



**University of
Veterinary Medicine
Budapest**



NEPTUN

USERS' GUIDE

HOW TO PAY THE TUITION FEE
AND HOW TO ADMINISTRATE
YOUR REGISTRATION WITH THE
STUDENTS' SECRETARIAT



Information BEFORE you start the process:

- Notification about the tuition fee invoice will be sent via email and in a Neptun message as well.
- Your tuition fee **invoice** can be **downloaded from Neptun**.
(1st August – 1st September)
- Please, indicate the following data in the **Comment Field of the transaction**:
 - Student's Name,
 - Student's Neptun Code,
 - Invoice Number.
- Pay attention to the deadline (prompt date) on the invoice!
- Registration deadline: 19 September 2019 (This is NOT the same date as the invoice deadline!)
- The **transaction fee** has to be **paid by the sending party** in every case!
- After the tuition fee arrives to the University, you will get an automatic email and a message from Neptun. After that you can register with the Students' Secretariat.
- **2 possible modes of registration**:
 - In person at the Students' Secretariat
 - Via email (registration.student@univet.hu) – In this case you will receive a confirmation via email about your registration with us.
- **3 documents you will need for registration**:
 - Financial Certificate (from Neptun)
 - Registration Form
 - Residence Permit/Registration Card

! NEW BANK DETAILS !

Account owner: Állatorvostudományi Egyetem
Bank name: Magyar Államkincstár
Bank account number: 10004885-10008016-00245933
IBAN: HU89 10004885-10008016-00245933
BIC/SWIFT: HUSTHUHB



Step 1

HOW TO PAY THE TUITION FEE

NEPTUN-info

Neptun enrollment and registration guide (Sept.2019)

Guide for arranging payments in Neptun: [Neptun-payment-info 2019](#)

[Click here](#) to start Neptun:

Signing up for exams will be via NEPTUN only. (Which dates are for you? Be av

Please do note, that deadlines for registraton, de-registration and modificatio
subjects and even for different dates of the same subject. If not indicated othe

- Registration for [elective courses](#)
(How many [electives have you got](#) already?)

- Guide for the [exam-registration](#) in the NEPTUN-System
(When it is about a re-take exam from an earlier semester you have to get registered first for the subject it self - like for electives.)

For Students in their [11th semester](#): [Neptun-info](#) on exam registration

Login

[Forgot your password?](#)

Remember me

Please visit

<https://univet.hu/en/education/students-secretariat/neptun-info/> and log in to
Neptun.





Step 2

Please **login** with your
Neptun code and **password**.
(Change language if it is necessary with the flags.)

University of Veterinary Medicine

NEPTUN
Egységes Tanulmányi Rendszer

Student ATE_HW1(1982)

Language:   

Login name:

Password:

Build: 452 (11/8/2017) P20171222
Supported browser:
Microsoft Internet Explorer 9.0+ ; Mozilla Firefox ; Google Chrome

[Latest News](#) [Downloadable documents](#) [Useful links](#)



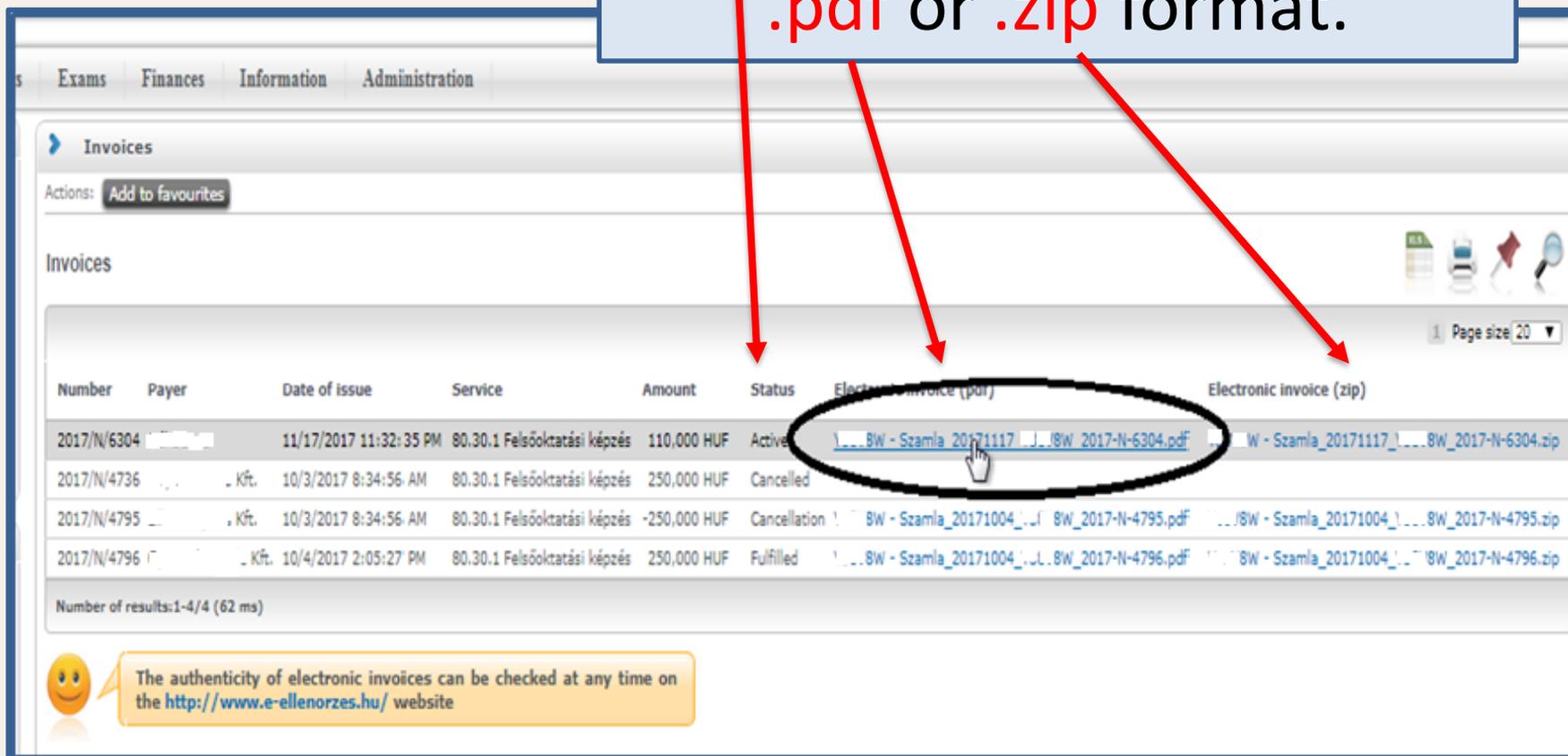
Step 3

Please click to
`Finances`
and then to
`Invoices`.

The screenshot displays the NEPTUN web interface. At the top left is the NEPTUN logo with the text 'Egységes Tanulmányi Rendszer'. Below the logo is a blue button labeled 'Education Admin.' and the text 'Neptun Meet Street'. A navigation bar contains tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' tab is selected, and a dropdown menu is open, listing 'Payment', 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. The 'Invoices' option is highlighted in blue and circled in red. A red arrow points from the text box above to the 'Invoices' option. Below the navigation bar, there is a 'Neptun news' section with a 'Student survey' announcement and a 'Neptun mobile' section promoting the app. A message notification area shows 'System messages' and 'All messages' options, with a 'List' button and an 'Actions: New message' button.

Step 4

Please download your
,**Active**' status invoice(s) in
.pdf or **.zip** format.



Exams Finances Information Administration

Invoices

Actions: Add to favourites

Invoices

Page size 20

Number	Payer	Date of issue	Service	Amount	Status	Electronic invoice (pdf)	Electronic invoice (zip)
2017/N/6304		11/17/2017 11:32:35 PM	80.30.1 Felsőoktatási képzés	110,000 HUF	Active	BW - Szamla_20171117_..._BW_2017-N-6304.pdf	BW - Szamla_20171117_..._BW_2017-N-6304.zip
2017/N/4736	Kft.	10/3/2017 8:34:56 AM	80.30.1 Felsőoktatási képzés	250,000 HUF	Cancelled		
2017/N/4795	Kft.	10/3/2017 8:34:56 AM	80.30.1 Felsőoktatási képzés	-250,000 HUF	Cancellation	BW - Szamla_20171004_..._BW_2017-N-4795.pdf	BW - Szamla_20171004_..._BW_2017-N-4795.zip
2017/N/4796	Kft.	10/4/2017 2:05:27 PM	80.30.1 Felsőoktatási képzés	250,000 HUF	Fulfilled	BW - Szamla_20171004_..._BW_2017-N-4796.pdf	BW - Szamla_20171004_..._BW_2017-N-4796.zip

Number of results:1-4/4 (62 ms)

The authenticity of electronic invoices can be checked at any time on the <http://www.e-ellenorzes.hu/> website



Step 5

Open the
downloaded invoice.

Number / Számlaszám 2018/E/6		Invoice/Számla					
Provider name, address / A szállító neve, és címe University of Veterinary Medicine Budapest/Állatorvostudományi Egyetem Budapest István utca 2. 1078			Buyer name, address / A vevő neve, és címe Teszt2 Elek Kistarcsa Rákóczi krt. 3. I/9. 2143				
Tax number/Adószám: 15834498-2-42			Tax identifier / Adóazonosító:				
Bank account/Számlaszám: 10004885-10008016-00245933							
Paying method / A fizetés módja <i>Transfer / Átutalás</i>	Fullfilment date / A teljesítés időpontja <i>10.01.2018 / 2018.01.10.</i>	Invoice date / A számla kelte <i>10.01.2018 / 2018.01.10.</i>	Prompt date / Fizetési határidő <i>20.01.2018 / 2018.01.20.</i>				
Other information / Egyéb adatok <i>Teszt2 Elek (FJDADO) 2017/18/1 - Doctor of Veterinary Medicine (English) - SAOANGEGYSM. Kérjük, hogy a megjegyzés rovatban tüntesse fel a nevét, neptun kódját és a számlasorszámot/Please indicate your name, neptun code and the invoice number as the remark of the transfer "Teszt2 Elek, FJDADO, 2018/E/6".</i>							
Product (service) name, rating number, other properties A termék (szolgáltatás) megnevezése, besorolási száma, egyéb jellemzői	Quantity unit / Mennyiség egység	Quantity / Mennyiség	Wholeprice / Egységár (without VAT) / (ÁFA nélkül)	Whort / Érték (without VAT) / (ÁFA nélkül)	VAT key / ÁFA kulcs	VAT / Áthárított ÁFA összege	Worth / Érték (with VAT) / (ÁFA -val együtt)
<i>Tuition fee</i>	<i>semester / félév</i>	<i>1,00</i>	<i>2 000,00 EUR</i>	<i>2 000,00 EUR</i>	<i>Exempt from VAT (VAT low 85%) / Mentés az adó alól ÁFA tv 85S</i>	<i>0,00 EUR</i>	<i>2 000,00 EUR</i>
TAX base / Adóalap						2 000,00 EUR	



Step 6

Please transfer the fee to the
Bank account

(10004885-10008016-00245933)

Number / Számlaszám
2018/E/6

Invoice/Számla

Provider name, address / A szállító neve, és címe University of Veterinary Medicine Budapest/Állatorvostudományi Egyetem Budapest István utca 2. 1078 Tax number/Adószám: 15854408-2-42 Bank account/Számlaszám: 10004885-10008016-00245933		Buyer name, address / A vevő neve, és címe Teszt2 Elek Kistarcsa Rákóczi crt. 3. I/9. 2143 Tax identifier / Adóazonosító:					
Paying method / A fizetés módja <i>Transfer / Átutalás</i>	Fulfillment date / A teljesítés időpontja <i>10.01.2018 / 2018.01.10.</i>	Invoice date / A számla kelte <i>10.01.2018 / 2018.01.10.</i>	Prompt date / F <i>20.01.2018 / 2018.01.20.</i>				
Other information / Egyéb adatok <i>Teszt2 Elek (FJDADO) 2017/18/1 - Doctor of Veterinary Medicine (English) - SAOANGEGYSM. Kérjük, hogy a megjegyzés rovatban tüntesse fel a nevét, neptun kódját és a számlaszámot/Please indicate your name, neptun code and the invoice number as the remark of the transfer "Teszt2 Elek, FJDADO, 2018/E/6".</i>							
Product (service) name, rating number, other properties A termék (szolgáltatás) megnevezése, besorolási száma, egyéb jellemzői	Quantity unit / Mennyiség egység	Quantity / Mennyiség	Whole price / Egységár (without VAT) / (ÁFA nélkül)	Whort / Érték (without VAT) / (ÁFA nélkül)	VAT key / ÁFA kulcs	VAT / Áthárított ÁFA összege	Worth / Érték (with VAT) / (ÁFA-val együtt)
<i>Tuition fee</i>	<i>semester / félév</i>	<i>1,00</i>	<i>2 000,00 EUR</i>	<i>2 000,00 EUR</i>	<i>Exempt from VAT (VAT low 85%) / Mentés az adó</i>	<i>0,00 EUR</i>	<i>2 000,00 EUR</i>

Please write in the ,**Comments field**' of the transaction the followings:

- 1. Student's Neptun code**
- 2. Invoice number**
- 3. Student's name**

The amount to be received by the University.

The **transaction fee** has to be paid by the sending party in every case!



Step 7

After we receive your fee (in **3-5 working days***) you will get an **automatic message** from the Neptun system.

(*The transaction may take 3-5 working days. It depends on the sending bank.)

The screenshot shows an email client interface. At the top, there's a header 'Message' and a sub-header 'All messages'. Below this, the message details are listed: Subject 'Befizetési kötelezettség teljesítése', Sender 'System message', Delivery date '1/12/2018 10:22:11 AM', Valid until, and Recipients 'Doe John'. To the right of the message details are 'Previous' and 'Next' buttons. The main body of the email contains the following text: 'Dear Student, This is to inform you, that your payment obligation named Fee5 for the 5 term on your (SAOANGEGYSM) training has been fulfilled. Transaction amount: 3500 EUR, payment type: transfer. Modifier: Gabor Katona'. At the bottom of the email client, there are buttons for 'Reply', 'Delete', 'Print message', and 'Back'. The bottom status bar shows 'System message', 'Befizetési kötelezettség teljesítése', and '1/11/2018 2:'.



Step 8

After the automatic message, please login to Neptun, and click to `Finances` and then to `Payment`.

Exams Finances Information Administration

Payment

- Payment
- Invoices
- Transaction list
- Scholarship, payouts
- Settings

Terms: All Status: All

List

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Attention! Collective account payment is not possible for you, because you have not transcribed items.

Payments Pay back

Transcribed items[All terms, All]

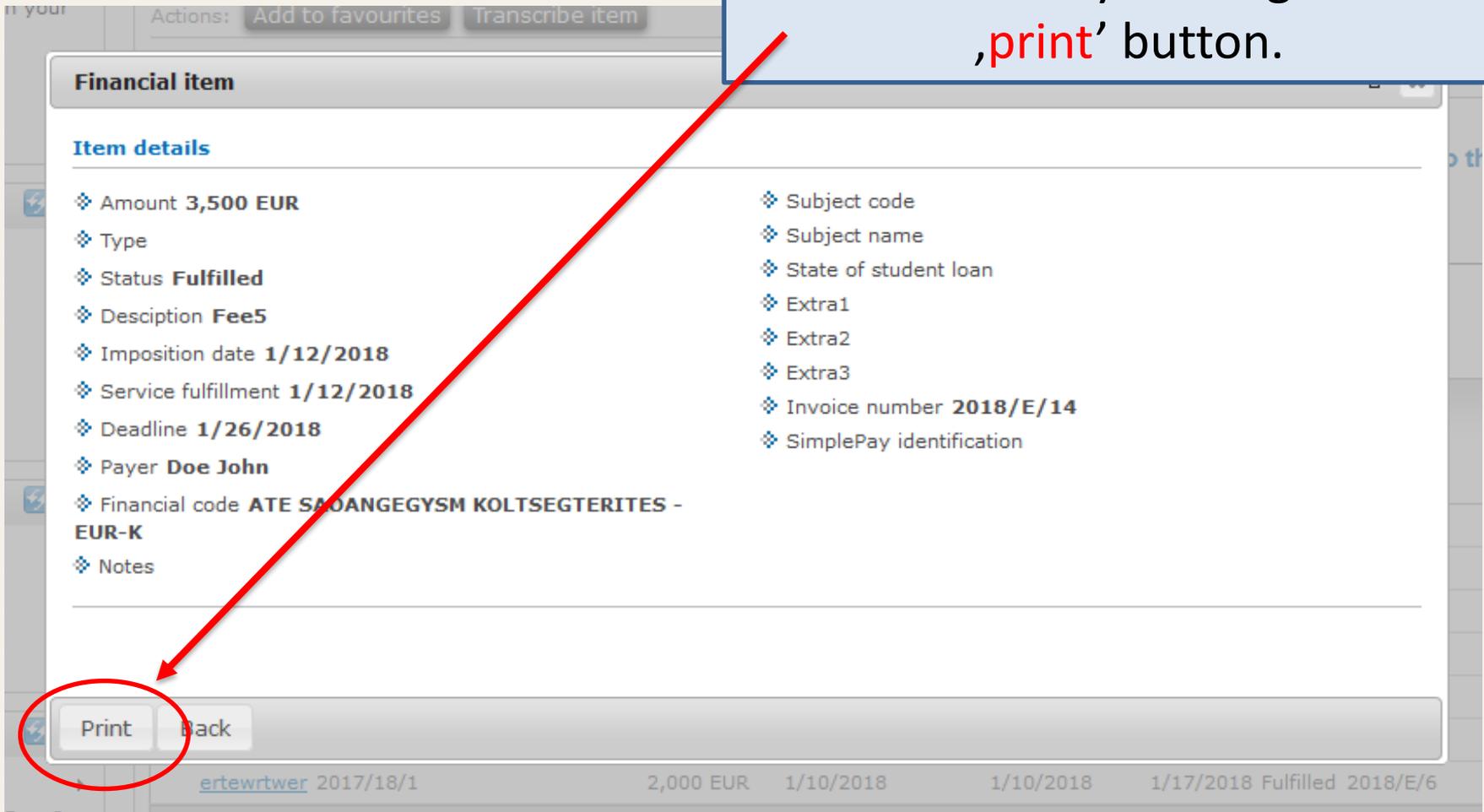
Actions: Pay in Delete Student loan 1

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State	
Fee6	2017/18/1			4,200 EUR	1/12/2018		1/26/2018	Active	2018/E/15			+
Fee5	2017/18/1			3,500 EUR	1/12/2018	1/12/2018	1/26/2018	Fulfilled	2018/E/14			+
Fee4	2017/18/1			2500	1/11/2018		1/18/2018	Deleted				+

Please click to the fulfilled status item.

Step 9

Please download the ,**Financial Certificate**' by clicking on the ,**print**' button.



Financial item

Item details

- Amount **3,500 EUR**
- Type
- Status **Fulfilled**
- Description **Fee5**
- Imposition date **1/12/2018**
- Service fulfillment **1/12/2018**
- Deadline **1/26/2018**
- Payer **Doe John**
- Financial code **ATE SAOANGEGYSM KOLTSEGTERITES - EUR-K**
- Notes
- Subject code
- Subject name
- State of student loan
- Extra1
- Extra2
- Extra3
- Invoice number **2018/E/14**
- SimplePay identification

Print Back

ertewrtwer 2017/18/1 2,000 EUR 1/10/2018 1/10/2018 1/17/2018 Fulfilled 2018/E/6



HOW TO REGISTER – Option 1

← Home > Education > Students' secretariat > FAQ / Downloads / Forms / Tutorials

FAQ / Downloads / Forms / Tutorials

FAQ

FAQ – frequently asked (study-related) questions of our students

Downloads, Forms

Application form for 2019_2020 (September 2019 entry)

Registration form – please do submit it at the beginning of each and every semester, thanks!

Thesis announcement-form

Application-form for TDK (Student's Scientific Conference, Tudományos Diákköri Konferencia)

Training-agreement for French training agreement UVMB (updated on 06/11/2018)

Copyright_declaration_2016 – for the thesis

Thesis-review (evaluation sheet)

Should you have had a presentation at the TDK, please submit the declaration

Letter of Acceptance (for practicals of the 11th semester outside Hungary)

To register you need 3 documents:

1. **Financial Certificate**

(see step 8 and 9)

2. **Registration Form**

(download from:

<https://univet.hu/en/education/students-secretariat/faq-downloads/>)

3. **Residence Permit / Registration Card**

Option 1

Bring the 3 documents to
your student secretary.

(Do not forget to fill out and to
sign the Registration Form.)



HOW TO REGISTER – Option 2

← Home > Education > Students' secretariat > FAQ / Downloads / Forms / Tutorials

FAQ / Downloads / Forms / Tutorials

FAQ

FAQ – frequently asked (study-related) questions of our students

Downloads, Forms

Application form for 2019_2020 (September 2019 entry)

Registration form – please do submit it at the beginning of each and every semester

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Application-form for TDK (Student's Scientific Conference, Tudományos Konferencia)

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(download from:

<https://univet.hu/en/education/students-secretariat/faq-downloads/>)

3. **Residence Permit / Registration Card**

Option 2

Send the 3 documents via email to
registration.student@univet.hu

Please indicate YOUR ongoing semester or inactive status in the **subject of the email** as

„semester number / inactive”

(Do not forget to fill out and to sign the Registration Form.)



**University of
Veterinary Medicine
Budapest**

We wish you a successful academic year!

Students' Secretariat