



ELTE

FACULTY OF
ECONOMICS

INTERNATIONAL ENROLMENT SCHEDULE

and further information

for Erasmus+ and Guest Students

February 2025

The schedule of the **ELTE GTK's (Faculty of Economics) international enrolment days** enables incoming Erasmus+ and guest students to organise their travel, accommodation, and insurance for the start of their studies.

Expected arrival date: by Sunday, 2 February 2025. Admitted students are asked to complete this [questionnaire](#) about their planned/already fixed arrival date and a few other issues. Prompt responses will allow the International Office to schedule the administrative sessions efficiently.

SCHEDULE

| | Tuesday, 4 February | Wednesday, 5 February |
|-------------|---|---|
| Venue/Time | 1088 Budapest, Rákóczi út 7, Building Q, 4th floor, lecture hall Q409 (for access details, please scroll down to "Further information/3") | |
| 10:00-11:00 | Document check and other administrative matters | Late enrolment opportunity (International Office, ground floor) |
| 11:00-12:00 | Course review with GTK students Team Building activities | Documentation session (Erasmus documents, student card, residence permit/registration, etc.) |
| 13:00-15:00 | Welcome by the Student organisations (Student Union, ESN, ISAC, Student Ambassadors) Campus tour (led by fellow students) | Welcome by the Vice-Dean for International Affairs Faculty workshops and presentations <ul style="list-style-type: none">• Introduction to GTK• Academic info session |

Further information:

1. For the **administrative sessions** on Tuesday, 4 February, students will be offered **slots**.
2. For the best enrolment experience on both days (especially for the Course review), please **bring along an electronic device** (preferably a **LAPTOP**). **WIFI** will be provided.
3. If you are an **Erasmus or guest student from another ELTE faculty** and wish to study GTK courses, please contact ELTE GTK at incoming@gtk.elte.hu at your earliest convenience. You are also kindly invited to the afternoon sessions on Wednesday, 5 February.
4. **GTK Erasmus or guest students staying for another (your second) semester** at Faculty of Economics are highly recommended to attend the Wednesday session.
5. **Late enrolment** opportunities will be available for those unable to arrive by the main administrative/enrolment sessions on 4/5 February due to visa issues and/or exams at their home university, or for other justifiable reasons. If you did not submit your arrival date in the [questionnaire](#) (see also below) but already know that you will arrive after the enrolment sessions, please contact the International Office at incoming@gtk.elte.hu as soon as possible to arrange an appointment.



6. Where to find **further information**:
 - a. **Required documentation**: Prospective students > [Enrolment](#).
 - b. **Accommodation, insurance, visa, and other practical matters**: Prospective students > [Practical Matters](#).
 - c. A **map** of the location of Building Q (GTK's central building where the enrolment events will take place), as well as advice on **transportation** and how to reach us, are available here:
 - a. <https://gtk.elte.hu/en/practical-matters/> Prospective students > Practical matters > ARRIVAL: TRANSPORTATION AND CAMPUS
 - b. <https://gtk.elte.hu/en/contact-us> (for the campus map, please scroll down)
7. **ELTE's central ONLINE orientation week** including the Vice-Rector's and students' welcome speeches, and Introduction to ELTE, etc: https://www.elte.hu/en/orientation/2025_spring. The subpage <https://www.elte.hu/en/esn-orientation-week-spring-programmes> lists all the **events organised by ELTE ESN** between Monday and Friday, 2-6 February ("speed friending", city tour, pub quiz, scavenger hunt, ice-skating, spa day, etc).

ORIGINAL DOCUMENTS TO PRESENT DURING ENROLMENT

Detailed information regarding the required documents is available on the website, [here](#). The general list on the website contains documents to be presented by ALL students and other documents required of certain groups (e.g. Erasmus+/guest students) only. Please follow the instructions carefully.

Required documents for the enrollment:

- In case of EU citizens: passport **or** photo ID.
- In case of non-EU citizens: passport (and visa, if applicable)
- Students with double citizenship must present both passports.
- If a visa is required to enter Hungary, both the main page of the passport AND the visa page must be photocopied.

Remember to bring along 1 PHOTOCOPY of the required documents because enrolment without the original documents AND the photocopies is NOT possible. It is best if you make the copies before your departure because, although there is an independent photocopy place at 5 Rákóczi út (Building R, downstairs), it may not be open when you come.

Other, optional documents:

- Home university's documents, e.g., Certificate of Arrival/Enrolment – if this is their standard procedure. If in doubt, ask your home university coordinator.
- Any official documents required by your home university/grant provider that ELTE GTK needs to sign.

IMPORTANT INFORMATION

If, due to late arrival, you **cannot attend** the above events, you are kindly requested to indicate this in the following [form](#).

In case of any urgent queries, contact the International Office by email: incoming@gtk.elte.hu. Please send your email **only once**. Coordinators will respond to your query as soon as possible. **Thank you for your patience.**