

**MOVING-IN INFORMATION**

 **BUDA CAMPUS - SOMOGYI DORMITORY**

**2023/2024**



The dormitory placement will be finalized if you upload the following documents to the Neptun TR system, no later than **September 4, 2023.** Your admission will be not valid if you fail to meet them by the specified deadline:

* Filling out a Dormitory Contract through the Neptun TR system (you will receive information how to reach it to the e-mail address provided),
* Uploading 1 colour photo not older than half a year to the Neptun TR system,
* Sending 1 colour photo not older than half a year (3.5 x 4.5 cm) in digital (jpg) format, saved as **fullname\_Somogyi**, with the object **Somogyi photo** to the buda.kollegium@uni-mate.hu address,
* Submitting 2 signed copies (with blue pen) of the Dormitory Contract printed from Neptun on the day of moving in.

**Date and place of move in:**

The official **Moving-In date** will take place on **03/09/2023** (Sunday) **between 8:30 am to 18:00 pm**

**Additional day, only in justified cases** **04/09/2023** (Monday) **between 8:30 am to 16:00 pm**

***The Somogyi Dormitory*** *(1118 Budapest, Szüret street 2-18.)* ***hall***

**When you move in, you will receive:**

* Magnetic entry card to the dormitory,
* Key of your room,
* the equipment sheet with which you check the room equipment in the room and should be returned and signed.

If you cannot move in on the specified moving-in days, you must indicate it to the buda.kollegium@uni-mate.hu address.

**It is not possible to move into the dormitory before the day designated for moving in**, Occasional moving in is possible from 8:30 am to 16:00 pm outside the specified moving time.

**Dormitory fee and pay**

* Stipendium Hungaricum and FAO students do not need to pay dormitory fee via Neptun.
* Other students (CEEPUS, ERASMUS, SELF-FINANCIED) have to pay dormitory fee via Neptun.

The student is obliged to pay the monthly fee through Neptun, for which the university issues an invoice for each month. The student can access the issued invoice within Neptun under the menu item "Finances/Invoices".

Student account number of the Hungarian University of Agriculture and Life Sciences (HUF): **11784009-22234797-00000000**

Name of the bank holding the account: OTP Bank

IBAN number: HU0811784009-22234797-00000000

SWIFT code: OTPVHUHB

**In the comment box, please write the following:** **NK-ABCDEF, Name**

"NK-" is stand for identification

Replace the letters ABCDEF with your own NEPTUN ID

The name is the last name and first name associated with the NEPTUN ID

The dormitory fee will be posted in the Neptun TR system, which must be fulfilled by the date specified in the General Terms and Conditions which is on the website of the dormitory.

You must complete the payment of dormitory fees for September and October until **20th of October 2023**.

There is an electronic entry system applied in the dormitory. We don’t charge deposit for the magnetic entry card, however you must pay 3000 HUF for the lost or damaged card.

**Somogyi Dormitory:**

+36-1-305-7581, buda.kollegium@uni-mate.hu

* By signing the Dormitory Contract, you have accepted the **House Rules and Annex,** the **Fire Protection Rules and Regulations,** the **General Terms and Conditions,** the **Dormitory Regulations,** the **IT Regulations** which you can find the dormitory’s website.
* Changes in active student status must be reported to the Dormitory Administrator.
* A temporary address application form can be requested from the Dormitory Department.
* **Rooms can only be taken over or handed in person.**
* The student is obliged to indicate the damage in the room upon moving in, so that it can be resolved by the Maintenance, and if this defect can’t be corrected, it can be taken into account when moving out. Compensation must be paid for any damage caused.

 It is also important to report any problem to somkoll@uni-mate.hu during the **academic** year, so they can correct them in time.

* The place received at the beginning of the semester cannot be considered final due to possible **changes**, so it cannot be ruled out that the resident will move to another **room.**
* The use of the Internet in the dormitory is free of charge. Every rooms have Internet connection point per person, however the **Ethernet (UTP) cable** is **not** provided by the dormitory. **You need to bring an Internet cable**. **Network’s name: Somkoll, Password: Somkoll2017**

 Any problems related to the Internet should be sent to the email address: helpdesk@uni-mate.hu.

* Quilt and pillow are provided to residents. **Beddings** are **not provided** by the dormitory, so please **bring your own**.
* In the dormitory, washing and drying machines can be used free of charge. There are 3 washing machines and 2 dryers on the ground floor and first floor each. You can also pick up mobile drying rack from the reception.
* Smoking is prohibited inside the building. There is designated smoking area under the stairs.
* The following items **may not be brought into the dormitory: fridges, microwave ovens, electric cookers, immersion boilers and electric heaters, bicycles and animals.** (Bicycles can be stored in a storage area under the main staircase.)
* The **room is cleaned by the residents**, the necessary cleaning supplies (mop bucket and mop) are available in the washrooms.
* Rearrangement in rooms is only possible after permission. Before handing over the room, it is necessary to rearrange the room to the state in which it was taken over.
* We would like to draw your attention to the fact that there is a **selective collection of waste** in the dormitory.
* Keep the Fire Safety standards in place, because the fire alarm system is very sensitive, and the smoke will signal immediately.

Budapest, 04/07/2023

 Ms. Ildikó Fedor

 Head of Dormitory

 Buda Campus Dormitory Department