



UNIVERSITY *of* DEBRECEN

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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 necessary, 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.

The screenshot shows the 'Program of Study' tab in an application form. It includes a navigation bar at the top with tabs for Introduction, Program of Study, Personal Information, Contact Information, Previous School, Upload Documents, and Summary. A note states: '* - All fields marked with an asterisk (*) are required.' The form contains several sections:

- Program of study** (with a circled 'i' icon):
 - Program ***: A dropdown menu. A callout explains: 'Please select which intake you are applying for. Some programs are available in both semesters. The academic year lasts from September to June. E.g. if you apply for the 2016 February intake, you should set 2015-2016 II.'
 - Semester***: A dropdown menu.
- Additional Information** (with a plus icon): A text input field. A callout says: 'Here you can write additional information regarding the program you apply for.'
- Declaration *** (with a circled 'i' icon): A section with radio buttons and checkboxes.
 - Radio buttons:
 - I am applying as a freshman, and I do not want to apply for any exemptions.
 - I would like to transfer to the University of Debrecen, and I hereby submit all available school documents with my application for the purpose of evaluation of my previous studies.
 - I would like to apply for subject exemptions on the basis of my previous studies, and hereby submit all available school documents with my application. I understand that my documents will be evaluated upon successfully passing the entrance examination to the first year of the desired program.
 - Checkboxes:
 - I accept that I will not be able to submit any more subject exemption requests throughout my entire studies at the UD.
 - I accept that the University of Debrecen might turn to my educational institution for verification of my school documents.
 - I certify that the data in this form are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the Application Form will result in the application being void and in termination of my application.
 - I confirm that this application fully accords with my intentions, and hereby I submit this application to the University of Debrecen with the indicated details.
 - By signing this declaration, I acknowledge that the agent acting on behalf of the University of Debrecen is the one responsible for compliance with the data management and data protection rules in my country of origin, and on my request the agent shall provide me with detailed information regarding data management process.

At the bottom of the form are 'Back' and 'Next' buttons.

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.

Personal information ⓘ

Changes the order of the names

As in passport

As in passport

First name* ⓘ

Last name* ⓘ

Display name ⓘ

Gender* ⌵

Date of birth (dd/mm/yyyy)* ⓘ

You have to use the given format. E.g., if you were born on 25th September, 1990, please write 25091990. The '/' characters will be set automatically. Or you can use the pop-up calendar to choose the date.

Country of birth* ⌵

City of birth* ⓘ

Nationality* ⌵

Mother's first name* ⓘ

Family name before marriage

Mother's last name* ⓘ

Given name before marriage

Mother's display name ⓘ

Passport number ⓘ

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

Passport expire (dd/mm/yyyy) ⓘ

Level of English ⌵

Level of English note (IELTS, TOEFL, etc.)

Back Next

2 - Screenshot of Personal information tab

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

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

Primary email* Confirm primary email*

Additional email Home country mobile number*

Hungarian mobile number Skype ID

Home country address

Country* State/Zone

City/Town* Postal code/Zip code

Address*

3 – Screenshot of Contact information tab

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.

Introduction Program of Study Personal Information Contact Information **Previous School** Upload Documents Summary

* - All fields marked with an asterisk (*) are required. Online Application manual [↗](#)

Previous school Ⓢ

Diploma type Diploma level

Course type Serial number

Issued by Date of issue (dd/mm/yyyy)

Country of the school

Back Next

4 - Screenshot of Previous school tab

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.

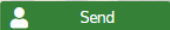
Here you can check all the data you submitted and the type and name of the documents, but you can not reopen them. This can be done by going back to Upload Documents tab or clicking on  button.

Click  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  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 in case 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.