ONLINE APPLICATION MANUAL

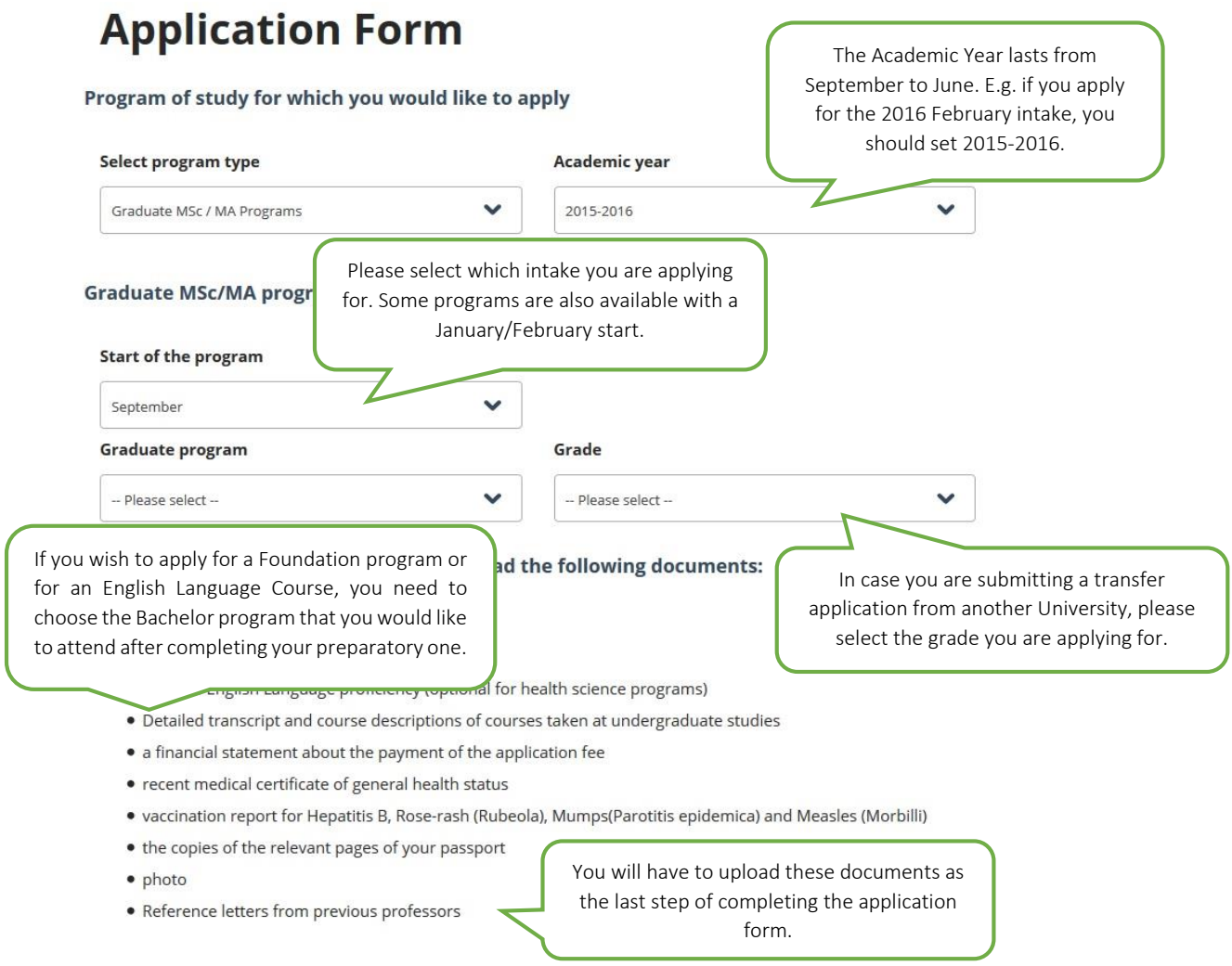
University of Debrecen

This manual will help you with your online application to the University of Debrecen, Hungary. By reading through the manual, you will get an overview of the different sections you need to complete in the online application form.

Please note that the fields marked with * are mandatory to fill in. In case you fail to provide these data your application cannot be finalized.

PART 1 Program of your interest

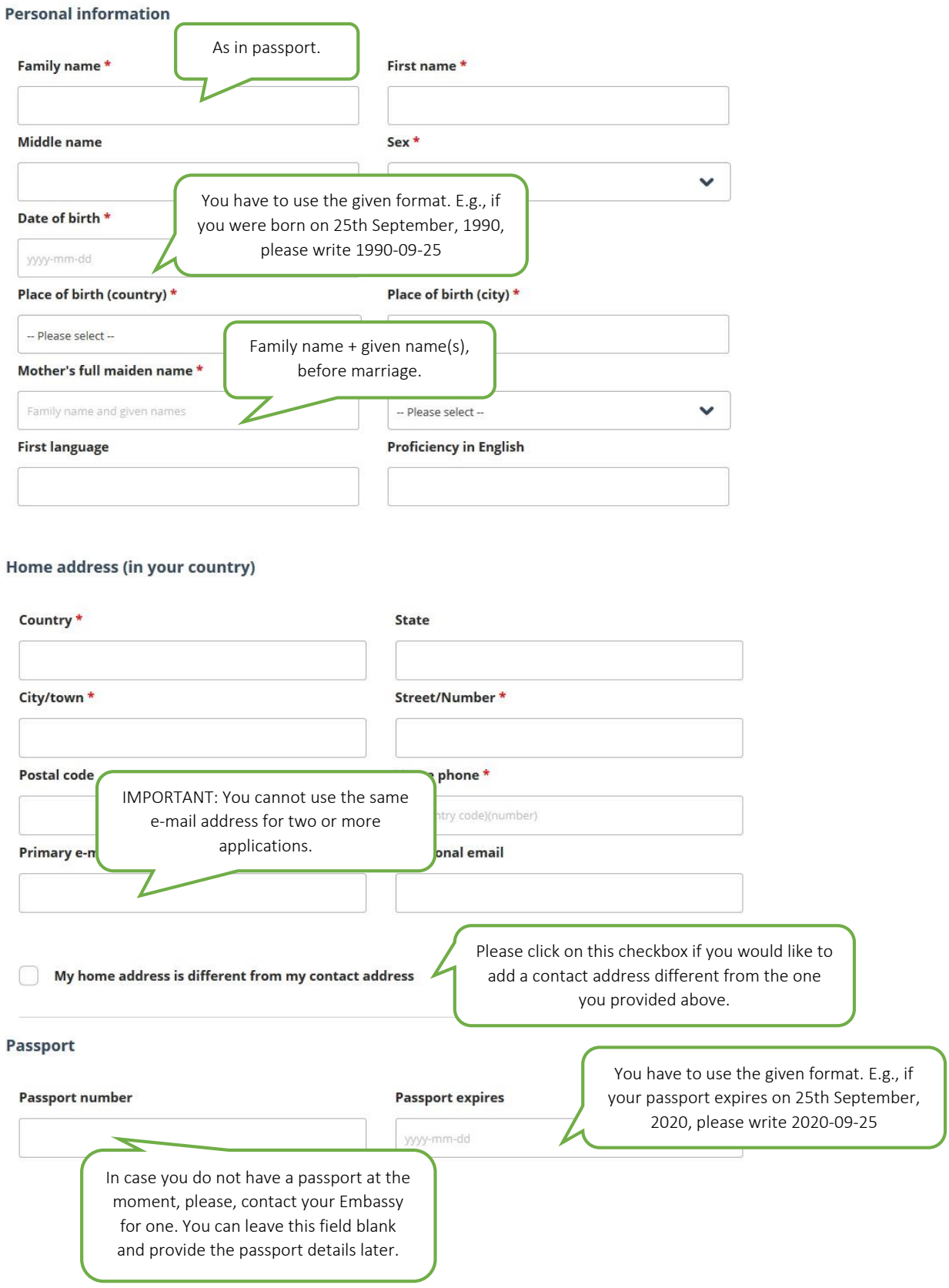
The most important part of your application is to indicate the program of your interest, the intake, and grade that you are applying for.



Part 2 Personal and Contact information

In the next part you are asked to fill in your personal information and contact details.

Please provide your personal information as written in your passport. The dates shall be indicated in the given format. You may add two addresses, in case your home address is different from your contact address.



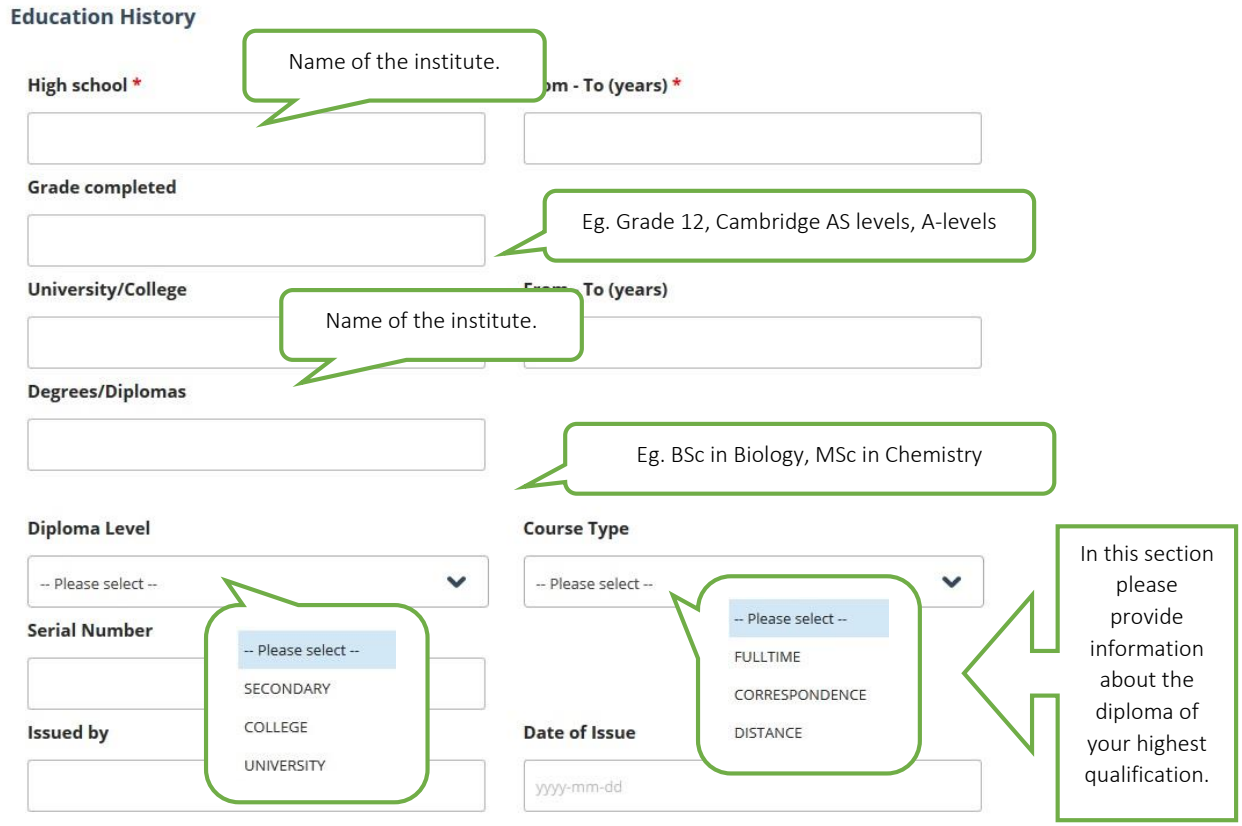
Part 3: Previous studies

In this section you are asked to clearly indicate what kind of previous studies you had.

In case you apply for a Bachelor Program as a high school graduate, it is enough to fill those fields including high school studies. If you have not graduated yet, please indicate the year in which you will obtain your high school diploma.

In case you apply for a Master or higher level program, please, fill in the University/College fields as well. If you have more than one degree, you must choose the highest level or the most relevant one. Nonetheless, you will be able to attach more than one diploma when uploading your application documents.

In all cases, you must provide the details of the diploma of your highest qualification. In case you will obtain your diploma later on, you can leave these fields blank.



Part 4: Uploading the application documents

You have to upload the documents here that are listed in the first part, when selecting the program of your interest.

Please note that your application cannot be finalized if any of the documents are missing. If you do not own one (e.g. your passport is being processed, or your high school diploma is not available yet), please, upload a declaration that the document will be sent later, indicating the circumstances of not having it at the moment.

The documents can be uploaded in .pdf format, the passport-sized photo has to be in .jpg/.jpeg format.

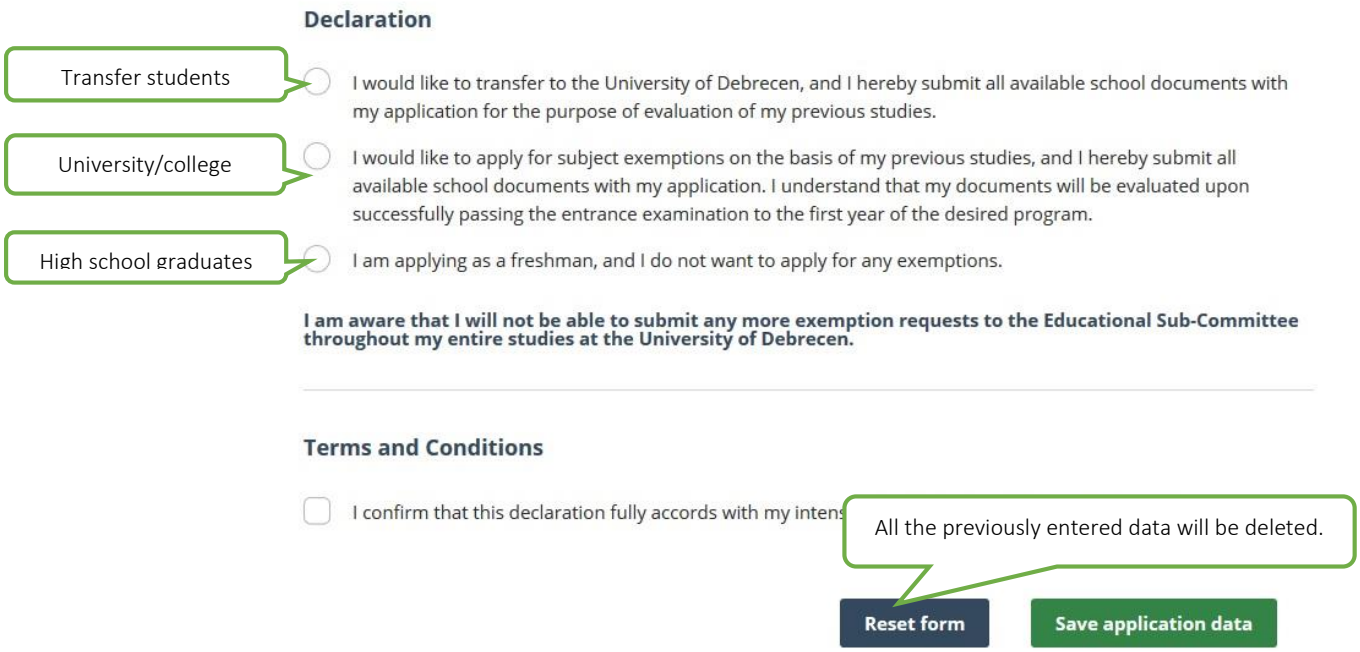
You can choose files to be uploaded by clicking on + Select file to be uploaded. Please upload the proper files to the given places: your curriculum vitae under 'Short CV', your passport under 'Copies of the relevant pages of your passport' etc.

You will see the name of the selected file next to the + Select file to be uploaded button. If you notice that the uploaded file is not the one you intend to send, you should simply upload another one which will overwrite the previously sent document.

Do not forget to upload official English translations of your documents which are originally not in English or Hungarian.

Part 5: Declaration and finalizing

This section is asking you to declare that you are a

1. Transfer student: students from the relevant faculties of other universities may request a transfer into a higher year
2. University/college student: if you are not eligible to submit a transfer application, but you already completed some of the subjects at another college/university, you may be still eligible for subject exemptions. In this case, after a successful admission to the first year, the Educational Sub-Committee will evaluate your previous studies. It is very important that you have to submit all the available transcripts and subject exemption requests together with your application (or at the latest by 30th June, in case of the non-medical programs, by 31st August), as you will not have the opportunity to do so later on, when entering higher years.
3. High school graduate (or at least you did not attend any relevant College/University studies).

After introducing the data, click on the **Save application data** button. In case you failed to fill in a mandatory field or upload any of the documents you will see the errors highlighted with red. If all required data are submitted, your application will be confirmed and our colleagues will contact you soon via e-mail, to inform you about the next step.