

Regular Social Grant

2025/26 1st semester

Student's Guide

Student Social Committee



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Introduction

Dear Students!

This guide is designed to help you apply for the Regular Social Grant. However, please note that **this guide is not a substitute for any official documents**. A thorough study of the Application for regular social grant and the Provisions of The Vice-Rector for Student Affairs 1/2025 is essential for the accurate submission of your application.

In this guide, you will first find some general information, followed by the certificates for the two statuses. Then you will find the certificates for applicants with permanent residence abroad, and finally some sample documents with the correct fillers.

General information

What is regular social grant?

The regular social grant is a monthly financial benefit for one semester, based on the student's social situation, and can be obtained by applying for a scholarship.

Who can apply for the scholarship?

Any full-time (daytime) student with an active status attending a bachelor's degree programme or a two-cycle or single cycle master's degree programme or doctoral degree programme in the particular semester may apply for the grant from the 1st semester of their first year.

Where to submit your application?

Applications should be submitted in the Neptun Unified Education System (hereinafter: "Neptun") under "Menu/Administration/Requests/Request Fill" using the application form "P201-Application for Regular Social Grant".

When to submit your application?

For students who are also **applying for dormitory, but are NOT freshmen**, the application period is between **July 24th, 2025, 10 a.m. – July 30th, 2025, 12 p.m.**

For **freshmen** who are also **applying for dormitory** the application period is between **July 28th, 2025, 10 a.m. – August 5th, 2025, 12 p.m.**

Futhermore, for all students requesting a social grant **who did not apply in the 1st round**:
September 3rd, 2025, 10 a.m. – September 10th, 2025, 12 p.m.

When is the comment period?

For students who applied in the 1st round (dormitory application):

August 7th, 2025, 16 p.m. – August 12th, 2025, 12 p.m.

For those who did not apply in the 1st round:

September 24th, 2025, 12 p.m. – September 26th, 2025, 12 p.m.

During the comment period, it is possible to supplement or correct the submitted documents, with the exception of the certification of persons living in the same household, which cannot be replaced.

Further regulations can be found in the application document.

What documents should you study before submitting your application?

Provisions of **The Vice-Rector for Student Affairs 1/2025**. (previously Provisions of The Vice-Rector for Education) contains the certificates to be submitted:

- Available here: <https://unicorvinus.sharepoint.com/.../Ek4fhGvK...>

Why such certificates and how should they be submitted?

Legislative Decree 51/2007 regulates which certificates can be requested and we cannot deviate from this.

In what form should the certificates be submitted?

Only documents uploaded in PDF format will be accepted and the individual files must not exceed 2048 kB in size.

- Here you can convert your JPG document to PDF for free: <https://smallpdf.com/jpg-to-pdf>
- Here you can reduce the size of documents by maintaining good quality: https://www.ilovepdf.com/compress_pdf

You should name the uploaded documents accordingly. This can be a great help for the judges and for you to check that you have attached all the documents.

Neptun keeps your documents, you don't need to retrieve them from your computer, you can choose the right one from the documents stored on Neptun. It is important that you only use this method if you want to attach a document that could be older than 3 months (e.g.: address card).

The easiest way to crop your personal information is to use a digital marker (provided by the program you open the document in) to blank out unnecessary data. Also, another option is to insert a rectangle in Paint in front of the data you want to erase.

Some useful information about the certificates

For some certificates, it is important that they are no more than 3 months old. This should be understood in relation to the start date of the application (**July 24th, 2025**), so certificates dated after **April 24th, 2025** will be accepted.

The certificates must relate to the last three months: April, May, June.

Two types of declarations are distinguished: income-related and non-income-related. It is true for both that it must be dated no more than **3 months ago and include an undertaking to prosecute**. There is one important difference: **non-income-related declarations require the signature of 2 witnesses**, while **income-related declarations do not require witnesses**. Witnesses cannot be applicants or persons under the age of 18.

Changes to watch out for this semester!!

Compared to previous semesters, these changes have been made:

- **If the monthly net income per person is below the minimum amount specified in the call for applications (55.130 Ft), it is necessary to submit bank statements of all private bank accounts of the household members** (including the applicant).
- **In duly justified cases**, the SSC/DSSC shall have the right to call applicants for an **oral interview** and to request the production of the originals of the certificates uploaded any time. In the event of any contradiction between the application documents or data, or if further information is required for their interpretation, the SSC/DSSC may request oral or written clarification. **If the applicant fails to appear at the specified time or fails to present the documents requested or to provide additional information, they will not be examined by the SSC/DSSC during the evaluation.**
- If the certificate of the persons living in the same household is not done on the basis of point II/A. of Annex 1. **(Certification of the persons living in a household)** of the Provisions of The Vice-Rector for Student Affairs 1/2025, then **only the applicant's medical expenses can be considered.**
- **If there are documents in any language other than Hungarian (except English), the applicant must attach a translation into Hungarian or English along with the original certificate**
 - **a declaration by the applicant in a private document of full probative force, made in Hungarian or in English, concerning the content of the foreign language document**
 - if the document was handwritten by the applicant, it is enough that the applicant signs it
 - if the document was written on computer, or someone else wrote it for the applicant, it is necessary to state that the applicant accepts the translation (thus, the document can be considered as a private document with full evidentiary value)

- or a certified Hungarian or English translation of the document submitted
- When certifying that a person is living in the same household, only proof of address that is registered in Neptun, either as a permanent address or as a place of stay, will be accepted. The certificate must relate to the address indicated on the application. If the applicant is applying as a self-supporting person and lives in a dormitory, the address of the dormitory must be entered in Neptun as the place of stay, so a certificate issued by the authority for civil registration is not required.
- Pension and orphan's allowance amounts must be verified by attaching a bank transfer confirmation, or a postal payment slip, or a bank account statement. In the case of a **postal receipt**, a document suitable for proving the registration number (e.g. official document sent annually by the Pension Payment Directorate) must be uploaded.
- In the case of statutory **sick pay**, the amount for the three months to be considered as specified in the call for applications must be certified by a bank transfer slip, bank account statement or postal payment slip. If a bank account statement is attached, care must be taken to ensure that other items are blanked out.
- If there is a child in the family for whom the provider would be entitled to family allowance, but does not receive it, this fact must be declared in Annex 3 and Annex 4 must be completed.
- If a household member derives revenue from:
 - **real estate lease**, the amount of the average monthly rent for the three (3) months under consideration as defined in the call for applications shall be entered in the appropriate line of Annex 4. The rental agreement must also be attached showing the rent period and the rental fee as well as the page featuring the signature and the date, any other data must be blanked out.
 - **trading/owning financial instruments** (e.g. shares/units, mutual funds), its amount should be recorded in the corresponding line of Annex 4. Such revenue must be certified by attaching the bank statement for the given month or the proof of bank transfer or by other means.

How are applications assessed?

Applications are assessed by a team of student judges. Applications will be assessed in the order in which they are received. We try to process applications as quickly as possible, but due to the large number of applications (800-1200 applications are received every six months) it can sometimes take a while, so we ask for your patience.

All referees sign a confidentiality agreement not to disclose personal data to third parties.

Of course, we are human, and we can make mistakes, but we are trying to make as few as possible. If you do not agree with the decision on your application, you have the right to appeal against the decision within 15 days of the decision being sent to you.

How are applications scored?

The final score is made up of 3 parts:

- living conditions, family status (no maximum score for this part)
- distance of residence and assessment of origin in socio-economically and infrastructurally advantaged municipalities or in municipalities with high unemployment (max. 20 points)
- net monthly income per capita (max. 70 points)

Family circumstances of the applying student	
Is half-orphaned	18 points
Is an orphan	23 points
Applicant with a disadvantage	20 points
Applicant faces multiple disadvantages	25 points
Large family	5 points
Large family (4 or more children)	5 + 2 points/child
Applicant with disability	20 points
Based on pharmaceutical costs	0-10 points
Circumstances applying to financially independent students	
Applicant with a child	15 points
Self-sustaining applicant	10 points

Distance of place of residence	Score
between 0-30 km	0
between 31-100 km	1
between 101-200 km	3
over 201 km	5
address abroad	5

by municipality classification	Score
one condition is met	5
two conditions are met	10

The monthly net income per person is calculated as follows: the monthly average of the total net income (from employment and other income) received by the household is divided by the number of household members.

Lower limit	Upper limit	Score	Lower limit	Upper limit	Score	Lower limit	Upper limit	Score
0	40,900	70	86,901	88,900	46	134,901	136,900	22
40,901	42,900	69	88,901	90,900	45	136,901	138,900	21
42,901	44,900	68	90,901	92,900	44	138,901	140,900	20
44,901	46,900	67	92,901	94,900	43	140,901	142,900	19
46,901	48,900	66	94,901	96,900	42	142,901	144,900	18
48,901	50,900	65	96,901	98,900	41	144,901	146,900	17
50,901	52,900	64	98,901	100,900	40	146,901	148,900	16
52,901	54,900	63	100,901	102,900	39	148,901	150,900	15
54,901	56,900	62	102,901	104,900	38	150,901	152,900	14
56,901	58,900	61	104,901	106,900	37	152,901	154,900	13
58,901	60,900	60	106,901	108,900	36	154,901	156,900	12
60,901	62,900	59	108,901	110,900	35	156,901	158,900	11
62,901	64,900	58	110,901	112,900	34	158,901	160,900	10
64,901	66,900	57	112,901	114,900	33	160,901	162,900	9
66,901	68,900	56	114,901	116,900	32	162,901	164,900	8
68,901	70,900	55	116,901	118,900	31	164,901	166,900	7
70,901	72,900	54	118,901	120,900	30	166,901	168,900	6
72,901	74,900	53	120,901	122,900	29	168,901	170,900	5
74,901	76,900	52	122,901	124,900	28	170,901	172,900	4
76,901	78,900	51	124,901	126,900	27	172,901	174,900	3
78,901	80,900	50	126,901	128,900	26	174,901	176,900	2
80,901	82,900	49	128,901	130,900	25	176,901	178,900	1
82,901	84,900	48	130,901	132,900	24	over 178,901		0
84,901	86,900	47	132,901	134,900	23			

The detailed scoring is set out in Annex 1 of the Regulation on Student Fees and Benefits and in the Call for Applications.

What does the threshold depend on and what are the amounts for each point?

Each semester the budget is different, the university gives us a budget for the regular and exceptional social grants, and any appeals are paid from this budget. In addition to the budget, the number of students applying varies from semester to semester, as does the social situation of the students. This means that the point thresholds and the amounts allocated to the points also vary accordingly. Each semester, we try to propose the point thresholds, and the amounts allocated to points in a way that is as fair as possible.

Where can you get help?

If you have any questions about your application, please do not hesitate to contact the Student Social Committee:

- by e-mail (hszb@uni-corvinus.hu)
- Facebook message ([BCE Student Social Committee](#)).
- online advice: <https://calendly.com/hszb/30min>

For up-to-date information, follow us on [Facebook](#) and on [Instagram](#)!

Attention!

This information notice does not replace the relevant paragraphs of the Regulation on Student Fees and Benefits or the call for application.

For more up-to-date information, before and during each application period, check the posts published by the

Student Social Committee and

Corvinus University of Budapest.

If you have any more questions, don't hesitate to contact us at hszb@uni-corvinus.hu or on our Facebook page! ([BCE Student Social Committee](#))



Dependants

Who is a dependant?

You can apply as a dependant if you are financially supported by your parents or other providers (a person who does not live in the same household as you but supports you is also a provider).

Required certificates

Proof of permanent residence

- The distance points are calculated according to a database and can't be modified manually.
- Your own address card is not required, because your permanent address or your domicile is registered in Neptun. (if your permanent address/residence address is incorrectly recorded in Neptun, contact the [Student Office](#))
- **When certifying that a person is living in the same household, only proof of address that is registered in Neptun, either as a permanent address or as a domicile, will be accepted.**

Certification of persons living in the same household

- The name and date of birth of each person living in the same household as the student shall be certified by an original certificate issued by the authority in charge of population registration
 - The certificate must be for the address at which the applicant normally resides (which must also be registered in Neptun!)
 - If the certificate does not contain the names and dates of birth **(day, month, year)** of the household members, a copy of the address card of each household member is

required, except for the applicant. *(Check the sample documents for the correct way of blanking out personal data.)*

- If there is a person in the household who is not registered at the permanent address of a dependant applicant, but who lives there habitually or who is registered at the permanent address of the dependant applicant, but who does not live there habitually, such fact shall be stated in **a declaration made by the provider(s) of the applicant (Annex 3)**
- If more than one dwelling is registered at the same address, a declaration of this fact and of the members of the household must be made using Annex 3
- The certification should not be older than **3 months**.

Some information about getting the certificate:

- The certificate can be requested in person at the Government Office or at the Mayor's Office of the place of residence, or electronically via a client portal
- To make an appointment: <https://idopontfoglalo.kh.gov.hu/bejelentkezes> subject: population registration → and within that: **Data provision from the Personal Data and Address Register**

Proof of income and status

The status of each household member who is over 16 years of age shall be certified. (for April, May and June), if the applicant also wishes to receive points for income and/or large family status. If they have more than one status (e.g. if the provider is both a pensioner and an employee), all of such statuses and any income derived from such statuses shall be certified.

If any of the required documents is incorrect or missing, the applicant receives 0 points for income status.

If the applicant does not wish to receive points for income status, a declaration of this fact must be made using Annex 3. **No proof of the applicant's income is required (e.g. scholarship, student loan)**

Change!

If the monthly net income per person is below the minimum amount specified in the call for applications (55.130 Ft), it is necessary to submit bank statements of all private bank accounts of the household members, including the applicant.

If there is **a change of status** in one of the three months under consideration (e.g. the employment status of the provider is terminated, and the provider becomes a registered jobseeker), all statuses existing in the 3-month period considered, as set out in the call for applications shall be certified.

➤ for **employees**:

- his/her wages for the 3 months (**April, May and June**) shall be substantiated with a **bank transfer receipt** – with a screenshot PDF format – or a **bank statement**, on which the debits must be cleared.
- the reference field must show that the amount transferred is wages and include the name of the account holder and/or the name of the employee. If these are not provided, wages must be certified with a certificate from the employer. **The transfer typically occurs in the following month**, so please pay attention to this (e.g., April's salary will be transferred at the beginning of May).

- if the person in question receives their salary in **cash**, a certificate duly signed and dated by the employer and stating the salary paid in the 3 months' period as determined in the call for applications, broken down to months, is required.
- **irregular income** doesn't count (e.g. one-off bonus, severance pay); however, it shall be certified by a certificate duly signed and dated by the employer or clearly indicated as such in the notes to the transaction.
- **in the case of sickness benefit**, the amount for the **three-month period specified in the application notice** must be verified with **a bank transfer confirmation, bank statement, or postal payment slip**.
- for a **small-scale farmer**:
 - the most recent (2024) **certificate of income issued by the NAV** (with the tax registration number blanked out) shall be submitted
 - **Annex 5** completed by the provider shall also be submitted, showing the **average monthly amount received by the person** in question as net salary for the last year concluded. (we take this amount into consideration)
- **for entrepreneurs or owners of a business**:
 - the most recent (2024) **certificate of income issued by the NAV** (with the tax registration number blanked out) shall be submitted
 - **Annex 5** completed by the provider shall also be submitted, showing **the average monthly amount received by the person** in question as net salary for the last year concluded – if there is a significant difference from what is stated in the certificate, a declaration of this fact must be made using Annex 3. (without witnesses)
 - If the business is on hiatus/income fluctuates, it must be declared on Annex 3. (without witnesses)
- for **pensioners**:
 - proof of the amount of the pension for **for April, May and June** must be provided by bank transfer certificate, bank statement or postal receipt. (A certificate issued by the pension provider is not acceptable.)

- for postal receipts, please submit a document proving the pensioner's permanent number (e.g. pensioner's identity card, official document sent annually by the Pension Payment Directorate).
- for **registered jobseekers**:
 - a **certificate issued by the Government Office** shall be attached, stating that the person is currently registered and for how long he/she has been registered, as well as the amount of the jobseeker's allowance ([*Check how this document looks like.*](#))
 - **the certificate must not be older than 3 months**
 - if **he/she no longer receives (or has never received)** any allowance, it must also be declared on the certificate.
 - if the person concerned is in receipt of any **employment substitution allowance**, the amount thereof shall be substantiated (a screenshot of the bank transfer)
- for **homemakers**:
 - a proof of the payment of the compulsory health insurance contribution (screenshot, bank certificate, bank account statement) shall be submitted
 - the bank statements of all private bank accounts of such person for the three (3) months under consideration as defined in the call for applications shall also be attached – all the debits shall be blanked out. (except the compulsory health insurance contribution if paid from this bank account) (*Check how the certificate looks like and the correct way of blanking out personal data.*)
 - **the homemaker** shall make a declaration on Annex 3 of not paying the compulsory health insurance contribution and/or not having any private bank account.
- for **active daytime students/pupil status**:
 - for students in **public education**, a copy of both sides of the student card with a valid sticker for the school year 2024/25 must be attached
 - for students in **higher education**, a copy of both sides of a valid student card with a sticker for the spring semester 2024/25 or a certificate of enrolment issued by the institution for the previous fall semester

- **the certificate must be dated after March 10th**
 - the status of individuals under 16 years of age does not need to be proven
 - the certificate may only show the **name** and **date of birth** of the person in question, the **specification of the semester**, the fact of having an **active daytime status**, the **signature** of the head of the institution/person issuing the certificate and the **stamp** of the institution (*Check the sample documents for the correct way of blanking out personal data.*)
 - it's not necessary to prove their income. (e.g. student work, scholarship)
 - **if the certificate is missing, the applicant will not receive point for income**
- for individuals **eligible for nursing allowance**:
- the amount shall be certified by the presentation of a certificate of **bank transfer** issued for any of the 3 months (**April, May and June**)
 - if the payment is **not made by bank transfer**, by presenting a copy of the postal remittance slip

Proof of other benefits

If the household has other regular income, Annex 4 **MUST be attached.**

If the applicant has other income but does not wish to receive income points, it is not necessary to fill in Annex 4 (the fact that income points have been waived must be declared by the breadwinner using Annex 3).

- **child benefit:**
- bank transfer certificate for **April, May and June** (screenshot, extract in PDF format)
 - if there has been a change in the amount during the 3 months, the amount must be certified for all 3 months (**April, May and June**)
 - if you do not have a bank account, you need an official certificate issued by the Government Office, not older than 3 months, showing the amount of family allowances paid in the 3 months

- the amount must be indicated on the appropriate line of Annex 4
- **if there is a child in the family** for whom the caregiver would be entitled to **family allowance** but is **not receiving it**, this fact must be **declared in Annex 3**, and **Annex 4 must also be completed**
- if you are not requesting points for income status, uploading these documents is not mandatory

➤ **infant care allowance (CSED), childcare assistance (GYES), childcare benefit (GYED), child raising support (GYET):**

- the certificate of bank transfer shall be attached (screenshot in PDF format) or bank account statement to certify the amount disbursed in each of the three months under consideration (**April, May, June**)
- ○ if the benefit is not paid into a bank account, the postal slip shall be attached
 - if there was a change in the amount of the benefit received in any of the three months, the amount relevant to each month shall be certified
 - the amount must be indicated on the appropriate line of Annex 4
- if you are not requesting points for income status, uploading these documents is not mandatory

➤ **half-orphan/orphan:**

Orphan: a student under the age of 25 years whose both parents, or whose single, divorced or separated parent living in the same household with the student have/has died and who has not been adopted.

Half-orphan: a student under the age of 25 years, a parent of whom has died and who has not been adopted.

- **for all persons living in the same household**, proof of the amount of the benefit must be provided by means of a bank transfer certificate bank statement or postal receipt (document verifying the identification number) for **April, May and June**.
- if the applicant is not in receipt of orphan's allowance this shall be certified by a certificate issued by the Pension Payment Directorate.
- if the applicant becomes eligible for orphan's allowance in the meantime, this also shall be certified by a certificate issued by the Pension Payment Directorate

- if the widow(er) is no longer in receipt of widow(er)'s allowance, this shall be certified by the decision issued by the Pension Payment Directorate stating the date when the disbursement ceased.
 - if the applicant becomes a half-orphan/orphan during **April, May, or June**, a copy of the death certificate of the deceased relative is required.
 - must be indicated on the appropriate line in Annex 4, if no longer entitled to benefits, enter 0
 - if you do not wish to receive points for income, you are still required to upload at least your own orphan's benefit certificate, to receive points for your circumstance
- **separated/divorced parents, or the provider(s) is/are not the parent(s):**
- Annex 4 must be annexed and the average monthly amount of child support received during the three months under consideration shall be entered in the appropriate line
 - if this amount is 0, then 0 shall be entered
 - there is no need to attach any other certificates
 - **there is no need to prove the status of the separated parent**
 - if you are not requesting points for income status, uploading these documents is not mandatory
- **real estate lease:**
- the amount of the average monthly rent for the three months shall be entered in the appropriate line of Annex 4 **and the rental agreement must be attached, showing the landlord's name, the rental period, and the rental fee, as well as the signed and dated page (all other data must be redacted)**
- **income from any other source**
- this is to be indicated in the line "Other" of Annex 4, including the definition of the type of income

Certification of other circumstances

➤ **person with a large family**

a student who:

- has at least two dependant siblings or three children, or
- lives in a household where at least two persons living in the same household as him/her, other than his provider(s), has a monthly income below the minimum wage, or
- is the guardian of at least two minor children

➤ **student with disability or special health needs**

A student who is in need of permanent or enhanced supervision, care or regular personal and/or technical assistance and/or services due to his/her disability or has lost at least 67% of his/her capacity to work or has suffered a health impairment of at least 50% and this condition has lasted for one year or is expected to last for one more year as a minimum.

- the conditions may be certified by **an expert opinion**
- the certificate may only include the name of the applicant and the fact of the disability

➤ **regular medical expenses:**

- **for the applicant or a close relative living in the same household with the applicant**
- For medicines only those that require a prescription due to a long-term illness are accepted.
- This fact may be proven by the submission of an **invoice issued by the pharmacy, service provider or medical aid distributor** no more than 6 months earlier
- and a stamped statement issued by a medical doctor shall also be submitted (Annex 6), this may be replaced by another certificate issued by the doctor giving details of the patient and the medicines prescribed (e.g. a final report)
- these two certificates may only be accepted if jointly submitted
- scores may only be awarded based on the amount actually paid

➤ **disadvantaged or severely disadvantaged person:**

- in all cases, an official certificate must be attached, for more details see Annex 1, II/C. Provisions of the Vice-rector For Student Affairs 1/2025.

Self-supporting people

Who is a self-supporting person?

A student without a provider and forming an economically independent household, who has his/her **own regular income from work or other certifiable revenue** (in particular social security benefits). His/her whose monthly regular income/revenue is equal to or higher than 140% of the minimum amount of the old-age full pension (39 900 Ft), and who covers his/her regular monthly expenses on his/her own without any support from parents and/or relatives. The utility bills for the real estate property where he/she lives are in his/her name or, if he/she lives in a rented property, he/she features as a tenant in the lease contract.

A person whose expenditure exceeds his/her revenue shall **not be considered self-supporting**. A person is not considered self-supporting if he/she lives alone, but his/her expenditure is covered from the support of his/her parents. If the student receives regular scholarship, it's not part of the revenue.

Required certificates

Proof of status

- **Certificate issued by the authority in charge of population registration (mandatory, if the applicant does not live in one of the dormitories)**
 - **the certificate must correspond to the address where the applicant resides as their primary place of living and be requested for the address that is registered in the Neptun system, whether it is listed as a permanent or temporary address**
 - **it must include the names and dates of birth (year, month, day) of all persons living in the household**
 - if there is a person who is officially registered at the applicant's permanent address but does not actually reside there on a habitual basis, or someone who is not officially registered but does reside there, the provider of support (caretaker/guardian) must declare this fact using **Annex 7**

- if multiple apartments are registered under the same address, a declaration must be made using Annex 7, including information about who constitutes the household
 - the certificate must **not be older than 3 months**
- if the **applicant** is a student **living in one of the dormitories**, the address of the dormitory must be indicated in Neptun (in this case, it is not necessary to attach a certificate from the Population Register)
- the submission of a **utility bill** in the name of the applicant for the month of **April, May and June**, or a **sublease contract** in which the applicant is listed as the tenant, in the case of students living in a dormitory, a screenshot of the payment of the dormitory fee is required
- a declaration (**Annex 7**) made by the applicant shall be attached
 - to state that the applicant is self-supporting and is not supported in his/her subsistence either by parents or other relatives
 - the declaration as to the social circumstances of the self-supporting applicant may only be made by completing Annex 7
 - the declaration shall be made before **two witnesses** not more than 1 year earlier
- it is optional to complete **Annex 8**
 - to state some circumstances concerning income and expenses
- A **summary statement** of all revenue and expenses shall be attached (**Annex 9**)
- if the applicant is a parent, a birth certificate of the child(ren) must be uploaded, which may only include the child(ren)'s name(s), date(s) of birth, and mother's name
- if the applicant lives in the same household with his/her spouse and/or any other person, the certificates for other persons living in the same household shall also be uploaded

Proof of income and status

Regular income: income from employment, income from small-scale farming, income from entrepreneurial activity, income from social security, including child benefit, pension income, job-seeker's allowance, and other regular revenue, excluding

scholarships or similar payments. Only the applicant's circumstances will be taken into account, no other points will be awarded. Income must be verified in almost the same way as for dependants, but Annex 4 does not need to be submitted. Income must be itemised in Annex 9. Most common cases:

➤ **for employees:**

- his/her wages for the 3 months (**April, May and June**)

shall be substantiated with **a bank transfer receipt** – with a screenshot PDF format – or **a bank statement**, on which the debits must be cleared.

- the reference field must show that the amount transferred is wages and include the name of the account holder and/or the name of the employee. If these are not provided, wages must be certified with a certificate from the employer. **The transfer typically occurs in the following month**, so please pay attention to this (e.g., April salary will be transferred at the beginning of May).
- if the person in question receives his/her salary in **cash**, a certificate duly signed and dated by the employer and stating the salary paid in the 3 months' period as determined in the call for applications, broken down to months, is required.
- **irregular income** doesn't count (e.g. one-off bonus, severance pay), however it shall be certified by a certificate duly signed and dated by the employer or clearly indicated as such in the notes to the transaction.

➤ **For entrepreneurs or owners of a business:**

- the most recent **certificate of income issued by the NAV** (with the tax registration number blanked out) shall be submitted
- **Annex 5** completed by the provider shall also be submitted, showing the average monthly amount received by the person in question as net salary for the last year concluded – if there is a significant difference from what is stated in the certificate, a declaration of this fact must be made using Annex 3. (without witnesses)

➤ **half-orphan/orphan:**

Orphan: a student under the age of 25 years whose both parents, or whose single, divorced or separated parent living in the same household with the student have/has died and who has not been adopted.

Half-orphan: a student under the age of 25 years, a parent of whom has died and who has not been adopted.

- proof of the amount of the benefit must be provided by means of a bank transfer certificate bank statement or postal receipt for **April, May and June**.
- if the applicant is not in receipt of orphan's allowance this shall be certified by a certificate issued by the Pension Payment Directorate.
- if the applicant becomes eligible for orphan's allowance in the meantime, this also shall be certified by a certificate issued by the Pension Payment Directorate
- if the applicant becomes a half-orphan/orphan during **April, May, or June**, a copy of the death certificate of the deceased relative is required.

➤ student with **disability or special health needs**

A student who is in need of permanent or enhanced supervision, care or regular personal and/or technical assistance and/or services due to his/her disability or has lost at least 67% of his/her capacity to work or has suffered a health impairment of at least 50% and this condition has lasted for one year or is expected to last for one more year as a minimum.

- the conditions may be certified by **an expert opinion**
- the certificate may only include the name of the applicant and the fact of the disability

➤ **regular medical expenses:**

- **for the applicant or a close relative living in the same household with the applicant**
- For medicines only those that require a prescription due to a long-term illness are accepted.
- This fact may be proven by the submission of an **invoice issued by the pharmacy, service provider or medical aid distributor** no more than 6 months earlier
- and a stamped statement issued by a medical doctor shall also be submitted (Annex 6), this may be replaced by another certificate issued by the doctor giving details of the patient and the medicines prescribed (e.g. a final report)

- these two certificates may only be accepted if jointly submitted
- scores may only be awarded based on the amount actually paid

➤ **disadvantaged or severely disadvantaged person:**

- in all cases, an official certificate must be attached, for more details see Annex 1, II/C. Provisions of the Vice-rector For Student Affairs.

Certification of fixed monthly expenses

Fixed monthly expenses shall denote the costs incurred in connection with accommodation and travelling (dormitory fees, rent, telephone, internet, travelling costs, etc.) **The expenses shall be entered in Annex 9.**

➤ **living costs**

- if the applicant is living in a rented property, the rent shall be certified by a PDF screenshot of the bank transfer issued no more than three months earlier
- if the applicant is living in a dormitory, the fee shall be certified by a PDF screenshot of the Neptun payment
- if the applicant is living in a dormitory, which isn't operated by Corvinus University, the fee shall be certified by a PDF screenshot of the bank transfer issued no more than three months earlier

➤ **utility costs**

- if the person concerned habitually lives in a rented or private property
- utility costs shall be certified by an invoice issued no more than three months earlier
- if no such invoice may be presented, Annex 8 shall be completed to indicate the average monthly utility expense

➤ **travel-related expenses**

- regular monthly travel-related expenses shall be certified (with the copy of monthly public transport pass, tickets for travelling home, etc.)
- the tickets shall be issued no more than three months earlier

➤ **telephone costs**

- invoice issued no more than 3 months earlier
- if no such invoice may be presented, Annex 8 shall be completed to indicate the average monthly telephone costs

➤ **fixed expenses for food consumption**

- no separate proof is required
- it shall be determined based on the food normative for working age adults as may be defined by the Policy Agenda from time to time, as corrected by the consumer price index of food published by the KSH (Central Statistical Office)

Persons with a foreign address

Certificates to submit

Foreign permanent residents need to submit the same documents as Hungarian permanent residents.

Differences

- upload documents issued in the applicant's own country which are equivalent to those detailed above
- documents stating the addresses of household members are **required!**
 - in its absence, an identity document is required
 - it should contain only the name, date of birth and address of the person concerned - anything else must be blanked out
- NAV income certificate does not need to be uploaded
- if there are documents in any language other than Hungarian, the applicant must attach a **translation into Hungarian** along with the original certificates
 - official translation or attachment of the applicant's statement about the content of the document is required
 - if the document was handwritten by the applicant, it is enough that the applicant signs it
 - if the document was written on computer, or someone else wrote it for the applicant, it is necessary to state that the applicant accepts the translation (thus, the document can be considered as a private document with full evidentiary value)
- if income/expenditures are **in foreign currency**, they should be converted into Hungarian forints at the **average monthly MNB exchange rate for April, May and June**.
- if you're not sure about something, like whether you're attaching the right document or not, contact us via email or Facebook!

Sample documents




**CSONGRÁD-CSANÁD MEGYEI KORMÁNYHIVATAL
SZEGEDI JÁRÁSI HIVATALA**

Ügyiratszám: [redacted] Tárgy: hatósági bizonyítvány
Ügyintéző: [redacted]
Tel.: [redacted]

HATÓSÁGI BIZONYÍTVÁNY

A Csongrád-Csanád Megyei Kormányhivatal Szegedi Járási Hivatala, mint személyiadat- és lakcímnnyilvántartási feladat- és hatáskörben eljáró hatóság [redacted] részére **szociális támogatás** igénylése céljára az alábbi lakcímadatokat igazolja:

születési
(sz: [redacted] hely: [redacted] an.: [redacted])
[redacted]
[redacted]
[redacted]

bejelentett lakóhelye a [redacted] **Lakcím** szám alatt van.

Fenti címen a fent megjelölt személyen kívül más személy nem rendelkezik bejelentett lakóhellyel.

A hatósági bizonyítványt az általános közigazgatási rendtartásról szóló 2016. évi CL. törvény 95. §. (1) bekezdése, és a polgárok személyi adatainak és lakcímének nyilvántartásáról szóló 1992. évi LXVI. törvény 7. §. (1) bekezdés e) pontjában foglaltak szerint a Belügyminisztérium Nyilvántartások Vezetéséért Felelős Helyettes Államtitkárság személyiadat-, és lakcímnnyilvántartása alapján állította ki a hatóság.

A hatósági bizonyítvány kiállítása, az illetékekről szóló 1990. évi XCIII. törvény 2. számú mellékletének II. pontja alapján illetékmentes.

Keltezés

járási hivatalvezető nevében és megbízásából:

kormánytisztviselő

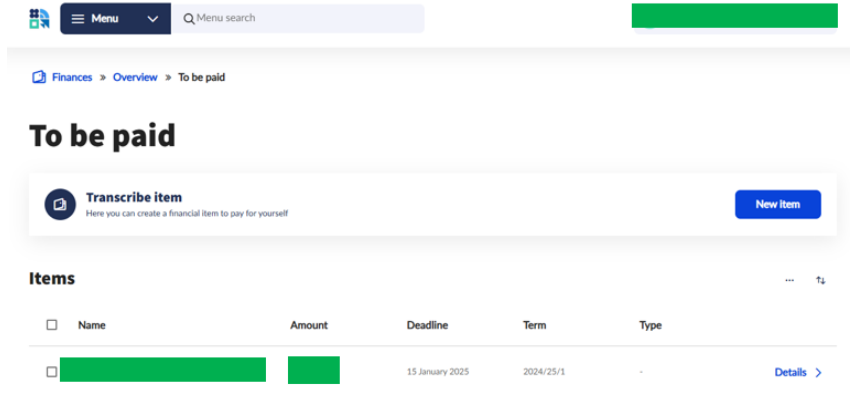
Postacím: Csongrád-Csanád Megyei Kormányhivatal Szegedi Járási Hivatala
Kormányablak Osztály 2.
6722 Szeged, Rákóczi tér 1.
Telefon: +36 (62) 680-000
E-mail: kab.szeged@csongrad.gov.hu
www.csmkh.hu

The data marked in **red** is what the applicant **must blank out**, and what is marked in **green** must not be blanked out!

proof of address: only the name, mother's name, date of birth and address of the person concerned should be visible, everything else should be blanked out.

population registry certificate (proof of persons living in the same household): the names and dates of birth of each person living in the household should be visible, as well as the address of the household, while the places of birth of the persons should be blanked out. Please note that other types of documents are also accepted, as long as they contain the required information.

Dormitory fee: this sample document is only for those who wish to prove that they have paid fees for one of the dormitories at Corvinus University of Budapest. The fact of completion, the name of the student and their Neptun code must be visible, as well as the dormitory fee, in addition to the above!



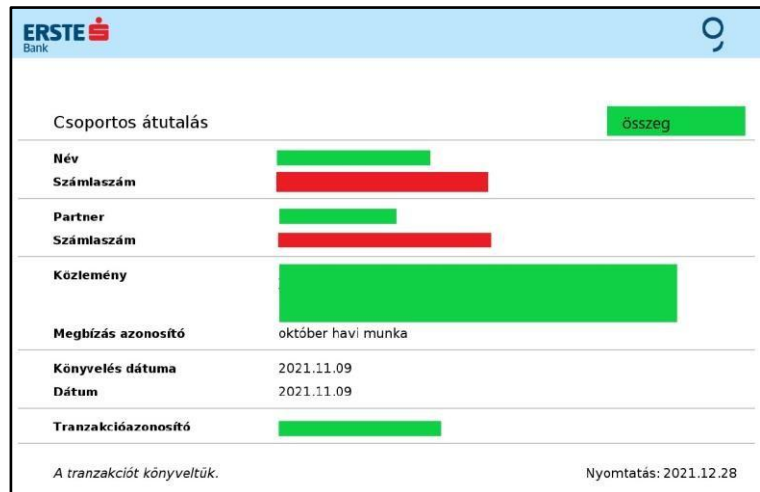
To be paid

Transcribe item
Here you can create a financial item to pay for yourself

Items

Name	Amount	Deadline	Term	Type
		15 January 2025	2024/25/1	-

proof of bank transfer: the easiest way to obtain this document is from Netbank (online banking), where you can either take a screenshot or download a PDF from the transaction details. Account numbers must be blanked out.



ERSTE Bank

Csoportos átutalás

Név

Számlaszám

Partner

Számlaszám

Közlemény

Megbízás azonosító október havi munka

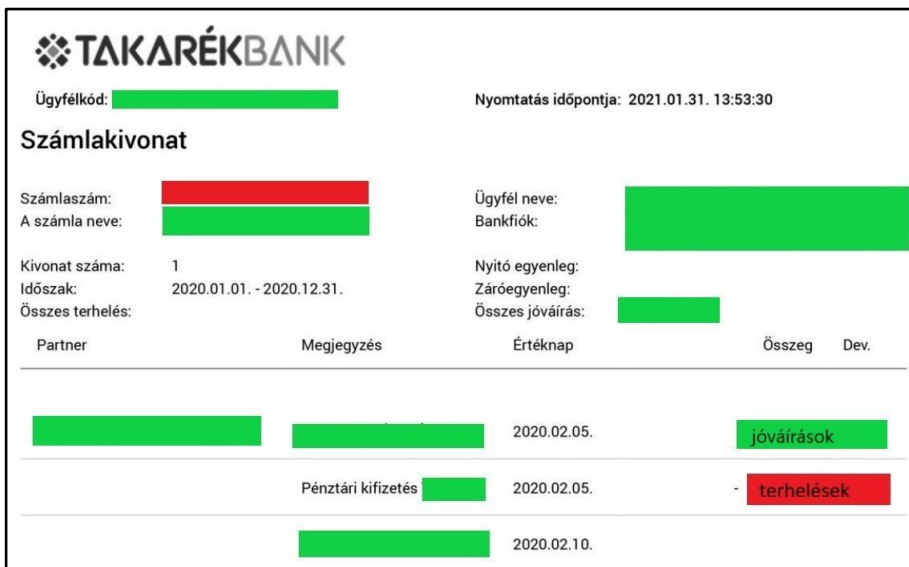
Könyvelés dátuma 2021.11.09

Dátum 2021.11.09

Tranzakcióazonosító

A tranzakciót könyveltük.

Nyomtatás: 2021.12.28



TAKARÉKBANK

Ügyfélkód:

Nyomtatás időpontja: 2021.01.31. 13:53:30

Szám lakivonat

Számlaszám:

A számla neve:

Ügyfél neve:

Bankfiók:

Kivonat száma: 1

Időszak: 2020.01.01. - 2020.12.31.

Nyitó egyenleg:

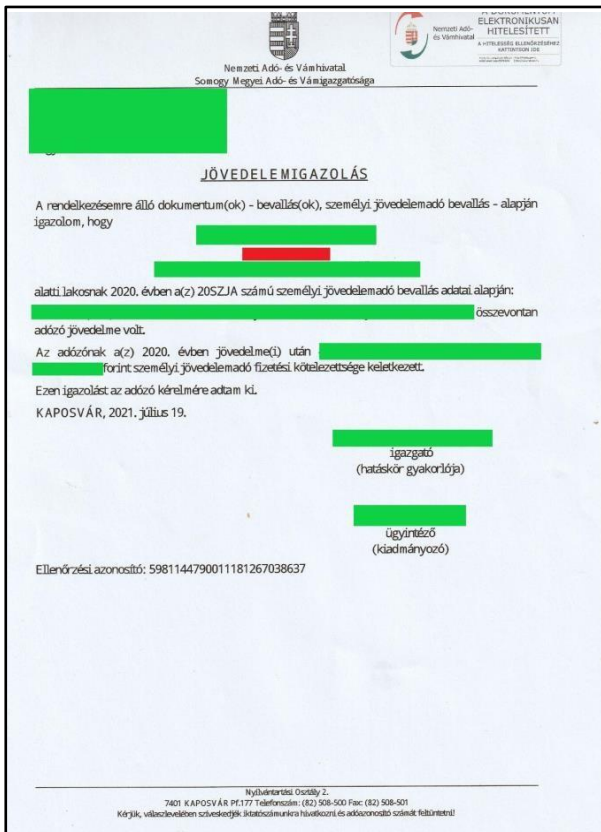
Záróegyenleg:

Összes terhelés:

Összes jóváírás:

Partner	Megjegyzés	Értéknapi	Összeg	Dev.
		2020.02.05.	jóváírások	
	Pénztári kifizetés	2020.02.05.	- terhelések	
		2020.02.10.		

bank statement: account numbers and charges should be blanked out.



NAV JÖVEDELEMIGAZOLÁS

A rendelkezésemre álló dokumentum(ok) - bevallás(ok), személyi jövedelemadó bevallás - alapján igazolom, hogy [REDACTED]

[REDACTED]

alatti lakosnak 2020. évben a(z) 2052JA számú személyi jövedelemadó bevallás adatai alapján:

[REDACTED] összevontan adózó jövedelme volt.

Az adózónak a(z) 2020. évben jövedelme(i) után [REDACTED] forint személyi jövedelemadó fizetési kötelezettsége keletkezett.

Ezen igazolást az adózó kérelmére adtam ki.

KAPOSVÁR, 2021. július 19.

[REDACTED] igazgató
(hatáskör gyakorlója)

[REDACTED] ügyintéző
(kiadományozó)

Ellenőrzési azonosító: 5981144790011181267038637

7401 KAPOSVÁR Pf.177 Telefonos: (82) 508-500 Fax: (82) 508-501
Kérjük, vállalkozásában szíveskedjen kiadásának hivatkozni és adóazonosító számát feltüntetni!

NAV income certificate: this document has to be uploaded for entrepreneurs/business owners or small-scale farmers. The tax number must be blanked out, all other information should be visible! For applicants with a foreign address, this document does not need to be uploaded. The document can be requested electronically via this link:

https://www.nav.gov.hu/nav/letoltesek/nyomtatvanykitolto_programok/nyomtatvanykitolto_programok_nav/kerelmek/igazol.html

employer's certificate: this document must be uploaded if the employee receives their salary in cash. The certificate must be issued for the months of **April, May and June** and must state the net amount. The salary and the stamp of the employer must always be visible. The place of birth and tax number of the person concerned should be blanked out.

Kereset igazolás

Igazoljuk, hogy [redacted]
születési neve : [redacted]
születési ideje : [redacted]
születési helye : [redacted]
anyja neve : [redacted]
állampolgársága : magyar
lakcíme : [redacted]
adóazonosítója : [redacted]

Cégünknel 2020. május 1.-től jelenleg is alkalmazásban áll.
A munkavállaló foglalkozási jogviszonya: Főfoglalkozás / Teljes munkaidős
Ebben a jogviszonyában foglalkoztatása heti 40 óra.
Munkaszerződés típusa: határozatlan idejű munkaszerződés

Igazoljuk, hogy 2021. április - 2021. június hónap között
Kereset (Ft / hó)

Hónap	Bruttó	Nettó
Április	[redacted]	[redacted]
Május	[redacted]	[redacted]
Június	[redacted]	[redacted]

Keresetét levonás nem terheli.
Az igazolást a Nevezett kérésére adtuk ki.

Kelt: Budapest, 2021. július 19.

pecsét, aláírás

Készült: 2021. július 19. 8:02 a Soft Consulting Hungary Zrt. programjával.

Ügyiratszám: [redacted]
Ügyintéző: [redacted]
Telefon: [redacted]
Tárgy: [redacted]

HATÓSÁGI BIZONYÍTVÁNY

Ügyfél neve: [redacted]
Születési neve: [redacted]
Anyja neve: [redacted]
Születési helye, ideje: [redacted]
Levelezési címe: [redacted]

A rendelkezésre álló adatok alapján megállapítottam, hogy nevezett [redacted] napját megelőző [redacted] hónapon belül
Álláskereső [redacted] napjától [redacted] napjáig [redacted] nap
összesen [redacted] nap időtartamban nyilvántartásunkban szerepelt.

A hatósági bizonyítványt az ügyfél [redacted] számon iktatott kérelmére a következő felhasználhatósággal /
céllal állítottam ki: Ügyfél kérelmére adtam ki.


[redacted]

(P.H.) [redacted]

Erőfi értesítést kapnak:
1. Ügyfél
2. Irattár

registered jobseeker's certificate:
should be requested at an employment
office, place of birth of the person
concerned should be blanked out.

student status certificate: the document must show the name and date of birth of the student, the semester, the fact of having an active daytime status, the signature of the head of the institution/person issuing the certificate and the stamp of the institution. All other information must be blanked out (place of birth, educational identification number etc.). Please note that other types of documents are also accepted, as long as they contain the required information.


Igazolás száma: 2021/09/08054

Jogviszony-igazolás

A Budapesti Corvinus Egyetem nevű, 1093 Budapest Fővám tér 8. című
FI43814 intézményi azonosító számú felsőoktatási intézmény igazolja, hogy

_____,
_____,
_____,
születési helye Magyarország (ország: _____ település)
születési ideje: _____
anyja születési neve: _____
állampolgársága: magyar,
lakóhelye: _____
hallgató azonosító száma: _____

hallgatói jogviszonya a 2021/2022/1 félévében
(mely 2021. év augusztus hónap 30. naptól 2022. év január hónap 29. napig tart)
Aktív (nem szünetelő).

Nevezett hallgató hallgatói jogviszonya _____ napján jött létre és hallgatói jogviszonya megszűnésének - a tanulmányi teljesítmények és a követelmények alapján - becsült időpontja: _____ nap.

2020. szeptember 04


A hallgató az intézményben a következő képzéseken folytat tanulmányokat:

	Képzés	Státusz	Szint	Munkarend	Finanszírozási forma	Befejezés várható ideje
1	_____	_____	_____	_____	_____	_____

Az igazolás kiadásának célja:
ösztöndij-igénylés, állami önkormányzati juttatások igénylése jogosultság igazolása, magyar vagy külföldi hatóság előtti felhasználás, munkavállalás, egyéb *

* a megfelelő aláhúzendő

Budapest, 2021. december 26.


Hallgatói Szolgáltatások 33
Vezető

A jogviszony igazolás másolatát példányban teljesen megfűt a 87/2015. (IV. 9.) Korm. rendelet rendelkezéseinek.
Szerkesztő: Egyetemi Tanácskezelési Központ
Állomány: 10/10 - Hallgatói információk szerkesztése szerkesztés

JOGVISZONY IGAZOLÓ LAP

Intézmény neve: _____
Intézmény címe: _____
OM azonosítója: _____
Igazolom, hogy _____ fenti intézménnyel jogviszonyban áll.

A tanuló/gyermekek adatai


Születési helye és ideje: _____
Anyja születési neve: _____
Állandó lakóhelye: _____
Oktatási azonosítója: 71609090700
Állampolgársága: _____

A jogviszonyra vonatkozó adatok

A tanuló/gyermekek nevelési-oktatási helye (az intézmény adott feladatellátási helyének megnevezése és címe): _____
A nevelési-oktatási tevékenység kezdete: _____
A nevelési-oktatási tevékenység várható befejezésének dátuma: _____
A jogviszony jellege: _____
Egyéb megjegyzés: _____


Szolgáltatásokra vonatkozó adatok

Feladatellátási hely	Igénybevett szolgáltatás	Igénybevétel kezdete	Igénybevétel vége
_____	_____	_____	_____

 _____
az intézmény vezetője


1 / 1 oldal


proof of medical expenses: the certificate must be obtained from a pharmacy or the company that sells given medical device, an example of a pharmacy's certificate of medical expenses is shown here. You only need to blank out the TAJ number (social security number) of the person concerned.




----- NEM ADÓÚGYI BIZONYLAT -----

----- Közgýógy igazolás -----
IGAZOLÁS GYÓGYSZERKÖLTSÉGRŐL

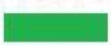
NÉV 

TAJ 


CIM 


SORSZÁM 4


IGAZOLOM, HOGY NEVEZETT HAVI
RENDSZERES GYÓGYSZERKÖLTSÉGE




MEGJEGYZÉS:
KÖZGYÓGYVÉLLÁTOTTSÁG MEGÁLLAPÍTÁSA
ESETÉN BIZTOSÍTOTT ÁLTAL FIZETENDŐ


AZ ÁLLAMI KÖLTSÉGVETÉS RÉSZÉRE 

DÁTUM 

P.H. 

... 

TÉTELES LISTA

CÍKK	KISZ. MENNY	F FIZ. ÉRTÉK
		

HC SYSTEM