

# Semester enrolment and registration

(for everyone)

+ How to fill in the registration sheet?

(only for first semester students)

- 1 Enter Neptun Student WEB
- 2 select Administration in the Main Menu
- 3 then select Term registration
- 4 Select the semester (term) you want to enrol, and click on the blue **Enroll** button

The screenshot displays the 'Term registration' interface in the Neptun Student WEB. At the top, a navigation bar includes a 'Menu' button (circled in red) and a search bar. The user profile 'Teszti Ella (UKT10U)' is visible in the top right corner. The breadcrumb trail shows 'Administration' and 'Term registration'. The main heading is 'Term registration'. Below it, the 'Next term' section contains a table with the following data:

| term      | term status | registration status | admission year |
|-----------|-------------|---------------------|----------------|
| 2025/26/1 | Admitted    | New                 | 2024/25/1      |

The 'Enroll' button for the 2025/26/1 term is circled in red. The 'Admitted' and 'New' status labels are circled in green. Below the table, the 'Previous terms' section is empty, displaying the message 'There is no data to display.' The footer contains the Neptun logo, version information (2025.1.11), a timestamp (14/07/2025, 10:08:14), a link to 'Error and claim reporting', and a language selector set to 'EN'.

## Term registration

Next term



202

term

Previ

### Term status

I declare that in the currently selected **Technikai képzés régi oklevélmásolatokhoz**, training the status of my 2025/26/1 term is:

☒ Active

☐ Passive

Cancel Select

There is no data to display.

*Please note that if you wish to be active you have to register at least 4 credits subject as minimum, otherwise you shall be passivated after registration period, 15 September 2025.*

You shall chose passive if you cannot or do not want to attend classes in this semester. But please note, that with passive status you lose the right to

- Stay in Hungary
- Get scholarship
- Get accomodation allowances
- Get dormitory
- Student ID card or sticker until you become active status again.

5 In the pop-up window you shall set your status for the semester active or passive


6 Then click on the **Select** button

**FOR FIRST SEMESTER STUDENTS ONLY!**

After you hit the Active Select button, a Registration form pops up.

7 Please, check the data in the form, and correct it if necessary.

8 And please, accept cookies.



Request fill

**Beiratkozási lap 2025/26/1**

I accept

Next page



**REGISTRATION FORM**  
**Hungarian University of Agriculture and Life Sciences**  
Institution identification number: FI51129  
Semester: 2025/26/1

Administrator's name: Nóra Szabó  
Request ID: \$AZONOSITO

*The registration form shall be completed and submitted according to the specified format requirements!*

### Programme information

Name of the programme: **Technikai képzés régi oklevélmásodlatokhoz**  
 Schedule: **Full time training**  
 Place of the programme: **Gödöllői Campus**  
 Form of financing: **Self supporting student**  
 Level of education: **Postgraduate Specialist Training Course**  
 Language of the programme: **Hungarian**

**Personal information** (Portrait photo UKT1OU Attachment)

Neptun code: UKT10U

Gender: Female

Educational ID: 73427915354

**Maiden name of student:**

**Student's name:**

Title:

Maiden name title:

Surname:

Maiden surname:

First name:

Maiden first name:

Please do not fill in the Title field, except if you have a PhD or a Dr. degree.

Fill in the form carefully, your name should be literally the same as it is written in your passport.

In the attachment please, upload your portrait photo, on what you are recognizable.




Request fill

Registration Form 2025/26/1

Previous page

Submit a request

 After verifying your details, please click on the Submit Request button to finalise your submission.



## REGISTRATION FORM

### Hungarian University of Agriculture and Life Sciences

Institution identification number: FI51129  
Semester: 2025/26/1

Administrator's name: Nóra Szabó  
Request ID:

*The registration form shall be completed and submitted according to the specified format requirements!*

#### Programme information

Name of the programme: **Technikai képzés régi oklevélmásodlatokhoz**  
Schedule: **Full time training**  
Place of the programme: **Gödöllői Campus**  
Form of financing: **Self supporting student**  
Level of education: **Bachelor (BA/BSc/BProf)**  
Language of the programme: **Hungarian**

#### Personal information (Portrait photo UKT1OU )

Neptun code: **UKT1OU**

Gender: **Female**

Educational ID: **73427915354**

##### Student's name:

Title:

Surname: **Teszt**

First name: **Ella**

##### Maiden name of student:

Maiden name title:

Maiden surname: **Teszt**

Maiden first name: **Emberke**

9 After verifying the details, please click on the **Submit request** button!

**REGISTRATION FORM**  
**Hungarian University of Agriculture and Life Sciences**  
Institution identification number: FI51129  
Semester: 2025/26/1

Administrator's name: Nóra Szabó  
Request ID: HK-BEIR-LAP-2025-26-1/2

|                           |                      |
|---------------------------|----------------------|
| Identifier: 122345        | Deliver place: Other |
| Date of issue: 01.07.2025 | Type: Passport       |
| Valid from: 01.07.2025    | Subtype:             |
| Valid until: 01.07.2035   |                      |

Address:

**1. Address**

|                               |                            |                   |
|-------------------------------|----------------------------|-------------------|
| Address type: Billing address | Country: Hungary           | County: Pest      |
| City: Gödöllő                 |                            | Postal code: 2100 |
| Street suffix: Péter Károly   | Street suffix type: street | Number: 11        |
| Building                      | Staircase:                 |                   |
| Floor:                        | Door:                      |                   |

To be deleted: ☐

Contact:

Use the + sign to create your new e-mail address as new data.

E-mail:

**1. Email address**

|                                |                              |
|--------------------------------|------------------------------|
| Email address: sgst.dtf@fgy.ju | Email address type: Official |
|--------------------------------|------------------------------|

To be deleted: ☐

Phone number:

For international phone numbers, please use the "mobile" type. Only one phone number can be entered with the "mobile" phone number type!

**1. Phone number**

|                           |                           |
|---------------------------|---------------------------|
| Phone number: 06208765456 | Phone number type: Mobile |
|---------------------------|---------------------------|

To be deleted: ☐

**Financial information - optional data**

TAJ number:

Tax number:

2

The registration form shall be completed and submitted according to the specified format requirements!

**Programme information**

Name of the programme: **Technikai képzés régi oklevélmásodlatokhoz**  
Schedule: **Full time training**  
Place of the programme: **Gödöllői Campus**  
Form of financing: **Self supporting student**  
Level of education: **Bachelor (BA/BSc/BProf)**  
Language of the programme: **Hungarian**

**Personal information (Portrait photo UKT10U)**

Neptun code: **UKT10U**

Gender: **Female**

Educational ID: **73427915354**

Student's name:

Maiden name of student:

Title:

Maiden name title:

Surname: **Teszt**

Maiden surname: **Teszt**

First name: **Ella**

Maiden first name: **Emberke**

Date of birth: **01.08.2011**

Mother's maiden name:

Place of birth – country: **Hungary**

Mother's maiden name title:

Place of birth – county:

Mother's maiden surname: **Anyá**

Place of birth – city: **Abasár**

Mother's maiden first name: **Anu**

Nationality:

**1. Citizenship**

|                            |                          |      |
|----------------------------|--------------------------|------|
| Citizenship: <b>Aruban</b> | Start: <b>04.12.2018</b> | End: |
|----------------------------|--------------------------|------|

**Passport data:**

Please enter your passport details in the fields below. In the box "Identifier" provide your passport number (e.g. N45678930) and set the type to „passport“.

**1. Official document**

1

## Status of my first semester

I want to set the study status of my first semester to **Active**.

## Statements

|   |     |  |
|---|-----|--|
| I acknowledge that upon enrolment at Hungarian University of Agriculture and Life Sciences, I must provide proof of the above information by presenting original documents (identity card/passport, residence card, social security card, tax ID card).   | Yes |  |
| I have reviewed the information recorded about me in the student information system (Neptun) of Hungarian University of Agriculture and Life Sciences, and I state in full awareness of my criminal responsibility that the information is true.  | Yes |  |
| I acknowledge that I am responsible for the correctness and completeness of my data registered in Neptun under the Academic Regulations for Students in force, and I will report any changes to the data to Neptun within 15 days.  | Yes |  |
| I declare that the Institutional Information Guide has been made available to me by Hungarian University of Agriculture and Life Sciences and that I have read and understood the contents of it.<br>(Available at <a href="#">HERE</a> )   | Yes |  |
| I have read and understood the provisions laid down in the Organisational and Operational Regulations of Hungarian University of Agriculture and Life Sciences, Volume III, (on Academic Regulations for Students) and in its annexes. During my student status with the institution, I agree that I shall be bound by it.<br>(Available at <a href="#">HERE</a> )  | Yes |  |
| I acknowledge that Hungarian University of Agriculture and Life Sciences (Institution identification number: FI51129) shall record and transmit my above data in accordance with Annex 3 to Act CCIV of 2011 on National Higher Education.  | Yes |  |
| I agree that Hungarian University of Agriculture and Life Sciences shall use my phone number and e-mail address to send me information with regard to my studies.   | Yes |  |
| I further agree that my phone number and e-mail address will be provided to the Higher Education Information System (FIR) by Hungarian University of Agriculture and Life Sciences.   | Yes |  |
| I agree that my data shall be used in the ALUMNI system in accordance with Section 7(8) of the Organisational and Operational Regulations of Hungarian University of Agriculture and Life Sciences.   | Yes |  |
| I have read and understood the Privacy Policy of Hungarian University of Agriculture and Life Sciences.<br>You can read the privacy statement <a href="#">HERE</a> .  | Yes |  |
| Hereby, I declare that I got acquainted with the work and fire protection educational material that can be read at <a href="#">HERE</a> . I have understood the rules of work and fire protection, I adhere them during my activity.<br>I understand and acknowledge that if I violate any applicable law or university regulations resulting in a personal injury or property damage, its consequences shall be borne by myself. | Yes |  |

First you set the status Active,  
Then you should agree with all statements.  
Please find and read the related regulation and policies by clicking on every [HERE](#) of the form.

Then after printing it out you shall sign it at your name.

The red box will be filled in by the educational administrator at the personal enrolment.

Gödöllő, 7/22/2025

.....  
**Ella Teszt**  
Signature

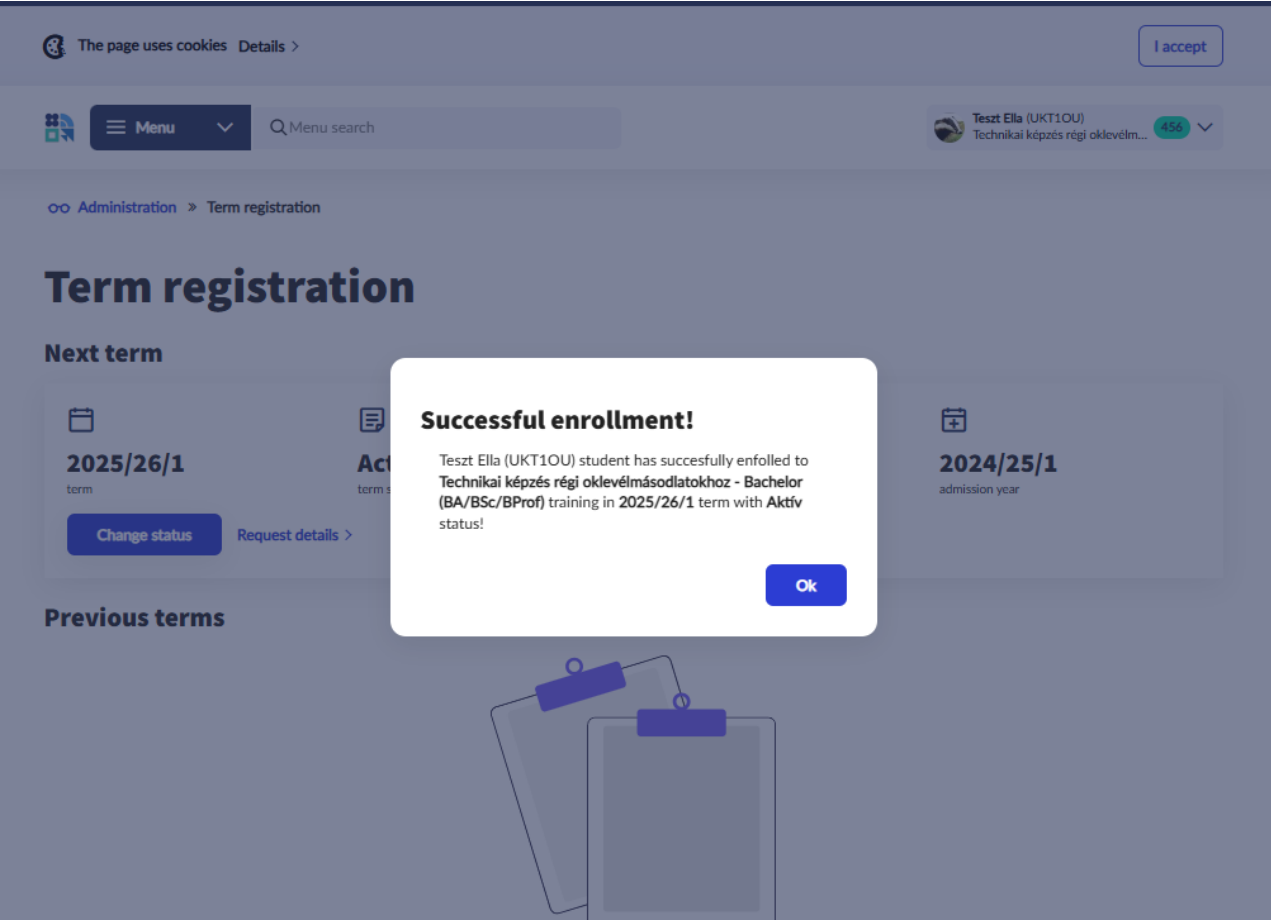
## Registrar's Office

(This section shall be filled by the Registrar's Office!)

Beginning of the student status: .....

.....  
Date

.....  
Signature



If this screen pops up, you were successfully enrolled.

Now you can print out the registration form in 2 copies, and bring it with you to the personal enrolment.

For details, please, contact your educational administrator.

10 Click on the OK button





Menu

Menu search

Teszt Ella (UKT10U)  
Technikai képzés régi oklevélm...

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[Administration](#) » [Term registration](#)

# Term registration

## Next term

**2025/26/1**

term

[Change status](#)[Request details](#) >**Active**

term status

**Pending**

registration status

**2024/25/1**

admission year

## Previous terms



If you check your status, it is active and pending now. Pending means, that your educational administrator has a little work to do and accept your enrolment. If they did the job, the Pending turns to Accepted.