

*Advance Dormitory Application for
academic year 2026/27 Fall semester
for Preparatory programme students
(additional application round)*

1. Eligible applicants and available dormitories

Preparatory (IOK) students	in the Tarkaréti Dormitory (limited spots) can be accommodated.
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Please note that other Dormitory is not available in this additional application round and therefore cannot be selected as a dormitory option.

2. Application deadlines

<i>Dormitory application - "K110-Dormitory application 2026/27/1" request submission period</i>	☐ Start date: Aug 04, 2026, 10:00 (CEST) ☐ End of application: Aug 06, 2026, 19:00 (CEST)
<i>Publication of the results</i>	August 13, 2026
<i>The accommodation certificate will upload in the Neptun system within 2-3 working days after the publication of the results.</i>	
Deadline for withdrawing FREE of charge from a dormitory application	by August 18, 2026 10:00 (CEST) with submission of the "K301-Request cancellation of dormitory application" in Neptun
Deadline for withdrawing with CANCELLATION FEE from a dormitory application	from August 18, 2026 10:00 (CEST) with submission of the "K301-Request cancellation of dormitory application" request in Neptun from August 31, 2026 the "Mid-semester Move-out request" for the respective dormitory will be available in Neptun
Deadline for payment of the dormitory deposit	by August 26, 2026

Deadline for submission of "Dormitory Move-in Application" - for the respective dormitory	by August 26, 2026
Without the submission of the moving-in request form and the payment of the dormitory deposit, move-in will be strictly refused!	
The planned move-in period is expected to begin no earlier than August 29–30.	

All other important pre-arrival information related to moving in, as well as dormitory-specific details, will be provided by the dormitories in their own **move-in information letter.**

3. Submission of the application

Minimum requirements

- The main condition for submitting the application is that you will study at Corvinus University as a Preparatory Programme Students from the academic year 2026/27.
- Activated Neptun account.
- Submission of the dormitory application request in Neptun by the deadline specified in this notification letter (along with acknowledgment and acceptance of the conditions and regulations outlined in the request).
- In the case of a **minor applicant** (who has not reached the age of 18), uploading the consent [declaration of the legal representative](#) is mandatory (parents exercising joint parental responsibility / parent exercising sole parental responsibility / guardian). A sample form is available on the website under the menu item [Central Regulations for Dormitories](#).

4. How to apply

Applications must be submitted through the Neptun Unified Study System (Neptun) at neptun.uni-corvinus.hu.

Step 1 – Access the Dormitory Application Interface

Log in to Neptun, check your training by your profile and navigate to:

Administration → Dormitory Application

Step 2 – Select the Application Period

Choose the application period: *Dormitory Application for Preparatory students 2026/27/1*

Step 3 – Set Your Dormitory Preferences

Select the dormitory or dormitories you wish to apply for and arrange them in your preferred order.

Step 4 – Complete the Application Form in English (Hungarian is not acceptable!)

Fill in and submit the form:

K110–Dormitory Application 2026/27/1 (see attachment)

Step 5 – Verify Your Submission

Please note that the **K110 – Dormitory Application 2026/27/1** form is available under Dormitory Application, not under Administration → Requests. After submission, your application will appear in the **Requests/Submitted requests** interface. Failure to submit the application request will result in an invalid application.

Important Information

Once you have successfully submitted your application, no further modifications can be made.

Students with any outstanding debt to the University are not eligible to apply for dormitory accommodation.

Students whose residence agreement has previously been terminated by the University are also not eligible to apply for dormitory accommodation.

IMPORTANT: Before submitting your application for a dormitory, **please read the information on dormitory fees** (Annex 6 of the Regulation on Student Fees and Benefits - in short: [RSFB](#)), which are extracted as **Annex 1** to this call for applications.

5. Rules and conditions for the evaluation of applications

The evaluation criteria used for the assessment of applications for admission to dormitories are set out in Annex 7 of the RSFB.

Applications are primarily evaluated on a **first-come, first-served basis**

Admission is granted within the limits of the **predefined dormitory quotas**.

Please note that the number of places available within the designated quotas is extremely limited.

Applicants may indicate a dormitory preference order.

The allocation process considers both:

- dormitory preferences (if you can choose more than one dormitory)
- submission time
- study level.

During the evaluation process, **priority is given to newly admitted students** (first bachelor's students, followed by first master's students), and then to PhD students. Applications from upper-year students are considered after these groups.

For **upper-year students**, the ranking is based on the average of their academic scholarship averages from the last two completed active semesters, multiplied by 10. If two or more applicants receive the same score, the submission time of the application will be used to determine the ranking.

The evaluation criteria are therefore independent of the points system automatically calculated by the Neptun system.

6. Withdrawal from the application

1. Free of charge:

- by submitting a "K301-Request cancellation of dormitory application" in Neptun **until August 18, 2026 10:00 (CEST)**.

IMPORTANT: No new dormitory application can be submitted in place of an invalidated/revoked application in the context of this procedure.

2. For a cancellation fee:

- If the student withdraws (with K301 request) **after August 18, 2026 10:00**

(CEST) and has already paid the dormitory fee, a **one-time cancellation fee** will be charged (according to Annex 6 of the RSFB).

- **if the student has submitted his/her request (*Moving-in Dormitory request - for the respective dormitory*)** to move in, the dormitory relationship has been established, **payment obligations exist** for the duration of the legal relationship.
 - After the established dormitory relationship in case of cancellation before the start of the semester registration (**August 29, 2026**), a **one-time cancellation fee** equal to the amount of the dormitory deposit will be charged.
 - After the moving days (**August 29-30, 2026**), in the event that your student status becomes active **100% of the paid fee** will be withheld. This rule applies whether or not you have already moved in. From **August 31, 2026** the *Mid-semester Move-out Request for the respective dormitory* will be available for cancellation.

Except if the **student status is not established at all**, in which case one-time cancellation fee equal to the amount of the dormitory deposit will be deducted from the paid deposit.

7. THE DECISION, RESULTS

The results of the dormitory application are available **in Neptun under Administration / Dormitory Application** and by **Requests/Submitted requests**, and students will also receive a **decision** in Neptun and **via email** also. The **official decision** is issued on:

- a) in the case of **successful** admission to the dormitory, the submission of the dormitory move-in request,
- b) in the case of **unsuccessful** admission to a dormitory, following the comments submitted by the applicant.

➔ *You can download the dormitory application form (pdf format) by clicking on Administration / Requests / Submitted Requests – “K110-Dormitory application 2026/27/1” form.*

8. WAITING LIST

Dormitory places are available in a predetermined number, and applications can only be accepted up to this capacity.

Applicants who submit their applications after the quota has been reached will be placed on a waiting list automatically, due to a lack of available spots will be contacted again only if a cancellation occurs — however, please note that such opportunities are not guaranteed.

Once the available places are filled, we recommend prioritizing alternative accommodation options over the dormitories to ensure a smooth visa and resident permit administration process.

9. What to do in case of a SUCCESSFUL dormitory admission

- **Move-in letters** sent directly by dormitories must be read carefully and acted

upon within the deadlines set out in them.

- **Submission of the “Dormitory Move-in Application”** for the respective dormitory which is the establishment of the dormitory student status (not later than **August 26, 2026**)
- **Payment of the dormitory deposit** before your moving date (not later than **August 26, 2026**)

It is done through a Neptun collective account, so in case of a successful withdrawal, a transfer to the collective account must be initiated immediately (IMPORTANT: SimplePay payment is not possible for this item!)

IMPORTANT: Please use the correct collective account!

The deposit shall be paid in the same currency as the student's programme cost/tuition fee.

All other announced payment obligations can be fulfilled via SimplePay payment in the Neptun system.

Before making the transfer, please inquire about any **bank charges** and transfer an amount that will fully cover the fee due.

1. Top up the collective account

- a) To identify the amount transferred, it is essential that the comment box is filled in accurately.
- b) The first character of the message box cannot be a space.
- c) In the first line of the box, starting from the first character, the prefix '**NK-**', **followed by the student's Neptun code** - not mixing 0 (zero) and o characters - and then a space, followed by the student's name, for example: **NK-NEPTUNCODE(space)JOHN DOE**
- d) Unfortunately, items that cannot be identified will be returned.
- e) A minimum of one working day from the date of transfer to the date of crediting in Neptun is required.

If you require a pro forma invoice for the bank transfer, please submit the **H301 request form**. This will automatically generate the pro forma invoice for you.

2. Collective invoice with payment

- a) an item in HUF must be settled in HUF and
- b) **an item in EUR must be settled in EUR.**

- **HUF COLLECTIVE ACCOUNT**

Name of beneficiary: corvinus neptun HUF collective account

Eligible account number: 11784009-22229913-00000000

Beneficiary IBAN account number: HU64 1178 4009 2222 9913 0000 0000

First line of communication: NK- NEPTUNCODE (space)NAME

- **EUR COLLECTIVE ACCOUNT**

Name of beneficiary: corvinus neptun EUR collective account

Beneficiary account number: HU93117638420068788100000000

SWIFT code: OTPVHUHB

First line of communication: NK- NEPTUNCODE (space)NAME

Bank name: OTP Bank

Address: 1051 Budapest, Nádor u. 16.

10. Accommodation Obligations and Mid-Year Changes

Admission to a dormitory is **for one academic semester (5 months) or one academic year (10 months)**. Students who are accepted must pay a fee until the end of the period for which they have applied for. The **dormitory fee** will be charged in advance for the entire semester, but with different payment schedules and deadlines. Change of dormitory (see point a) or extraordinary move-out (see point b) is only possible in certain cases.

- a) It is only possible to **change dormitory places during the semester**. The conditions of the dormitory exchange generally:
- direct exchange:** two students who have won a dormitory place directly exchange with each other with the approval of the dormitory manager(s);
 - vacant place occurs** (due to refusal or moving out in the middle of the academic year) in other dormitories.
 - according to the preference list given during the **application submitted for the spring semester** and cancel your place in the current dormitory in December.
 - or a change in the **staffing framework for the given program**.
(Dormitory transfers are not available for students enrolled in the Preparatory Programme.)
- b) Following your move in, you can move out (give up your place) **free of charge in exceptional cases** before the end of the academic year by submitting a "Mid-semester Move-out Request" for the respective dormitory in Neptun, accompanied by a medical or other certificate which supports the request.

Cases of relocation can be:

- in cases for which Exceptional Social Assistance may be granted or
- marriage or
- termination or suspension of student status due to extraordinary circumstances or
- a student starting part-time studies abroad (if he/she has given timely notification and official proof of this in order to fulfil his/her obligations to register for departure). – This is not relevant if you are a part-time/visiting student at Corvinus.

If the above reasons are proven, the full monthly fee for the month started when you moved out will be charged. Otherwise, the full period till the end of actual semester will be charged.

More information on how the system works, as well as instructions on how to fill in the form and other information are contained in Volume III of the BCE Organisational and Operational Rules and Regulations, Annex 7 of the [RSFB](#)).

11. Regulations (links) and Q&A:

- ❖ Volume III of the Organisational and Operational Rules of the BCE Student Requirements System Annex 7 of the [RSFB](#)) contains the admission procedure, the scoring and the criteria system for the evaluation of applications.
- ❖ Annex 6 to the RSFB contains the fees and other charges for dormitory (important: there may be differences in the case of some specific scholarships and other study programs)
- ❖ General Terms and Conditions ([GTC](#)) of student agreements on accommodation for dormitories
- ❖ [Privacy notice](#)

12. Communication and contacts

When applying for admission to the dormitory, please follow the admission application process and the official information channels, especially the messages sent on Neptun, as well as the emails sent by the dormitory and the information published on the dormitory website, with increased care and attention.

- Neptun in case of technical problems (e.g. application submission):
kollegiumineptunugyek@uni-corvinus.hu
- Dormitory application related issues: dorm.apply@uni-corvinus.hu
- Description of two-factor authentication: [LINK](#)

Tamás Dóczi Head of Campus Services		
Valéria Mikó Head of Ráday Dormitory	Viktor Szeker Head of Kinizsi Dormitory	Balázs Veszeloyszki Head of Tarkaréti Dormitory

Budapest, 2026.07.30

Annex 1
Dormitory charges, dormitory fees – EXTRACT

for citizens from EU/EEA:

DORMITORY	ACCOMMODATION Person/room	COMFORT CATEGORY	DORMITORY CHARGE (for self-funded students)** HUF/person/month and EUR/person/month***
Tarkaréti Dormitory	3	I.	40,300 HUF/ EUR 115

for citizens from NON- EU/EEA:

DORMITORY	ACCOMMODATION Person/room	COMFORT CATEGORY	DORMITORY CHARGE (for self-funded students)** HUF/person/month and EUR/person/month***
Tarkaréti Dormitory	3	I.	50,400 HUF/ EUR 140

** Students receiving a Corvinus scholarship are also considered self-funded students.

*** Fees in EUR are valid for students who pay the tuition fee in EUR. These students are required to pay the dormitory fee in EUR.

For any payment you can use SimplePay bank card transaction. **Except: Deposit!**

Each dormitory has a certain number of places up to which it can accept applications from the programs.

Dormitory Deposit:

Tarkaréti Dormitory: EU/EEA: 115 EUR

**Fees for additional services at the dormitories of Corvinus
University of Budapest**

	Kinizsi Dormitory	Tarkaréti Dormitory	Ráday Dormitory	Gellért Campus Dormitory
Extra cleaning service (bi-weekly change of bed linen and cleaning)	service not available			30 000 HUF/room/month 80 EUR/room/month
Cultural contribution fee*	2000 HUF/person/semester 5 EUR/person/semester			
Visitor reception fee	1500 HUF/person/occasion 4 EUR/person/occasion			
Late fee	2000 HUF/ item 5 EUR/ item			
Entrance card replacement fee	5000 HUF/occasion 15 EUR/person/occasion			
Key replacement fee	5000 HUF/occasion 15 EUR/person/occasion			
Deposit**	The minimum 1-month dormitory fee for the building in question.			
Cancellation fee	Equal to the amount of the deposit			
Moving out Default fee	Equal to the amount of the deposit			
Charge for cleaning (cleaning ordered by the dormitory manager)	3000 HUF/person /occasion 8 EUR/person/ occasion (to be paid by all occupants of the room)	3000 HUF/person /occasion 8 EUR/person/ occasion (to be paid by all occupants of the room)	3000 HUF/person /occasion 8 EUR/person/ occasion (for all users of the bathroom or room/ the resident has to pay)	3000 HUF/person /occasion 8 EUR/person/ occasion (for all users of the bathroom or room/ the resident has to pay)
Fitness centre fee	15 000 HUF/person /semester 35 EUR/person /semester	12 500 HUF/person /semester 25 EUR/person /semester	10 000 HUF/person /semester 25 EUR/person /semester	External operators' tariffs/conditions according to the system
Any other compensation will be paid in accordance with the Student Disciplinary and Compensation Regulation.				

*Fees managed by the Student's Union, compulsory for all students (except Study Abroad).

****Students participating in the Stipendium Hungaricum Scholarship Programme and the Stipendium Hungaricum Sports Scholarship Programme and Diaspora Programme shall pay the deposit in EUR.**

Furthermore, if students in these programs wish to opt for accommodation of a higher category than the standard dormitory placement, they are permitted to do so according to the program's implementation guide, provided they pay the difference between the housing allowance granted by the scholarship program and the fee for the higher-category room.

If the University provides the dormitory not as a dormitory accommodation, but as an accommodation service for non-students or for students not related to the period of study (full academic year or semester), the fee is not determined by these Regulations, but by the Director General of Operations and the Head of Campus Services, provided that the fee shall not be lower than the dormitory fees set out in the HSCA.

Fee Definitions:

- a) Dormitory Fee:**
The fee payable for securing a dormitory place, determined based on the cost calculation specific to the given building.
- b) Extra Hygiene Cleaning Service Fee:**
An optional extra service package available to dormitory residents, which includes biweekly bed linen replacement and cleaning of the room and bathroom.
- c) Cultural Contribution Fee:**
A mandatory contribution by dormitory residents to support events organized by the Student Union (HÖK) that are open to all residents, as well as for minor infrastructure improvements.
- d) Visitor Hosting Fee:**
A fee payable for hosting visitors during restricted hours (between 11:00 PM and 7:00 AM), as regulated in the Dormitory House Rules.
- e) Late Payment Fee:**
A fee imposed for overdue financial obligations in Neptun, payable for each delayed item beyond the original payment deadline. The fee is still payable even when it is automatically charged to the collective account after the expiration of the payment deadline.
- f) Proxy Card Replacement Fee:**
The cost of replacing the proxy card used for dormitory access in case of damage or loss.
- g) Key Replacement Fee:**
The cost of replacing keys used for dormitory rooms or special facilities in case of damage or loss.
- h) Move-in Request Fee (Deposit):**
Before moving in and establishing a dormitory student status (except in cases where payment is guaranteed by a background institution), students must pay a **deposit**. The dormitory may fully or partially retain this deposit if the student causes damage to the University of Corvinus, fails to meet their financial or administrative obligations, or misuses dormitory services or facilities.
The deposit is fully refundable if the student—either in person or via an authorized representative—completes all administrative move-out obligations as set out in the Dormitory House Rules by the final day of the dormitory relationship: signs the move-out declaration, submits the move-out request via Neptun, causes no damage, settles all debts, leaves the room clean and in order, and removes all personal belongings. Failure to meet any of these conditions may result in forfeiture of the deposit. Settlement of the deposit will be completed within **a maximum of 45 days** following full compliance.
- i) Cancellation Fee:**
This fee is equivalent to the deposit amount. A cancellation fee is charged if a student who applied for a dormitory place cancels after the deadline indicated in the dormitory

application notice, withdraws from the application process, or fails to move in by the last day of the university registration period. If the applicant's student status at the University is not established due to reasons attributable to the University, any previously imposed cancellation fee will be waived. If the dormitory residence is not established for reasons beyond the University's control (e.g. visa rejection), the cancellation fee remains payable. In the case of applicants whose status is marked as "Cancelled", any previously issued but unpaid deposit or cancellation fee may be removed from their account.

j) Missed Move-Out Fee:

A fee equal to the deposit is charged when the student fails to fulfill the administrative obligations related to moving out by the last day of their dormitory status.

k) Forced Cleaning Fee:

If, during room inspections, the dormitory management determines that cleaning is necessary due to public health concerns or to preserve infrastructure, a **forced cleaning** may be ordered for a room, bathroom, or entire unit. The cleaning is performed by the operating company, and the users of the space must pay the corresponding fee.

l) Gym Usage Fee:

Students may apply to use the gym operated within the dormitory. Based on the submitted request, a fee obligation arises for the semester. An exception applies if the student **withdraws the request** by the deadline set and announced by the dormitory management.