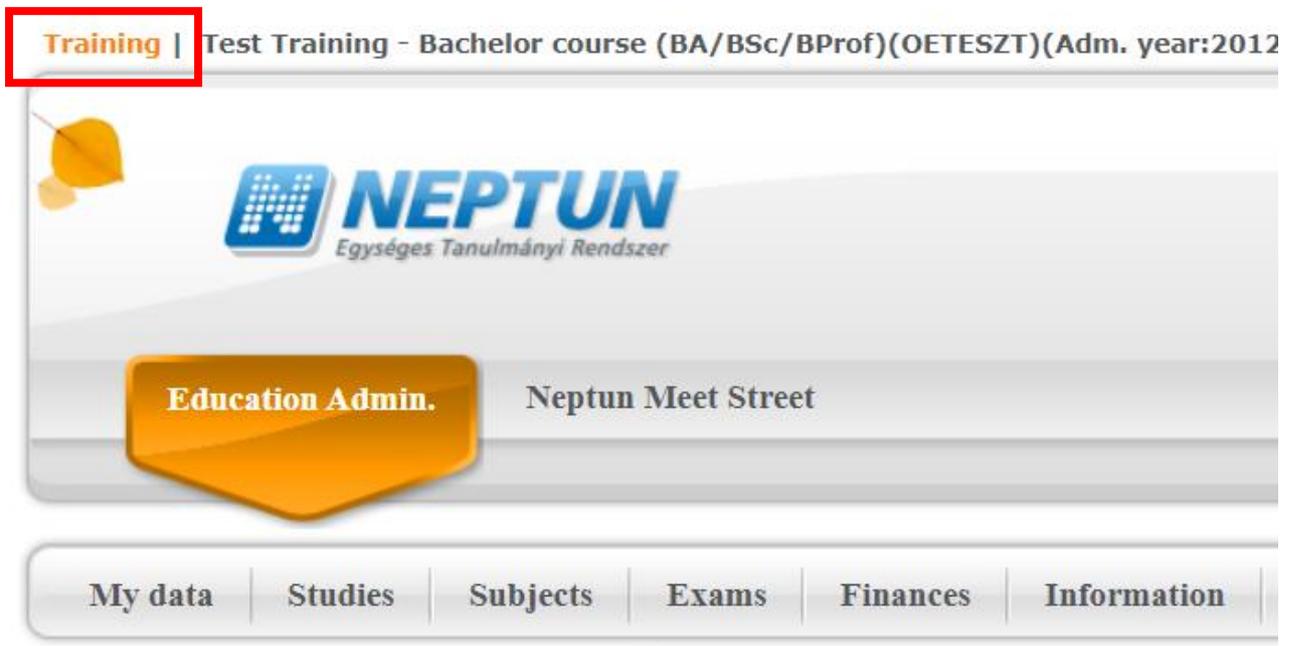


STUDENT REQUESTS

Completion guide for students

“Student” type requests are generally submitted through the Neptun system as follows: “non-fee” student requests are described below, “fee-based” student requests can be found on page 3 of this guide.

1. Student enters the Neptun system: <https://neptun.uni-obuda.hu/hallgato/login.aspx>
2. If the student has/had more than one training/major, he/she chooses the training he/she wants to submit a request on the upper left corner “**Training**”:



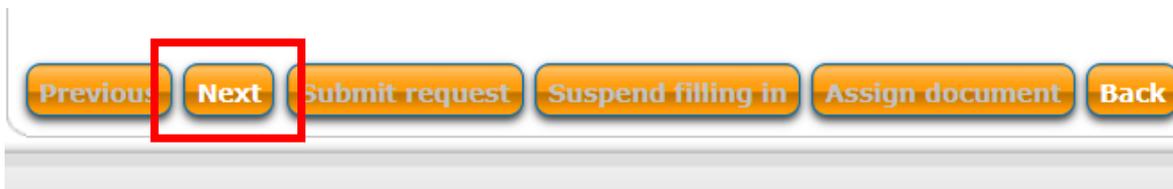
Training | Test Training - Bachelor course (BA/BSc/BProf)(OETESZT)(Adm. year:2012)

NEPTUN
Egységes Tanulmányi Rendszer

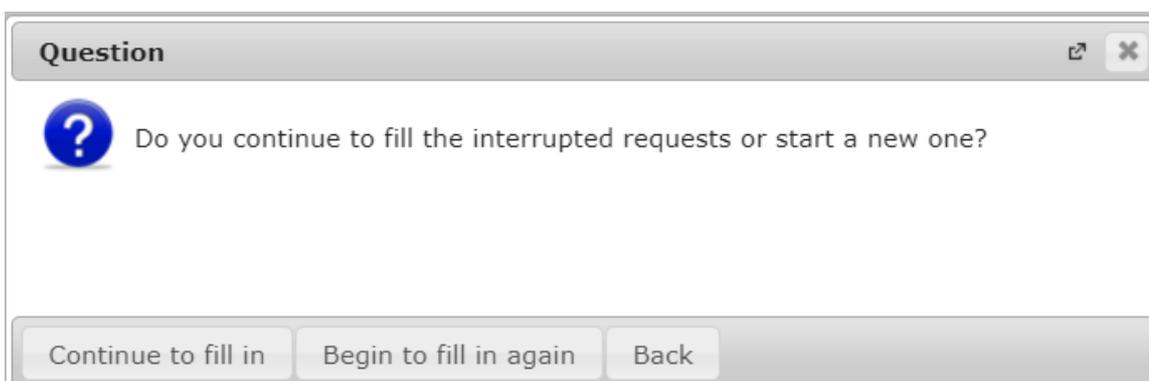
Education Admin. Neptun Meet Street

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

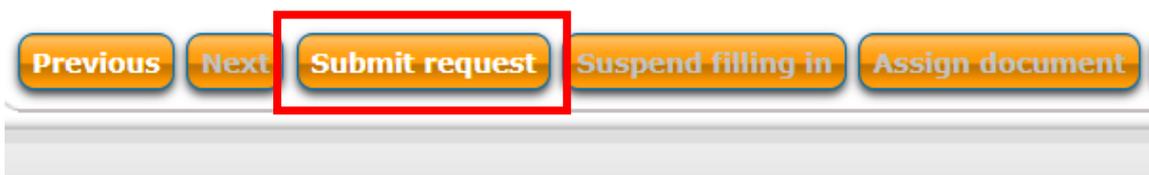
3. The requests are under **Administration/Requests** under **Available request forms**.
4. After choosing the request certain data will be filled out automatically, e.g. personal data, data of current training.
In case something is incorrect, do not continue filling out the request, instead, click “Back” to quit the request. Your data in the system can be checked/edited under “**My data**”. The data you cannot edit can be corrected by the Registrar’s Office, please contact them in these cases.
5. There could be other lines which must be filled out by the student on the chosen request. After the student has given all the data, he/she can go on by clicking “Next” at the bottom of the page.



6. If the chosen request has no more pages, you can check your data on the “Preview page” before submitting it. **If something must be corrected**, you can go back by clicking “**Back**”. By clicking **Back**, the request will be seen as interrupted, and you go back to Administration/Requests, where you can start over filling out the request. The system will ask you to make sure you want to start a new request:



7. After the preview section, you can submit the request by clicking “Submit request” on the bottom of the page.
ATTENTION! If you don’t click “Submit request” and quit the page, the request won’t be submitted!



If the submission was successful, you receive a confirmation message:



8. You can check the submitted requests under **Administration/Requests: Submitted requests**. You can also check if the submission was successful or not.
9. **You can generate a PDF file** from the submitted requests in two ways:
 - by clicking on the name of the submitted request,
 - by clicking on the “+” on the right side of the request, and after that clicking on “See request”.

An automatic system message will be sent to the student when a decision is made regarding the request.

Information regarding “fee-based” student requests (for students with student status on the chosen training):

To see fee-based requests, go to: **Administration/Requests: Available requests**, and you can see a money stack on the right side of the request:



Standing above this icon, you can see information regarding the payment of the chosen request:

Starting date of subject to fees: 9/2/2020 12:00 AM. The fee for submitting this request is 4000 HUF. After submitting the request, the item will automatically be imposed. The fulfillment of the judgment fee of the request is available on the Payments menu.

Fee-based request: a request which generates an active item that must be paid upon submission. It means that it won't be shown to the Registrar's Office, since its status will be “Waiting to be paid”. **The submission is successful only when the student pays the amount connected to the request.**

When the amount is paid, the request will be shown to the Registrar's Office, and they will make a decision.

The student receives an automatic message that he/she has a fee-based request to be paid.

When submitting a fee-based request, the status of the request is "Waiting to be paid" at first.

When the payment is done, the status of the request will be changed to "Under assessment".

The request will be dealt with by the Registrar's Office.

ATTENTION! Students without a student status (active or passive) on the chosen training cannot have the automatic payment function. For them, the amount connected to the request will be entered in the system by the Registrar's Office after the request is issued. The condition of accepting the request is the payment of the amount. In case of non-completion the request will be denied.

Budapest, 21/07/2021

Neptun Office
Óbuda University