

APPLICATION STEP BY STEP FOR DOUBLE DEGREE EDUCATION

You have to make one application process, but some steps are parallel, because of the two different university regulations, so take care about the realization of all steps.

1. Choose your programme (DOUBLE DEGREE IN LOGISTICS ENGINEERING)
2. Learn about admission requirements
 - 2/a. Learn about admission requirements, intake, services, fees, and the refund policy of the University of Miskolc (details: peter.telek@uni-miskolc.hu).
 - 2/b. Learn about admission requirements, intake, services, fees, and the refund policy of the Kyrgyz State Technical University (details: aida.dolotbakova@mail.ru).
3. Transfer the APPLICATION FEE
 - 3/a. Transfer the **APPLICATION FEE** (150 EUR) to the bank account of the University of Miskolc (see below). (Applications are processed and evaluated provided that the payment is credited and confirmed by the financial department of the University. It might take 1-2 weeks from the day of payment.)
 - 3/b. Transfer the **APPLICATION FEE** (999 SOM) to the bank account of the Kyrgyz State Technical University. (contact: aida.dolotbakova@mail.ru)
4. Click on the **Apply Now** button by the selected study programme, fill the **APPLICATION SYSTEM** and upload the NECESSARY DOCUMENTS and the completed MANDATORY MEDICAL CERTIFICATE TEMPLATE.
5. Submit your application before deadline:
 - Opening: 1st of June 2024
 - Deadline: 5th of August 2024, 12:00 (noon) CET
 - Studies start: 1st week of September
6. As soon as the application fee is credited and confirmed by the financial departments of both Universities, the formal and content evaluation of the application documents starts.
7. In case of eligibility, applicants are invited to take an online oral **ENTRANCE EXAMINATION** whereby professional knowledge and skills as well as command of English are tested by the examination board (members of the committee represent both Universities). The date of the oral examination is not bound to the date of the application submitted. It shall take place by the end of June/November the latest, or before. Regarding the details of the entrance examination please visit the website of the given study programme. Entrance examination is free of charge.
8. In a week, following the successful entrance examination, applicants are issued a **CONDITIONAL LETTER OF ADMISSION** indicating their tuition and accommodation (hostel) fee paying obligation.

TUITION FEE

The amount of tuition fee varies by study programmes. Please visit the website of the given programme for details. The first semester tuition fee shall be transferred as stated in the Conditional Letter of Acceptance. The tuition fees of the forthcoming years shall be transferred prior to each semester. Students are notified of their fee-paying obligation in due time.

The first semester tuition fee shall be transferred to the Bank account of the Kyrgyz State Technical University (contact: aida.dolotbakova@mail.ru)

ACCOMMODATION FEE

- a) The University of Miskolc provides accommodation in the Student Hostel located in the campus for first year students automatically to support and ease applicants' VISA process. The first semester accommodation fee (500 EUR - cca. 225.000 HUF for 5 months) is to be transferred together with the tuition fee.
- b) Information about the accommodation possibilities and conditions of the Kyrgyz State Technical University available: aida.dolotbakova@mail.ru.

9. Once the first semester tuition and accommodation fee are credited and confirmed by the financial department of the Kyrgyz State Technical University, applicants are issued a **FINAL LETTER OF ADMISSION** confirming that the **tuition fee is paid** and that **accommodation is provided** for the applicant at the Kyrgyz State Technical University.

10. Applicants **must submit their VISA application** to the relevant Embassy/Consulate as soon as they receive the Final Letter of Acceptance. **The applicant is obliged to inform the Universities about submitting their VISA application** (time and place of VISA application) and that the **VISA is issued/rejected** at time of action at levente.gegeny@uni-miskolc.hu and aida.dolotbakova@mail.ru.

BANK ACCOUNT DETAILS OF THE UNIVERSITY OF MISKOLC

University of Miskolc / Miskolci Egyetem
IBAN: HU15-10102718-51382100-01005004
MBH Bank Nyrt.
H-3530, Miskolc, Széchenyi István út 46.
Swift code: MKKBHUHB

Remarks: please put your name and your birthdate as well as 'application fee' OR 'tuition and accommodation fee' here.

REFUND POLICY

The application fee and the accommodation fee is non-refundable.

The tuition fee is non-refundable, with the exception of the following instances:

- When a student was forced to stop studying for health reasons confirmed by a medical certificate, or for any important and documented unforeseen reasons;
- When a student's visa is rejected

IMPORTANT: Refunds will not be approved where no special circumstances exist. A lack of knowledge or understanding of administrative requirements or deadlines is not considered to be special circumstances beyond a person's control.

In case of postponement, the paid tuition fee can be transferred to the semester in which the student plans to start his/her studies. However, the accommodation fee is non-refundable, so it cannot be transferred to another semester either. If a student postpones the start of his/her studies, he/she must pay the accommodation fee again for the relevant semester.

List of necessary documents which have to be submitted to start the tuition fee refund procedure:

1. Appropriate document with justification (e.g. visa refusal letter, doctor's statement etc.)

2. The student's official request of refunding the tuition fee (official e-mail)

3. The following bank account details:

- *Name of the bank:*
- *Address of the bank:*
- *Branch code (A branch code may refer to a unique number that helps identify a specific bank branch):*
- *Bank account holder name:*
- *Bank account number:*
- *Country:*
- *Postal code:*
- *City:*
- *Street:*
- *IBAN:*
- *Swift code:*

IMPORTANT:

- Each refund has to be justified. In case of no special circumstances exist the University of Miskolc/Kyrgyz State Technical University has the right to reject to refund the tuition fee.
- If during the visa procedure it is discovered and proved that the student submitted false or invalid documents in order to obtain the visa and misled the university and the Hungarian authorities, the University of Miskolc/Kyrgyz State Technical University reserves the right to refuse to refund the tuition fee.
- The refund procedure starts after the student submits his refund request to the University of Miskolc in an official e-mail.
- The documents listed above and the refund request must be sent to the following e-mail address: levente.gegeny@uni-miskolc.hu.
- The refund is an international transaction. In some cases the entire procedure and crediting of the refunded amount can take up to 2-3 months.

- The handling costs of the refund transaction are deducted from the returned amount.

FURTHER INFORMATION

- The tuition fee and the accommodation fee must be paid in one amount to the bank account of the University of Miskolc (for the semesters 2 and 4).
- All bank transfer costs must be paid by the applicant.
- Applications can be submitted only once; in case of VISA rejection or unsuccessful entrance examination no further application in the forthcoming years is accepted.
- The study programmes offered by the Universities are full-time programmes, which require the physical presence of students. Enrollment must take place personally in the first weeks of each semester.
- Refund request - if applicable - must be submitted via e-mail in 30 days following the issue of the VISA rejection document.
- Get in touch with us: levente.gegeny@uni-miskolc.hu and aida.dolotbakova@mail.ru.