

# Online Application Guide

**Budapest University of Technology and Economics (BME)**  
Central Academic Office

M Ű E G Y E T E M 1 7 8 2

Address: 7-9 Műegyetem rkp. Bldg. R, ground floor, H-1111 Budapest, Hungary · Phone: +361 463 4242 · E-mail: info@kth.bme.hu · Kapcsolat

Wednesday, 20 March 2019 · 8th week of · CAO opening hours today: 08:00–17:00, 12:00–15:30

Admission • International Affairs • Neptun Management

Forms

**Neptun login**

For students  
For lecturers

Neptun operating time ▼

**CAO portal login**

Tóthné Mag Barbara  
administration  
logout

**RSS**

Hírek RSS-ben

**Forms** NOI ▼

Student Application Form -- For SH/SCY scholarship holders who would like to transfer to BME from another Hungarian university

fill in »

**Last changes**  
Last changes

**Search**  
this site

**BME phonebook**

**CAO Opening hours**

Wednesday, 03. 20.  
08:00 – 17:00  
12:00 – 15:30<sup>15</sup>

Thursday, 03. 21.  
12:00 – 15:30

Friday, 03. 22.  
08:30 – 12:00<sup>18</sup>

Saturday, 03. 23.  
no opening hours

Sunday, 03. 24.  
no opening hours

Monday, 03. 25.  
10:00 – 15:30  
12:00 – 15:30<sup>15</sup>

Tuesday, 03. 26.  
12:00 – 15:30

15: For only international regular (non study abroad) students

18:

Details

Click on „fill in after log in” button!

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Address: 7-9 Műegyetem rkp. Bldg. R, ground floor, H-1111 Budapest, Hungary · Phone: +361 463 4242 · E-mail: info@kth.bme.hu

Thursday, 3 April 2014 · 9th week of · CAO opening hours today: 12:00–15:30

Admission • International Affairs • Neptun Management

Forms

**Neptun login**

For students  
For lecturers

Neptun operating time ▼

**CAO portal login**

edu Belépés

Some contents can be reached only after login.

**RSS**

Hírek RSS-ben

**Online forms**

You are not logged in. For filling the online forms you can log in as follows:

If you are registered in the administration system of BME (Neptun) you have a 'directory service based login option. This button will redirect you to the appropriate login page. You will find there the description for creating your directory service based account. After logging in you will be redirected to this page.

Forward

If you are a registered user you can login with your email address and password via this form. If you don't have access to BME's Neptun system you can make your registration with your email address via this link.

E-mail address

Password  Lost password

Login

**Last changes**  
Last changes

**Search**  
this site

**BME phonebook**

**CAO Opening hours**

Thursday, 04. 03.  
12:00 – 15:30

Friday, 04. 04.  
08:30 – 12:00

Saturday, 04. 05.  
no opening hours

Sunday, 04. 06.  
no opening hours

Monday, 04. 07.  
12:00 – 15:30

Tuesday, 04. 08.  
12:00 – 15:30

Wednesday, 04. 09.

Click on „this link”!

The screenshot shows the registration page of the BME Central Academic Office. The header includes the university logo, name, and address. The main content area features a registration form with fields for Full Name, E-mail address, Password, and Confirm password, along with a 'Registration' button. A sidebar on the left contains navigation links for Neptun login, CAO portal login, and RSS. A sidebar on the right displays 'Last changes', a search box, and 'CAO Opening hours' for the week of April 3-7, 2014.

Fill it with your name, e-mail address and password then click on „registration” button!

This screenshot shows the same registration page after a successful registration. The main heading 'Registration' is now followed by the message 'Registration successful!'. The rest of the page layout, including the sidebar and header, remains the same.

After successful registration, return to the Application form page:  
<https://www.kth.bme.hu/en/forms?c=7> and choose your form to fill.



Forms

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### Online forms

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[Forward](#)

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E-mail address

Password

[Lost password](#)

[Login](#)

Last changes

Last changes

Search

this site

>

BME phonebook

>

CAO  
Opening hours

Thursday, 04. 03.  
12:00 – 15:30

Friday, 04. 04.  
08:30 – 12:00

Saturday, 04. 05.  
no opening hours

Sunday, 04. 06.  
no opening hours

Monday, 04. 07.  
12:00 – 15:30

Tuesday, 04. 08.  
12:00 – 15:30

Wednesday, 04. 09.  
12:00 – 15:30

[Details](#)

Fill in with the previously registered e-mail address and password and click on „login” button!

Study level:

Research plan/chosen topic (for PhD students):

Date of proposed entrance: \*

**Reason(s) of your request**

Reason(s) of your request (in at most 500 characters): \*

**Required documents:**

Copy of passport: \*  Nincs fájl kiválasztva

Degree certificate of your previous studies: \*  Nincs fájl kiválasztva

Document of English language proficiency (TOEFL, IELTS, etc.): \*  Nincs fájl kiválasztva

Credit certificate (unless this is the first term at your current university):  Nincs fájl kiválasztva

Letter of Award (from Tempus Public Foundation): \*  Nincs fájl kiválasztva

I understand and accept that \*

• A written request must be also sent to Tempus Public Foundation by 15 January (for Spring Term) and 15 August (for Fall Term) in every school year. • institutions, majors can be changed only at the end of the term, so that the scholarship holder could start the next term in the new institution, • institutions, majors can be changed only within one year after beginning the studies leading to a university degree, • changing host institution or major is allowed only on the same programme level, • changing major or institution is not possible during partial studies, • the scholarship holder must gather the required documents (a request signed by the student, a letter of acceptance by the future host institution, a written approval by the present institution; a written approval by the sending partner) and submit a request to Tempus Public Foundation on his/her own.

Save: If you save a partially completed form you may continue filling in later.  
Finalize: After finalization the form can no longer be changed.

Save or finalize your form!

After you finalized your form, the registration is ready.