

Advance Dormitory Application for

for first-year international self-funded students

1. Eligible applicants and available dormitories

First-year international self-funded students admitted through the institutional admission procedure	in Gellért Campus Dormitory (limited spots, only triple rooms), and in Ráday Dormitory (limited spots, double or triple rooms).
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2. Application deadlines

<i>"K112-Dormitory application request</i> submission period	<input type="checkbox"/> Start date: 17 June End of application: Admission is possible until the pre-determined quota is filled.
<i>Publication of the results</i>	within 5 working days after submission <i>The application submission opportunity will be closed if no reserved places remain available; thereafter, we recommend exploring alternative accommodation options.</i>
Deadline for withdrawing free of charge from a dormitory application ("K301-Dormitory application cancellation")	within 8 working days following the successful admission notification
Deadline for submission of "K101-Moving-in Dormitory request"	the submission process begins at the same time as the notification of successful admission and must be completed within 8 working days
Dormitory fees for the first semester	will be announced within 2 working days of submitting the "K101 – Moving in Dormitory request" application, and the payment deadline is 8 working days .
The issuance of the accommodation certificate is conditional upon the submission of the K101 move-in request and the payment of the first semester dormitory fee in the Neptun system.	

3. Submission of the application

Application for Dormitory accommodation:

- The main condition for submitting the application is an “active” student status in the academic year fall semester.
- The application for the academic year fall semester must be submitted via the **Neptun Unified Study System (hereinafter: Neptun)** (neptun.uni-corvinus.hu).
 - ➔ **Administration / Dormitory Application menu item of the Neptun**
 - choosing application term
 - by determining **the order of the dormitories, and then**
 - by completing and submitting **the "K112-Dormitory application.**
 - ➔ When applying, you must indicate which of the dormitories you are applying to. You will also have the option to set a preference order between the dormitories.
 - ➔ The **"K112-Dormitory Application Form"** is not available in the Administration/Requests interface, but in the **Dormitory Application**. The submitted application will be available in the Requests interface.
 - ➔ **IMPORTANT:** If you have successfully submitted your application for "Application for a place at a dormitory, you will no longer be able to make any changes.
 - ➔ Any person who has any outstanding debts to the University or whose residence agreement has been terminated by the University is not eligible to apply for dormitory accommodation.

IMPORTANT: Before submitting your application for a dormitory, **please read the information on dormitory fees** (Annex 6 of the Regulation on Student Fees and Benefits - in short: [RSFB](#)), which are extracted as Annex 1 to this call for applications.

- Admission to a dormitory is **for one academic semester (5 months) or one academic year (10 months)**. Students who are accepted must pay a fee until the end of the period for which they have applied for. The fee for the first semester must be paid in one single payment, while from the second semester onwards, payment can be made in monthly payments. Change of dormitory (see point a) or extraordinary move-out (see point b) is only possible in certain cases.
 - a) It is only possible to **change dormitory places during the semester** . The conditions of the dormitory exchange:
 - i) direct exchange: two students who have won a dormitory place directly exchange with each other with the approval of the dormitory manager(s);
 - ii) vacant place occurs (due to refusal or moving out in the middle of the academic year) in other dormitories.
 - iii) according to the preference list given during the application submitted for the spring semester and cancel your place in the current dormitory in December.
 - iv) or a change in the staffing framework for the given program.
 - b) You can **move out (give up your place) free of charge** in exceptional cases before the end of the academic year by submitting a **"K501-Mid-semester Move-out Request"** in Neptun, accompanied by a medical or other certificate which supports the request.

Cases of relocation can be:

 - in cases for which Exceptional Social Assistance may be granted or

- marriage or
- termination or suspension of student status or
- a student starting part-time studies abroad (if he/she has given timely notification and official proof of this in order to fulfil his/her obligations to register for departure). – (This is not relevant if you are a part-time/visiting student at Corvinus.)

If the above reasons are proven, the full monthly fee for the month started when you moved out will be charged. Otherwise, the full period till the end of actual semester will be charged.

- c) More information on how the system works, as well as instructions on how to fill in the form and other information are contained in Volume III of the BCE Organisational and Operational Rules and Regulations, Annex 7 of the [RSFB](#).

4. Rules and conditions for the evaluation of applications

- **The evaluation criteria and the scoring system used for the assessment of applications for admission to dormitories are set out in Annex 7 of the RSFB.**

The primary principle for sorting the submitted applications is **the submission time (first-come, first-served basis)**. However, the number of available dormitory places (quotas) for each program are predefined, admission will be granted within the limits of these quotas and priority will be given to first-year students (bachelor then master, and thereafter PhD students) over senior students.

The evaluation criteria are therefore **independent** from the scoring system calculated programmatically by the Neptun system.

Minimum requirements for access and submit a dormitory application for self-funded international students admitted through the institutional admission procedure and starting their first academic semester:

- Applicant has received a positive after admission decision in Neptun for the upcoming academic year,
 - Tuition fee payment recorded in Neptun,
 - Submission of the dormitory application request in Neptun by the deadline specified in this notification letter (along with acknowledgment and acceptance of the conditions and regulations outlined in the request).
- **Withdrawal from the application:**
 - a) **Free of charge:**
 - i) by submitting a "*K301-Request Cancellation of Dormitory application*" in Neptun **before the announcement** of the results or **within 8 days** from the successful application announcement.
IMPORTANT: No new dormitory application can be submitted in place of an invalidated/revoked application in the context of this procedure.

- b) **For a fee:**
- i) if the student withdraws after the announcement of the application results and fails to submit the “**K101 - Moving-in Dormitory request**” form by the specified deadline, he/she will be liable to pay a one-off **cancellation fee** (according to Annex 6 of the RSFB) after the deadline.
 - ii) **if the student has submitted his/her request (K101 - Moving-in Dormitory request)** to move in, the dormitory relationship has been established, **payment obligations exist** for the duration of the legal relationship.
 - After the established dormitory relationship in case of cancellation before the start of the regular dormitory admission procedure (**planned date: 24. July**), **20% of the paid fee will be withheld.**
 - in case of cancellation after the results of the regular dormitory admission procedure (**planned announcement date: 15 August**)-till the moving days, **50% of the paid fee will be withheld.**
 - after the moving days **100% of the paid fee will be withheld.** Except if the student status is not established at all, in which case **20% of the paid fee will be withheld.**

The specific deadlines are provided in the official and regular dormitory application notice published at the beginning of July.

5. THE DECISION, RESULTS AND WAITING LIST

- The results of the dormitory application are available **in Neptun under Administration / Dormitory Application** and by **Request/Submitted requests**, and students will also receive **a decision** in Neptun and **via email** also. The decision is issued on:
 - a) in the case of **successful** admission to the dormitory, the submission of the application form,
 - b) in the case of **unsuccessful** admission to a dormitory, following the comments.

→ *You can download the application form (.pdf format) by clicking on Administration / Requests / Submitted Requests – “K112-Dormitory application form”.*

WAITING LIST

For the places allocated under this early admission procedure, no waitlist registration is available. Once the available places are filled, we recommend prioritizing alternative accommodation options over the dormitories to ensure a smooth visa administration process.

The application will be closed once all places have been allocated. Those who submitted their requests but were rejected due to a lack of available spots will be contacted again only if a cancellation occurs — however, please note that such opportunities are not guaranteed.

6. What to do in case of a SUCCESSFUL dormitory admission

Conditions for issuing a certificate of accommodation, in case a dormitory place has

been awarded:

- **Submission of the “K101 - Moving-in Dormitory request”** which is the establishment of the dormitory student status,
 - **Payment of the dormitory fee** for the first academic semester of the applied period.
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- **Move-in letters** sent directly by dormitories (not earlier than 15th August) must be read carefully and acted upon within the deadlines set out in them.
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- **Payment of a deposit before your moving date**
 - a) It is done through a Neptun collective account, so in case of a successful withdrawal, a transfer to the collective account must be initiated immediately (IMPORTANT: Simple Pay payment is not possible for this item!)
IMPORTANT: the deposit shall be paid in the same currency as the student's programme cost.
Please use the correct collective account!
All other announced payment obligations can be fulfilled via SimplePay payment in the Neptun system.
 - b) **Top up the collective account**
 - i) To identify the amount transferred, it is essential that the comment box is filled in accurately.
 - ii) The first character of the message box cannot be a space.
 - iii) In the first line of the box, starting from the first character, the prefix 'NK-', **followed by the student's Neptun code** - not mixing 0 (zero) and o characters - and then a space, followed by the student's name, for example:
NK-NEPTUNCODE(space)JOHN DOE
 - iv) Unfortunately, items that cannot be identified will be returned.
 - v) A minimum of one working day from the date of transfer to the date of crediting in Neptun is required."
 - c) **Collective invoice with payment**
 - i) an item in HUF must be settled in HUF and
 - ii) an item in EUR must be settled in EUR.
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- **HUF COLLECTIVE ACCOUNT**
Name of beneficiary: corvinus neptun HUF collective account
Eligible account number: 11784009-22229913-00000000
Beneficiary IBAN account number: HU64 1178 4009 2222 9913 0000 0000
First line of communication: NK-NEPTUNKÓD(space)NAME
 - **EUR COLLECTIVE ACCOUNT**
Name of beneficiary: corvinus neptun EUR collective account
Beneficiary account number: HU93117638420068788100000000
SWIFT code: OTPVHUIB
First line of communication: NK-NEPTUNKÓD(space)NAME

7. Regulations (links) and Q&A:

- ❖ Volume III of the Organisational and Operational Rules of the BCE Student Requirements System Annex 7 of the [RSFB](#)) contains the admission procedure, the scoring and the criteria system for the evaluation of applications.
- ❖ Annex 6 to the RSFB contains the fees and other charges for dormitory (important: there may be differences in the case of some specific scholarships and other study programs)
- ❖ General Terms and Conditions ([GTC](#)) of student agreements on accommodation for dormitories
- ❖ [Privacy notice](#)
- ❖ [Frequent Q&A](#)

Information Notice

Please be advised that the terms outlined in the present notice have been defined as part of an ongoing intensive innovation process. In fact, the final approval by the competent governing body is expected around 30 June.

Consequently, the information provided herein is of preliminary nature and may be altered upon the adoption of the final regulatory instrument.

Following formal adoption, the information published on the official website may be updated as necessary, and any changes will be highlighted. The most up-to-date information can be found on the University website.

8. Communication and contacts

When applying for admission to the dormitory, please follow the admission application process and the official information channels, especially the messages sent on Neptun, as well as the emails sent by the dormitory and the information published on the dormitory website, with increased care and attention.

- Neptun in case of technical problems (e.g. application submission):
kollegiumineptunugyek@uni-corvinus.hu
- Description of dual authentication: [LINK](#)

<p>Tamás Dóczy Head of Campus Services</p>	
<p>Katerina Fodor Head of Kinizsi Dormitory and Gellért Campus Dormitory</p>	<p>Valéria Mikó Head of Ráday Dormitory</p>

Dormitory Charges, dormitory fees - EXTRACT

Dormitory	ACCOMMODATION Person/ room	COMFORT CATEGORY	DOMITORY CHARGE (for self- funded students) ** EUR/person/month***
Ráday Dormitory	2	III.	EUR 150/month (750 EUR/semester)
	3-4		EUR 135/month (675 EUR/semester)
Gellért Campus Dormitory	2	IV.	EUR 200/month (1000 EUR/semester)
	3-4		EUR 180/month (900 EUR/semester)

** Students receiving a Corvinus scholarship are also considered self-funded students.

*** Fees in EUR are valid for students who pay the programme cost in EUR. These students are required to pay the dormitory fee in EUR.

**Fees for additional services at the dormitories of Corvinus
University of Budapest**

	Kinizsi Dormitory	Tarkaréti Dormitory	Ráday Dormitory	Gellért Campus Dormitory
Extra cleaning service (bi-weekly change of bed linen and cleaning)	service not available			30 000 HUF/room/month 80 EUR/room/month
Cultural contribution fee*	2000 HUF/person/semester 5 EUR/person/semester			
Amortisation charge	1000 HUF/person/semester 3 EUR/person/semester			
Visitor reception fee	1500 HUF/person/occasion 4 EUR/person/occasion			
Late fee	2000 HUF/ item 5 EUR/ item			
Entrance card replacement fee	5000 HUF/occasion 15 EUR/person/occasion			
Key replacement fee	5000 HUF/occasion 15 EUR/person/occasion			
Deposit**	The minimum 1-month dormitory fee for the building in question.			
Cancellation fee	Equal to the amount of the deposit			
Moving out Default fee	Equal to the amount of the deposit			
Charge for cleaning (cleaning ordered by the dormitory manager)	3000 HUF/person /occasion 8 EUR/person/ occasion (to be paid by all occupants of the room)	3000 HUF/person /occasion 8 EUR/person/ occasion (to be paid by all occupants of the room)	3000 HUF/person /occasion 8 EUR/person/ occasion (for all users of the bathroom or room/ the resident has to pay)	3000 HUF/person /occasion 8 EUR/person/ occasion (for all users of the bathroom or room/ the resident has to pay)
Fitness centre fee	15 000 HUF/person /semester 35 EUR/person /semester	12 500 HUF/person /semester 25 EUR/person /semester	10 000 HUF/person /semester 25 EUR/person /semester	External operators' tariffs/conditions according to the system
Any other compensation will be paid in accordance with the Student Disciplinary and Compensation Regulation.				

*Fees managed by the Student Government, compulsory for all students (except Study Abroad).

**Students participating in the Stipendium Hungaricum Scholarship Programme and the Stipendium Hungaricum Sports Scholarship Programme and Diaspora Programme shall pay the fee in EUR.

If the University provides the dormitory not as a dormitory accommodation, but as an accommodation service for non-students or for students not related to the period of study (full academic year or semester), the fee is not determined by these Regulations, but by the Director General of Operations and the Head of Campus Services, provided that the fee shall not be lower than the dormitory fees set out in the HSCA.

Fee Definitions:

a) Dormitory Fee:

The fee payable for securing a dormitory place, determined based on the cost calculation specific to the given building.

b) Extra Hygiene Cleaning Service Fee:

An optional extra service package available to dormitory residents, which includes biweekly bed linen replacement and cleaning of the room and bathroom.

c) Cultural Contribution Fee:

A mandatory contribution by dormitory residents to support events organized by the Student Union (HÖK) that are open to all residents, as well as for minor infrastructure improvements.

d) Depreciation Fee:

A mandatory contribution by dormitory residents to cover minor wear and tear costs resulting from damages outside the living units where the responsible party cannot be identified.

e) Visitor Hosting Fee:

A fee payable for hosting visitors during restricted hours (between 11:00 PM and 7:00 AM), as regulated in the Dormitory House Rules.

f) Late Payment Fee:

A fee imposed for overdue financial obligations in Neptun, payable for each delayed item beyond the original payment deadline.

g) Proxy Card Replacement Fee:

The cost of replacing the proxy card used for dormitory access in case of damage or loss.

h) Key Replacement Fee:

The cost of replacing keys used for dormitory rooms or special facilities in case of damage or loss.

i) Move-in Request Fee (Deposit):

Before moving in and establishing a dormitory student status (except in cases where payment is guaranteed by a background institution), students must pay a **deposit**. The dormitory may fully or partially retain this deposit if the student causes damage to the University of Corvinus, fails to meet their financial or administrative obligations, or misuses dormitory services or facilities.

The deposit is fully refundable if the student—either in person or via an authorized representative—completes all administrative move-out obligations as set out in the Dormitory House Rules by the final day of the dormitory relationship: signs the

move-out declaration, submits the move-out request via Neptun, causes no damage, settles all debts, leaves the room clean and in order, and removes all personal belongings.

Failure to meet any of these conditions may result in forfeiture of the deposit. Settlement of the deposit will be completed within **a maximum of 45 days** following full compliance.

j) Cancellation Fee:

This fee is equivalent to the deposit amount. A cancellation fee is charged if a student who applied for a dormitory place cancels after the deadline indicated in the dormitory application notice, withdraws from the application process, or fails to move in by the last day of the university registration period. If the student's university enrollment does not take place for any reason, the previously issued cancellation fee will be waived.

k) Missed Move-Out Fee:

A fee equal to the deposit is charged when the student fails to fulfill the administrative obligations related to moving out by the last day of their dormitory status.

l) Forced Cleaning Fee:

If, during room inspections, the dormitory management determines that cleaning is necessary due to public health concerns or to preserve infrastructure, a **forced cleaning** may be ordered for a room, bathroom, or entire unit. The cleaning is performed by the operating company, and the users of the space must pay the corresponding fee.

m) Gym Usage Fee:

Students may apply to use the gym operated within the dormitory. Based on the submitted request, a fee obligation arises for the semester. An exception applies if the student **withdraws the request** by the deadline set and announced by the dormitory management.

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