

## Paying your tuition fees in Neptun guide: September 2022

### 1. Step 1 – login

Please go to: <https://neptun3r.web.uni-corvinus.hu/Hallgatoi/login.aspx>

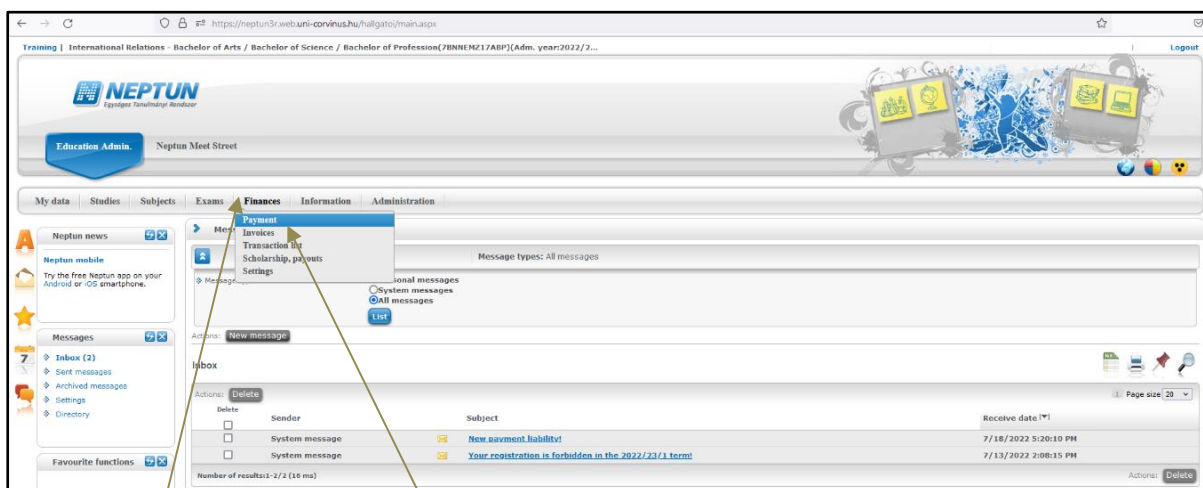
Please log in using the **Login name** and **Password** for Neptun.

If you are eligible to pay your fees, you should have already received an email with these details from neptun@uni-corvinus.hu. Please check your junk/spam folder if you haven't.

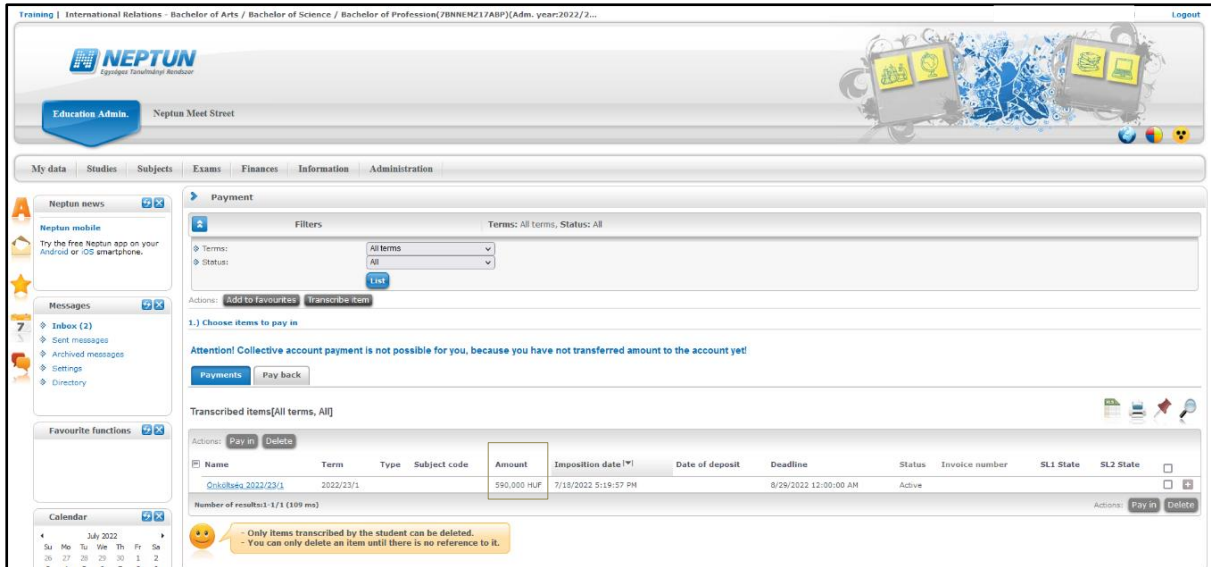
**Tip:** if your internet browser uses pop-up blockers, you may want to disable them.



### 2. Step 2 – check how much you have to pay



Go to the **Finances** tab. Click on **Payment**.



The screenshot shows the Neptun web application interface. The main content area displays the 'Payment' section. At the top, there are filters for 'Terms' (set to 'All terms') and 'Status' (set to 'All'). Below the filters, there is a message: 'Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!'. A 'Payments' button and a 'Pay back' button are visible. Below this, there is a table of 'Transcribed items'. The table has columns for Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, and SL2 State. One item is listed with an amount of 560,000 HUF and an imposition date of 7/18/2022 5:19:57 PM. At the bottom of the table, there is a warning: 'Only items transcribed by the student can be deleted. You can only delete an item until there is no reference to it.'

The **amount** and **currency** you should pay in are displayed in the table (as shown above).

**Note:** the amount is generally your semester 1 tuition fees. Currency is Hungarian Forint (HUF) if you are an EU/EEA national. Currency is Euro (EUR) if you are not an EU/EEA national.

### 3. Step 3 – transfer to your Neptun account

Go to your bank and transfer a minimum of the amount required.

**Tip:** you may want to add an additional 25 EUR or 10k HUF to cover any transfer fees or exchange rate fluctuations to ensure you can pay the at least the first semester tuition fee in full. Any surpluses left in your Neptun account can be used for making future payments.

#### 3.1 EU/EEA nationals

If you are an **EU/EEA national**, please make your payment into the university's **HUF account**.

**Account holder's name:** Neptun gyujtoszamla  
**Bank account number:** 11784009-22229913-00000000  
**IBAN number:** HU64117840092222991300000000  
**SWIFT (BIC) code:** OTPVHUHB

In the first row of the “**Comments**” section, please include a reference in the following format.

**NK-<your NEPTUNCODE> <LAST NAME, FIRST NAME>**

For example, NK-DKV8EW JENNER KYLIE

**Note:** we have included the unique reference you should use in the email we have sent you.

#### 3.2 Non-EU/EEA nationals

If you are **not an EU/EEA national**, please make your payment into the university's **EUR account**.

**Account holder's name:** Neptun EUR gyujtoszamla  
**Bank account number:** 11763842-00687881-00000000  
**IBAN:** HU93117638420068788100000000  
**SWIFT (BIC) code:** OTPVHUHB

In the first row of the “**Comments**” section, please include a reference in the following format.

NK-<your NEPTUNCODE> <LAST NAME, FIRST NAME>

For example, NK-DJC7DX CHALAMET TIMOTHÉE

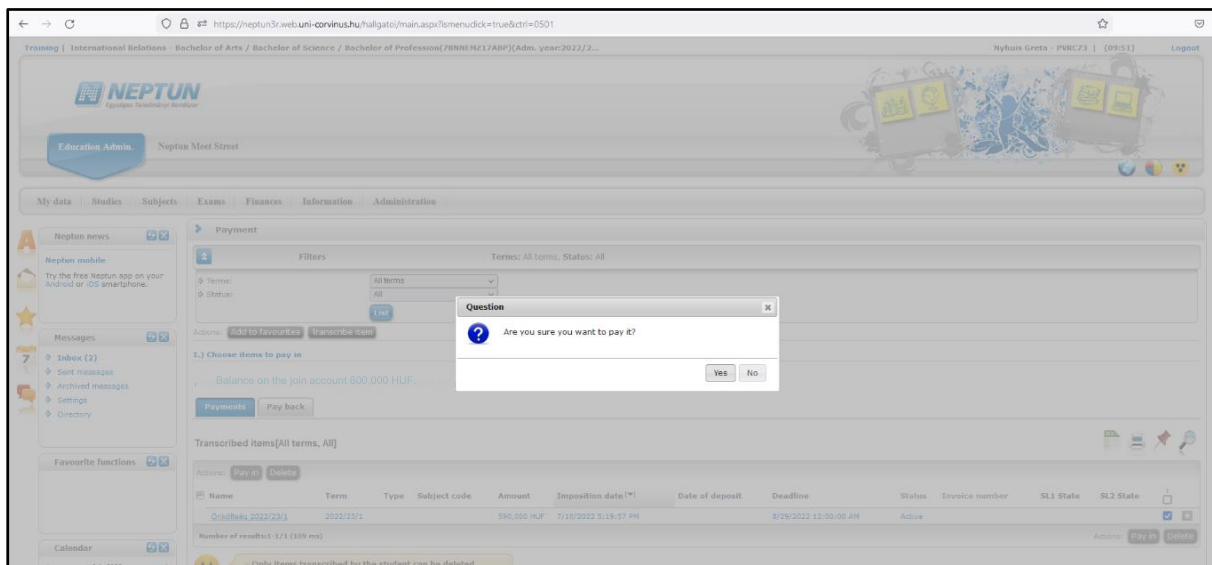
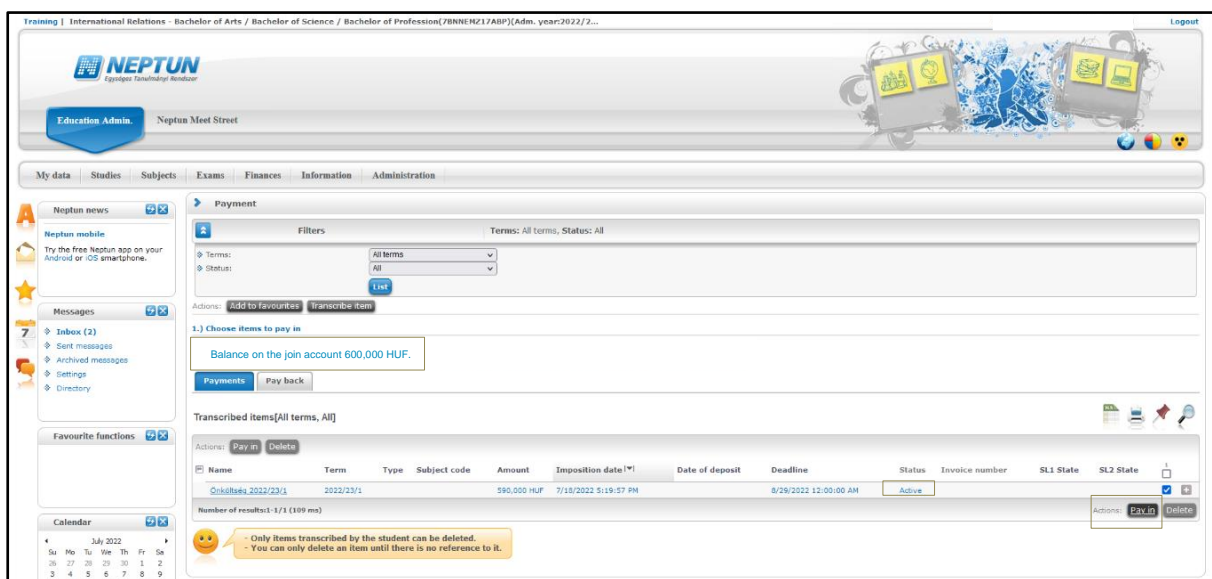
**Note:** we have included the unique reference you should use in the email we have sent you.

#### 4. Step 4 – pay in

Once your bank transfer has reached your Neptun account you will see it upon logging in (as shown). **Please note:** that it can take a couple of days for your payment to arrive to our account and then for our colleagues to assign it to your profile.

Then click on pay in.

**Note:** the status will remain **active** until you **pay in**.



Congratulations you have now made your first tuition payment! The status of the payment should change from **Active** to **Fulfilled** once you refresh the web page.