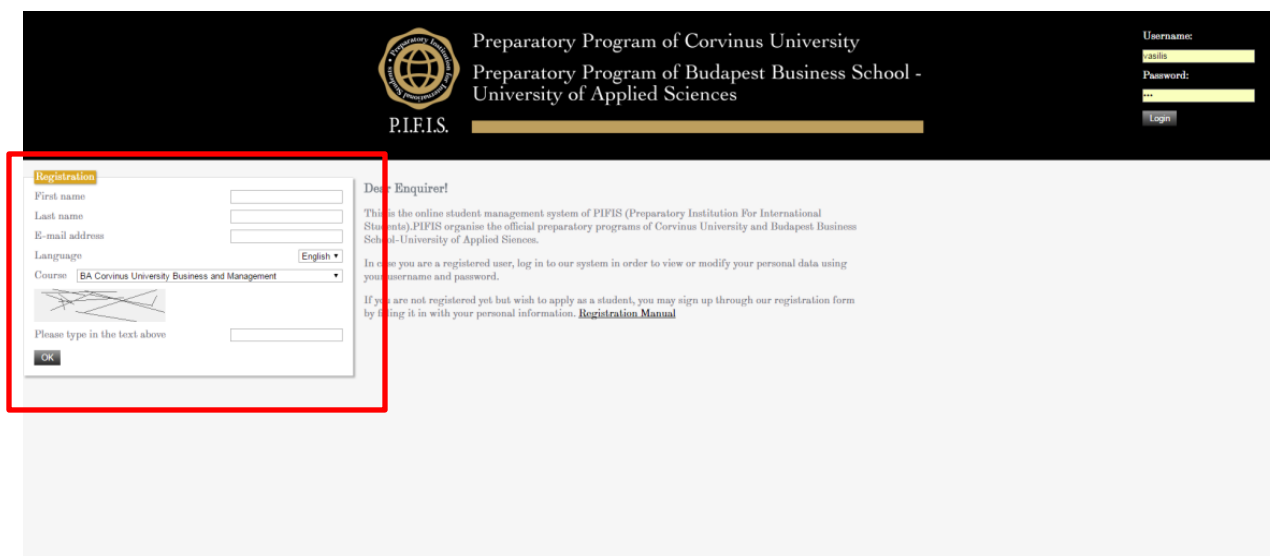


REGISTRATION AND APPLICATION MANUAL

Dear applicant. Thank you for your interest in applying to our Preparatory Program. Please follow the steps listed below in order to complete your application online. With this manual we aim to make all steps of the procedure clear for you by giving you visual aid.

REGISTRATION

To register into our online student management system where you will be able to complete your application first you have to fill out the registration window on our webpage (intranet.pifis.hu) by typing the following information in the right boxes:



-
- First name (Given name)
- Last name (Family name)
- Your e-mail address that you check regularly. From this point on we will communicate to you via this address so it is important that you use a valid e-mail address which you then on check regularly.
- Choose the language in which you would like to use the website
- Choose the course which you would like to attend after finishing the preparatory program successfully
- Type in the letters and numbers you see in the box to prove you are not a robot.

APPLICATION

Once you have registered to our website you will receive you username and password via e-mail. Please log in to the system with these to start your online application.

Every time you have a new task regarding your application we will send you an e-mail to the address you have given. Each new step will only appear in the online system after you received an e-mail from us about it.

Please always click the OK button after changing something in the system to make sure you save your changes.

STEP 1 – please fill out your personal data and upload the requested documents on the page. Make sure you fill out everything.

The screenshot shows a web form titled "Personal Data, program". It contains several input fields and dropdown menus. The "Program" dropdown is set to "BA Corvinus University Business and Management". There are fields for "Email Address", "Parent's Email Address", "Skype ID", "Family Name", "First Name", "Photo" (with a file upload button "Fájl kiválasztása"), "Mother's Name", "Place of Birth", "Date of Birth" (with a date picker), "Nationality" (set to "China"), and "Language" (set to "English"). Below these is a "Home Address" section with fields for "Country" (set to "China"), "Province", "City/Town", "Zip Code", and "Address". At the bottom of the form are fields for "Passport ID" and "Passport Expiry Date" (with a date picker). Below the form is a "Documents" section with five rows, each with a file upload button "Fájl kiválasztása" and the text "Nincs fájl kiválasztva". The rows are: "Copy of Passport", "School Leaving Exam in Original Language", "Translation of School Leaving Exam", "Transcription in Original Language", and "Translation of Transcription". At the bottom left of the form is a large "OK" button.

A good quality ID photo of you in JPEG format.

Please make sure you type in your address correctly.

Please upload the documents in a PDF form if possible.

Copy of Passport - Scan the page of your passport with your picture and personal data on it.

School leaving exam – Scan the original certificate you received when you finished secondary school (also known as high school).

You have to get an official notarized translation of this certificate as well. In case you have not graduate yet, upload a certificate provided by your school, saying when will you graduate, and when he will get the graduation certificate.

Transcription – This document has to be issued by your high school and has to include your grades from your last school year. The original version of it has to be translated into English.

Once you are done click OK to save and wait for our reply.

STEP 2 – we will check the uploaded data and documents and if we can accept you to our program we will send you an e-mail. Once accepted you have to pay 200€ evaluation fee (placement tests fee) to our account. IMPORTANT: the cost of the transfer has to be covered by the student!

Account holder: PIFIS
Bank name: MKB Bank
Bank address: 1056 Budapest, Váci u. 38.

Bank account no.: 10300002-10608935-48820013
IBAN No.: HU43 1030 0002 1060 8935 4882 0013
SWIFT CODE:MKKB HU HB

Evaluation tests's fee (200.-€)

Certificate of Evaluation tests's fee (200.-€) payment Fájl kiválasztása Nincs fájl kiválasztva

Personal Data, program

Program* BA Corvinus University Business and Management

Email Address (the applicant's / that of the applicant's)* tool-yo@hotmail.com

Parent's Email Address parents@hotmail.com

Skype ID* student.test

Family Name* Test

First Name* Student

Photo Fájl kiválasztása Nincs fájl kiválasztva

Mother's Name* mother test

Place of Birth* budapest

Date of Birth* 1993 . 01 . 01 .

Once you transferred the money to our account please upload the certificate of the payment provided by your bank. If you transfer the money online you have to download the verification of the transfer.

We will first check the exact amount that has arrived to us. Please note that transferring money to abroad has a cost that you have to pay. Please make sure that exactly 200€ arrives to our account.

Click the OK button once you uploaded the certificate.

STEP 3 – Once we received the evaluation fee from you we will send you the online placement tests. You have to log in to the system after receiving our e-mail about the tests and fill them out by clicking on them and following the instructions.

| | | | | | | | |
|--|--|-----------------------------------|------------------------------------|----------------|---------------|-------------|-----|
| Family Name | First Name | Photo | Mother's Name | Place of Birth | Date of Birth | Nationality | Cou |
| Copy of Passport | School Leaving Exam in Original Language | | Translation of School Leaving Exam | | Tr | | |
| Certificate of Evaluation tests's fee (200.-€) payment | English Grammar test <u>Start</u> | English Reading test <u>Start</u> | Mat | Sta | | | |

Explanation of signs:

not filled in, filled in, but not yet checked by our colleague, filled in and validated by our

filled in but not validated by our colleague, pending

In case you changed your data, please do not forget to save your changes by clicking on the "OK" button on the b

Placement test

Please, Fill in the Placement Tests

[English Grammar](#)

[English Reading](#)

[Mathematics](#)

Evaluation tests's fee (200.-€)

Certificate of Evaluation tests's fee (200.-€) payment Fájl kiválasztása Nincs fájl kiválasztva

Family Name First Name Photo Mother's Name Place of Birth Date of Birth Nationality Country Province City/Town Zip Code

Copy of Passport School Leaving Exam in Original Language Translation of School Leaving Exam Transcription in Original Language

Certificate of Evaluation tests's fee (200.-€) payment Grammar test: 0% Reading test: 0% Math test: 0% Time of Skype Interview: 2017-03-09 10:15:00

Explanation of signs:
 not filled in, filled in, but not yet checked by our colleague, filled in and validated by our colleague,
 filled in but not validated by our colleague, pending

In case you changed your datas, please do not forget to save your changes by clicking on the "OK" button on the bottom of this page.

Skype interview

Suggested dates for a Skype Interview:

2017-03-09 10:15:00

I accept I do not accept

Placement test

Tests Written:
 English Grammar
 English Reading
 Mathematics

STEP 4 –After you placement tests we will invite you to a personal skype or QQ interview. We will send you a suggested time and date for this interview. Please accept it or refuse it via our online system by clicking the right button then clicking OK at the bottom.

Please note that the time we give you is in the Central European Timezone (CET)!

not filled in, filled in, but not yet checked by our colleague, filled in and validated by our colleague,
 filled in but not validated by our colleague, pending

In case you changed your datas, please do not forget to save your changes by clicking on the "OK" button on the bottom of t

Tuition Fee

Certificate of payment of the Tuition and Application Fee Fájl kiválasztása Nincs fájl kiválasztva

Postal Address

Mobilephone number*

Recipient*

Contact person*

Country*

Province*

City/Town*

Zip Code*

Address*

Comment*

Accommodation / Insurance / Address

Choose the accommodation, if you need one*

I do not want

I want this: [Szállás Kunigunda](#)

I want this: [Szállás Csengerly](#)

Choose the type of health insurance, if you need one*

I do not want

I want this: [Medicover](#)

STEP 5 – If your tests and skype interview result is good enough you will get accepted to our program. This means that the next step is to pay your tuition fee. Once you payed it please upload the certificate of the payment. **IMPORTANT:** the cost of the transfer has to be covered by the student!

Account holder: PIFIS
 Bank name: MKB Bank
 Bank address: 1056 Budapest, Váci u. 38.
 Bank account no.: 10300002-10608935-48820013
 IBAN No.: HU43 1030 0002 1060 8935 4882 0013
 SWIFT CODE:MKKB HU HB

You also need to fill out your mailing information. It is really important to fill it out perfectly as we will use this address to send you your documents necessary for your visa application. If you don't have any comments just write a dot.

Then chose if you would like to have your

accommodation and insurance organized by us or not.

If you would like us to organize your accommodation please click into the circle next to Csengerly dormitory. Please note that if you choose this option you will have to pay 700€ deposit. See more information about the accommodation by clicking on it's name.

If you don't want to live in dormitory you have to choose the "I do not want" option. In this case you have to find an apartment for yourself where you can live during the program.

If you would like us to organize your insurance as well please choose "I want this – Medicover". By clicking on Medicover you can read more about the company and the insurance.

Please note that you will have to pay for the insurance when you arrive to Hungary and register to the school personally.

Once you uploaded your tuition and accommodation fee transfer certificate, filled out the postal address box and made a decision about accommodation and insurance click OK.

STEP 6 – Once we received all the necessary fees from you we will start arranging your accommodation and insurance if needed. When we have everything ready we will send you your papers with DHL. You will find in the package: your Letter of Acceptance from the University, your insurance contract and your accommodation contract.

Application Procedure

Applicant's Personal Data

| | | | | | | | | | |
|--|--|------------------------------------|---------------------------|-------------------|---------------|-------------|---------|----------|------|
| Family Name | First Name | Photo | Mother's Name | Place of Birth | Date of Birth | Nationality | Country | Province | City |
| Copy of Passport | School Leaving Exam in Original Language | Translation of School Leaving Exam | Transcription in Original | | | | | | |
| Certificate of Evaluation tests fee (200.-€) payment | Grammar test: 0% | Reading test: 0% | Math test: 0% | Skype Interview's | | | | | |

Tandíj befizetés bizonylata

Explanation of signs:

not filled in, filled in, but not yet checked by our colleague, filled in and validated by our colleague,
 filled in but not validated by our colleague, pending

In case you changed your datas, please do not forget to save your changes by clicking on the "OK" button on the bottom of this page.

Visa

Visa Nincs fájl kiválasztva
or
Certificate of Visa rejection Nincs fájl kiválasztva

Travel

Flight number
Date of Arrival
Time of Arrival
Need Airport Transfer?
 No Yes

Now you may start your application for your visa and buy your flight ticket to Hungary if you haven't done that before.

Once you have them please upload the details to the online system.

If you would like to have airport transfer please click YES and we will organize it for you. You will have to pay for the transfer as well.

If your visa application is rejected please upload the certificate of the decision. In this case we might be able to help you try again or we can refund your tuition fee (but NOT your application fee).

Click OK when you are done with everything.

This was your last step in the online application procedure. From this point on we will communicate with you via e-mail and we will be looking forward to meet you in person.

Thank you for applying to the Preparatory Program!