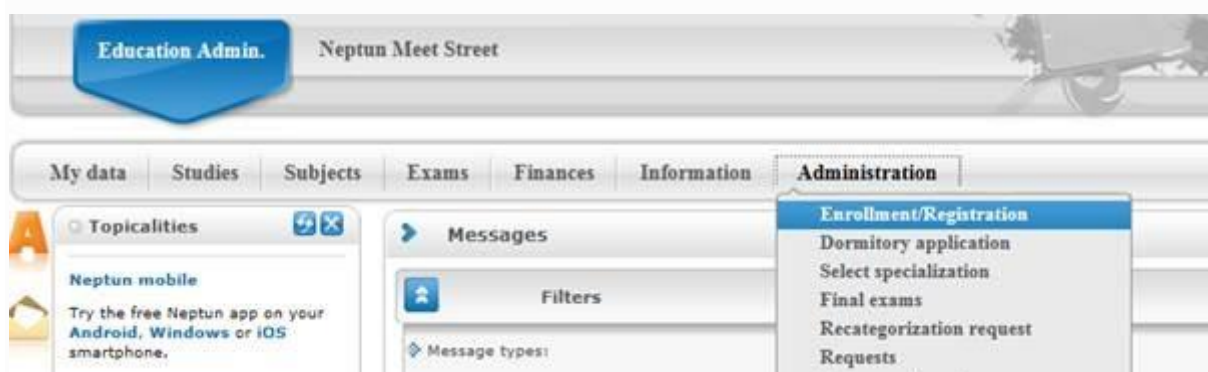


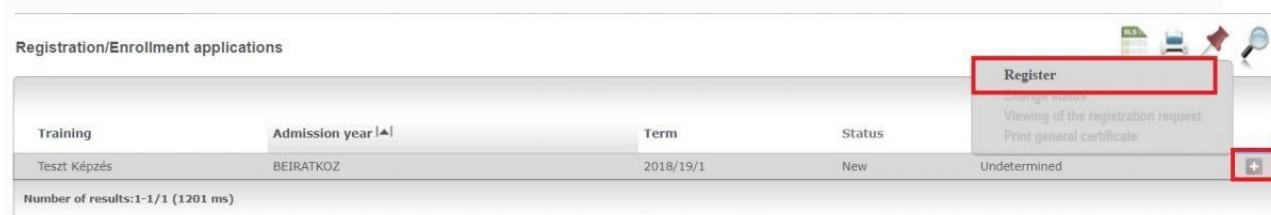
## Step-by-step guide:

Log in here: <https://h.neptun.ptc.hu/hallgato/login.aspx>

### Enrollment, registration



You will find the enrolment request and the registration window (activation/passivation) in the Administration/Enrolment/Registration menu. After clicking on the menu button, the current and former registration periods will appear but only the current period has a '+' symbol at the end of the line. You have to click on this symbol and then choose Register from the pop-up list.



You can only enrol/register in the time period set in the particular training program. You can check these periods in Information/Periods. If Register option ('+' symbol) would not show up, that could also mean other administrative issues. In this case, you are advised to consult with your respective Registrar's Office.

In the local menu, new students will see the Enrolment option, while other students will see the Registration option. In either cases, the next step is to set the status of the current semester. There may be registration requirements for the statuses (e.g. in case of tuition-paying students, payment of 40% of the tuition fee is a prerequisite for registration for an active semester).

Enrollment/Registration

Statement on term status

On the current training (Teszt Képzés) my status in the (2020/21/1) term will be:

☒ Active
 ☐ Passive

Save

Back

If you have unmet criteria, the system will show an error message explaining the problem after you click on Save. Upon successful registration, the current semester will be created with the status set. No additional steps are required after Registration by senior students. In Enrolment process, the Matriculation Card will pop-up, which you have to fill in and submit.

Matriculation Card 2020/21/1

MATRICULATION CARD

Semester: 2020/21/1

Date of admission: 8/1/2019

PERSONAL DATA:

Neptun code:

FBA2FC

Full name:

MINTA Márton

Date of birth:

7/9/1977

Prefix:

dr.

Family name:

Minta

First name:

Márton Géza

Born Country:

Hungary

Born County (if exists):

Baranya

Born City:

Pécs

Mother's first name:

Példa

Anyja utóneve:

Paula

Sex:

Male

CITIZENSHIP:

Please give the details regarding your citizenship. If something differs from your detail, please give the correct details.

You can choose the right citizenship from the drop-down menu. Right format of the date of the availability is: mm.dd.yyyy

Do not delete any existing data, you can only modify them!

1. Citizenship

Citizenship: Afghan

Start: 27.07.2020

End:

Previous

Next

Submit request

Suspend filling in

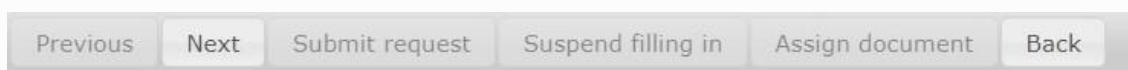
Assign document

Back

The Matriculation Card includes the information of the student already stored in the system. Most important data:

- personal data
- citizenship
- contact information (address, e-mail, telephone)
- official data (bank account, IDs)
- previous studies (high school, bachelor's degree, etc.)
- training data
- statements

The Matriculation Card consists of more than one pages according to data topics. You can flip pages with the Previous and Next buttons at the bottom of the page. You can not suspend the Card. You can only attach documents where applicable.



In each topic, you can enter data in a text box, drop-down list, or bound format field. Contents that appear in the text box can be modified if blank or incorrect data is displayed. For drop-down lists you can choose from a predefined set. For example, a fixed format field is the date field, where only the format (22.02.2000) can be specified, or the institution selection field (e.g. high school institution name) where the institution name is typed into the field to display a list of available items. These fields may be filled in but the Matriculation Card will not be submitted with the correct format and you will receive an error message when submitting the request.

You can, or in some cases, you must attach the relevant documents to particular topics. You can attach a document by clicking the Attachment button in the last row of the tables that appear. Blank required fields are highlighted in red after the submission attempt.

Matriculation Card	
Valid until:	
Valid from:	Subtype: Choose from the list
Date of issue:	Type: Choose from the list
Identifier: 1534267888	Delivery place: Choose from the list

#### 1. Official document

Do not delete any existing data, as you can only modify them!  
Official document (e.g. passport):  
You can choose the type from the drop-down menu. If it is not obligatory to give the date, leave it blank. YYYY-MM-DD

For tables, it is possible to specify additional topics. For example, to enter a second bank account number, you can do so by clicking the '+' symbol below the table that appears. If you intend to delete some of your contact information, you can do so by checking the 'To be deleted' checkbox below the table (simply erasing the information from the table will not delete it). You can not delete your citizenship information and official documents, only your contact information.

### 1. Address

Address type: Permanent address	Country: Hungary	County: Baranya
City: Pécs	Postal code: 7676	
Street suffix: Sosemvoit	Street suffix type: upper wharf	Number: 6
Building:	Staircase:	
Floor: 2	Door: 6	

To be deleted: ☐



### Phone numbers:

Only one phone number per type can be recorded. Right format of the phone number: Mobile: 06301234567

If you wish to delete the chosen data, tick the "To be deleted:" checkbox!

#### 1. Phone number

Phone number: +36303837997	Phone number type: Mobile
----------------------------	---------------------------

To be deleted: ☐



#### 2. Phone number

Phone number:	Phone number type: Choose from the list!
---------------	--

### E-mail addresses:

Right format of the e-mail address: example@example.com or ex.ample@example.com

If you wish to delete the chosen data, tick the "To be deleted:" checkbox!

#### 1. Email address

Email address: minta.marton@pte.hu	Email address type: Official
------------------------------------	------------------------------

To be deleted: ☐



#### 2. Email address

Email address: mimbaa.bjpte@tr.pte.hu	Email address type: Office 365
---------------------------------------	--------------------------------

To be deleted: ☐

While completing the Matriculation Card, the program stands in idle mode, during which it runs a 20-minute countdown. You have to complete your Matriculation Card within this timeframe, therefore we strongly recommend to have your documents in pdf or jpg saved on your computer and prepare your IDs and personal data to speed up the process. Such documents are e.g.: identity documents; evidence of formal qualifications: baccalaureate, tertiary education, etc.

You can check every information on the preview page after the last page of the Matriculation Card. From this page, you can still go back to rectify incorrect data.



After checking the data, finalize your submission by clicking the Submit request button.

## MATRICULATION CARD

Semester: 2020/21/1

Date of admission: 8/1/2019

### PERSONAL DATA:

Neptun code:	FBA2FC
Full name:	MINTA Márton
Date of birth:	7/9/1977
Prefix:	dr.
Family name:	Minta
First name:	Márton Géza
Born Country:	Hungary
Born County (if exists):	Baranya
Born City:	Pécs
Mother's first name:	Példa
Anyja utóneve:	Paula
Sex:	Male

### CITIZENSHIP:

Please give the details regarding your citizenship. If something differs from your detail, please give the correct details.  
You can choose the right citizenship from the drop-down menu. Right format of the date of the availability is: mm.dd.yyyy

Do not delete any existing data, you can only modify them!

#### 1. Citizenship

Citizenship: Afghan	Start: 27.07.2020	End:
---------------------	-------------------	------

### Residential item for non-hungarian students:

You can choose the residential item from the drop-down menu

Hungarian citizen born in Hungary

Previous

Next

Submit request

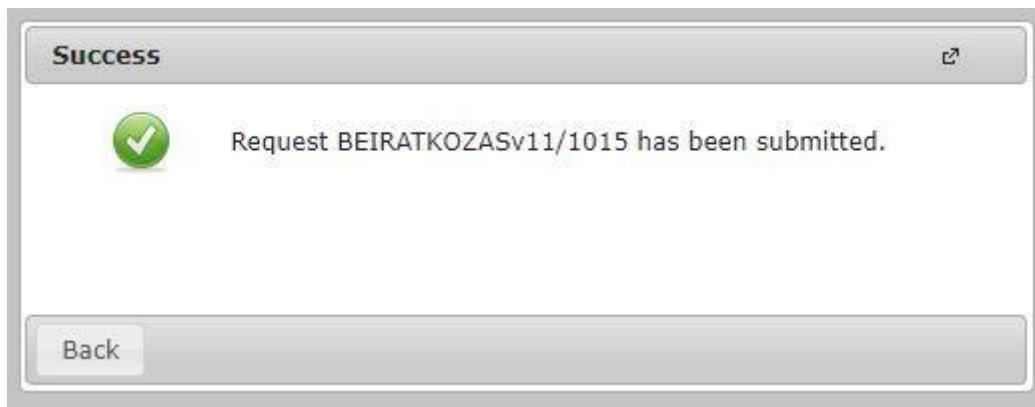
Suspend filling in

Assign document

Back

You can submit your Matriculation Card by clicking on the Submit request button at the bottom of the page.

Once you have provided all the necessary information and attached all required documents, you can submit the Matriculation Card. After submitting your request, a confirmation message will inform you about the successful submission and the application number you have received.



When you click the Back button in the confirmation message, a new window will appear prompting you to print your Matriculation Card.

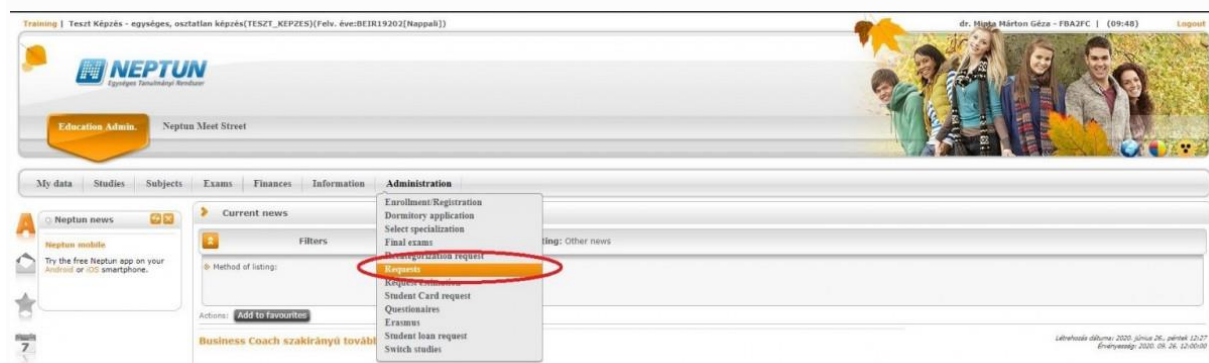
By clicking Yes, the browser will download or display (depending on the setting) the enrolment form in printable format.

Print your Matriculation Card, sign it and upload it to the Neptun system or bring it to the the Study Department/Registrar's Office personally. (You can always print your Matriculation Card from the Submitted request tab in Administration/Requests menu.)

## How to Upload Your Matriculation Card

If you are not able to bring your Matriculation Card to the Study Department/Registrar's Office personally because you could not enter Hungary to start your studies, then please upload the signed copy of the Matriculation Card to Neptun.

You can find the Matriculation Card in Neptun, in 'Administration'/'Requests' menu, under the 'Available request forms' tab.



The request's label: PTE - Submitting matriculation card

Training | TESZTANGOL - Unified, undivided training(TESZT\_KEPZES)(Adm. year:BEIR19202[Full-time training])

dr. Minta Márton Géza - FBA2FC | (09:15) Logout

NEPTUN  
Egységes Tanulmányi Rendszer

Education Admin. Neptun Meet Street

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

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Requests  
Actions: Add to favourites  
Available request forms | Submitted requests

Name	Valid from	Valid until	Request filled
Central Identity section list application form	9/1/2019 12:00 AM		
NTK (Request for any other business)	10/16/2018 8:00 AM		
<b>PTE - Submitting matriculation card</b>	<b>7/27/2020 12:00 AM</b>		
ETK Application for enrolment courses schedule	8/5/2020 12:00 AM		

How to fill in the form:

1. After opening the request, click on the 'Attachment' button.

Training | TESZTANGOL - Unified, undivided training(TESZT\_KEPZES)(Adm. year:BEIR19202[Full-time training])

NEPTUN  
Egységes Tanulmányi Rendszer

Education Admin. Neptun Meet Street

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

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PTE - Submitting matriculation card

Submitting Matriculation Card

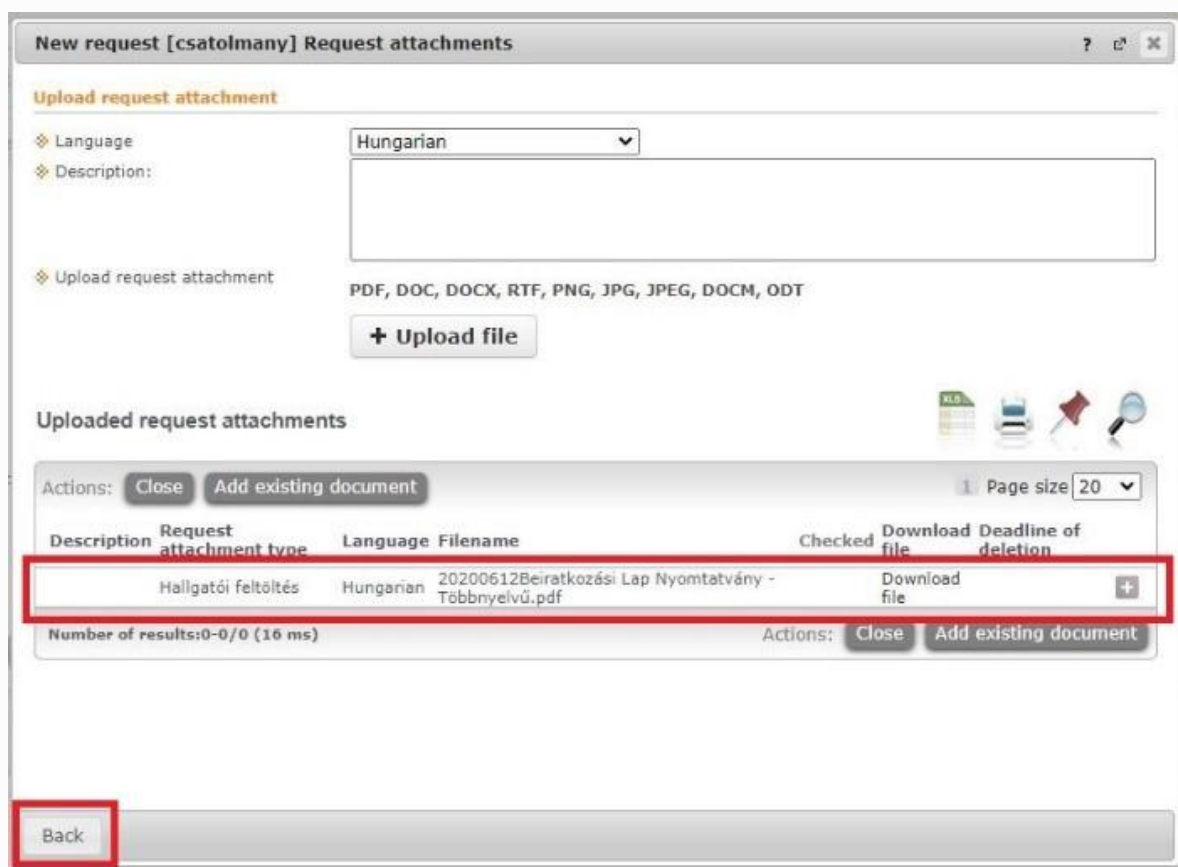
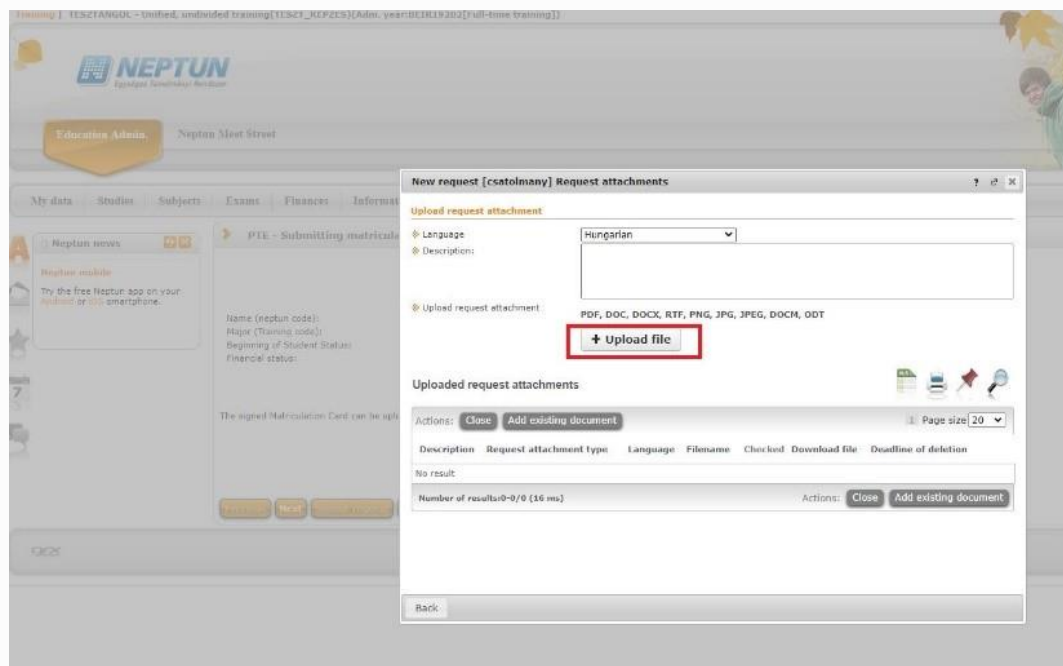
Name (neptun code): Minta Márton Géza (FBA2FC)  
Major (Training code): TESZTANGOL (TESZT\_KEPZES), Unified, undivided training, Full-time training Type of the program.  
Beginning of Student Status:  
Financial status: Self supporting student

The signed Matriculation Card can be uploaded by clicking the attachment button. Attachment

Previous Next Submit request Suspend filling in Assign document Back



2. In the pop-up menu, click on 'Upload file' and upload the signed, scanned Matriculation Card. Before clicking 'Back', make sure that the file is in the list.





3. If you have uploaded the file correctly, then you should see the following window and you can continue the process by clicking on 'Next'

The screenshot shows a web form titled "Submitting Matriculation Card". It contains the following information:

- Name (neptun code): Minta Márton Géza (FBA2FC)
- Major (Training code): TESZTANGOL (TESZT\_KEPZES), Unified, undivided training, Full-time training Type of the program.
- Beginning of Student Status:
- Financial status: Self supporting student

Below this information, it says: "The signed Matriculation Card can be uploaded by clicking the attachment button." followed by an "Attachment" label and a file icon labeled "@(1)".

At the bottom, there is a row of buttons: "Previous", "Next", "Submit request", "Suspend filling in", "Assign document", and "Back". The "Next" button is highlighted with a red rectangle.

4. On the next page, scroll to the bottom and submit your request by clicking on 'Submit request'.

This screenshot shows a row of buttons: "Previous", "Next", "Submit request", "Suspend filling in", "Assign document", and "Back". The "Submit request" button is highlighted with a red rectangle.

5. If you followed this tutorial well, you should see this message.

The screenshot shows a "Success" message box. It contains a green checkmark icon and the text: "Request PTE-beir-feltoltes/1 has been submitted." At the bottom of the box is a "Back" button.

If you encounter any problems during the process, please do not hesitate to contact the Study Department/Registrar's Office: [student.humanities@pte.hu](mailto:student.humanities@pte.hu)