



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.

Application Form

Program of study for which you would like to apply

Select program type

Graduate MSc / MA Programs

Academic year

2015-2016

The Academic Year lasts from September to June. E.g. if you apply for the 2016 February intake, you should set 2015-2016.

Graduate MSc/MA program

Please select which intake you are applying for. Some programs are also available with a January/February start.

Start of the program

September

Graduate program

-- Please select --

Grade

-- Please select --

If you wish to apply for a Foundation program or for an English Language Course, you need to choose the Bachelor program that you would like to attend after completing your preparatory one.

Upload the following documents:

In case you are submitting a transfer application from another University, please select the grade you are applying for.

English Language proficiency (optional for health science programs)

- Detailed transcript and course descriptions of courses taken at undergraduate studies
- a financial statement about the payment of the application fee
- recent medical certificate of general health status
- vaccination report for Hepatitis B, Rose-rash (Rubeola), Mumps(Parotitis epidemica) and Measles (Morbilli)
- the copies of the relevant pages of your passport
- photo
- Reference letters from previous professors

You will have to upload these documents as the last step of completing the application form.

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.

Personal information

Family name *	As in passport.	First name *	
<input type="text"/>		<input type="text"/>	
Middle name		Sex *	<input type="text"/>
<input type="text"/>		<input type="text"/>	▼
Date of birth *	You have to use the given format. E.g., if you were born on 25th September, 1990, please write 1990-09-25		
<input type="text"/>			
Place of birth (country) *		Place of birth (city) *	
<input type="text"/>		<input type="text"/>	
Mother's full maiden name *	Family name + given name(s), before marriage.		
<input type="text"/>		<input type="text"/>	▼
First language		Proficiency in English	
<input type="text"/>		<input type="text"/>	

Home address (in your country)

Country *	State
<input type="text"/>	<input type="text"/>
City/town *	Street/Number *
<input type="text"/>	<input type="text"/>
Postal code	Phone *
<input type="text"/>	<input type="text"/>
Primary e-mail	Personal email
<input type="text"/>	<input type="text"/>

My home address is different from my contact address

Please click on this checkbox if you would like to add a contact address different from the one you provided above.

Passport

Passport number	Passport expires
<input type="text"/>	<input type="text"/>

In case you do not have a passport at the moment, please, contact your Embassy for one. You can leave this field blank and provide the passport details later.

You have to use the given format. E.g., if your passport expires on 25th September, 2020, please write 2020-09-25

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.

Education History

The form is titled "Education History" and contains the following fields and callouts:

- High school ***: A text input field with a callout bubble containing "Name of the institute." and a date input field labeled "From - To (years) *".
- Grade completed**: A text input field with a callout bubble containing "Eg. Grade 12, Cambridge AS levels, A-levels".
- University/College**: A text input field with a callout bubble containing "Name of the institute." and a date input field labeled "From - To (years)".
- Degrees/Diplomas**: A text input field with a callout bubble containing "Eg. BSc in Biology, MSc in Chemistry".
- Diploma Level**: A dropdown menu with "-- Please select --" and a callout bubble containing a list: "-- Please select --", "SECONDARY", "COLLEGE", and "UNIVERSITY".
- Course Type**: A dropdown menu with "-- Please select --" and a callout bubble containing a list: "-- Please select --", "FULLTIME", "CORRESPONDENCE", and "DISTANCE".
- Serial Number**: A text input field.
- Issued by**: A text input field.
- Date of Issue**: A date input field with the format "yyyy-mm-dd".

A large callout bubble on the right side of the form states: "In this section please provide information about the diploma of your highest qualification."

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.

Documents to be uploaded

Short CV

+ Select file to be uploaded No new file selected

High school or college degree and transcript (officially translated into English)

+ Select file to be uploaded No new file selected

Recent medical certificate of general health status

+ Select file to be uploaded No new file selected

Vaccination report for Hepatitis B, Rose-rash (Rubeola), Mumps (Parotitis epidemica) and Measles (Morbilli)

+ Select file to be uploaded No new file selected

Financial statement about the payment of the application fee

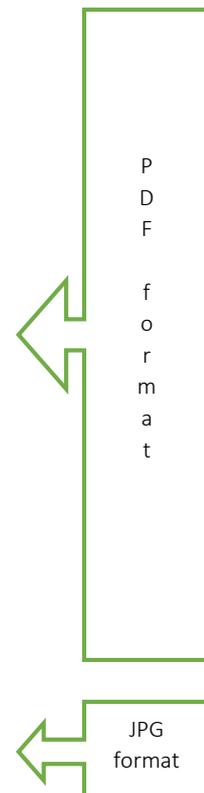
+ Select file to be uploaded No new file selected

Copies of the relevant pages of your passport

+ Select file to be uploaded Passport.pdf selected

Photo

+ Select file to be uploaded No new file selected



The selected file's name appears here.

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.

Declaration

Transfer students

I would like to transfer to the University of Debrecen, and I hereby submit all available school documents with my application for the purpose of evaluation of my previous studies.

University/college

I would like to apply for subject exemptions on the basis of my previous studies, and I hereby submit all available school documents with my application. I understand that my documents will be evaluated upon successfully passing the entrance examination to the first year of the desired program.

High school graduates

I am applying as a freshman, and I do not want to apply for any exemptions.

I am aware that I will not be able to submit any more exemption requests to the Educational Sub-Committee throughout my entire studies at the University of Debrecen.

Terms and Conditions

I confirm that this declaration fully accords with my intentions.

All the previously entered data will be deleted.

Reset form

Save application data