User Guide

Request to extension or cancellation of the Dormitory Residence Agreement for 2018/19/2 (spring) semester

The user guide involved the place of the request in the Neptun, the way and deadline of the submission and other information about the modification or suspension of the request.

Please read it carefully and don’t forget that the submission of the request doesn’t mean acceptance automatically.

Where you find the request?

You can find the request by Administration/Requests in the Neptun system after you logged in.
Submission of the Request

To the successfully submission of the request you have to choose first the preferred period (obligatory) and write the reason your decision (not obligatory) click of the NEXT button. Then you need to check the Preview page.
After you checked the preview of your request, you can click to the **Submit request** button.

After you submitted successfully your request you will receive the following reply message.

Submission doesn’t mean acceptance!
Modification of the request after you submitted.

After the submission of the request you can only view it by the submitted requests.

If you would like to modify your request please, write an email with your name, Neptun code to jeno.szollosi@uni-corvinus.hu, subject: „Changing of Dormitory period“.

After your email, the state of your request will change to **Send back for repair** and **Correction** button (+) will be available.

When you will click the **Correction** button, you can edit your request.
Suspended of the request

You can suspended of your request, just you have to click the button of Suspend filling in.

The suspended request doesn't mean submission. That’s shows the red X in the column of Request filled.

Please click the request and the Neptun will offer to you to continue to fill the interrupted request or start a new one.
Other important information about the request

Important information about the request:

During the request you can apply to modify the period indicated in 1st point of your Dormitory Residence Agreement.

Please before you fill the request check your current Dormitory Residence Agreement period.

The extension from 5 months to 10 months to the Dormitory Residence Agreement applies only to the current valid Agreement.

In Ferenc Földes Dormitory the SH students and other residents who got accommodation in addition the recruitment procedure cannot extend their staying. If you would like to apply in another dormitory you need to apply via the EKB website “online application form for international students”. IMPORTANT: You can apply in another dormitory if you do not have a valid dormitory status for 2018/19/2 or you will cancel it via this request.

IMPORTANT: Don’t forget the rule: Only 220 SH students will get accommodation in the Dormitories and we can NOT guarantee if you will apply you will get a place any of the University’s Dormitories.

The deadline for submitting request for extension or cancellation is 15th of December, 2018.

Unfinished applications are invalid, so please submit it ("Submit a Request"). If you want to change your submitted application, write an e-mail to jeno.szollosi@uni-corvinus.hu under the heading "Change your dormitory period". Your application will receive a "Returns for Correction" status so you can fix it, but validate it again. After the deadline, it is impossible to submit or modify it.

The submission of the application does not mean an automatic acceptance. You will receive a separate notice of a positive judgment from the Dormitory till 17th of December. If it will unsuccessful you have to apply again via the EKB website.

Those who apply for a Master’s and PhD degree under the cross-border admission procedure can extend via this request, but only with the condition that in case their cross-border admission procedure will not successful, in this case their request will invalid. Due to changes in student status (passive semester for example), you must contact the head of the dormitory personally or by e-mail.

Important information and options for filling in:

- It can be extended to "10 months" from "5 months", 2018/19/1 semester, i.e. until 27.01.2019, for the "Ten Months" Individual Residence Accommodation, ending 2018/19/2 semester. This moving out date can be change to 16.06.2019.
- It can be cancelled the current agreement period from the "10 months" until the end of 2018/19/2 semester until 16.06.2018. In this case, you agree to leave the dormitory no later than 27.01.2019.

In the case of Ferenc Földes Dormitory, you agree to leave the dormitory by 18.01.2019 at the latest.

State Examiners cases:

- If you will have 2018/19/1 semester in December the state exam, State Examiners will choose the planned date of 27.01.2019 and, due to changes in student status, you should contact the head of the dormitory personally or by e-mail in person urgently.

- In February 2019 have you the state exam, State Examiners will choose for the planned date of 15.02.2019.

- If you will be State Examinee at the end of the semester 2018/19/2, you will choose for the planned date of 16.06.2019. At the end of the academic year during a new application can we handle your extension.