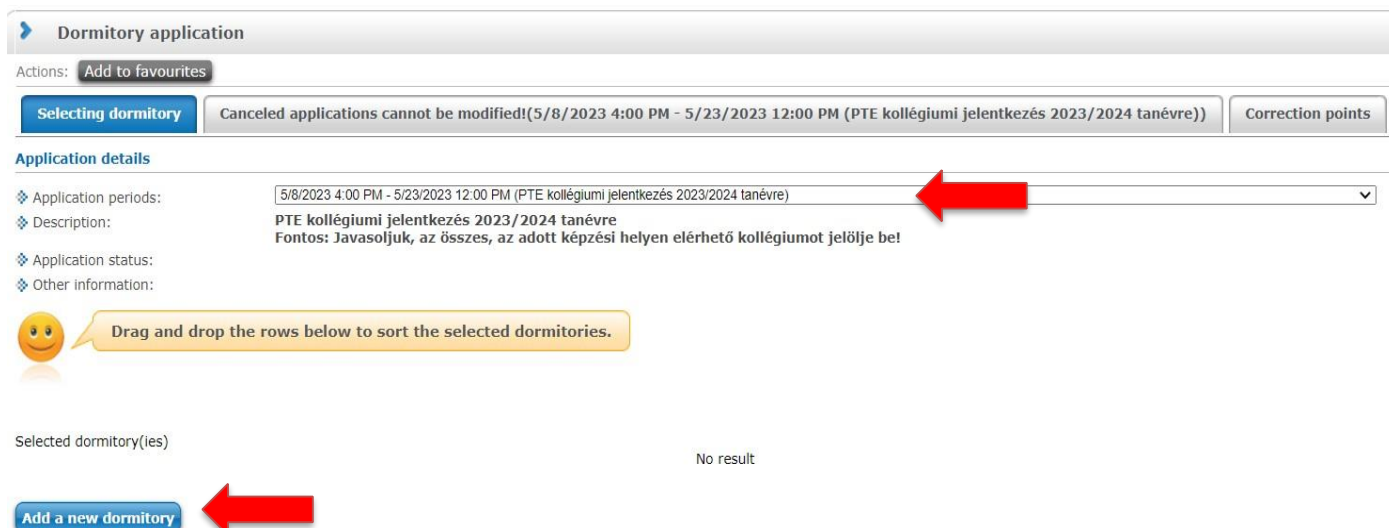
Open and sign into the Neptun educational system at <https://neptun.pte.hu> website by clicking on the Neptun student button.



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!

Dormitories

Actions: **Add selected dormitories**

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

Number of results: 1-10/10 (0 ms) **Add selected dormitories**

Back

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 note 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

?

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

Previous

Next

Submit request

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**

My data | Studies | Subjects | Exams | Finances | Information | **Administration**

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Requests

forms.

Available request forms | d requests

Name

[Rendkívüli Szociális Ösztöndíj 2022/23/2](#)

[Social status assessment form](#)



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:

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: km

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

d) The applicant commutes regularly between the place of education and her/his home address, over and above the travel time does not exceed 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.



Exams | Finances | Information | Administration

Requests

Actions: [Add to favourites](#)

[Available request forms](#) [Submitted requests](#)

Name	Identifier	Date of handing in	Status
Social status assessment form	SZOC_HF22232/2754	5/8/2023 7:19:44 PM	Being processed

View
Cancel
Request attachment
Download supplements as pdf
Download as PDF
Download attachments as a zip file
View resolution
Correction
Points
View opinions
Decision reason
View judgement documents

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.