

*Dormitory Application for
2024/2025 academic year spring semester
(For non-hungarian students)*

1. Eligible applicants and available dormitories

Students with DIASPORA scholarship or Stipendium Hungaricum scholarship (including SH Sport and Students at Risk)	in the Kinizsi Dormitory (extremely limited vacancies), in the Tarkaréti Dormitory (limited vacancies), in the Ráday Dormitory (extremely limited vacancies) can be accommodated.
ERASMUS, BILAT, CEMS programs	in Ráday Dormitory (extremely limited vacancies) can be accommodated.
Preparatory (IOK) students	in the Tarkaréti Dormitory (limited vacancies) can be accommodated.
Students from Study Abroad	accommodated in the Gellért Campus Dormitory,
Self-funded students (in addition to the specified programs above) part time and full time also	in Tarkaréti Dormitory (limited vacancies), and in Ráday Dormitory (extremely limited vacancies) for the remaining vacancies can be accommodated.

Study Abroad (SA) program is hosted at the Gellért Campus Dormitory by prior arrangement, and they are not covered by this application procedure.

2. Application deadlines

Publication of a call for application:	18 December 2024
"K110- Dormitory application 2024/25/2 " request submission period for Hungarian and foreign applicants:	Start date: 6 January 2025 10:00 End: 13 January 2025 12:00
Deadline for withdrawing free of charge from a dormitory application (" K301- Dormitory application cancellation ")	17 January 2025 8:00

<i>Publication of the results</i>	21 January 2025
<i>Deadline for withdrawing the place after publication, free of charge II.</i>	23 January 2025 8:00
Deadline for submission of " K101-Moving-in Dormitory request "	02 February 2025

3. Submission of the application

Application for Dormitory accommodation:

- The main condition for submitting the application is an active student relationship in the spring semester 2024/2025, and the applicant does not have an existing contract with any of the university dormitories for the spring semester.
- The application for the spring semester of the academic year 2024/25 must be submitted via the **Neptun Unified Study System (hereinafter: Neptun)** (neptun.uni-corvinus.hu).
 - ➔ **Administration / Dormitory Application menu item of the Neptun**
 - choosing application term: 2024/25/2 semester
 - by determining **the order of the dormitories, and then**
 - by completing and submitting **the "K110- Dormitory application 2024/25/2"** (attachment).
 - ➔ When applying, you must indicate which of the dormitories you are applying to. You will also have the option to set a preference order between the dormitories.
 - ➔ The "K110-Dormitory Application Form" is not available in the Administration/Applications interface, but in the Dormitory Application. The submitted application will be available in the application interface.
 - ➔ The certificates to be attached to the application (see Annex 2 to this call for applications) must be scanned and in readable **format (PDF) only** and must not exceed 500 Kb each.
 - ➔ If you have successfully submitted your application for "Application for a place at a dormitory 2024/25/2", you will no longer be able to make any changes.
 - ➔ Any person who has any outstanding debts to the University or whose residence agreement has been terminated by the University is not eligible to apply for dormitory accommodation.

IMPORTANT: Before submitting your application for a hall of residence, **please read the information on dormitory fees** (Annex 6 of the HACCP), which are extracted as Annex 1 to this call for applications.

Supplement:

Students of the PPE and Data Science majors receive an advantage in the case of placement on the Corvinus Gellért Campus, given that the location of the training program will be mostly the Corvinus Gellért Campus up to a predefined limit.¹

¹ Currently, there are no advertised vacancies in the Gellért Campus Dormitory

Students participating in the Stipendium Hungaricum or the Diaspora Scholarship Programme can be accommodated in all the dormitories, but in dorms where the dormitory fee is higher than the housing allowance provided by the scholarship program, the student must finance the difference in fees himself/herself.

Each dormitory has a certain number of places up to which it can accept applications from the programs.

Dormitory fee interpretation:

Student with a state scholarship: the form of student funding is state-subsidised, but only for courses that are no longer running (the cost of the course is borne by the state instead of the student, except for Stipendium and Diaspora scholarship program).

Self-funded student: the form of student funding is self-funded or corvinus scholarship. (The cost of the course is borne by the student or the university foundation on the basis of the scholarship awarded, or any specified programs like Stipendium and Diaspora.)

- Admission to a hall of residence is **for one academic semester (5 months)**. Students who are accepted will be required to pay a fee until the end of the period for which they have applied. Exchange of halls of residence (see point a) or extraordinary move-out (see point b) is only possible in specific cases.

a) It is only possible to exchange dormitories during the year by direct exchange. The conditions of the dormitory exchange:

- i) direct exchange: two students who have won a dormitory exchange place directly with each other;
- ii) vacant place (due to refusal or moving out in the middle of the year) in the other dormitories.
- iii) according to the order of preference given during the application submitted for the spring semester.
- iv) or a change in the staffing framework for the given program.

b) You can move out (give up your place) free of charge before the end of the academic year by submitting a "K501-Mid-semester Move-out Request" in Neptun, accompanied by a medical or other certificate.

Cases of relocation:

- in cases for which Exceptional Social Assistance may be granted or
- marriage or
- termination of student status or
- a student starting part-time studies abroad (if he/she has given timely notification and official proof of this in order to fulfil his/her obligations to register for departure). – (This is not relevant if you are a part-time/guest student at the Corvinus.)

If the above reasons are proven, the full monthly fee for the month started when you moved out will be payable. Otherwise, the full period will be charged.

c) More information on how the system works, as well as instructions on how to fill in the form and other information are contained in Volume III of the BCE Organisational and Operational Rules and Regulations, Annex 7 of the Regulation on Student Fee and Benefit (in short: [RSFB](#)).

4. Rules and conditions for the evaluation of applications

- **The evaluation criteria and the scoring system used for** the assessment of applications for admission to dormitories are set out in Annex 7 to the Rules for the Admission of Applicants to the University of Applied Sciences.
- **Withdrawal from the application:**
 - a) Free of charge:
 - i) by submitting a " ***K301 -Request Cancellation of Dormitory application*** " in Neptun before the preliminary announcement of the results till **17 January 2025 08:00**. Important: no new dormitory application may be submitted in place of an invalidated/revoked application in the context of this procedure.
 - ii) in the case of a successful application, after the announcement of the results, if the student does not claim the place and notifies us immediately, but no later than **23 January 2025, 08:00**
 - (1) to the relevant dormitory by email and
 - (2) In Neptun, you submit a request for " ***K301 -Request Cancellation of Dormitory application*** ".
 - b) For a fee:
 - i) if a student does not withdraw from the application before the preliminary announcement of the results (by **17 January 2025**) and/or does not claim a place after the announcement of the results and does not notify the applicant by **08:00 on 23 January 2025** at the latest as specified in a) above, he/she will be liable to pay a one-off **cancellation fee** (according to Annex 6 of the HTSO) after the deadline.
 - ii) if the student has submitted his/her request to move in, the residence hall relationship has been established. Cancellation is then subject to the GTC, payment obligations exist for the duration of the legal relationship.

5. THE DECISION, RESULTS and WAITING LIST

- The results of the dormitory application are available **in Neptun under Administration / Dormitory Application and by Request/Submitted requests**, and students will also receive a **decision** in Neptun and via email also. The decision is issued on:
 - a) in the case of **successful** admission to the halls of residence, the submission of the application form,
 - b) in the case of **unsuccessful** admission to a dormitory, following the comments.
 - ➔ *You can download the application form (.pdf format) by clicking on Administration / Requests / Submitted Requests – K110-Domitory application.*
- You will automatically be put on a **waiting list** until you indicate that you have found, another solution, or we have not offered you a place in one of our dormitories.

6. What to do in case of a **SUCCESSFUL** dormitory admission

- **Move-in letters** sent directly by dormitories must be read carefully and acted upon within the deadlines set out in them. (E.g. submission of the ***K101-Moving-in Dormitory request***)
- The latter applies **only to the Stipendium Hungaricum and Diaspora students**: After the announcement of the results, in case of successful admission, if you give up your place or not move in the dormitory, you will be required to pay a fee equal to the amount of the deposit and you will NOT get any accommodation allowance in the 2024/25/2 semester.

- **Payment of a deposit**
 - a) It is done through a Neptun collective account, so in case of a successful withdrawal, a transfer to the collective account must be initiated immediately (Simple Pay payment is not possible for this item!)

Important: the deposit is paid in the same currency as the student's tuition fee. (Stipendium Hungaricum and Diaspora scholarship students in EUR)
Please use the correct collective account!

 - b) **Top up the collective account**
 - i) To identify the amount transferred, it is essential that the communication box is filled in accurately.
 - ii) The first character of the message box cannot be a space.
 - iii) In the first line of the box, starting from the first character, the prefix 'NK-', followed by the student's Neptun code - not mixing 0 and o characters - and then a space, followed by the student's name.
 - iv) Unfortunately, items that cannot be identified will be returned.
 - v) A minimum of one working day from the date of transfer to the date of crediting in Neptun is required."

 - c) **Collective invoice with payment**
 - i) an item in HUF in HUF and
 - ii) an item in EUR must be settled in EUR.

- **HUF COLLECTIVE ACCOUNT**

Name of beneficiary: corvinus neptun HUF collective account
Eligible account number: 11784009-22229913-00000000
Beneficiary IBAN account number: HU64 1178 4009 2222 9913 0000 0000
First line of communication: NK-NEPTUNKÓD(space)NAME

- **EUR COLLECTIVE ACCOUNT**

Name of beneficiary: corvinus neptun EUR collective account
Beneficiary account number: HU93117638420068788100000000
SWIFT code: OTPVHUHB
First line of communication: NK-NEPTUNKÓD(space)NAME

7. Regulators (links) and Q&A:

- ❖ *Volume III of the Organisational and Operational Rules of the BCE Student Requirements System Annex 7 of the Regulation on Student Fees and Benefits (in short: [RSFB](#)) contains the admission procedure, the scoring and the criteria system for the evaluation of applications.*
- ❖ *Annex 6 to the RSFB contains the fees and other charges for dormitory (important: there may be differences in the case of some specific scholarships and other study programs)*
- ❖ *General Terms and Conditions ([GTC](#)) of student agreements on accomodation for dormitories*
- ❖ [Privacy notice](#)
- ❖ [Frequent Q&A](#)

The most up-to-date information can be found on the University website.

8. Communication and contacts

When applying for admission to the domitory, please follow the admission application process and the official information channels, especially the messages sent on Neptun, as well as the emails sent by the domitory and the information published on the domitory website, with increased care and attention.

- Neptun in case of technical problems (e.g. application submission):
kollegiumineptunugyek@uni-corvinus.hu
- Description of dual authentication: [LINK](#)
- For more information on the social application form and the certificates to upload:
hszb@uni-corvinus.hu

Tamás Dóczy Head of Campus Services		
Katerina Fodor Head of Kinizsi Domitory and Gellért Campus Domitory	Valéria Mikó Head of Ráday Domitory	Balázs Veszelszki Head of Tarkaréti Domitory

Budapest, 18 December 2024

1. Annex No.
Dormitory Charges, dormitory fees

The dormitory charges for students taking part in full-time (daytime deliver) bachelor, two cycle or single-cycle master and doctoral programmes, for students taking part in part-time (correspondence, evening delivery) bachelor, tow-cycle or single cycle master and doctoral programmes as well as the dormitory charges of students taking part in specialist postgraduate study programmes are as follows.

Dormitory	ACCOMMODATION Person/ room	COMFORT CATEGORY	DORMITORY CHARGE (for students with a state scholarship) HUF/person/ month)*	DOMITORY CHARGE (for self- funded students) ** HUF/person/month and EUR/person/month***		
				as of 01.02. 2024	as of 01.09. 2024	as of 01.02. 2025
Kinizsi Dormitory	1-2	II.	11 650,-	37 300	39 800/ EUR 100	42 400/ EUR 110
Kinizsi Dormitory	3-4-5	I.	9 300,-	35 400	35 800/ EUR 90	38 200/ EUR 90
Tarkaréti Dormitory	3	I.	9 300,-	35 400	39 800/ EUR 95	40 300/ EUR 100
Ráday Dormitory	2	III.	13 980,-	60 100	60100/ EUR 150	60 100/ EUR 150
	3-4		11 650,-	53 100	53100/ EUR 135	53 100/ EUR 135
Gellért Campus Dormitory	2	IV.	17 475,-	80 000.-	80 000/ EUR 200	80 000/ EUR 200
	3-4		15 725,-	72 000.-	72 000/ EUR 180	72 000/ EUR 180

* If the student who is member of a college for advanced studies is a student of another higher education institution financed by the state, the amount of the fee payable by the self-funded student will be reduced by the amount of the normative funding by the state established for dormitories if an agreement to that effect has been signed by the University with the higher education institution in question.

** Students receiving a Corvinus scholarship are also considered self-funded students

*** Fees in EUR are valid for students who pay the programme cost in EUR. These students are required to pay the dormitory charge in EUR.

**Charges for extra services related to the dormitories of the of the Corvinus University
of Budapest**

	Kinizsi Dormitory	Tarkaréti Dormitory	Ráday Dormitory	Gellért Campus Dormitory
Extra bathroom cleaning service (change of bed linen and cleaning every two weeks)	service not available			HUF 30 000.- /room/month EUR 80 /room/month
Cultural contribution charge*	HUF 2 000 /person/semester EUR 5 /person/semester			
Charge for receiving visitors	HUF 1 500 /person/occasion EUR 4 /person/occasion			
Charge for late payment	HUF 2 000/person/occasion EUR 5 /person/occasion			
Charge for replacing access card	HUF 5 000 /person/occasion EUR 15/person/occasion			
Charge for replacing key	HUF 5 000 /person/occasion EUR 15/person/occasion			
Move-In Request**(deposit, cancellation fee)	HUF 10 000 / EUR 25	HUF 10 000/ EUR 25	HUF 12 000/ EUR 30	HUF 20 000/ EUR 50
Charge for forced cleaning	HUF 3 000 /person/occasion EUR 8/person/ occasion (all occupants of the room have to pay)	HUF 3 000 /person/occasion EUR 8/person/ occasion (all occupants of the room have to pay)	HUF 3 000 /person/occasion EUR 8/person/ occasion (all users of the bathroom or room/residents have to pay)	HUF 3 000 /person/occasion EUR 8/person/ occasion (all users of the bathroom or room/residents have to pay)
Charge for using the gym	As established by the Physical Education and Sport Centre	HUF 10 000 /person/semester EUR 25/person/semester	HUF 7 500 /person/semester EUR 20/person/semester	According to external operators' fees/conditions
All other compensatory charges must be paid pursuant to the Student Disciplinary and Compensation Regulations.				

*Fees managed by the Student Union.

** Students participating in the Stipendium Hungaricum scholarship programme and the Stipendium Hungaricum Sport scholarship programme must pay the fee of the Move-in request in EUR.

If the University provides the dormitory not as a dormitory placing, but as an accommodation service for non-students or for students not related to the period of studies (academic year, semester), the fee is not defined in this Regulation, but by the Chancellor and the Head of Campus Services, it being understood that the fee shall not be lower than the fees set out in the RSFB.