



Electronic enrolment on the Neptun student web interface

Step-by-step guide for first-year students

GENERAL UNIVERSITY INFORMATION - PLEASE ALSO CHECK FACULTY-SPECIFIC INFORMATION!

- This guide describes the **general, university-wide** electronic enrolment process.
- Individual faculties may publish **additional faculty-specific requirements, deadlines, instructions on in-person attendance, the presentation of original documents or other faculty-specific arrangements**.
- The **relevant faculty will inform students separately**. Therefore, regularly check the faculty website, Neptun messages, your university email account and any other information channels specified by the faculty.
- **If there is any discrepancy, the current information and instructions issued by the relevant faculty take precedence.**

PURPOSE

This guide takes you from logging in, through submitting and downloading the enrolment request and completing any requested corrections or additional-document requests, to the institution's acceptance of your enrolment.

IMPORTANT

Submission of the enrolment request is a prerequisite for subject registration: during the subject-registration period, you may register for subjects only after submitting the enrolment request.

Valid from term 2026/27/1
Student information guide

The process at a glance

Enrolment is not completed with a single click; it consists of a sequence of interdependent steps. The overview below shows what you need to do and the outcome of each step.

1	Preparation Have your login details and readable copies of any documents that may need to be attached ready.
2	Login and programme selection Log in to the Neptun student web interface; if you have more than one programme, select the programme for which you are enrolling.
3	Term registration Open Menu > Administration > Term registration.
4	Select Active status Click Enroll, select Active status as a first-year student, then click Select.
5	Check and complete data Go through every page of the request form, correct editable data and check any locked data.
6	Upload documents Use the Attachment button to add the documents required for the relevant data section; correct all errors highlighted in red.
7	Declarations and final check Accept the required declarations, add a comment where necessary, then check the summary PDF.
8	Submit and download Submit the request, then download it from Request details; print and sign it if your faculty requires this.
9	Acceptance or request for correction Monitor the request status. If a correction or additional document is requested, amend and resubmit it, upon acceptance, the official enrolment date is recorded.
KEY DISTINCTION	Submitting the request and institutional acceptance are two separate events. After submission, the system may display successful enrolment and the term may become active; however, the official enrolment date, transfer of data to the student records system and central reporting are completed only when the request is accepted.

0. Preparation

Before starting the process, prepare everything you may need while completing the request form. This will prevent you from having to interrupt completion because information or a document is missing.

For login and completion

- the Neptun ID and password issued by the institution;
- a computer or other device on which the documents are available;
- a time within the enrolment period and a stable internet connection;
- enough time to check every item of data and the summary PDF.

TIP

Prepare clear, complete photographs or scanned copies of the documents to be uploaded. Before uploading, check that every required page and item of information is visible.

Documents that may need to be attached

The list below shows the broadest possible range of documents. The request form and the faculty information specify which attachments are mandatory; some faculties may require fewer documents.

Document	What to check
Identity card	Readable copy of both sides.
Address card	Readable copy of both sides.
TAJ card or international proof of health insurance	A document corresponding to the data requested in the request form.
Tax identification card	For verification of the tax identification number.
Secondary school leaving certificate	May be required for bachelor's and undivided programmes.
Previous diploma or proof of qualification	May be required for master's or doctoral programmes.
Language examination certificate	If language examination data must be verified or supplemented.
Relevant section of a bank statement	The account number and account holder must be identifiable; other, unnecessary transaction data are not required.

DATA PROCESSING

The system processes uploaded document copies for the purposes of enrolment and stores them for a limited period. Always attach only the documents requested in the request form or the faculty information.

1. Student login to the Neptun web interface

Open the Semmelweis University Neptun student login page. The institution name appears above the login fields; the page language can be changed using the language selector below the institution name.

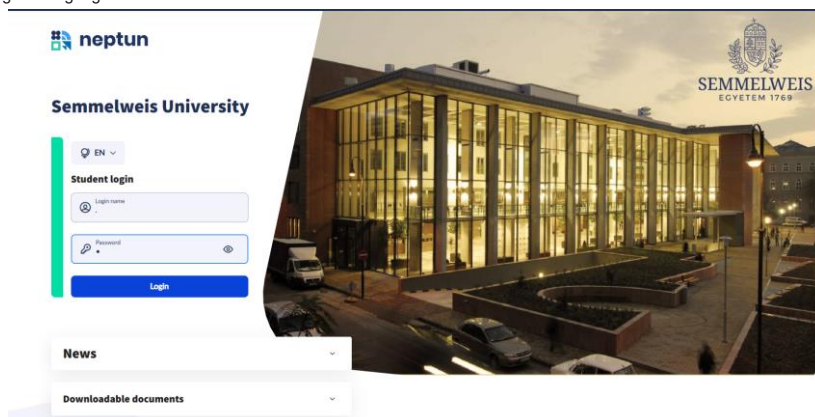


Figure 1 - Semmelweis University Neptun login screen.

What to do

- Enter the username issued by the institution.
- Enter your password.
- Click Login.

Programme selection - if you have more than one programme

If you have more than one programme in the system, you can switch between them in the programme-selection (*Switch training*) window after logging in. Select the programme whose first term you are enrolling for.

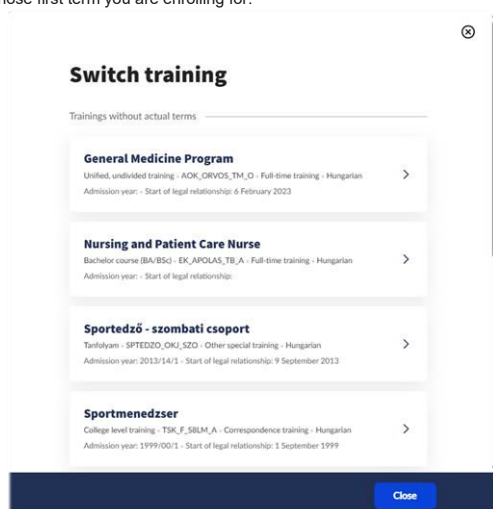


Figure 2 - Selecting from several active programmes.

RESULT	The Neptun home page is displayed, and the correct programme is visible in the programme selector in the top-right corner.
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2. Opening Term registration

The enrolment process can be started from the Term registration menu item.

Menu path

PATH	Menu > Administration > Term registration
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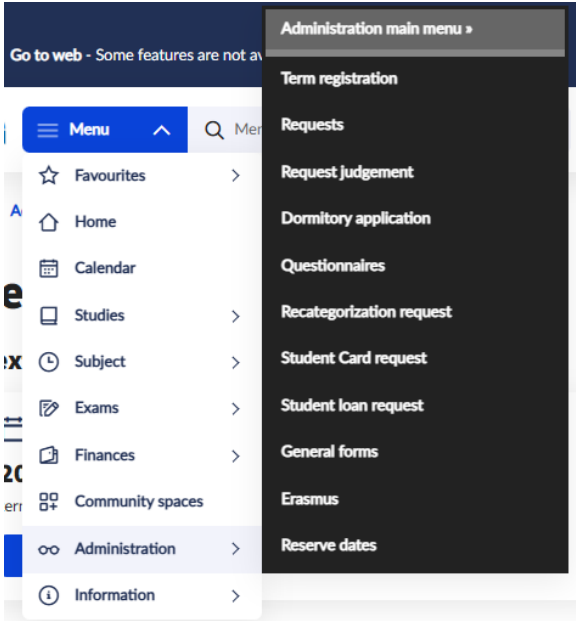


Figure 3 - Location of Term registration in the Neptun menu.

The page displays the following information for the next term: the term name, current term status, registration status and year of admission. As a first-year student, click Enroll to start the process.

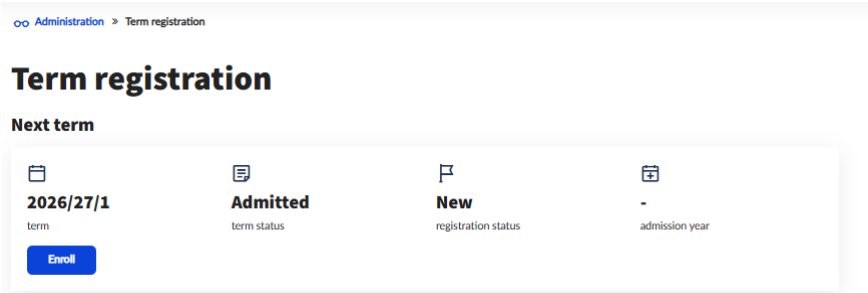


Figure 4 - Term registration page and the Enroll button.

IF THE BUTTON IS NOT VISIBLE

Enrolment can be started only if the enrolment period for the selected programme is open, the system contains the current term, and the correct programme has been selected.

RESULT

Clicking Enroll opens the window used to select the term status.

3. Selecting the term status

In the pop-up window, the system asks you to declare the status of the selected programme and term.

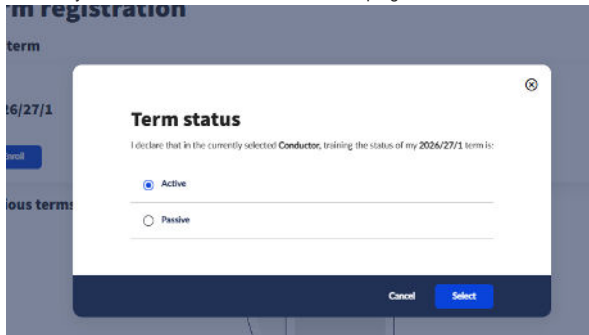


Figure 5 - Selecting Active or Passive term status.

FOR FIRST-YEAR STUDENTS

Select Active status for the first term. If, for any reason, you are ultimately unable to begin your studies, still complete registration with Active status and then request suspension of the term in accordance with faculty instructions.

Meaning of the buttons

- Select: records the selected status and opens the enrolment request form.
- Cancel: closes the window; the process can be restarted within the enrolment period.

RESULT

After you click Select, an information window on completing the request form appears. Click Next to start detailed completion.

4. Opening the request form and reviewing the data

When the request form is opened for the first time, read the completion instructions and click Next. The system pre-fills information already available from the admissions procedure and the student records system.

CHECK

Pre-filled information is not necessarily current or complete. Review every data section even if the field already contains a value.

The request form is divided into the following main data sections

Data section	Typical content
Personal data	name, birth details and other basic information
Citizenship data	citizenship and related dates
TAJ and tax identification data	declarations and identifiers relating to the TAJ number and tax ID
Contact details	permanent, correspondence or temporary address; telephone; email
Official data	bank account details, document data and attachments
Previous education and qualifications	secondary school and previous higher-education qualifications
Programme data	details of the selected programme; usually not editable
Language examination data	declaration, examinations and certificate details
Declarations and comments	institutional, faculty, data-processing, financial and programme-related declarations; comments

Note: The displayed sections may vary according to the faculty, programme, funding status and the student's data.

Editable and non-editable data

- If a field is editable and the information is empty or incorrect, correct it directly in the request form.
- If you find incorrect information in a field that cannot be edited, describe the required correction precisely in the Comments field at the end of the request form.

Applicant's Personal Details

Please check your personal details. If you notice any discrepancies compared with your current details, please correct the information. Please ensure that all details are entered accurately and correctly.

Figure 6 - Information displayed for personal data.

Applicant's Citizenship Information

Please provide your citizenship details and amend the information if you notice any discrepancies. To add a second citizenship, click the "+" sign at the bottom of the table. Select the appropriate citizenship from the drop-down list. The correct format for entering the validity date is YYYY-MM-DD.

Figure 7 - Information displayed for citizenship data.

5. Completing fields and navigating between pages

The request form consists of several pages. Different types of fields appear on each page; the information shown above or beside a field always explains the rules for entering that particular item of data.

The most common field types

- Text field: content can be entered or corrected if the field is editable.
- Drop-down list: only one of the predefined values can be selected.
- Format-bound field: the data must be entered in the specified form, for example a date in the format shown on screen.
- Search or institution-selection field: begin typing the institution name, then select it from the results list.

INFORMATION ICON

Hover over or click the information icon beside a field to display additional completion guidance.



GK, ügyeljen az adatok	
születési dátum:	1970. 09. 06.
orosz név:	Iskák
születési hely:	Székelyudvar

Figure 8 - Location of the Next page button and the information icons.

Moving through the request form

- Next page: after validation, moves to the next data section.
- Previous page: returns to the preceding data section and allows corrections.
- X button: suspends completion. During the enrolment period, you can later continue along the same menu path from where you stopped.

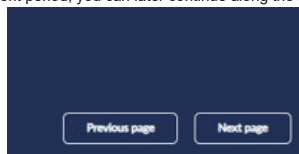


Figure 9 - Previous page and Next page buttons.

RESULT

All mandatory data on the page have been completed, and you can proceed without an error message by clicking Next page.

6. Attaching documents and correcting errors

A document may be attached to some items of data, while proof is mandatory for others. The relevant data-section instructions and the system validation always indicate whether an attachment is required.

Attaching a document

- Find the Attachment button beside the relevant row or field.
- Select the appropriate document from your device.
- Check that the correct document has been attached to the correct data section.
- If a table contains several rows, attach the document to the corresponding row.

ATTENTION

The absence of an optional document does not necessarily prevent you from proceeding. The system will, however, indicate a missing mandatory attachment and will not allow you to continue until it has been uploaded.

System validation

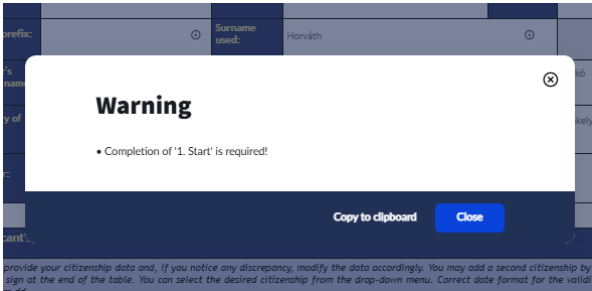


Figure 10 - Warning window indicating a missing mandatory field.

[R1] megjegyzést írt: Nem megfelelően van fényképeze az angol verzióban

The image shows a notification box at the top with a red triangle icon and the text "Failed". Below it, a list of error messages: "• Bank account number format is incorrect" and "• Attach a document to '1. Qualifications' table". Below the notification box, there is a form with several fields. The "Bank account number" field is highlighted in red and has a red error message: "Bank account number format is". The "BIC/SWIFT code" field is also highlighted in red and has a red error message: "BIC/SWIFT code".

Figure 11 - Incorrect format and red error message.

When you click Next page, the system validates the current page. If information is missing or incorrect, you cannot proceed: the incorrect field is highlighted in red, and the notification briefly identifies the reason for the error.

[R2] megjegyzést írt: Nem megfelelően van fényképezve az angol verzióban

The image shows a notification box at the top with a red triangle icon and the text "Failed". Below it, a list of error messages: "• Attachment required for the 'Hungarian social security number' field" and "• Attachment required for the...". Below the notification box, there is a form with several fields. The "Street suffix" field is highlighted in red and has a red error message: "Completion of '1. Street suffix' is required!". The "Warning" dialog box is open, showing the error message and a "Close" button.

Figure 12 - Error message displayed because mandatory information is missing.

Correction sequence

1	Step 1 Read the reason for the error shown in the notification.
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2

Step 2

Close the notification and locate the field or data row highlighted in red.

3

Step 3

Supply the missing data, correct the format or attach the missing document.

4

Step 4

Click Next page again.

7. Declarations, comments and final check

At the end of the request form, institutional, faculty, data-processing, financial, funding-related and other programme-specific declarations appear. The actual list may vary according to faculty, programme and funding status. Read the full text of every declaration, then select the acceptance value in the adjacent selection field.

Declarations	
Please study the following regulations carefully. Once you have read and accepted all of them, submit your application.	
I accept	I declare that the information provided above, including any supplementary information, is true and accurate (any changes must be reported to the Registrar's Office).
I accept	I, the undersigned enrolled student, declare that I have read and familiarised myself with the regulations of Semmelweis University and the Faculty of Health Sciences that apply to and affect students and are also available on the websites of the University and the Faculty, including the Study and Examination Regulations (TVSZ) and the Remuneration and Benefits Policy , and I consider compliance with the provisions of these regulations binding upon me.
I accept	I have read and familiarised myself with Semmelweis University's internal Data Protection Policy and accept it.
I accept	I acknowledge and consent that, throughout the duration of my student status, Semmelweis University may deduct in full from the funds held in my university collective account any overdue fee debt arising from my student status, from the day following the final day of the payment deadline. Where justified, the deduction may be made in several instalments and repeated without limitation. I acknowledge that if the funds available in the collective account are insufficient to settle the debt in full, the outstanding amount may be enforced through legal proceedings in accordance with Semmelweis University's Receivables Management Policy.
I accept	I acknowledge that Article 13 of Regulation (EU) 2018/679 of the European Parliament and of the Council 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, requires the data controller to provide appropriate information to data subjects before processing begins. I have read and understood the Privacy Notice concerning the processing of student data (available here) and the provisions of the University's Data Protection Policy (available here).
I accept	As a student of Semmelweis University, I make the following declaration pursuant to Article 6(1)(a) of Regulation (EU) 2018/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR): Giving consent: I voluntarily, expressly and unequivocally consent to Semmelweis University processing and storing copies of my official address card, identity card, language examination certificate, secondary school leaving certificate and other similar documents in digital, scanned or photographed form for academic administration, the assessment of applications for social support or student accommodation, and data verification against state registers (FIR). Place of processing: I acknowledge and consent that copies of my address card, identity card, language examination certificate, secondary school leaving certificate and other similar documents may be uploaded, stored and processed in the electronic academic administration system used by Semmelweis University (Neptun), linked to my student profile and applications. Duration of processing: Copies of my address card, identity card, language examination certificate, secondary school leaving certificate and other similar documents shall be stored only for as long as necessary to fulfil the relevant purpose (until the application has been assessed or the enrolment/data-verification procedure has been completed, but no longer than the duration of my student status, taking applicable statutory retention periods into account). They shall then be destroyed or deleted. Student rights: I confirm that I have been informed that I may withdraw this consent at any time, free of charge. I acknowledge that withdrawal does not affect the lawfulness of processing carried out on the basis of consent before its withdrawal. I am also entitled to request access to, rectification or erasure of my personal data, or restriction of processing, from Semmelweis University.

Figure 13 - Declarations displayed at the end of the request form.

Comments field

In the final text field, you may provide supplementary information. In particular, use it to report incorrect data in a non-editable field. Keep the comment short, precise and unambiguous: name the data section, the incorrect value and the correct value.

EXAMPLE

"Under Programme data, the name of the previous institution cannot be edited. Correct institution name: ..."

Summary

In the final step, the system summarises the data entered. Before submission, open or review the summary and check the data, attachments, comments and declarations once again.

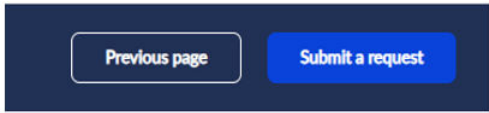


Figure 14 - Submit a request button

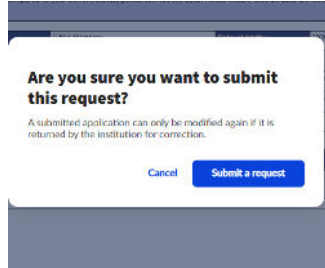


Figure 15 - Submission confirmation window

AFTER SUBMISSION

A submitted request can be edited again only if the institution returns it for correction or completion. Therefore, check everything once more before confirming submission.

8. Submitting the request and immediate feedback

If the summary is correct, click Submit request and then click Submit request again in the confirmation window.

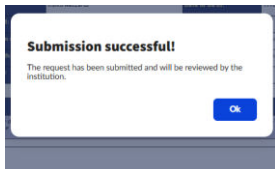


Figure 16 - Confirmation that the request was submitted successfully

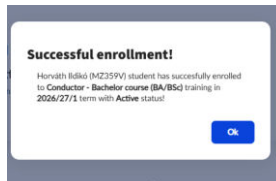


Figure 17 - Message indicating successful enrolment in the system

What does successful submission mean?

- The request has been submitted and the institution begins checking it.
- The term status becomes active, so you can register for subjects once the subject-registration period opens.
- Submission does not necessarily mean that the institution has accepted the request.

SUBMITTED ≠ ACCEPTED

The official enrolment date is recorded when the request is accepted. At that point, data entered or amended in the request form are transferred to the student records system and the required central reporting is completed.

From the time of acceptance, further administration connected with enrolled student status may become available, for example the issue of a certificate of student status or fulfilment of the institutional conditions for scholarship payment.

RESULT	On the Term registration page, the active term and the Request details option are visible.
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9. Downloading the request and in-person enrolment

After successful submission, the system returns to the Term registration page. Click Request details.

term status

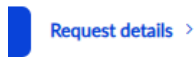


Figure 18 - Request details link

Saving the submitted request

- On the page that opens, select Download request.
- Save the PDF version of the request for your own records.
- If required by your faculty, print it, sign it and bring it to in-person enrolment.

FACULTY-SPECIFIC DIFFERENCES	Depending on the faculty, acceptance of the request may take place as part of in-person enrolment or independently of it. Always follow your faculty's information on the date, location and original documents to be presented.
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What happens during institutional acceptance?

1	Checking the request The Registrar's Office or a designated administrator reviews the data, attachments and declarations.
2	Acceptance or request for correction A correct and complete request is accepted; if something is missing, it may be returned for correction.
3	Completion of enrolment Upon acceptance, the enrolment date is recorded, amended data are transferred, and the required reports are completed.
RESULT	The request status is Accepted, the enrolment date has been recorded, and enrolment has also been completed on the institution's side.

10. Interruptions, corrections and requests for additional information

Interrupting completion

You may suspend completion of the request form at any time during the enrolment period by using the X button in the top-left corner. To continue later, return to Menu > Administration > Term registration and reopen the request still in progress.

IMPORTANT

A request left in progress is not considered submitted. The enrolment requirement is fulfilled only by an enrolment request that has actually been submitted.

Correction or request for additional information

If the institution identifies a deficiency during its review - for example, an unsuitable document was attached or some information needs clarification - it may return the request for correction.

What to do if the request is returned

- Open Request details and read the reviewer's comments.
- Correct the specified data precisely or replace the incorrect attachment.
- Review the entire summary again, not only the item flagged.
- Resubmit the corrected request by the stated deadline.

TIP

After making corrections, also save the new PDF version of the request so that you have the version that will serve as the basis for acceptance.

Common problems and solutions

Issue	Possible cause	What to do
The Enroll button is not displayed.	The enrolment period is not open; there is no current term; the wrong programme is selected.	Check the time period and programme; if necessary, contact the Registrar's Office.
The Next page button will not allow you to proceed.	A mandatory field is empty, the format is incorrect, or a mandatory attachment is missing.	Read the notification, find the red highlight, correct the issue and try again.
A data item is incorrect but cannot be edited.	The field is locked or belongs to Programme data.	Enter the correct information in the Comments field at the end of the request form.
You cannot finish in one session.	Completion must be interrupted.	Use the X button to suspend the process, then continue later during the enrolment period.
You find an error after submission.	The request is no longer editable.	Wait until the institution returns it for correction, or report the problem to the faculty administrator.
The request is submitted, but there is no official enrolment date.	The request has not yet been accepted.	Monitor its status and complete any requested correction or additional-document request.

Issue	Possible cause	What to do
The faculty requires a printed copy.	A faculty requirement for in-person enrolment.	Download the request from Request details, print and sign it, and bring it with you.

Final checklist

The process can be considered complete once you can check every item below.

Checklist item	✓
I logged in to Neptun and selected the correct programme where necessary.	☐
I opened Term registration and, as a first-year student, selected Active status.	☐
I reviewed all pre-filled information.	☐
I corrected editable errors and reported non-editable discrepancies in the Comments field.	☐
I attached every mandatory document to the appropriate data row.	☐
I corrected every system error message.	☐
I read and accepted all required declarations.	☐
I reviewed the summary page and then submitted the request.	☐
I downloaded the submitted request and, if required by the faculty, printed and signed it.	☐
I checked whether the request had been accepted or whether a request for correction or additional documents had arrived.	☐

COMPLETED	The process is not finally complete merely when a successful submission message appears, but when the institution has accepted the request and the enrolment date has been recorded.
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