



## Practical dormitory information sheet

- ✓ Contact details of the international dormitory coordinator

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Office hours: Mon-Tue-Wed-Thu 8:30 a.m. – 12:00 a.m.

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- ✓ Please note that you need to have a signed Student accommodation agreement
- ✓ The dormitory fee has to be paid for each month regardless of the number of days spent in
- ✓ Please make sure you comply with the rules described in the General Terms and Conditions
- ✓ In case you have questions please consult the FAQ sheet or ask the help of your mentor or contact me via the contact details shown previously
- ✓ If you are a student from outside the EU you will need an official Confirmation of Dormitory Placement form for immigration purposes. After filling in your details make sure you bring it to me for the Head of CIR's signature.
- ✓ The amount to be paid is 26 000 HUF per month and there is a registration fee of 5000 HUF that needs to be paid once
- ✓ Please note that fees must be paid on or before their respective deadlines otherwise you are not able to register for subjects or exams in Neptun system and no official documents will be issued at the end of your studies!

### How to pay the dorm fee?

The fee must be paid through your Neptun account

Transfer money into the University's collective account:

Account Holder: Eszterházy Károly Egyetem

Address: 3300 Eger, Eszterházy tér 1.

Bank details: Name: Magyar Államkincstár Heves Megyei Igazgatóság Address: 3300 Eger, Eszterházy tér 5.

Account number with IBAN code: HU95 10035003-00336121-01120008

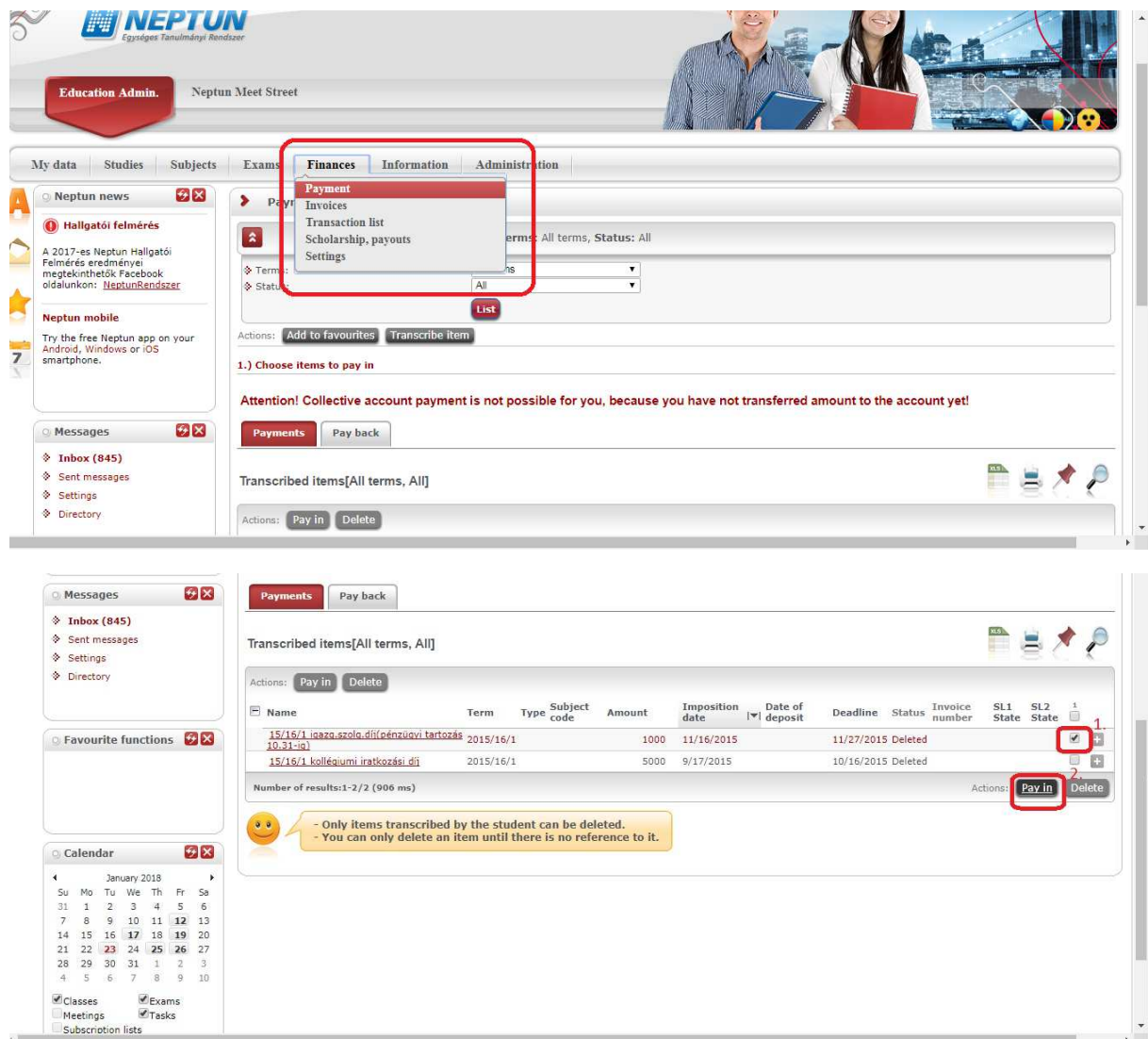
SWIFT / BIC code:

- for EU citizens in EUR: HUSTHUHB
- for non-European citizens in other foreign currency: MANEHUHB

Please make sure to mark your Neptun code in the comment field when transferring otherwise your money cannot be allocated to your Neptun account.

In a few days the amount will appear in your Neptun account.

Once the money is in your system you need to use it to pay the dormitory fee. Here's how:



The screenshot shows the Neptun web portal interface. The 'Finances' menu is highlighted, showing options like 'Payment', 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. Below the menu, there is a section for 'Transcribed items' with a table of items. The table has columns for Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, SL2 State, and a checkbox. Two items are listed: one for '15/16/1 lakás szoba díj (érettségvi tartozás)' and another for '15/16/1 kollégiumi iratkozási díj'. The 'Pay in' button is highlighted in red in the bottom right corner of the table. A message box states: '- Only items transcribed by the student can be deleted. - You can only delete an item until there is no reference to it.'

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State	1
15/16/1 lakás szoba díj (érettségvi tartozás)	2015/16/1			1000	11/16/2015		11/27/2015	Deleted				<input checked="" type="checkbox"/>
15/16/1 kollégiumi iratkozási díj	2015/16/1			5000	9/17/2015		10/16/2015	Deleted				<input type="checkbox"/>