

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 go to our webpage (<https://intranet.pifis.hu>) and click the register button.



Preparatory Program of Corvinus University
Preparatory Program of Budapest Business School - University of Applied Sciences

P.I.F.I.S.

Login

Username:

Password:

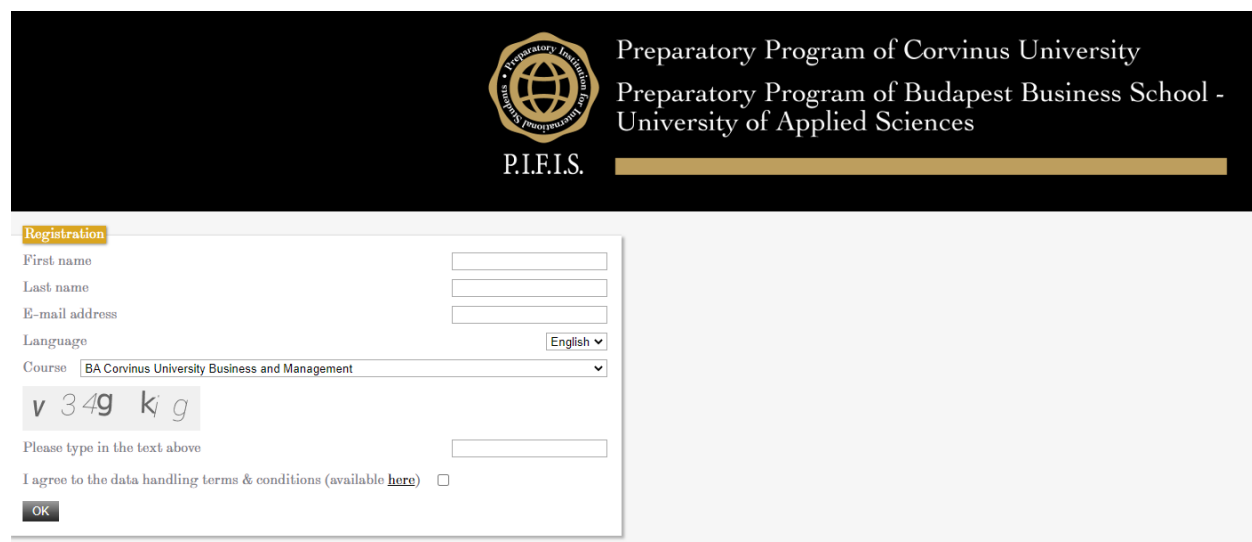
Dear Enquirer!

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

In case 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](#)

Then fill out the boxes with the right data, agree to our terms & conditions and click ok.



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

I agree to the data handling terms & conditions (available [here](#))

- 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 e-mail 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.

Please log in to the system on the same website (<https://intranet.pifis.hu>) 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-mails to the e-mail address you have provided to 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.

Personal Data, program

Program* BA Corvinus University Business and Management

Email Address (the applicant's / that of the applicant's)*

Skype ID*

Family Name*

First Name*

Photo Choose File | No file chosen

Mother's family name*

Mother's given name*

Mother's Email

Father's family name*

Father's given name*

Father's contact*

Country of birth China

Place of Birth (as it is in your passport)*

Date of Birth*

Male Female

Nationality* Afghanistan

Language* English

Home Address

Country* China

Province*

City/Town*

Zip Code*

Address*

Passport ID

Passport Expiry Date

Passport's place of issue

Passport's date of issue

Documents

Copy of Passport Choose File | No file chosen

School Leaving Exam in Original Language Choose File | No file chosen

Translation of School Leaving Exam Choose File | No file chosen

Transcription in Original Language Choose File | No file chosen

Translation of Transcription Choose File | No file chosen

Language Certificate Choose File | No file chosen

OK

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.

You will need to upload:

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.

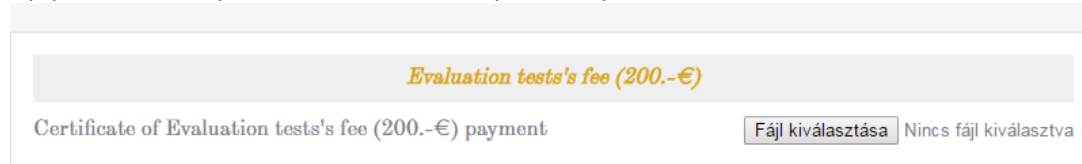
Language certificate – It is not necessary to upload a language certificate as it is not a required document for the application but in case you have an official language certificate (eg.: IELTS or TOEFL), please upload it here.

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!

The bank details and all necessary information for the transfer is going to be in a system e-mail sent to your e-mail address.

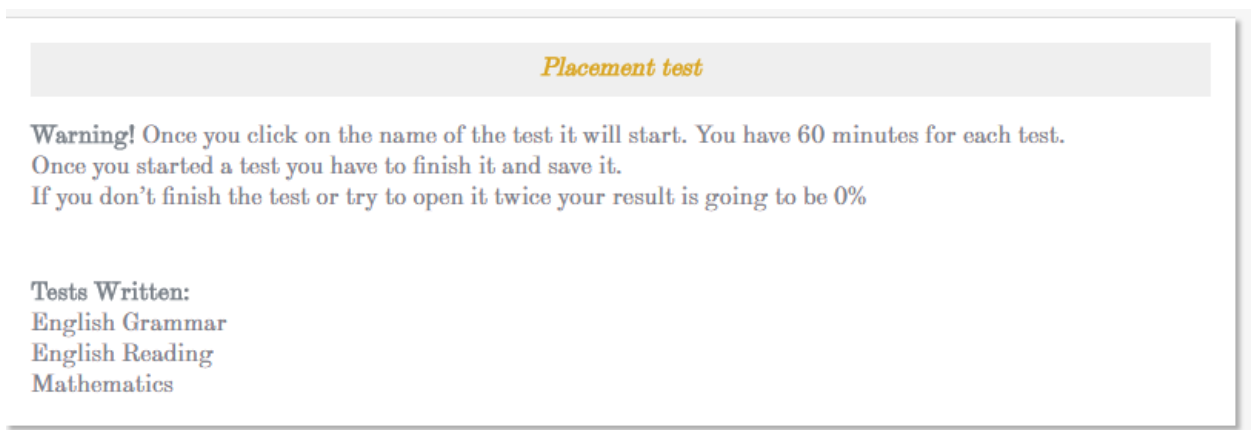
Once you transferred the money to our account please upload the certificate of the payment provided by your bank. If you transfer the money online you have to download the verification of the transfer.



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 and save otherwise the result is going to be 0%. You have 60 minutes for each test.



STEP 4 – Together with your placement tests you will receive a date for your online interview which can be taken via WeChat or Skype. You can accept or deny this date in the system, then click OK to save your answer. **Please note that the time we give you is in the Central European Timezone (CET)!**



STEP 5 – If your tests and skype interview results are good enough you will get accepted to our program about which we will inform you in a system e-mail as well. In case there is a problem we will contact you via mail as well.

In case you are accepted 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 and includes the necessary information to do the transfer.

STEP 6 – While the fees are being transferred to our account you should take a look at the accommodations, insurance and visa support 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^{1,2}.

By clicking the name of the different companies (Csengery, Milestone, etc.) you can find more information on them.

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 [Broadway apartment](#)

I want this [Milestone](#)

I want this [SRS](#)

I want this [111 Hostel](#)

I want this [Jintan apartment](#)

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

I do not want

I want this [Medicover](#)

Choose visa support, if you need it*

I do not want

I want this [Personal Visa Support](#)

Hungarian Address

| | |
|--------------|----------------------|
| City/Town | <input type="text"/> |
| Zip Code | <input type="text"/> |
| Street | <input type="text"/> |
| House number | <input type="text"/> |

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 requested. If you don't have any comments just write a dot.

Tuition Fee

Certificate of payment of the Tuition and Application Fee Nincs fájl kiválasztva

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

Postal Address

| | |
|---------------------|----------------------------|
| Mobilephone number* | <input type="text"/> |
| Recipient* | <input type="text"/> |
| Contact person* | <input type="text"/> |
| Country* | China <input type="text"/> |
| Province* | <input type="text"/> |
| City/Town* | <input type="text"/> |
| Zip Code* | <input type="text"/> |
| Address* | <input type="text"/> |
| Comment* | <input type="text"/> |

¹ Please note that in case you would like to stay in Csengery dormitory, you should transfer 750€ before arrival, preferably together with the tuition and application fee.

² Please note that you will have to pay for the insurance (78.000 HUF) when you arrive to Hungary and register to our school personally.

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 you in an e-mail so you can start your visa application via <https://enterhungary.gov.hu/eh/?en>

After you applied for the visa and have information on your interview date as well as bought your flight ticket to Hungary, please upload the details to the online system.

Arrival information

Visa or Hungarian ID?
 Visa Hungarian ID

Visa

Visa personal interview date

Visa personal interview consulate

Visa's place of issue

Visa's date of issue

Visa valid until (date)

Visa number

Visa or Nincs fájl kiválasztva

Certificate of Visa rejection Nincs fájl kiválasztva

Flight number

Date of Arrival

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 contact us immediately and send us the decision letter within 3 days. We will try to help you appeal or transfer back the tuition fee (5000€) if there is no other solution.

Please don't forget to always click OK after making changes in your application.

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!