Public application form of University of Debrecen - Manual

This manual will help you with your online application to the University of Debrecen, Hungary. By reading through the manual, you will get an overview of the different sections you need to complete in the online application form.

Please note that the fields marked with * are mandatory to fill in. As the form is separated into 7 parts (tabs), in case you fail to provide these data you will be not able to go on the next tab and the application cannot be finalized.

In fields, with an arrow at the end, you can select from a drop-down list.

On the bottom of each tab there are two buttons: Next moves you forward and works only when all required fields are filled, Back steps you back in the form, by saving all filled data. So feel free to go back if neccessary, your data won’t disappear.
**TAB 1 - Introduction**

Here, please specify from which source you’ve heard from the university.

**TAB 2 - Program of study**

The most important part of your application is to indicate the program of your interest, the intake, and grade that you are applying for.

If you wish to apply for a Foundation program or for an English Language Course, you need to choose the Bachelor program (Main program) that you would like to attend after completing your preparatory one.

In case you are submitting a transfer application from another university, please select the grade you are applying for. If you are applying for a preparatory (aka basic) program, this field is set to Preparatory automatically. Otherwise please select 1st grade.

This field only appears if the Grade is set to Preparatory, then, here you can choose from the list of Main programs. Eg: You are applying for ‘Basic Medicine Course’ as the Preparatory program, your Main program will be Medicine.

Here you can write additional information regarding the program you apply for.

1 - Screenshot of Program of study tab

Declaration is asking you to declare that you are a

1. **Freshman: High school graduate** (or at least you did not attend any relevant College/University studies).

2. **Transfer student**: students from the relevant faculties of other universities may request a transfer into a higher year

3. **Exemption**: University/college student: if you are not eligible to submit a transfer application, but you already completed some of the subjects at another college/university, you may be still eligible for subject exemptions. In this case, after a successful admission to
the first year, the Educational Sub-Committee will evaluate your previous studies. It is very important that you have to submit all the available transcripts and subject exemption requests together with your application (or at the latest by 30th June, in case of the nonmedical programs, by 31st August), as you will not have the opportunity to do so later on, when entering higher years.

You can choose only one of these above.

The square checkboxes are all mandatory to fill. These declarations officialize your application.

**TAB 3 - Personal information**

Please provide your personal information as written in your passport. The dates shall be indicated in the given format.

You can choose your level of English from the dropdown list. Below this field please specify if you own any certificated language exam.

![Screenshot of Personal information tab](image-url)

**Personal information**

As in passport

Changes the order of the names

As in passport

Family name before marriage

Given name before marriage

In case you do not have a passport at the moment, please contact your Embassy/initiate an application for one. You can leave this field blank and provide passport details later.
**TAB 4 – Contact information**

Please provide your contact information. As we will get in touch with you via email, make sure that your primary email address is correct.

![Contact information](image)

You can not use the same email address for more than one application.

**TAB 5 - Previous School**

In this section you are asked to clearly indicate what kind of previous studies you had.

In case you are applying for a bachelor program as a high school graduate, you have to choose 'Secondary school' at Diploma type and at Diploma level: ‘Secondary’.

In case you are applying for a master or higher level program, please choose University or College.

If you have more than one degree, you must choose the highest level or the most relevant one. Nonetheless, you will be able to attach more than one diploma when uploading your application documents at Upload Documents tab.

In all cases, you must provide the details of the diploma of your highest qualification. In case you will obtain your diploma later on, you can leave these fields blank. If any of these fields is filled in all other will be mandatory.
**TAB 6 - Upload Documents**

You have to upload the documents here that are required for the application procedure. Please note that different documents might be needed for different programs and levels. The form will prescribe the mandatory documents as you select the program of your interest.

Your application cannot be finalized if any of the documents labelled by an asterix (*) are missing. If you do not own one (e.g. your passport is being processed), please, upload a declaration that the document will be sent later, indicating the circumstances of not having it at the moment (transcript).

Some fields might offer more than one document type.

The documents can be uploaded in any common format (docx, pdf, png, jpg, jpeg, mp3, etc) and by pressing the Ctrl button you can choose more than one file at the same time.

In the yellow highlighted chip you can see the type of the document followed by the name of the file.

Do not forget to upload official English translations of your documents which are originally not in English or Hungarian.

To finalize your application click the **Go to summary page** button.

If there are errors on the page, an information field on the top of the pages are marked with red color specifying the error type.
Here you can check all the data you submitted and the type and name of the documents, but you can not reopen them. This can be done by going back to Upload Documents tab or clicking on "I'm not done, correct my form" button.

Click "Submit" when you are ready.

In case of complete submission you will see this notification on the top of the page:

![Application successfully submitted. Please check your emails for validation of user registration and account activation.]

Together with a downloaded pdf document containing your application form.

You will get an email of validating your user registration. As you activated your email account as your primary email address of your admission you will be led to the opening page of the application form of the University of Debrecen where you are supposed to give a new password. By pressing "Send" you enter a "read only" page filled in with data and documents you submitted during the application.

The university administrators will check out your submitted form and incase of complete admission your application will be confirmed via email.

If there are data to modify for some reason or documents to upload/specify you will get an email to correct your application so you can open the application form again that you will be able to edit.

Very rarely you may be refused, usually because the students holding the citizenship of your country must apply through our exclusive representative. In the email, you receive, will be detailed information of the reasons of refusal.