APPLICATION FORM – CORVINUS UNIVERSITY OF BUDAPEST – STUDY ABROAD PROGRAM

PERSONAL INFORMATION (REQUIRED)
ALL DETAILS MUST BE GIVEN AS THEY APPEAR IN YOUR PASSPORT
Please fill in this form and sign it with a blue pen and in block, CAPITAL letters

Last name			
First name		**Middle name**	
Mother's first name(s)		**Mother's last name at BIRTH**	

Mother's last name at BIRTH: Is the last name/birth name your mother had before she married and took your father's name. (E.g. a maiden name is Jones for a woman who was named Sarah Jones before she married and became Sarah Stein.)

Citizenship 1		
Citizenship 2		
Gender	Male ☐	Female ☐
Date of birth (Year/Month/Day)		
Place of Birth (Country, State, City)		
Permanent address	Street name	
	House No.	
	City	
	Postal code	
	State (if applicable)	
	Country	
Email address		
Cell phone		
Emergency Contact: whom to contact in case of emergency (optional but recommended)	Name: Phone no.: Email address:	
Passport information	Passport Number	
	Country of issue	
	Date of issue **(Year/Month/Day)**	
	Date of expiration **(Year/Month/Day)**	

HOME UNIVERSITY (REQUIRED)	
Name of your home university	
Name of your school	
Your major	

INFORMATION ON DISABILITIES AND SPECIAL NEEDS

If you are registered for special accommodations at your home university and you would like to request the same accommodations from Corvinus, an official letter issued by the home university listing the required accommodations <u>must be attached to this application form</u>.
This will enable us to check and inform you in time on whether or not, and to what extent we can ensure the same accommodations for you during your study abroad period at Corvinus.

If you are entitled to special accommodations during your studies, but do not attach the accommodations form from your home university, Corvinus will not be liable for not being able to provide you with the requested accommodations.

HOW DID YOU HEAR ABOUT THE CORVINUS (STUDY ABROAD PROGRAM)? (OPTIONAL)	
Where did you first hear about Corvinus? (more than 1 answer is possible)	
☐	Family member
☐	Schoolmate who has already studied at Corvinus
☐	Friend who has already studied at Corvinus (but goes to a different University)
☐	Professor at your University
☐	Corvinus Study Abroad brochure
☐	Corvinus/Corvinus Study Abroad website
☐	Corvinus Information session at your home University
☐	Study abroad coordinator at your home University
☐	Website/blog/Facebook, if yes please specify:
☐	Other, please specify:
Which of the following factors influenced your decision to apply for the Corvinus Study Abroad program? (more than 1 answer is possible)	
☐	Family member
☐	Schoolmate who has already studied at Corvinus
☐	Friend who has already studied at Corvinus (but goes to a different University)
☐	Professor at your University
☐	Corvinus Study Abroad brochure

☐	Corvinus/Corvinus Study Abroad website
☐	Corvinus Information session at your home University
☐	Study abroad coordinator at your home University
☐	Website/blog/facebook, if yes please specify:	
☐	Interesting courses
☐	Transferable credits
☐	Convenient schedule (Monday-Thursday courses)
☐	Quality academics
☐	Student life
☐	Multicultural vibe
☐	City of history and culture
☐	Central Location - central hub for traveling
☐	Affordable city
☐	Food
☐	Hungarian origins
☐	Other, please specify:	

DECLARATIONS:

I acknowledge that Corvinus University of Budapest, as data controller, registers and processes my above mentioned personal data to the extent necessary for admission and, if admitted, for pursuing the tasks of the University, and that the University may transfer these data to specific places in the cases provided for in law in accordance with the Privacy Notice attached below.

If admitted, I request Corvinus University of Budapest to facilitate the request of a residence permit for the purpose of studies by transferring my personal data to the National Directorate-General for Aliens Policing.*

I do not agree to the transfer of my personal data to the National Directorate-General for Aliens Policing, I will arrange the request of a residence permit on my own. ☐

I declare on my honour that the information I have provided is correct.

Date	**Signature**
	* only valid if signed by hand using blue ink pen

Thank you for completing the application form!

Privacy Notice

Corvinus University of Budapest as data controller (registered seat: 1093 Budapest, Fővám tér 8. Hungary) ("Data Controller" or „University") hereby informs the applicants for the Study Abroad Program of the University („Data Subjects") about the processing of their personal data on the basis of Regulation (EU) 2016/679 of the European Parliament and the Council (April 27, 2016) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ("GDPR") as follows:

1. Name and contact details of the Data Controller and the Data Protection Officer („DPO"):

Data Controller: Corvinus University of Budapest
Registered seat: 1093 Budapest, Fővám tér 8.
Telephone number: +36 1 482 5000
Website: https://www.uni-corvinus.hu/
Data Protection Officer: Dr Balázs Locsmándi
Email: adatvedelem@uni-corvinus.hu

2. Purposes of the processing, categories of personal data, legal basis for the processing and the retention period:

Purposes of the processing	Categories of personal data	Legal basis for the processing	Retention period
Management of the Study Abroad Program application procedure	1. Applicants' data: • last name, first name, middle name • gender • mother's last name and first name at birth, • place and date of birth, • citizenship • permanent address • email address • cell phone • emergency contact (name, phone no., email address)* • passport information (passport number, country of issue, date of issue/expiration) 2. Application procedure data	The performance of public task of the University (Articles 6 (1) (e) and 9 (2) (b) and (g) of GDPR with regard of point I/B. 1. a) of Annex 3 of the Act CCIV of 2011 on National Higher Education)	The data of unsuccessful applicants will be deleted by the University in 60 days after the communication of the admission refusal resolution. The University erases the data of students who have been admitted but do not establish a student status by 31 January at the latest for the autumn semester and by 30 June at the latest for the spring semester. In the event of acquisition of student status, the University shall process the data for a period of eighty years from the date of notification of the

Purposes of the processing	Categories of personal data	Legal basis for the processing	Retention period
	• : home university (name, school, major) • information on disabilities and special needs for special accommodation • source of information for application • factors of applicant's application decision.		termination of the student status.

*The Data Subject is entitled to provide emergency contact data with the prior consent of the third party concerned. The Data Controller is not obliged to check the existence or content of the consent it is the Data Subject who is solely responsible for it.

3. Transfer personal data, the recipients or categories of recipients of the personal data, automated decision-making :
The Data Controller does not use data processors in connection with the processing.
No transfer of data to third countries (i.e. outside the European Union) or to international organizations takes place.
Only those Data Controller employees have access to the personal data, who need to have access to such data for performing their tasks.
No automated decision-making, including profiling takes place in connection with the data processing.

4. The Data Subject's rights in connection with the processing:
General rules on the exercise of the rights of data subjects:
The Data Controller shall inform the Data Subject of the measures taken in response to his/her request without undue delay, but no later than one month from the date of receipt of the request. If necessary—considering the complexity of the request and the number of requests—this deadline may be extended with an additional two months. The Data Controller shall notify the Data Subject of the extension of the deadline and the reasons for the delay within one month following the receipt of the request. If the Data Subject has submitted the request by electronic means, the information shall be provided by electronic means where possible, unless the Data Subject requests otherwise.
The Data Controller shall provide the Data Subject with information and action free of charge. Where the Data Subject's request is manifestly unfounded or excessive, in particular because of its repetitive nature, the Data Controller shall, taking into account the administrative costs of providing the information requested or of taking the action requested:
(a)   charge a reasonable fee; or
(b)   refuse to act on the request.
The burden of proving that the request is manifestly unfounded or excessive lies with the Data Controller.
If the Data Controller has reasonable doubts about the identity of the natural person making the request, it may request additional information necessary to confirm the identity of the Data Subject.

Right of access:
The data subject shall have the right to obtain from the Data Controller feedback as to whether or not his/her personal data are being processed and, if such data processing is ongoing, the right to access the personal

data. The Data Controller shall provide the Data Subject with a copy of the personal data subject to data processing. For additional copies requested by the Data Subject, the Data Controller may charge a reasonable fee based on administrative costs. If the Data Subject has submitted the request by electronic means, the information shall be provided in a commonly used electronic format, unless the Data Subject requests otherwise.

Right of rectification:
The Data Subject shall have the right to have inaccurate personal data relating to him/her rectified by the Data Controller without undue delay upon his/her request.

Right to object:
The Data Subject shall have the right to object at any time, on grounds relating to his/her particular situation, to the processing of his/her personal data on the basis of Article 6(1)(e) or (f) of the GDPR. In this case, the Data Controller may no longer process the personal data, unless the Data Controller proves that the data processing is justified by compelling legitimate grounds which override the interests, rights and freedoms of the data subject or are related to the establishment, exercise or defence of legal claims.

Right to restriction of data processing:
The Data Subject shall have the right to obtain from the Data Controller, at his/her request, the restriction of data processing if one of the following conditions is met:
(a)   the data subject disputes the accuracy of personal data; in such a case, the limitation shall apply to the period which allows the Data Controller to check the accuracy of personal data,
(b)   the data processing is unlawful, and the data subject opposes the erasure of the personal data and requests the restriction of their use instead,
(c)   the Data Controller does not require the personal data for data processing anymore, but the data subject requires them to establish, exercise or defend his/her legal claims, or
(d)   the data subject objected the data processing pursuant to Article 21(1) of the GDPR; in such as case, the limitation shall pertain to the period until it is determined weather the legitimate reasons of the Data Controller have priority over the legitimate reasons of the data subject.
If data processing is restricted, such personal data may be processed, beyond storage, only with the consent of the Data Subject, or to establish, exercise or defend legal claims, or to protect the rights of any other natural or legal person, or for important reasons of public interest in the EU or any other Member State.

Right of erasure
The data subject may request the erasure of his/her personal data processed in connection application for the Study Abroad Program of the University. The University will examine the request and, if justified, take action to perform the erasure. The University shall reject a request for erasure in the cases provided for in Article 17(3) of the GDPR, in particular in cases where the data are still necessary for the performance of the University's tasks carried out in the public interest or where the data processing is necessary for the establishment, exercise or defence of legal claims.

5. Possible legal remedies:
The Data Subject may at any time contact the Data Protection Officer of the Data Controller (Dr Balázs Locsmándi, e-mail: adatvedelem@uni-corvinus.hu) regarding the processing of his/her personal data.

The Data Subject may also contact the National Authority for Data Protection and Freedom of Information in the event of a complaint regarding the processing of his/her personal data (postal address: 1363 Budapest, Pf. 9., address: 1055 Budapest, Falk Miksa utca 9-11., telephone: +36 (1) 391-1400; fax: +36 (1) 391-1410; e-mail:ugyfelszolgalat@naih.hu; website: www.naih.hu).

The Data Subject may take the Data Controller to court in the event of a breach of his/her rights. The court shall hear the case as a matter of urgency. The Data Controller must prove that the data processing is in compliance with the law. The regional court, or the Budapest-Capital Regional Court in the capital city, has

jurisdiction to hear the case. Proceedings may also be brought before the regional court of the place of residence or place of stay of the Data Subject.

The Data Controller shall compensate for any damage caused to others by unlawful processing of the Data Subject's data or by breaching the requirements of data security. The Data Controller shall be exempted from liability if it proves that the damage was caused by an unavoidable cause outside the scope of the data processing. No compensation shall be payable in so far as the damage was caused intentionally or by serious negligence on the part of the injured party.

Place and date: Budapest, …… 2022