



Public application form of University of Debrecen - Manual

This manual will help you with your online application to the University of Debrecen, Hungary. By reading through the manual, you will get an overview of the different sections you need to complete in the online application form.

Please note that the fields marked with * are mandatory to fill in. As the form is separated into 7 parts (tabs), in case you fail to provide these data you will be not able to go on the next tab and the application cannot be finalized.

In fields, with an arrow at the end, you can select from a drop-down list.

On the bottom of each tab there are two buttons: **Next** moves you forward and works only when all required fields are filled, **Back** steps you back in the form, by saving all filled data. So feel free to go back if necessary, your data won't disappear.

TAB 1 - Introduction

Here, please specify from which source you've heard from the university.

TAB 2 - Program of study

The most important part of your application is to indicate the program of your interest, the intake,

The screenshot shows the 'Program of Study' tab in the application form. It includes the following sections and callouts:

- Program of study**: A dropdown menu with a search icon. Callout: "If you wish to apply for a Foundation program or for an English Language Course, you need to choose the Bachelor program (Main program) that you would like to attend after completing your preparatory one."
- Grade**: A dropdown menu. Callout: "In case you are submitting a transfer application from another university, please select the grade you are applying for. If you are applying for a preparatory (aka basic) program, this field is set to Preparatory automatically. Otherwise please select 1st grade."
- Main program**: A dropdown menu. Callout: "This field only appears if the Grade is set to Preparatory, then, here you can choose from the list of Main programs. Eg: You are applying for 'Basic Medicine Course I' as the Preparatory program, your Main program will be Medicine."
- Additional Information**: A text area. Callout: "Here you can write additional information regarding the program you apply for."
- Declaration**: A section with radio buttons and checkboxes. Callouts: "Please select which intake you are applying for. Some programs are available in both semesters. The academic year lasts from September to June. E.g. if you apply for the 2016 February intake, you should set 2015-2016 II." and "Please select which intake you are applying for. Some programs are available in both semesters. The academic year lasts from September to June. E.g. if you apply for the 2016 February intake, you should set 2015-2016 II."

At the bottom of the form, there are two buttons: **Back** and **Next**.

Declaration is asking you to declare that you are a

- 1. High school graduates and master program applicants (Freshman):** choose this option if you are a high school graduate applying for an undergraduate program, or a bachelor degree holder applying for a relevant master program.
- 2. Transfer student:** students from the relevant faculties of other universities may request a transfer into a higher year.
- 3. University/college students with relevant previous studies (Exemption):** if you are not eligible to submit a transfer application, but may be still eligible for subject exemptions. It is very important that you have to submit all the available transcripts and subject exemption requests together with your application (or at the latest by 30th June, in case of the non-medical programs, by 31st August), as you will not have the opportunity to do so later on, when entering higher years.

You can choose only one of these above.

The square checkboxes are all mandatory to fill. These declarations officialize your application.

TAB 3 - Personal information

Please provide your personal information as written in your passport. The dates shall be indicated in the given format.

You can choose your level of English from the dropdown list. Below this field please specify if you own any certificated language exam.

Personal information ⓘ

Changes the order of the names

As in passport

As in passport

You have to use the given format. E.g., if you were born on 25th September, 1990, please write 19900925. The '/' characters will be set automatically. Or you can use the pop-up calendar to choose the date.

Given name before marriage

Family name before marriage

In case you do not have a passport at the moment, please contact your Embassy/initiate an application for one. You can leave his field blank and provide passport details later

Level of English note (IELTS, TOEFL, etc.)

Back Next

The form contains the following fields:

- First name* (As in passport)
- Last name* (As in passport)
- Display name
- Date of birth (dd/mm/yyyy)* (You have to use the given format. E.g., if you were born on 25th September, 1990, please write 19900925. The '/' characters will be set automatically. Or you can use the pop-up calendar to choose the date.)
- Gender*
- Country of birth*
- City of birth*
- Nationality*
- Mother's first name* (Given name before marriage)
- Mother's last name* (Family name before marriage)
- Mother's display name
- Passport number (In case you do not have a passport at the moment, please contact your Embassy/initiate an application for one. You can leave his field blank and provide passport details later)
- Passport expire (dd/mm/yyyy)
- Level of English (Level of English note (IELTS, TOEFL, etc.))

TAB 4 – Contact information

Please provide your contact information. As we will get in touch with you via email, make sure that your primary email address is correct.

Contact information

You can not use the same email address for more than one application.

Primary email*

Confirm primary email*

Additional email

Home country mobile number*

Hungarian mobile number

Skype ID

Home country address

Country*

State/Zone

City/Town*

Postal code/Zip code

Address*

TAB 5 – Previous School

In this section you are asked to clearly indicate what kind of previous studies you had.

In case you are applying for a bachelor program as a high school graduate, you have to choose 'Secondary school' at Name of degree/qualification and at Highest educational qualification: 'High school diploma'.

In case you are applying for a master or higher level program, please choose Bachelor degree (BA, BSc) or Master degree (MA, MSc).

If you have more than one degree, you must choose the highest level or the most relevant one. Nonetheless, you will be able to attach more than one diploma when uploading your application documents at Upload Documents tab.

In all cases, you must provide the details of the diploma of your highest qualification. In case you will obtain your diploma later on, you can leave these fields blank. If any of these fields is filled in all other will be mandatory.

Previous school [?](#)

I have not received my highest educational certificate yet (I am currently in my ultimate year of education).

Name of degree/qualification (already received or to be received before registration at UD) *	?	Highest educational qualification (already received or to be received before registration at UD) *	?
Mode of study in the above institution *	∨	Serial number of the qualification document *	?
Name of educational institution *	?	Date of completion of studies, past or expected date (dd/mm/yyyy) *	?
Country of educational institution *	∨ ?		

Back

Next

Name of degree/qualification (already received or to be received before registration at UD)

If you are a high school graduate, you can write “high school diploma” or the name of the exam you took or will take (A-level, IB Diploma, WAEC, etc.).

If you obtained (will obtain) a university degree, please fill in the level and name of qualification that appears in your certificate, for example: BSc Environmental Management, Bachelor in Nursing, Doctor of Medicine, etc.

Highest educational qualification (already received or to be received before registration at UD)

You have to choose a study level that you already completed (means successfully graduated) or you will complete before you start your studies at the University of Debrecen (if you are in your final year now).

If you have several degrees, you must choose the highest level or the most relevant one. You will be able to attach more than one certificate when uploading your application documents at Upload Documents tab.

In this section you cannot refer to a recently started or pending study program. For example if you had started a university program and only completed a certain number of semesters but will not graduate from that program before starting your studies at UD, you must select a previous, fully completed level of education, for example your high school.

Serial number of the qualification document

(not compulsory if the completion of studies is a future date)

Only compulsory if you already received your graduation/school certificate. Most graduation certificates bear a unique code: numbers and/or letters (mentioned as serial number, unique identifier, seal number, certificate number, etc.) for the purpose of identification and security of the document. Please indicate this number.

Name of educational institution

You have to enter the name of the school or university that you have attended and/or where you completed the above mentioned study program. Please do NOT write the exam type or the issuing authority instead (WAEC, IB, Cambridge International, Ministry of Education, etc. are not acceptable in this field).

Date of completion of studies, past or expected date (dd/mm/yyyy)

Please select the graduation date, usually this is the date of your final exam. If this is in the future, please indicate a future date. If you are uncertain of the exact graduation date in the future, you can indicate 31st July as a general date.

Country of educational institution

Please choose the country where your school/university is located. If you attended school at several locations, please indicate the one of the final year.

TAB 6. Upload Documents

You have to upload the documents here that are required for the application procedure. Please note that different documents might be needed for different programs and levels. The form will prescript the mandatory documents as you select the program of your interest.

Your application cannot be finalized if any of the documents labelled by an asterix (*) are missing. If you do not own one (e.g. your passport is being processed), please, upload a declaration that the document will be sent later, indicating the circumstances of not having it at the moment (transcript).

Some fields might offer more than one document type.

The documents can be uploaded in any common format (docx, pdf, png, jpg, jpeg, mp3, etc) and by pressing the Ctrl button you can choose more than one file at the same time.

In the yellow highlighted chip you can see the type of the document followed by the name of the file.

Do not forget to upload official English translations of your documents which are originally not in English or Hungarian.

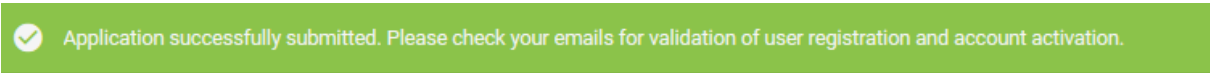
To finalize your application click the [Go to summary page](#) button.

If there are errors on the page, an information field on the top of the pages are marked with red color specifying the error type.

Here you can check all the data you submitted and the type and name of the documents, but you can not reopen them. This can be done by going back to Upload Documents tab or clicking on [I'm not done, correct my form](#) button.

If you are ready click [Submit](#)

In case of complete submission you will see this notification on the top of the page:

 Application successfully submitted. Please check your emails for validation of user registration and account activation.

together with a downloaded pdf document containing your application form.

You will get an email of validating your user registration. As you activated your email account as your primary email address of your admission you will be led to the opening page of the application form of the University of Debrecen where you are supposed to give a new password. By pressing [Send](#) you enter a „read only” page filled in with data and documents you submitted during the application.

The university administrators will check out your submitted form and in case of complete admission your application will be confirmed via email.

If there are data to modify for some reason or documents to upload/specify you will get an email to correct your application so you can open the application form again that you will be able to edit.

Very rarely you may be refused, usually because the students holding the citizenship of your country must apply through our exclusive representative. In the email, you receive, will be detailed information of the reasons of refusal.