



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

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- (1) The purpose of these provisions is to ensure a uniform practice for submitting certificates for the purpose of establishing the social situation of students.

SCOPE**2.§**

- (1) The scope hereof shall extend to all students and all applicants admitted (hereinafter: student, applicant) who shall submit an application subject to the determination of their social situation at Corvinus University of Budapest (hereinafter: University) under the Regulation on Student Fees and Benefits (hereinafter: the RSFB) or an application for equity or a force majeure request based on social grounds under the Study and Examination Regulations, the RSFB or the Doctoral Regulation.
- (2) These provisions shall not apply to the living and housing allowance of the recipients of the Diaspora Higher Education Scholarship.
- (3) In the case of applications announced and requests submitted for the first semester of the 2024/2025 academic year and thereafter, the social situation of students and the social points for their applications for dormitory accommodation shall be determined in accordance with the provisions herein.
- (4) The personal scope hereof shall extend to all persons, organisational units and bodies involved in the examination of the certificates to be submitted for establishing the social situation of students.
- (5) The scope of these provisions shall not extend to adult education programmes covered by Act LXXVII of 2013 on Adult Education.
- (6) The territorial scope of the present Provisions shall cover all the places of delivery where the University offers programmes.

RELATED DOCUMENTS**3.§**

- (1) Enabling legislation for formulating this Regulation: Government Decree No. 51/2007 (26 March) on grants available to and certain fees payable by higher education students (hereinafter referred to as: Decree).
- (2) Related internal regulatory documents:
- Regulation on Student Fees and Benefits,
 - Study and Examination Regulations,
 - Doctoral (PhD) Regulation,

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THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- d) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status.

THE PERSONS AND BODIES TO ACT UNDER THE PRESENT PROVISIONS**4.§**

- (1) The organisational units and persons with competence pursuant to these provisions shall be as follows:
- a) Student Services
 - b) Student Social Committee
 - c) Committee for Doctoral Students' Social Affairs
 - d) Campus Services

DEFINITIONS**5.§**

- (1) For the purposes hereof:
- a) **persons living in the same household:** persons habitually living together in the same household at the permanent residence or place of stay of the student and who are registered or have their place of residence there. If there is any person living at the applicant's permanent address who is not registered there but lives there habitually and is declared as such by the provider, such person(s) shall also be considered to be members of the household and sharing the same net income;
 - b) **orphan:** a student under the age of twenty-five (25) years whose both parents, or whose single, divorced or separated parent living in the same household with the student have/has died and who has not been adopted;
 - c) **half-orphan:** a student under the age of twenty-five (25) years a parent of whom has died and who has not been adopted;
 - d) **student with a disability or special health needs:** a student who
 - da) is in need of permanent or enhanced supervision, care or regular personal and/or technical assistance and/or services due to his/her disability, or
 - db) has lost at least 67% of his/her working capacity or has suffered an at least 50% damage to health, and this condition has lasted for one year or is expected to last for one more year as a minimum;
 - e) **breadwinner:** a student who
 - ea) has at least one (1) child or
 - eb) who is eligible for nursing allowance under Section 41 of Act III of 1993 on Social Administration and Social Benefits;



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ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- f) **chronically ill:** a person who, in view of his/her state of health, is expected to require nursing or care for a period of more than three (3) months;
- g) **student eligible for social benefit:** a student participating in a full-time (daytime) Bachelor programme, two-cycle or single-cycle Master programme or a doctoral programme;
- h) **person with multiple disadvantages¹:** a person who has not reached the age of twenty-five (25) years by the deadline for application for admission who is considered to be severely disadvantaged as defined in Act XXXI of 1997 on the Protection of Children and Guardianship Administration.
- i) **disadvantaged²:** a person who has not reached the age of twenty-five (25) years by the deadline for application for admission who is considered to be disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration.
- j) **close relative:** the spouse, the direct-line relative, the adopted, step- and foster child, the adoptive, step- and foster parent and the sibling.
- k) **relative:** the close relative, the domestic partner, the spouse of a direct-line relative, the direct-line relative and the sibling of the spouse, the spouse of a sibling;
- l) **self-employed person:** an applicant without dependants who is an economically independent household and has his/her own regular income from work or other verifiable income (in particular social security benefits). His/her whose monthly

¹ Pursuant to Section 67/A of Subsection (2) of Act XXXI of 1997 on the Protection of Children and Guardianship Administration:

faces multiple disadvantages or

- a) child who is entitled to regular child protection allowance and has reached the age of majority for whom at least two of the circumstances set out in Paragraphs a) – c) of Subsection (1) apply,
- b) child who is in state care,
- c) any young adult with a pupil or student status who is in receipt of aftercare.”

² Pursuant to Section 67/A of Subsection (1) of Act XXXI of 1997 on the Protection of Children and Guardianship Administration:

“Disadvantaged is any child who is entitled to regular child protection allowance and has reached the age of majority for whom at least two of the circumstances set out below apply:

- a) a low level of education of the parent or the guardian in the foster family, if both parents raising the child together, the parent raising the child alone or the guardian in the foster family are found - on the basis of a voluntary declaration - to have an education no higher than primary level at the time of applying for the regular child protection allowance,
- b) a low employment status of the parent or the guardian in the foster family, if either of the parents raising the child or the guardian in the foster family are found to be entitled to an active-age benefit under Section 33 of the Act on Social Governance and Social Benefits at the time of applying for the regular child protection allowance or to have been registered as a jobseeker for 12 months or more in the period of 16 months preceding the date of applying for the regular child protection allowance,
- c) unsatisfactory living environment or housing conditions of the child, if it can be established that the child lives in a housing environment declared as segregated in the integrated settlement development strategy for the municipality or in a dwelling with no lavatory or bath or with lavatory only or at a place converted as temporary dwelling or where the conditions necessary for his/her healthy development are limited.”



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

regular income/revenue is equal to or higher than 140% of the minimum amount of the old-age full pension, (as defined in Section 11 of Government Decree No. 168/1997 (6 October)), and who covers his/her regular monthly expenses on his/her own without any support from parents and/or relatives. The utility bills for the real estate property where he/she lives are in his/her own name or, if he/she lives in a rented property, he/she features as a tenant in the lease contract (for students accommodated in dormitories, proof of the dormitory fee is required).

A person whose expenditure exceeds his/her revenue shall not be considered self-supporting;

- m) **provider:** a parent/grandparent/person with an income who provides for the applicant's subsistence, personal needs and housing, whether as a whole or in part, in the form of cash and/or in-kind support or other assistance;
- n) **dependant:** a person living in the same household as the applicant and/or his/her provider who is under the age of sixteen (16) or is over the age of sixteen (16) but has active student/pupil status in daytime education;
- o) a **jobseeker** is a person who
 - oa) fulfils the necessary conditions of employment and
 - ob) is not studying in daytime education at any educational institution and
 - oc) is not eligible for old-age pension or is not in receipt of benefits for persons with reduced working capacity and
 - od) is not employed or engaged in any earning activity other than casual employment or employment as a foster parent and does not carry out paid activity and
 - oe) cooperates with the national employment authority in order to find employment and
 - of) is registered by the national employment authority as a jobseeker;
- p) **homemaker:** a person who does not have a regular income or an active, daytime student/pupil status and is not a jobseeker in the meaning of paragraph o);
- q) **person with a large family:** a student who
 - qa) has at least two dependant siblings or three children, or
 - qb) lives in a household where at least two persons living in the same household as him/her, other than his/her provider(s), has a monthly income below the minimum wage, or
 - qc) is the guardian of at least two minor children
- r) **regular revenue included in the household income for the purposes of the application:** income from employment, income from small-scale farming,

**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

income from entrepreneurial activity, income from social security, including family allowance, and pension income, job-seeker's allowance, and other regular revenue, excluding scholarships or similar payments;

- s) **regular revenue:** income generated in no less than three consecutive months,
- t) **non-regular income:** income that does not fall under the category of regular income, e.g. benefits, bonuses, 13th month salary, etc.
- u) **dormitory score:** the sum of the points given to the applicant based on his/her academic, professional and public affairs achievements and activities;
- v) **dormitory application score:** the score taken into consideration when assessing an applicant's application for admission to a dormitory, comprised by the social score and the dormitory score;
- w) **social score:** the score determined on the basis of the applicant's social situation.

**GENERAL TERMS AND CONDITIONS OF APPLICATIONS FOR REGULAR AND
DORMITORY GRANTS BASED ON SOCIAL NEEDS****6.§**

- (1) The Student Social Committee (hereinafter: the SSC) and the Committee for Doctoral Students' Social Affairs (CDSSA) shall examine the social situation of the student once in each semester of his/her studies, universally at an institutional level, and use the findings of such examination to make its determination on regular grants based on social needs, applications for dormitory admission, instalment payment requests and all other need-based benefits. In the case of an application for an exceptional grant based on social needs, only the documents necessary to prove the change of circumstances need to be submitted, provided that the student has applied for a regular grant based on social needs in the same semester and his/her social score has been calculated, unless there has been a significant change in the social situation since then and it is therefore necessary to recalculate the social score.
- (2) The individual grants based on social needs may be applied for in accordance with the rules laid down in the RSFB and the relevant call for applications.
- (3) The list of documents to be submitted along with a complete application is set out in Annexes No. 1 and 2 to these provisions. Documents must be submitted in legible, scanned PDF format and each document must be no larger than the size specified in the current call for applications.
- (4) If the certificates of the student include an original document in a language other than Hungarian (except for English), the Hungarian translation of the document shall also be attached along with the original certificate, either a declaration by the applicant in a private document of full probative force, made in Hungarian, concerning the content of the foreign language document, or a certified Hungarian translation of the document submitted.



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- (5) The certificates to be submitted shall be evaluated in accordance with these provisions.
- (6) In duly justified cases, the SSC/DSSC shall have the right to call applicants for an oral interview and to request the production of the originals of the certificates uploaded any time. In the event of any contradiction between the application documents or data, or if further information is required for their interpretation, the SSC/DSSC may request oral or written clarification.
- (7) Pursuant to the Student Disciplinary and Compensation Regulations, the SSC/DSSC is obliged to initiate disciplinary proceedings against the applicant and to exclude him/her from the application procedure, if it can be proven or reasonably suspected that he/she provided false information or facts in or attached false certificates to his/her application.

**OTHER REQUESTS AND APPLICATIONS SUBMITTED BASED ON SOCIAL
NEEDS**

7.§

- (1) In the assessment of exceptional grant based on social needs and of applications for equitable or force majeure benefits submitted by a student on the basis of social need, the concepts set out in this Regulation (5.§) shall apply for the assessment of social status and the certificates shall be subject to the application of Annexes 1 to 2 mutatis mutandis.
- (2) Pursuant to the Student Disciplinary and Compensation Regulation, the decision-maker is obliged to initiate a disciplinary procedure against the requestor/applicant, if it can be proven or reasonably suspected that he/she provided false information or facts in his/her application/request or attached false certificates.

CLOSING PROVISIONS

8.§

- (1) The present Provisions shall enter into force on 4 July 2024. Provisions No. 3/2023 of the Vice-Rector for Education previously issued on the subject shall be repealed contemporaneously.

**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE****Annex 1****I. General information on the documents to be submitted**

- (1) The certificates to be submitted shall be uploaded by the applicant in a legible, scanned version in PDF format into the Neptun system.
- (2) Applicants may only apply either as **dependant** or as **self-supporting** persons, and may not have both statuses contemporaneously.
- (3) The status of those living in the same household as well as all income of the household shall be certified if the applicant also wishes to receive income points and/or points associated with large family status, except for net income from employment or scholarship of the applicant (if he/she is not self-supporting) or a dependent [see n) of 5.§ on Definitions) with an active daytime student/pupil status who lives in the same household as the applicant. If the applicant meets the definition of a large family according to Paragraph qa) of Subsection (1) of Section 5, it is sufficient to prove the status of dependants.
- (4) Applicants may only apply as self-supporting persons as described in Section III of Annex 1. In the case of a self-supporting applicant, only the applicant's circumstances may be taken into account, and no scores shall be given to any other circumstances not related to the applicant.
- (5) To be valid, the declaration hereunder shall always be attested by two witnesses. The applicant may not act as a witness on the declaration made by him or her. The statement of one person is sufficient to certify any circumstance relevant to the application. Each declaration shall be dated, signed by the person making it and include a statement that the person making it agrees to be liable under criminal law for providing true and correct information in the declaration (see: Annexes 3 to 5 and 7 to 9).
- (6) In the case of dependant applicants, the declaration related to the application (e.g. of the amount of child support) shall be made by (one of) the applicant's provider(s).
- (7) The period elapsed since the dating on the declaration may not be longer than three (3) months, calculated from the first day of the application period. The three (3) months to be examined shall be specified in the given call for applications.
- (8) If there is a change of status in one of the three (3) months under consideration [see (7)] (e.g. the employment status of the provider is terminated and the provider becomes a registered jobseeker), the SSC/CDSSA will also take into account the income derived from such status as well when calculating the income score. All statuses existing in the 3-month period considered, as set out in the call for applications shall be certified. The provider should declare the change of status (Annex 3).
- (9) Method of calculating income points: the monthly net income per person is calculated by
 - a) dividing the sum of the monthly net income calculated on the basis of the average of the regular income of the applicant and the persons living in the same household



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

with the applicant during the three months in question and

- b) one twelfth of the non-regular income of the household during the year preceding the last day of the three months in question

by the number of persons living in the household.

- (10) If the monthly net income per person is below the minimum amount of the current old-age pension, credible proof of the household's means of subsistence must be provided. In this case, it is necessary to submit bank statements of all private bank accounts of the persons living in the same household, including the applicant, for the three months of crediting indicated in the call for applications. They must also declare that they do not have more than one bank account (Annex 3). If the persons concerned do not have a private bank account statement, they must declare this fact by completing Annex 3.

II. Required certificates

II/A Certification of persons living in the same household

- (1) The name and date of birth of each person living in the same household as the student shall be certified by an original certificate (or official certificate) issued by the authority in charge of population registration (the municipality, the district authority or the competent Government Office) free of duty and should not be older than three (3) months.
- (2) If the certificate does not contain the names and dates of birth of the household members, a copy of the address card of each household member is required, displaying only the name, date of birth and address of the person, whereas any other information shall be blanked out.
- (3) When certifying that a person is living in the same household, only proof of address that is registered in Neptun, either as a permanent address or as a domicile, will be accepted. The certificate must relate to the address indicated on the application.
- (4) If there is a person in the household who is not registered at the habitual/indicated address of a dependant applicant, but who lives there habitually or who is registered at the address of the dependant applicant, but who does not live there habitually, such fact shall be stated in a declaration made by the provider(s) of the applicant (Annex 3).

II/B. Proof of income and status

- (1) Proof of all household revenue and status must be provided if the applicant also wishes to receive points for income and/or large family status. The status of each household member who is over 16 years of age, and if he/she has more than one status (e.g. if the provider is both a pensioner and an employee), all of such statuses and any income derived from such statuses shall be certified.

Certification of the regular income of a household member, derived from his/her status:

**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- a) If the person living in the household is **an employee**, his/her wages for the three (3) months specified in the call for applications shall be substantiated *broken down to months* with
- a bank transfer slip (with a screenshot in PDF format) or
 - a bank statement, on which the debits must be cleared, or
 - a certificate duly signed and dated by the employer and stating the salary paid in the three (3) months' period as determined in the call for applications is required.

If the certificate only includes the average income for the three months in question, the amount of the average income will be taken into account.

The reference field must show that the amount transferred is wages and include the name of the account holder and/or the name of the employee. If these are not provided, wages must be certified with a certificate from the employer. The bank account number of the transferor shall be blanked out.

If the household member has established employment with more than one workplace, he/she shall certify his/her income derived from each of these employments.

If the person in question receives his/her salary in cash, a certificate duly signed and dated by the employer and stating the salary paid in the three (3) months' period as determined in the call for applications, broken down to months, is required. If the certificate is issued for the gross income, the total gross amount will be taken into account.

If the income includes a one-off bonus and/or severance pay, the fact of such amount being paid as a bonus and/or severance pay shall be certified by a certificate duly signed and dated by the employer or clearly indicated as such in the notes to the transaction. Unless thus indicated separately, the amount of the bonus/severance pay shall also be considered.

If the salary includes an advance payment, a signed and dated certificate from the employer stating the amount and the months concerned shall be provided.

- b) If the household member is a **small-scale farmer**, the most recent certificate of income issued by the NAV (with the tax number blanked out) shall be submitted. The tax return shall not be deemed to be a substitute for the certificate of income. If the NAV issues no certificate of income for the year in question (due to the lack of a tax return submitted), the resolution on the refusal to issue a certificate shall be attached. For the purpose of income calculation, the applicant is also required to submit Annex 5, completed by the provider, showing the average amount of net monthly salary collected by the applicant during the three months in question, as specified in the call for applications. If the small-scale farmer has started his/her activity within one (1) year, the average income received in the months until now shall be indicated on the declaration.

**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- c) If the person living in the household is a private **entrepreneur or the owner of a business (Bt., Kkt., Kft., one-person Zrt.)** or a close relative employed by the business, he/she must submit the most recent income certificate issued by the NAV (tax number must be hidden). The tax return shall not be deemed to be a substitute for the certificate of income. If the NAV issues no certificate of income for the year in question (due to the lack of a tax return submitted), the resolution on the refusal to issue a certificate shall be attached.

For the purpose of income calculation, the applicant is also required to submit Annex 5, completed by the provider, showing the average amount of net monthly salary collected by the applicant during the three months in question, as specified in the call for applications.

- d) If the person living in the household is a **pensioner**, proof of the amount of the pension for the three months under consideration, as specified in the call for applications, must be provided by bank transfer certificate, bank statement or postal receipt. If a bank account statement is attached, care must be taken to ensure that other items are blanked out. In the case of a postal slip, a document suitable for proving the pensioner's registration number (e.g. pensioner card, official document sent annually by the Pension Payment Directorate) must be uploaded. If any of the monthly postal slips is missing, the provider must declare this fact in Annex 3 and upload a certificate issued by the Pension Payment Directorate for the relevant year to accompany the existing postal slips.
- e) If a member of the household is a registered **jobseeker**, a certificate issued by the Government Office no more than three (3) months earlier shall be attached, stating that the person is currently registered and for how long he/she has been registered, as well as the amount of the jobseeker's allowance.

If such person has been/was in receipt of the allowance for at least one (1) of the three (3) months under consideration as defined in the call for applications, a proof of the amount of the allowance shall be submitted.

If he/she no longer receives (or has never received) any allowance, the issuing authority shall indicate on the certificate issued that the given person was not in receipt a job-seeker's allowance in the three (3) months under consideration as defined in the call for applications.

If the person concerned is in receipt of any employment substitution allowance, the amount thereof shall be substantiated by a certificate issued by a Government Office of not older than three (3) months.

- f) If a member of the household is a **homemaker**, a proof of the payment of the compulsory health insurance contribution (screenshot, bank certificate, bank account statement) shall be submitted for the three months in question. If a bank account statement is attached, care must be taken to ensure that other items are blanked out. He/she shall make a declaration in Annex 3 of not paying such contribution, as the case



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

may be. Moreover, the bank statements of all private bank accounts of such person for the three (3) months under consideration as defined in the call for applications shall also be attached, however, they shall show the credits only, whereas all debits shall be blanked out (except the compulsory health insurance contribution if paid from this bank account). Alternatively, such person shall make a declaration of not having any private bank account by completing Annex 3, as applicable.

g) If the applicant or a member of his/her household is **eligible for nursing allowance, child home care allowance (GYOD)** the amount thereof shall be certified by the presentation of a certificate of bank transfer issued for any of the three (3) months considered or, if the payment is not made by bank transfer, by presenting a copy of the postal remittance slip. If a bank account statement is attached, care must be taken to ensure that other items are blanked out. In the event of loss of a postal slip, a certificate issued by the appropriate body must be used to demonstrate the monthly amount of the allowance, in which case the provider must declare this fact in Annex 3.

h) If a member of the household has **active daytime student/pupil status**, this shall be demonstrated as follows:

ha) *for pupils in public education*: no certificate of pupil status is required until the end of the academic year in which the pupil reaches the age of 16. From the year following this academic year, the pupil status can be verified by a valid student card with a sticker for the *previous academic year for the autumn application period, or by one for the current academic year for the spring application period*. A copy of both sides of the student identity card (with a PDF image) is required, showing the name, date of birth, the academic year for which the sticker is valid, the daytime delivery mode and the institution certifying the status, with all other information blanked out;

hb) *for students in higher education*:

a certificate of status issued by the institution; for the spring application period, a certificate of status relevant to the previous (autumn) semester and dated after 10 October, for the autumn application period, one relevant to the previous (spring) semester, dated after 10 March shall be attached. The certificate may only show the name and date of birth of the person in question, the specification of the semester, the fact of having an active student status in a programme offered in daytime delivery mode, the signature of the head of the institution/person issuing the certificate and the stamp imprint of the institution, whereas all other information shall be blanked out, or

valid student identity card: a copy of the student card valid for the previous (autumn) semester in the case of spring applications, or for the previous (spring) semester in the case of autumn applications, with a copy of both pages in (PDF image format) of the student identity card with a sticker, showing the name, date of birth, semester (with sticker), daytime delivery mode and the institution certifying the status, with all other information blanked out.



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

(2) Other benefits:

- a) If they have such income (listed in Paragraphs b)-h) below or from other sources), **Annex 4**, completed by a provider, must be attached to the application **for other income received by the household**, no more than three (3) months old.
- b) **Annex 4 must be attached even if the applicant's parents are separated/divorced or the parent(s) are not the provider(s) and/or the parents of the dependent(s) in the household are separated/divorced.** If this is the case, the *average monthly amount of child support* received during the three (3) months under consideration as defined in the call for applications shall be entered in the appropriate line of Annex 4, and if this amount is 0, then 0 shall be entered.
- c) If a member of the household is eligible for **family allowance** in one of the months specified in the call for applications (at least one dependant in the household is in secondary education and/or under 18 years of age), this shall be evidenced by the certificate of the bank transfer relevant to any of the three months (a screenshot in PDF format), with a bank account statement or a postal payment slip clearly indicating the month it refers to (the month indicated in the notes to the transaction shall apply) and that the amount was received from the Hungarian State Treasury and the person to whom it was disbursed. If a bank account statement is attached, care must be taken to ensure that other items are blanked out. If there was a change in the amount of the benefit received in any of the three (3) months under examination as defined in the call for applications, the amount relevant to each month under examination shall be certified and the 3-month average shall be taken into account for calculating the score. An official certificate issued by the Government Office not older than three (3) months is also acceptable which indicates of the amount of the family allowance in the three (3) months under consideration, as defined in the call for applications. The amount must also be indicated on the appropriate line in Annex 4.
- d) If any person living in the same household as the applicant is in receipt of **infant care allowance (csed), childcare assistance (gyes), childcare benefit (gyed) or child raising support (gyet)**, the certificate of bank transfer shall be attached (screenshot in PDF format) or bank account statement to clearly certify the amount disbursed in each of the three (3) months under consideration and the month it refers to (the month indicated in the notes to the transaction shall apply), as specified in the call for applications. If a bank account statement is attached, care must be taken to ensure that other items are blanked out. If the benefit is not paid into a bank account, the postal slip shall be attached. On the latter, the place of birth of the person in question shall be blanked out. If there was a change in the amount of the benefit received in any of the three (3) months under examination as defined in the call for applications, the amount relevant to each month under examination shall be certified and the 3-month average shall be taken into account for calculating the score. The amount must also be indicated

**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

on the appropriate line in Annex 4, if the person is entitled to the benefit on top of other income.

- e) If the applicant or a member of the applicant's household is provided for by **foster parents**, a certificate of the amount of the foster parent's allowance, issued no more than three (3) months earlier, shall be attached. The amount must also be indicated on the appropriate line in Annex 4.
- f) If the applicant and/or the person living in the same household with the applicant is under 25 years of age is a **half-orphan** or **an orphan**, proof of the amount of the benefit must be provided by means of a bank transfer certificate, bank statement or postal receipt for the three months under consideration, as specified in the call for applications. If a bank account statement is attached, care must be taken to ensure that other items are blanked out. The amount must also be indicated on the appropriate line in Annex 4.
- fa) if the applicant is not in receipt of orphan's allowance, this shall be certified by a certificate issued by the Pension Payment Directorate.
- fb) if the applicant becomes eligible for orphan's allowance in the meantime, this shall be certified by a certificate issued by the Pension Payment Directorate.
- fc) if the applicant or a dependant living in the same household was eligible for orphan's allowance on the basis of his/her age, but the payment thereof has been suspended due to the temporary cessation of his/her studies, the amount of the previous months shall be taken into account.
- fd) if the applicant or a dependant living in the same household was eligible for orphan's allowance on the basis of his/her age, nevertheless it is not being disbursed to him/her, a statement of the cause thereof shall be attached.
- fe) if the applicant is no longer in receipt of an orphan's allowance, a scanned version of the official resolution to terminate the disbursement of the orphan's allowance shall be uploaded.
- ff) if the widow(er) is no longer in receipt of widow(er)'s allowance, this shall be certified by the decision issued by the Pension Payment Directorate stating the date when the disbursement ceased. The resolution may only contain the name, date of birth and address of the person concerned, whereas all other details shall be blanked out.
- fg) if the applicant becomes a half-orphan or an orphan during the three months under consideration as specified in the call for applications, a copy of the death certificate of the deceased relative is required. Proof of the status of the deceased is not required for the months preceding the death.
- g) If a household member derives revenue from **real estate lease**, the amount of the average monthly rent for the three (3) months under consideration as defined in the call for proposals shall be entered in the appropriate line of Annex 4.



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- h) If a household member has revenue from trading/owning financial instruments (e.g. shares/units, mutual funds), its amount should be recorded in the corresponding line of Annex 4.
- i) If any household member derives regular or irregular income from any other source (e.g.: support from relatives), this is to be indicated in the line "Other" of Annex 4, including the definition of the type of income.

II/C. Certification of other circumstances

(1) If the applicant has a **disability**,

- a) if the disability or special educational need has already existed during secondary education, the disability or special educational need can be certified by the expert opinion issued by the county (capital city) pedagogical service institutions and their member institutions acting as county expert committees;
- b) if the disability or special educational needs did not yet exist during secondary education, the disability that became known later may be certified by an expert opinion issued by the ELTE National Pedagogical Professional Service;
- c) if the applicant or student who is not a Hungarian national is in possession of an expert opinion issued abroad, disability may be certified with the certified translation of the expert opinion, ay be proved by a certified translation of an expert opinion issued abroad, notwithstanding the provisions of Paragraphs a)-b).

The certificate may only include the name of the applicant and the fact of the disability. Please blank out all other personal details. In all cases, certificates and resolutions shall clearly indicate, if the applicant has a disability, as well as the name and stamp imprint of the body issuing the certificate. The name and BNO code of the illness shall be blanked out. The certificate of disability allowance issued by the relevant body shall be presented, if available.

- d) No certificate issued by a general practitioner or specialist will be accepted.

(2) If there are any **regular medical expenses** (e.g. medication, purchase and maintenance of special equipment, special travel needs, use of a personal assistant or sign language interpreter, but excluding special diet due to food allergy or dietary supplements) arising due to the medical condition of the applicant or a close relative living in the same household with the applicant. For medicines, only those that require a prescription due to a long-term illness are accepted. This fact may be proven by the submission of an invoice issued by the pharmacy, service provider or medical aid distributor no more than six (6) months earlier and a stamped statement issued by a medical doctor (Annex 6). These two certificates may only be accepted if jointly submitted. Scores may only be awarded based on the amount actually paid, and where an allowance can be obtained for medical expenses, only the amount actually paid needs to be verified.



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- (3) If the applicant is a **disadvantaged person or a person facing multiple disadvantages** in one of the three months considered as set out in the call for applications, the appropriate supporting document(s) shall be attached:
- a) If the notary of the municipality has ordered that the applicant should be placed under the protection of the or guardianship authority during his/her secondary education, or if any regular child-care assistance benefit or child-raising allowance has been disbursed for the applicant, or if the applicant is eligible for regular child protection allowance, please upload a scanned version of the resolution issued by the local guardianship authority or the notary of the municipality of the place of residence of the applicant, however, no personal data other than the name of the applicant, the authentic signature, the stamp imprint, the date and the statement of the situation may be visible on such decision.
 - b) If the level of school education of the applicant's parent(s) exercising parental custody over the applicant at the time of his/her reaching school age was not higher than primary education, a scanned version of the typed statement of education of the parent(s) (Annex 3) not more than three (3) months earlier shall be attached.
 - c) If the applicant was in state care or placed in a permanent foster care, or if the applicant's guardianship was terminated due to his/her reaching the age of majority, a certificate from the guardianship authority of the place of residence shall be attached, stating only the applicant's name, date of birth, authentic signature, stamp imprint, date and the fact of the circumstance.
 - d) If the applicant lives in unsatisfactory housing conditions, i.e. in a housing environment declared as segregated in the integrated settlement development strategy for the municipality or in a dwelling with no lavatory or bath or with lavatory only or at a place converted as temporary dwelling or where the conditions necessary for his/her healthy development are limited, the resolution issued by the notary of the municipality of the place of residence of the applicant shall be attached to certify such fact, however, no personal data other than the name of the applicant, the authentic signature, the stamp imprint, the date and the statement of the situation may be visible on such decision.

II/D Certificates for applicants with permanent residence abroad

- (1) Applicants with permanent residence abroad shall submit documents proving their social circumstances issued in their own country, equivalent to the certificates required from applicants with Hungarian residence (e.g. proof of the address for persons living in the same household, official proof of income from employment and other regular income).
- (2) In the case of applicants with their permanent residence abroad, a copy of a document stating the address or, in the absence thereof, a copy of a document certifying the identity shall be attached, which may only contain the name, address and date of birth of the given member of the household.



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- (3) No income certificate issued by the NAV is required.
- (4) In the case of foreign applicants, any income and/or, of a self-supporting applicant, any expenses, stated in a foreign currency shall be converted into Hungarian forints at the average of the monthly exchange rates determined by the National Bank of Hungary (MNB) for the three months under consideration as specified in the call for applications.
- (5) If the applicant cannot obtain the required certificates, he/she may apply as a self-supporting applicant in accordance with Section III of Annex 1 hereof, in which case the applicant shall also certify the ministerial scholarship granted to foreign students, which shall be considered as income.

III. Certificates to be submitted by self-supporting applicants

- (1) A declaration (Annex 7) made by the applicant before two (2) witnesses not more than one (1) year earlier to state that the applicant is self-supporting and is not supported in his/her subsistence either by parents or other relatives shall be attached.
- (2) The definition of a self-supporting student is provided in Paragraph 1) of 5.§ (Definitions) of these provisions.
- (3) The definition of self-supporting requires the submission of a utility bill in the name of the applicant for one of the three months covered by the call for applications or a sublease contract in which the applicant is listed as the tenant or a certificate of payment of the dormitory fee from the Neptun system.
- (4) Only proof of address that is registered in Neptun, either as a permanent address or as a domicile, will be accepted (the address of the dormitory must be indicated for students accommodated in dormitories).
- (5) The certificate on the persons living in the same household shall be attached based on Section II/A of Annex 1 (except for applicants accommodated in dormitories).
- (6) The declaration as to the social circumstances of the self-supporting applicant may only be made by the applicant himself/herself by completing Annex 7. The declaration of the circumstances concerning income and expenses does not require a signature by two witnesses (Annex 8).
- (7) A summary statement of all revenue and expenses shall be attached (Annex 9). An applicant whose expenses exceed his/her revenue (not including any support by parents and/or relatives) may not be regarded as a self-supporting person. As for the expenses, only the regular monthly expenses indicated in Subsection (12) shall be taken into account.
- (8) In the category of the net monthly per capita income, self-supporting applicants will receive the score assigned to the income corresponding to the monthly fixed revenue. Monthly fixed revenue shall include the revenue defined in Paragraph r) of 5.§ (Definitions) (accordingly, scholarships or student loans do not qualify as income). Irregular income is the income



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

defined in Paragraph t) of 5.§ (Definitions). The applicant must prove his/her income deriving from his/her status as set out in Section II/B of Annex 1.

- (9) C) all other benefits shall be certified according to Subsection (6) of Point II/B of Annex 1 (only benefits disbursed to the applicant should be certified).
- (10) Other circumstances relevant to the applicant need to be certified according to Point II/C of Annex 1.
- (11) Fixed monthly expenses must be certified. Fixed monthly expenses shall denote the costs incurred in connection with accommodation and travelling (dormitory fees, dormitory expenses, rent, utilities, water, electricity, gas and district heating, mobile and landline telephone, internet, television, condominium fees, the cost of travelling home, public transport pass, etc.), as set out below:
- a. the rent/dormitory fee shall be certified by a PDF screenshot (of the bank transfer or Neptun payment) issued no more than three (3) months earlier;
 - b. utility costs shall be certified, if the person concerned habitually lives in a rented or private property, by an invoice issued no more than three (3) months earlier. If no such invoice may be presented (in the case of prepayment meters/prepaid utilities), Annex 8 shall be completed to indicate the average monthly utility expense, and the amounts and number of times of purchase of top-up cards in the three (3) months under consideration as defined in the call for applications;
 - c. regular monthly travel-related expenses shall be certified (with the copy of monthly public transport pass, the tickets for travelling home, other document certifying purchase, etc.), provided that all personal data other than the name of the applicant shall be blanked out. If the certificate does not include the applicant's name, the relevant document proving identity must be attached;
 - d. telephone costs shall be certified by an invoice issued no more than three (3) months earlier or, if no such bill can be presented (e.g. prepaid phone), Annex 8 shall be completed to indicate the average monthly telephone costs, and the amount and number of purchase of top-up cards by the applicant in a month;
 - e. the fixed expenses for food consumption shall be determined based on the food normative for working age adults as may be defined by the Policy Agenda from time to time, as corrected by the consumer price index of food published by the KSH (Central Statistical Office). No separate proof is required in this respect The relevant amount is set out in the applicable call for proposals for the year/semester.
- (12) If the applicant is a parent, a birth certificate of the child(ren) must be uploaded, which may only contain the name and date of birth of the child and the name of his/her mother.
- a) The amount of the child support shall be certified by the submission of Annex 8 completed by the applicant. No signature by witnesses is required.



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- (13) If the applicant lives in the same household with his/her spouse and/or any other person, the certificates for other persons living in the same household as specified in Sections II and III of Annex 1 hereof shall also be uploaded, thus the income score associated with the net income per capita can be calculated.

**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE****Annex 2****I. Certificates to be attached to the application for admission to a
dormitory**

- (1) The dormitory application score is calculated from the social, academic, professional and public scores according to the provisions of Annex 7 of the RSFB.
- (2) The social situation shall be certified by the certificates submitted as described in Sections I-II of Annex 1 hereof.
- (3) The academic score is determined, in tertiary vocational programmes, Bachelor programmes and Master programmes alike, on the basis of the admission score for first-year applicants and on the basis of the average academic performance of the last two (2) active semesters as recorded in Neptun for upper-year applicants, therefore no certificate is needed in this respect.
- (4) In general, documents submitted to certify professional or public affairs, community activities performed not more than one (1) year earlier shall include the following:
 - a) a detailed textual description (rather than a list) of the activity certified and the evaluation thereof on a scale of 1 to 5 (5 being the best);
 - b) the specification of the semester to which the certificate relates;
 - c) stamp, date, signature (by the person authorised to evaluate the activity) on official stationary with letterhead;
 - d) the description of the community and professional activities shall be indicated on the certificates separately. Annex 7 of the RSFB is the basis for determining the score.
 - e) A certificate of community activity is only required for first-year students (for secondary school activities), for upper-year students no certificate is required, but will be provided directly by the head of the organisation concerned.
 - f) For proof of professional and public activities, the form in the Annex to the call for applications should be used.
- (5) Certificates with regard to professional activities:
 - a) Publication in a specialist journal: the work published and the opinion and certificate of the department shall be attached to certify the professional activity. The documents attached shall include the date of publication, the place of publication (title of the journal or magazine) and the relationship of the applicant with the given specialist journal (whether or not the work was performed for a consideration). No scores will be awarded for any publication which has not yet appeared, even if it was prepared during the activity preceding the given semester.
 - b) Participation in an international competition: a memorial plaque and/or an award confirming the participation in the competition and the achievement shall be submitted.

**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

- c) Participation in the National Conference of Students' Scientific Associations (hereinafter: OTDK): Participation in the National Conference of Students' Scientific Associations and of the place achieved must be certified by the submission of a copy of the award or the certificate issued by the President of the University Council for Students' Scientific Associations. (The most recent competition before the date of the call for applications may be taken into account.)
- d) Participation in the Students' Scientific Association (hereinafter: TDK): Participation in the TDK and of the place achieved must be certified by the submission of a copy of the award or the certificate issued by the President of the University Council for Students' Scientific Associations.
- e) Study competition: in all cases, the participation in a study competition, the date and nature of the competition (whether it was a test or the entry to the competition was subject to the preparation of a work), the title and the number of co-authors of the work, if any, and the achievements and the place of the applicant in the competition, shall be certified by the department all times. For secondary school students, a diploma attesting to the results obtained.
- f) For competitions organised outside Corvinus University of Budapest, scores may be awarded on the basis of an individual assessment.
- g) Other professional activity: other professional activity shall denote any activity which enhances the reputation of the University from a strictly professional point of view. Other professional work performed in a college for advanced studies and other student association registered by the Corvinus Student Union shall be deemed to be other professional activity. Such activity shall be indicated on the application form.
- Any professional work performed outside the University shall be verified by an official certificate from the head of the organisation, issued in conformity with all formal and substantial requirements set out in Subsection (4) and state whether the work was carried out for a consideration or on a voluntary basis.

(6) Certificates for community and public activities:

- a) Membership in a student association: if the applicant is a leader, board member or member of a college for advanced studies and/or other student association registered by the Corvinus Student Union, it is not necessary to upload a certificate, as the activity indicated will be monitored by the Student Union in cooperation with the heads of the Student Union/college for advanced studies. No scores will be awarded for a student association/college for advanced studies not listed in the Corvinus Student Union registration.

For first-year applicants, a certificate of student council/other community work from the head/principal of the secondary school must be uploaded.

- b) Interest representation organisations:

**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

1. Student Union (SU),
2. SSC,
3. Senate.

If the applicant is a board member or member of any of the student associations listed, a certificate issued by the President of the Corvinus SU shall be submitted. The certificate for the President of the Corvinus Student Union may be issued by the Rector.

- c) A competitor doing sports regularly and also entering a national or international championship:
The sporting activities specified in Annex 7 to the RSFB shall be certified by a certificate issued by the sports federation. Such certificate shall include the applicant's achievement(s), with special regard to the previous four (4) years.
 - d) An applicant playing regularly for a University sports team: a certificate issued by the Physical Education and Sport Centre is required to certify the sporting activity.
 - e) Regular publication in the University's newspaper: in addition to attaching the articles, a certificate from the editor-in-chief, including the date of publication of the articles and a textual evaluation of the applicant's activities, is necessary.
 - f) Other public affairs activity: such other activities shall be certified by a certificate issued by the competent organisation in conformity with the general formal and content requirements (see Subsection (4), indicating whether the work was carried out by the applicant for a consideration or on a voluntary basis.
- (7) The certificates submitted may only be accepted, if they conform to all content and format requirements set out in Subsection (4).



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

Annex 3

**To be completed by the provider of a dependant applicant in respect
of circumstances not related to income**

DECLARATION

I, the undersigned..... (name), date of birth: ... day).....
(month)..... (year), mother's name:
....., permanent address:
....., personal ID card No.:
..... hereby make the declaration below:

.....
.....
.....
.....
.....
.....
.....

I declare under the penalty of perjury that all information provided in the declarations
is true and correct.

Place and date:

.....
signature of provider

witness 1

witness 2

Name:

Name:

Signature:

Signature:

Address:

Address:



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

Annex 4

To be completed by the provider of a dependant applicant

DECLARATION ON OTHER INCOME

I, the undersigned..... (name), date of birth: ... day)..... (month)..... (year), mother's name:, permanent address:, personal ID card No.: hereby declare that none of the providers of our household has any regular income not derived from a status other than those indicated in the chart below or any other irregular income.

Each line shall be completed as follows: if you have the given type of income, enter the amount and certify it based on the paragraphs referred to in column 3. If you do not have this type of income, indicate with a short horizontal line in column 2 in the appropriate line.

Source of income	Amount (HUF)	Indication of regular or irregular income	Name of the certificate
Child support			Paragraph b) of Subsection (6) of Section II/B of Annex 1
Family allowance			Paragraph c) of Subsection (6) of Section II/B of Annex 1
GYED/GYES/GYET			Paragraph d) of Subsection (6) of Section II/B of Annex 1
Foster parent's allowance:			Paragraph e) of Subsection (6) of Section II/B of Annex 1
Orphan's/widow(er)'s allowance			Paragraph f) of Subsection (6) of Section II/B of Annex 1
Real estate lease			Paragraph g) of Subsection (6) of Section II/B of Annex 1
Income from stock exchange transactions or other financial instruments			Paragraph h) of Subsection (6) of Section II/B of Annex 1
Other:			Paragraph i) of Subsection (6) of Section II/B of Annex 1



**BUDAPESTI
CORVINUS
EGYETEM**

**PROVISIONS OF THE
VICE-RECTOR FOR
EDUCATION**

5/2024
Version Number: **00.**

**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

I declare under the penalty of perjury that all information provided in the declarations is true and correct.

Place and date:

.....

provider's signature



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

Annex 5

**To be completed if provider/applicant is an entrepreneur small-scale
farmer**

**DECLARATION OF ENTREPRENEURIAL OR SMALL-SCALE
FARMING ACTIVITY**

Name of profit-making person:	
Average monthly amount of the net income received as wages by the profit-making person from the entrepreneurial/small-scale farming activity/economic interest in the three months indicated in the call for applications	

I also declare under the penalty of perjury that the amount provided above is true and correct.

Place and date:

.....
signature of the provider/applicant

witness 1

witness 2

Name:

Name:

Signature:

Signature:

Address:

Address:



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

Annex 6

**CERTIFICATE OF THE MONTHLY COST OF MEDICINES/MEDICAL
AIDS/SERVICES RELATED TO LONG-TERM ILLNESS**

(Not acceptable without a doctor's signature and stamp and the invoice issued by the pharmacy.)

Patient's name:

Date of birth:

Monthly medicines/medicinal products/aids and services necessary for treating the long-term illness or disabilities and regularly recommended by a specialist:

Name of the medicine/medical aid/service	Price of the medicine (HUF/month)

Final amount (HUF/month):

By signing this form, I declare that the patient's long-term illness requires the purchase of the listed medicines/medicinal products.

Kelt:

place of seal

.....
physician's signature



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

Annex 7

**To be completed by a self-supporting applicant in respect of a
circumstance not related to income or expenses**

DECLARATION

I, the undersigned (name),
..... (student ID) as a student of
..... (study programme), hereby make the following declaration:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

I declare under the penalty of perjury that all information provided in the declarations is true and correct.

Place and date:

.....

signature of applicant

witness 1

witness 2

Name:

Name:

Signature:

Signature:

Address:

Address:



**ON THE CERTIFICATES TO BE SUBMITTED TO ESTABLISH
THE SOCIAL STATUS OF STUDENTS AND ON THE
ADDITIONAL CERTIFICATES TO BE SUBMITTED DURING
THE DORMITORY ADMISSION PROCEDURE**

Annex 9

Compulsory declaration of self-supporting applicant

**DECLARATION ON REGULAR AND IRREGULAR INCOME AND
EXPENSES**

Name:

Neptun code:

Income		Expenses	
Item	Total amount/ regular or non-regular	Item	Total amount

I declare under the penalty of perjury that all information provided in the declarations is true and correct.

Place and date:

.....
signature of applicant