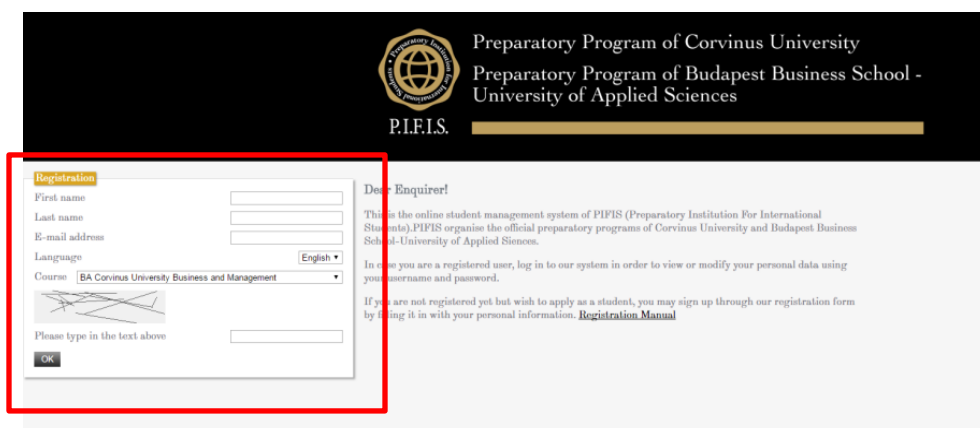


## REGISTRATION AND APPLICATION MANUAL

Dear applicant. Thank you for your interest in applying to our Preparatory Program. Please follow the steps listed below in order to complete your application online. With this manual we aim to make all steps of the procedure clear for you by giving you visual aid.

### REGISTRATION

To register into our online student management system where you will be able to complete your application first you have to fill out the registration window on our webpage (<http://intranet.pifis.hu>) by typing the following information in the right boxes:



Preparatory Program of Corvinus University  
Preparatory Program of Budapest Business School -  
University of Applied Sciences  
P.I.F.I.S.

**Registration**

First name

Last name

E-mail address

Language

Course

Please type in the text above

Dear Enquirer!

This is the online student management system of PIFIS (Preparatory Institution For International Students). PIFIS organizes the official preparatory programs of Corvinus University and Budapest Business School - University of Applied Sciences.

If you are a registered user, log in to our system in order to view or modify your personal data using your username and password.

If you are not registered yet but wish to apply as a student, you may sign up through our registration form by filling it in with your personal information. [Registration Manual](#)

- First name (Given name)
- Last name (Family name)
- Your e-mail address that you check regularly. From this point on we will communicate to you via this address so it is important that you use a valid e-mail address which you then on check regularly. Please regularly check your spam/Junk folder as our e-mails might land there.
- Choose the language in which you would like to use the website
- Choose the course which you would like to attend after finishing the preparatory program successfully
- Type in the letters and numbers you see in the box to prove you are not a robot.

### APPLICATION

Once you have registered to our website you will receive your username and password in an automatic system e-mail. If you don't receive this e-mail in a couple of minutes please check your spam/junk folder or contact us at [info@pifis.hu](mailto:info@pifis.hu).

Please log in to the system on the same website (<http://intranet.pifis.hu>) in the upper right corner with your username and password to start your online application.

Every time you have a new task regarding your application we will send you an automatic system e-mail to the e-mail address you have provided us. Please always check your spam/junk folder for these e-mails if necessary. Each new step will only appear in the online system after you received an e-mail from us about it.

Please always click the OK button after changing something in the system to make sure you save your changes.

**STEP 1** – Please fill out the personal data sections and upload the requested documents on the page. Make sure you use Latin letters, fill out everything according to your passport and don't leave anything

blank.

A good quality ID photo of the you in JPEG format.

Please make sure you type in the address correctly.

Please upload the documents in a PDF form if possible. A document can't be bigger than 2 MB.

### Personal Data, program

Program*	<input type="text" value="BA Corvinus University Business and Management"/>
Email Address (the applicant's / that of the applicant's)*	<input type="text"/>
Parent's Email Address	<input type="text"/>
Skype ID*	<input type="text"/>
Family Name*	<input type="text"/>
First Name*	<input type="text"/>
Photo	<input type="button" value="Fájl kiválasztása"/> Nincs fájl kiválasztva
Mother's family name*	<input type="text"/>
Mother's given name*	<input type="text"/>
Country of birth	<input type="text" value="China"/>
Place of Birth (as it is in your passport)*	<input type="text"/>
Date of Birth*	<input type="text" value="éééé . hh . nn ."/>
<input type="radio"/> Male <input type="radio"/> Female	
Nationality*	<input type="text" value="China"/>
Language*	<input type="text" value="English"/>

### Home Address

Country*	<input type="text" value="China"/>
Province*	<input type="text"/>
City/Town*	<input type="text"/>
Zip Code*	<input type="text"/>
Address*	<input type="text"/>

Passport ID	<input type="text"/>
Passport Expiry Date	<input type="text" value="éééé . hh . nn ."/>
Passport's place of issue	<input type="text"/>
Passport's date of issue	<input type="text" value="éééé . hh . nn ."/>

### Documents

Copy of Passport	<input type="button" value="Fájl kiválasztása"/> Nincs fájl kiválasztva
School Leaving Exam in Original Language	<input type="button" value="Fájl kiválasztása"/> Nincs fájl kiválasztva
Translation of School Leaving Exam	<input type="button" value="Fájl kiválasztása"/> Nincs fájl kiválasztva
Transcription in Original Language	<input type="button" value="Fájl kiválasztása"/> Nincs fájl kiválasztva
Translation of Transcription	<input type="button" value="Fájl kiválasztása"/> Nincs fájl kiválasztva
Language certificate	<input type="button" value="Fájl kiválasztása"/> Nincs fájl kiválasztva

**Copy of Passport** - Scan the page of the passport with the picture and personal data on it.

**School leaving exam** – Scan your original certificate, which you received when you finished secondary school (also known as high school). There must be an official notarized translation of this certificate as well. In case you have not graduated yet, upload a certificate provided by your school, saying when will you graduate, and when will you get the graduation certificate.

**Transcription** – This document has to be issued by the high school and has to include your grades from at least your last school year. The original version of it has to be translated into English and notarized as well, just as the school leaving certificate.

**Language certificate** – It is not necessary to upload a language certificate as it is not a required document for the application but in case you have an official language certificate (eg.: IELTS or TOEFL), please upload it here.

Once you are done click OK to save and wait for our reply.

**STEP 2** – We will check the uploaded data and documents and if we find them acceptable we will send you an automatic system e-mail. As the next step you have to pay 200€ evaluation fee (placement tests fee) to our account. IMPORTANT: the cost of the international transfer has to be covered by you!

Account holder: Nemzetközi Diákok Előkészítő Intézete Kft.

Account holder's address: 2040 Budaörs, Ibolya utca 130.

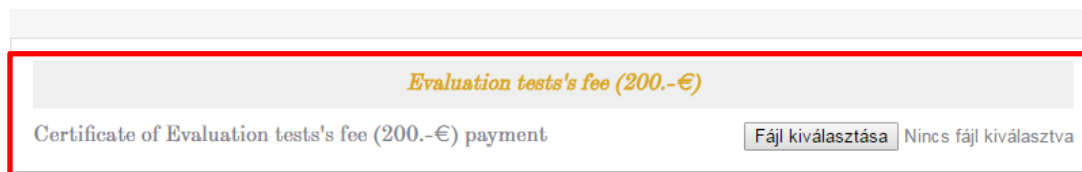
Bank name: MKB Bank

Bank address: 1056 Budapest, Váci u. 38.

Bank account no.: 10300002-10608935-48820013

IBAN No.: HU43 1030 0002 1060 8935 4882 0013

SWIFT CODE: MKKB HU HB



The screenshot shows a file upload area with a red border. At the top, it says "Evaluation tests's fee (200.-€)". Below that, the text "Certificate of Evaluation tests's fee (200.-€) payment" is displayed. To the right of this text is a button labeled "Fájl kiválasztása" (Select file) and the text "Nincs fájl kiválasztva" (No file selected).

Once you transferred the money to our account please upload the certificate of the payment provided by your bank. If you transfer the money online you have to download the verification of the transfer.

We will first check the exact amount that has arrived to us. Please note that transferring money to abroad has a cost that you have to pay. Please make sure that exactly 200€ arrives to our account.

Click the OK button once you uploaded the certificate.

**STEP 3** – Once we received the evaluation fee, we will send out online placement tests to you. To start a test you have to click on the name of it (eg.: English Grammar) and you have 1 chance for each test. So once you open a test, you must finish it at save otherwise the result is going to be 0%. You have 60 minutes for each test.

*Placement test*

**Warning!** Once you click on the name of the test it will start. You have 60 minutes for each test.  
Once you started a test you have to finish it and save it.  
If you don't finish the test or try to open it twice your result is going to be 0%

Tests Written:


English Grammar

English Reading

Mathematics

*Evaluation tests' fee (200.-€)*

Certificate of Evaluation tests' fee (200.-€) payment



**STEP 4** – After the placement tests we will invite you to a personal skype interview. We will send you a suggested time and date for this interview. Please accept it or refuse it via our online system by clicking the right button then clicking OK at the bottom. **Please note that the time we give you is in the Central European Timezone (CET)!**

*Skype interview*

You accepted the following date for a Skype Interview:

**2018-03-09 12:30:00**

*Placement test*

**Warning!** Once you click on the name of the test it will start. You have 60 minutes for each test.  
Once you started a test you have to finish it and save it.  
If you don't finish the test or try to open it twice your result is going to be 0%

Tests Written:

English Grammar

English Reading

Mathematics

**STEP 5** – If your tests and skype interview results are good enough you will get accepted to our program. This means that the next step is to pay the tuition fee and application fee (5000€ + 300€). We will send a Conditional Letter of Acceptance (CLOA) at this point which also serves as an invoice.

**IMPORTANT: the cost of the transfer has to be covered by the student!**

Account holder: Nemzetközi Diákok Előkészítő Intézete Kft.

Account holder's address: 2040 Budaörs, Ibolya utca 130.

Bank name: MKB Bank

Bank address: 1056 Budapest, Váci u. 38.

Bank account no.: 10300002-10608935-48820013

IBAN No.: HU43 1030 0002 1060 8935 4882 0013

SWIFT CODE: MKKB HU HB

Accommodation / Insurance / Address

By clicking on the name of the companies (Milestone, Medcover, MKB, etc.) you can read more details about the services

Choose the accommodation, if you need one\*

☒ I do not want

☐ I want this [Szállás Csengery](#)

☐ I want this [Milestone](#)

Choose the type of health insurance, if you need one\*

☒ I do not want

☐ I want this [Medcover](#)

Choose the bank name, if you need a hungarian account\*

☒ I do not want

☐ I want this [MKB Bank](#)

**STEP 6** – While the fees are being transferred to our account you should look at the accommodation, insurance and Hungarian bank account options we offer. In case you choose any of these extra services, please indicate it in the online system so we can prepare the extra documentation for it as well<sup>1, 2</sup>.

By clicking on the different company names (Csengery, Milestone, etc.) you can find more information.

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<sup>1</sup> Please note that in case you would like to stay in Csengery dormitory, you should transfer 700€ previously, preferably together with the tuition and application fee.

<sup>2</sup> Please note that you will have to pay for the insurance (75.000 HUF) when you arrive to Hungary and register to our school personally.

You also need to fill out the **postal address** box. It is really important to fill it out perfectly as we will send the documents necessary for the visa application to this address. If you don't have any comments just write a dot.

**Tuition Fee**

Certificate of payment of the Tuition and Application Fee

Fájl kiválasztása

Nincs fájl kiválasztva

I don't accept

We will use this address to send you your documents necessary for your visa application via DHL

**Postal Address**

Mobilephone number\*

Recipient\*

Contact person\*

Country\*

China

Province\*

City/Town\*

Zip Code\*

Address\*

Comment\*

**STEP 7** – Once we received all the necessary fees from you we will finalize your documentation (eg.: prepare Letter of Acceptance (LOA) and/or insurance papers, etc.). When we have everything ready we will send the documents to the Postal Address you gave us in the previous part.

At this point you should start the application for visa and buy his flight ticket to Hungary.

Once your have information on your visa interview date, or received your visa, or bought your flight tickets, please upload the details to the online system.

**Arrival information**

Visa or Hungarian ID?

☒ Visa ☐ Hungarian ID

**Visa**

Visa personal interview date

éééé . hh . nn .

Visa personal interview consulate

Visa's place of issue

Visa's date of issue

éééé . hh . nn .

Visa valid until (date)

éééé . hh . nn .

Visa number

Visa or

Fájl kiválasztása

Nincs fájl kiválasztva

I don't accept

Certificate of Visa rejection

Fájl kiválasztása

Nincs fájl kiválasztva

I don't accept

Flight number

Date of Arrival

éééé . hh . nn .

Time of Arrival

-- : --

Need Airport Transfer?

☒ No ☐ Yes

If you would like to have airport transfer please click YES and we will organize it for him. You will have to pay for the transfer as well.

If your visa application is rejected please upload the certificate of the decision. In this case we are able to help you appeal against the decision or we can refund the 5000€ tuition fee (but NOT the application or evaluation fee).

Click OK when you are done with everything.

This was the last step in the online application procedure. We are looking forward to meet you in person.

***Thank you for applying to the Preparatory Program organized by  
PIFIS!***