University of Pécs
est. 1367

STEP-BY-STEP GUIDE FOR ONLINE APPLICATION

FOR ADVISORS

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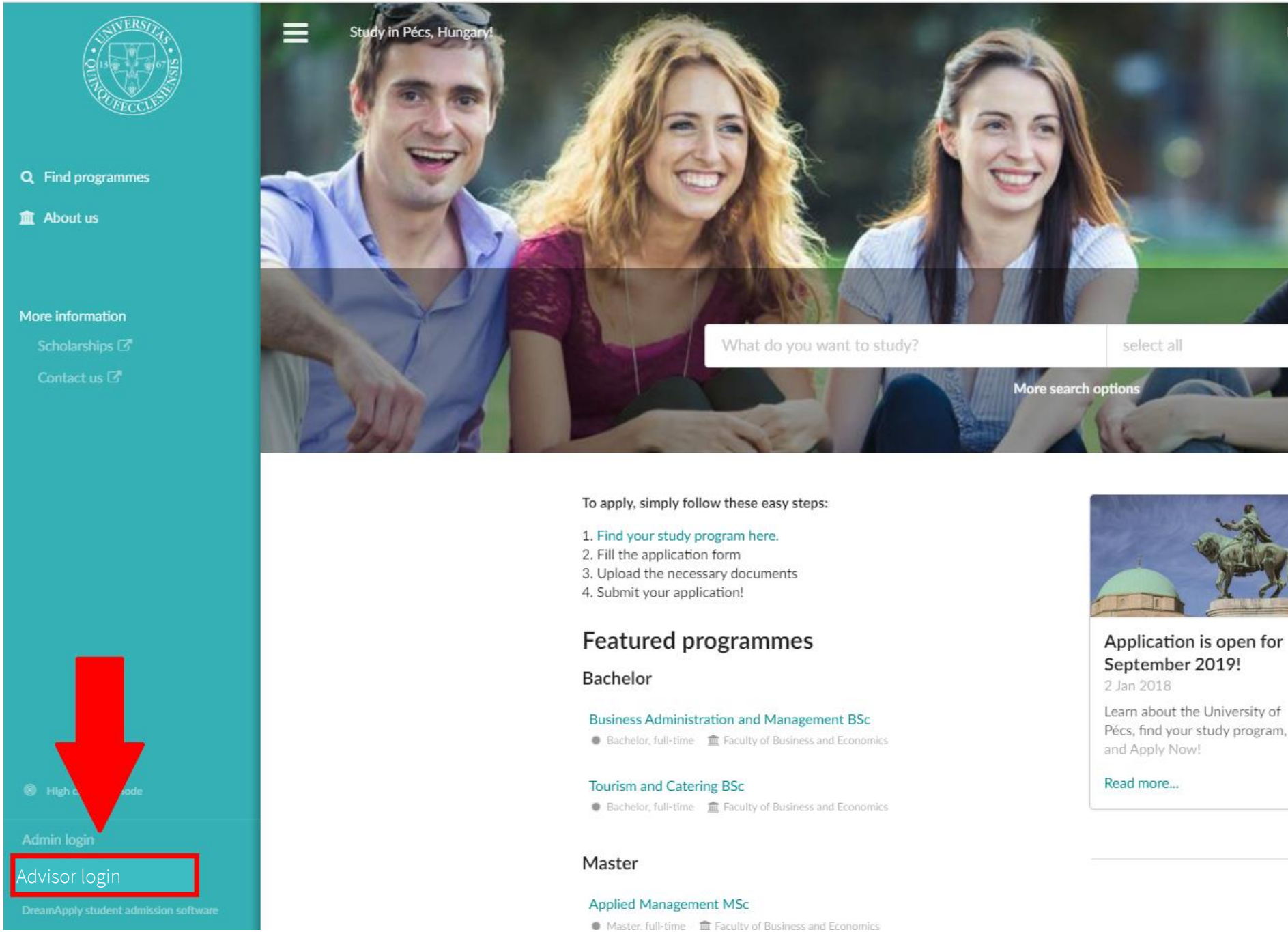
I. Login to the Advisor Portal

I./1.

When you arrive to https://apply.pte.hu/, click on „Advisor login”

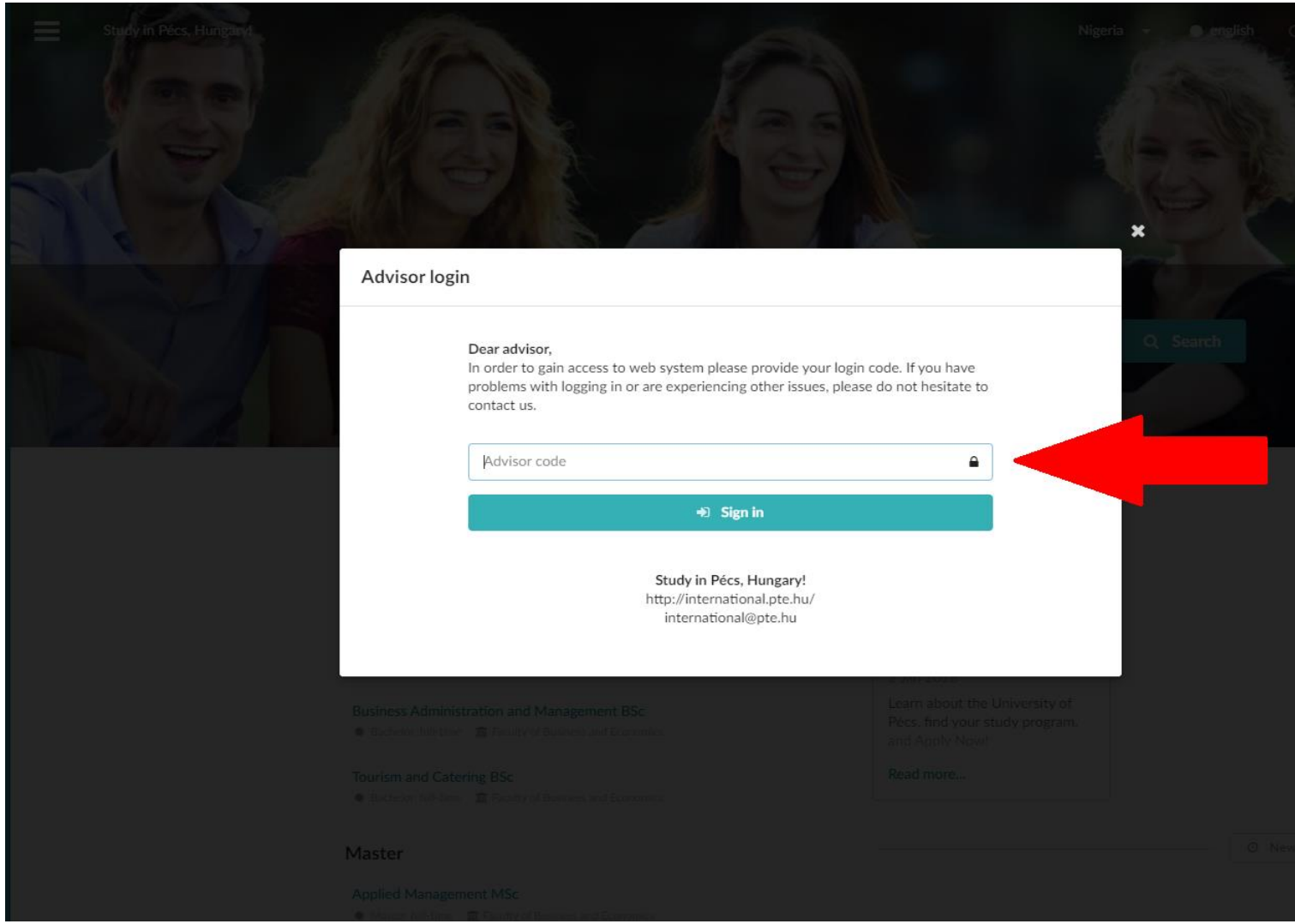


I./2.

You will be asked to provide your **„Advisor code”**

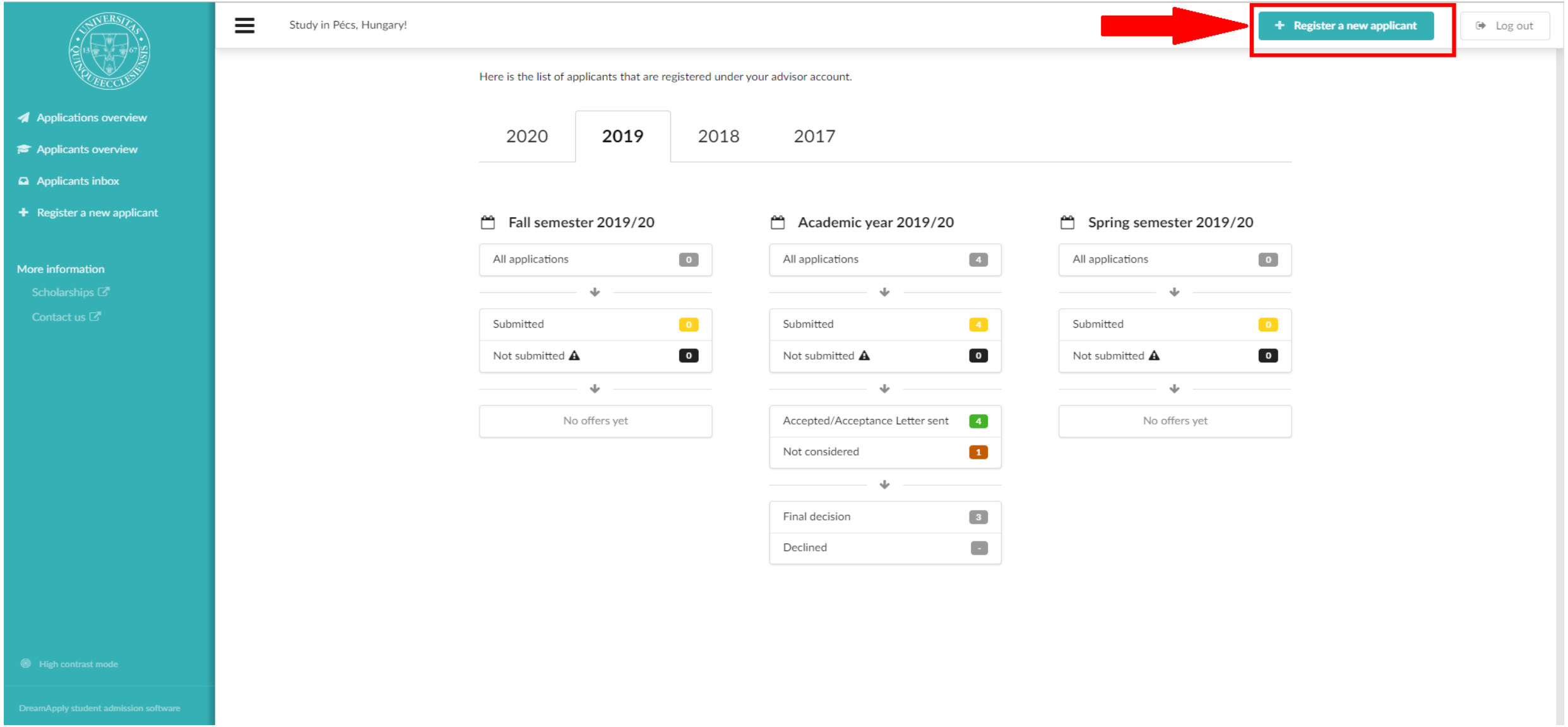
If you do not remember your „Advisor code”, please get in touch with us:

Region (by location of HQ)	Contact person	E-mail address
Asia, Europe, Latin-America	Mr. Csaba Faragó	farago.csaba@pte.hu
Africa, Middle East, Caucasus, North America	Mr. Bence Bányász	banyasz.bence@pte.hu

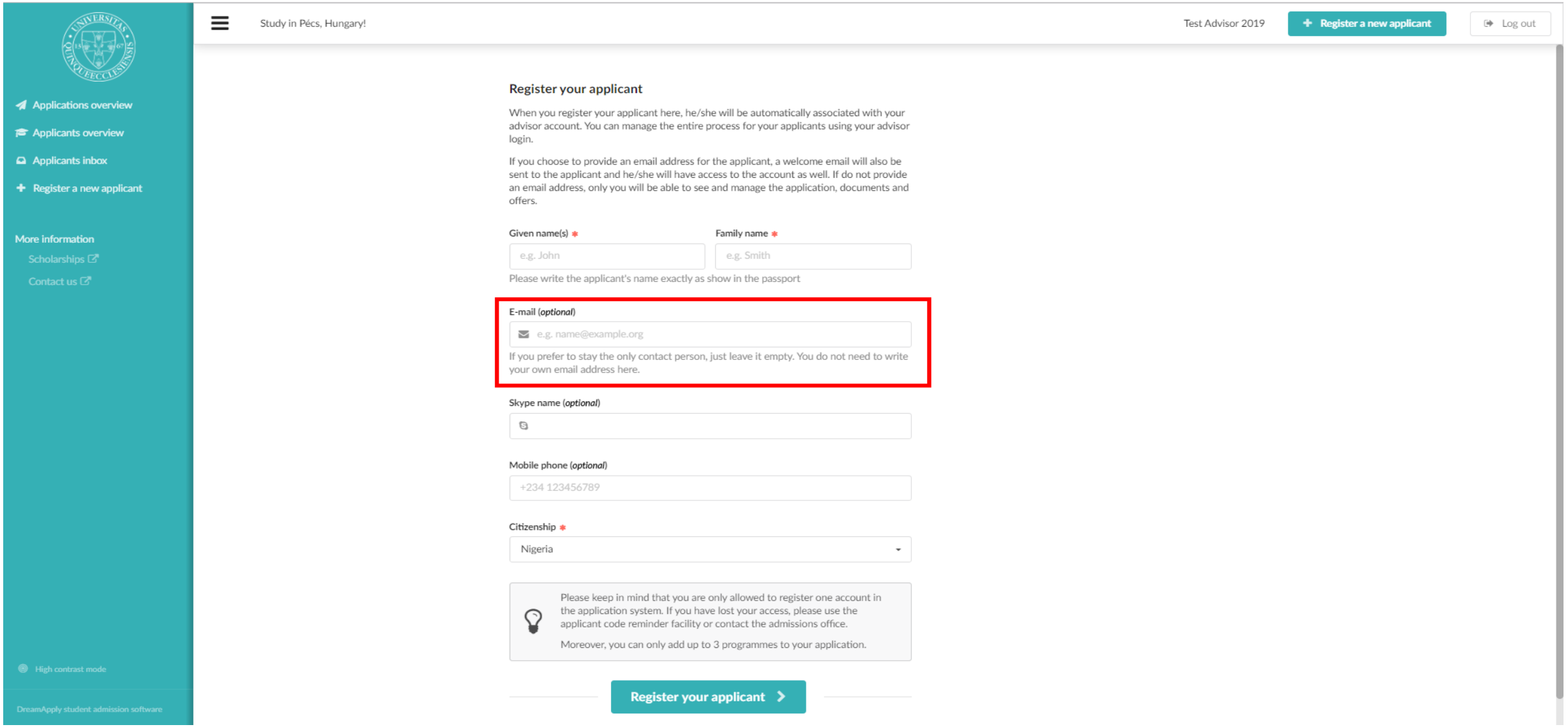


II. Register a new applicant through the Advisor Portal

II./1. Click the „Register a new applicant” button in the upper right corner to start the registration.

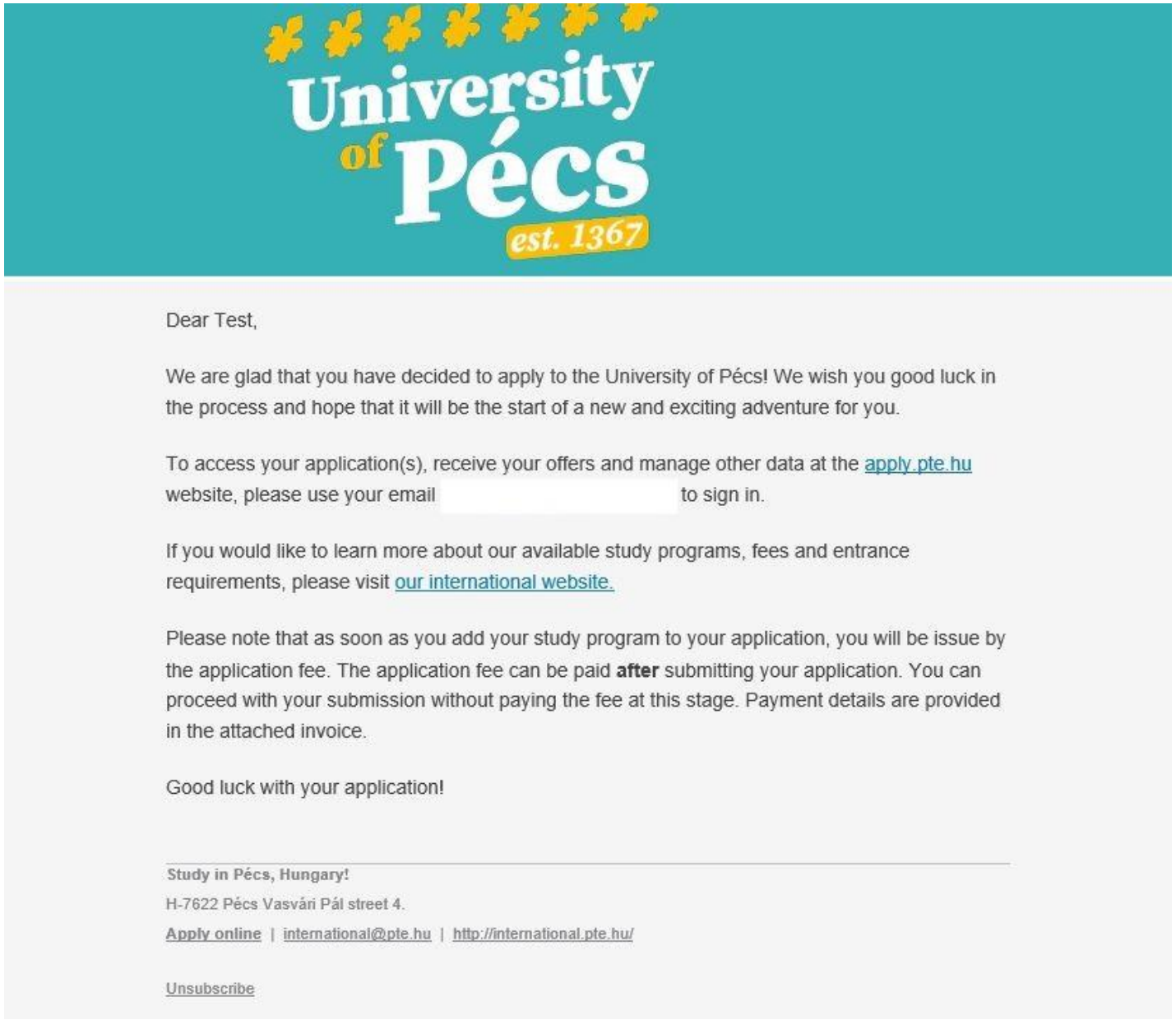


II./2. Add the data of the applicant.



*Please note that you can use **one email address only once**. Therefore, we suggest adding the applicant's e-mail address since you access all the notifications and messages through your Advisor Portal's „Applicants Inbox" menu (more information in section 4).*

II./3. Welcome message to the applicant



University of Pécs
est. 1367

Dear Test,

We are glad that you have decided to apply to the University of Pécs! We wish you good luck in the process and hope that it will be the start of a new and exciting adventure for you.

To access your application(s), receive your offers and manage other data at the apply.pte.hu website, please use your email to sign in.

If you would like to learn more about our available study programs, fees and entrance requirements, please visit our international website.

Please note that as soon as you add your study program to your application, you will be issue by the application fee. The application fee can be paid **after** submitting your application. You can proceed with your submission without paying the fee at this stage. Payment details are provided in the attached invoice.

Good luck with your application!

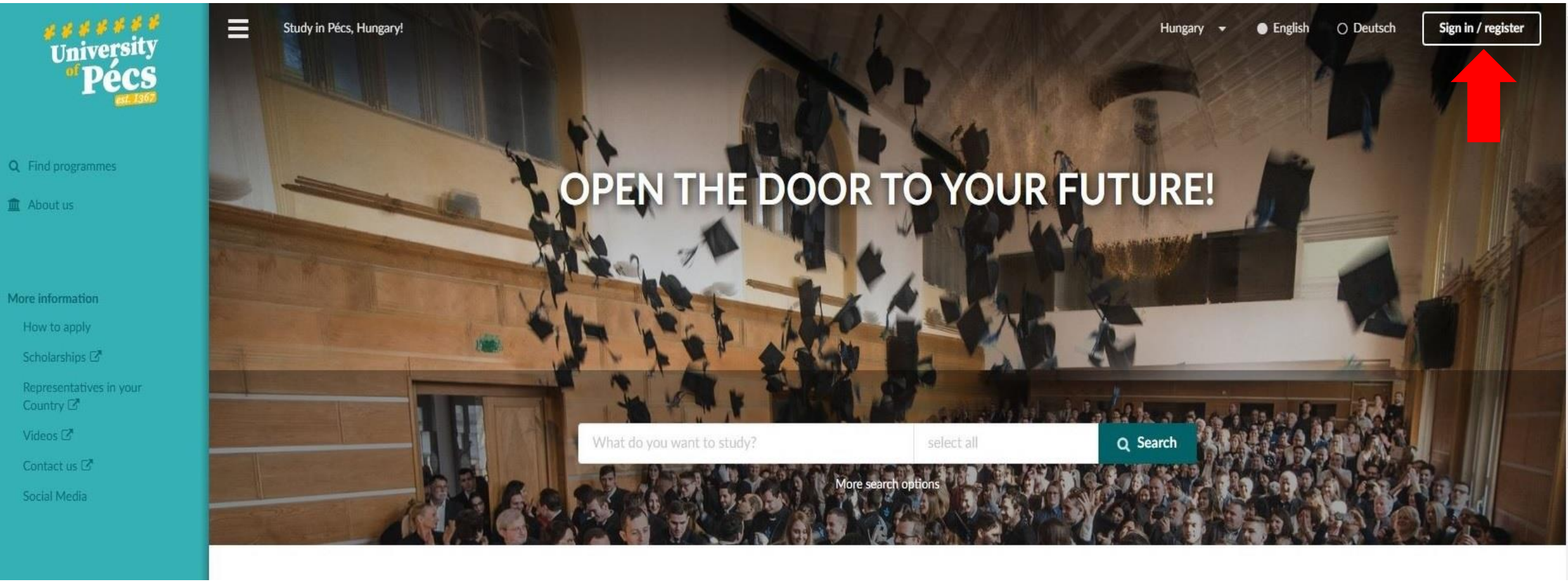
Study in Pécs, Hungary!
H-7622 Pécs Vasvári Pál street 4.
Apply online | international@pte.hu | http://international.pte.hu/

Unsubscribe

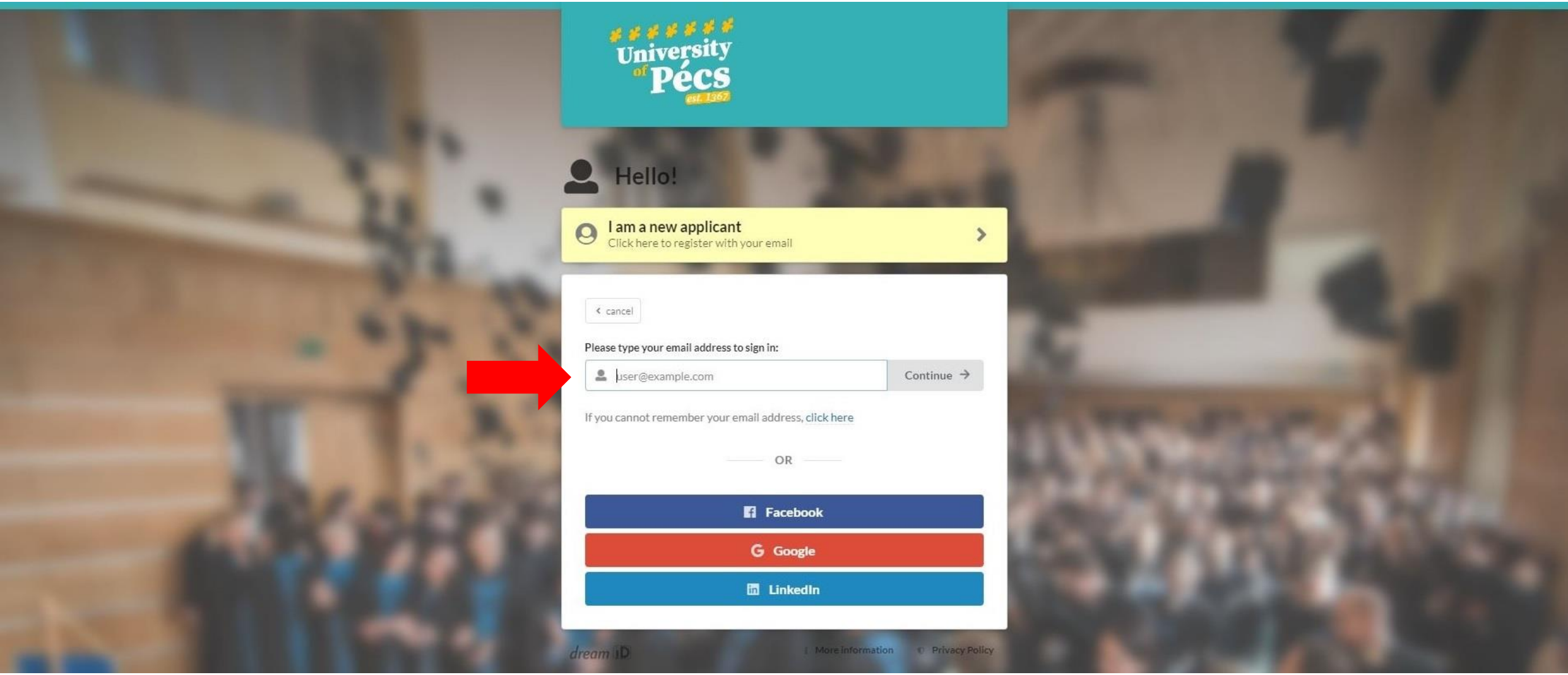
After the successful registration, we send a welcome message to the applicant's e-mail address you provided during the registration. The applicant can log in with that e-mail address on apply.pte.hu

II/4. Finalizing the registration by the applicant

The applicants should finalize the registration themselves: the Sign in/register button for applicants can be found in the upper right corner of the main page of apply.pte.hu

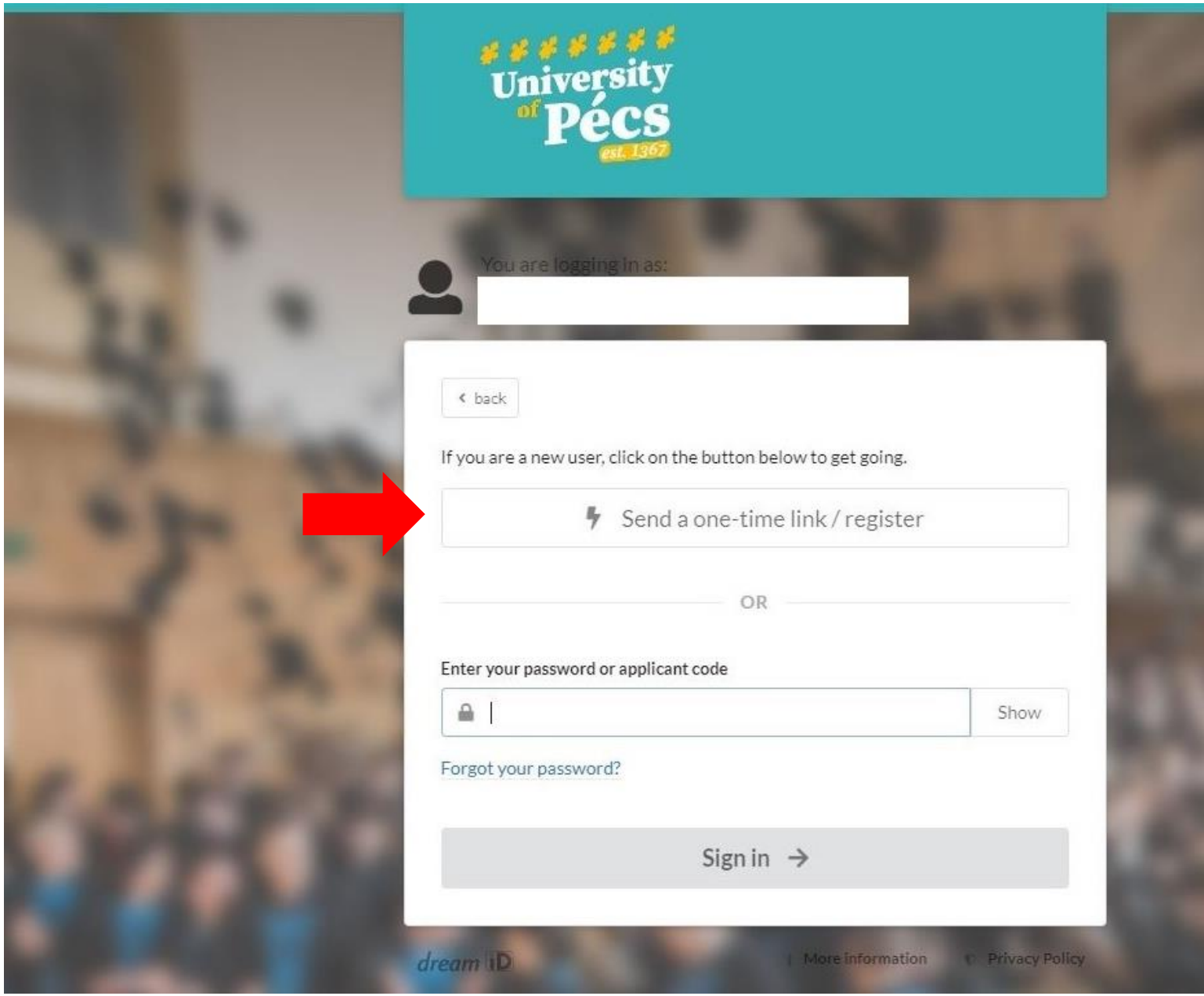


II/5. On the next page, the applicant should add their e-mail address (which you used for the registration)



II./6. Click on „Send a one-time link/register”

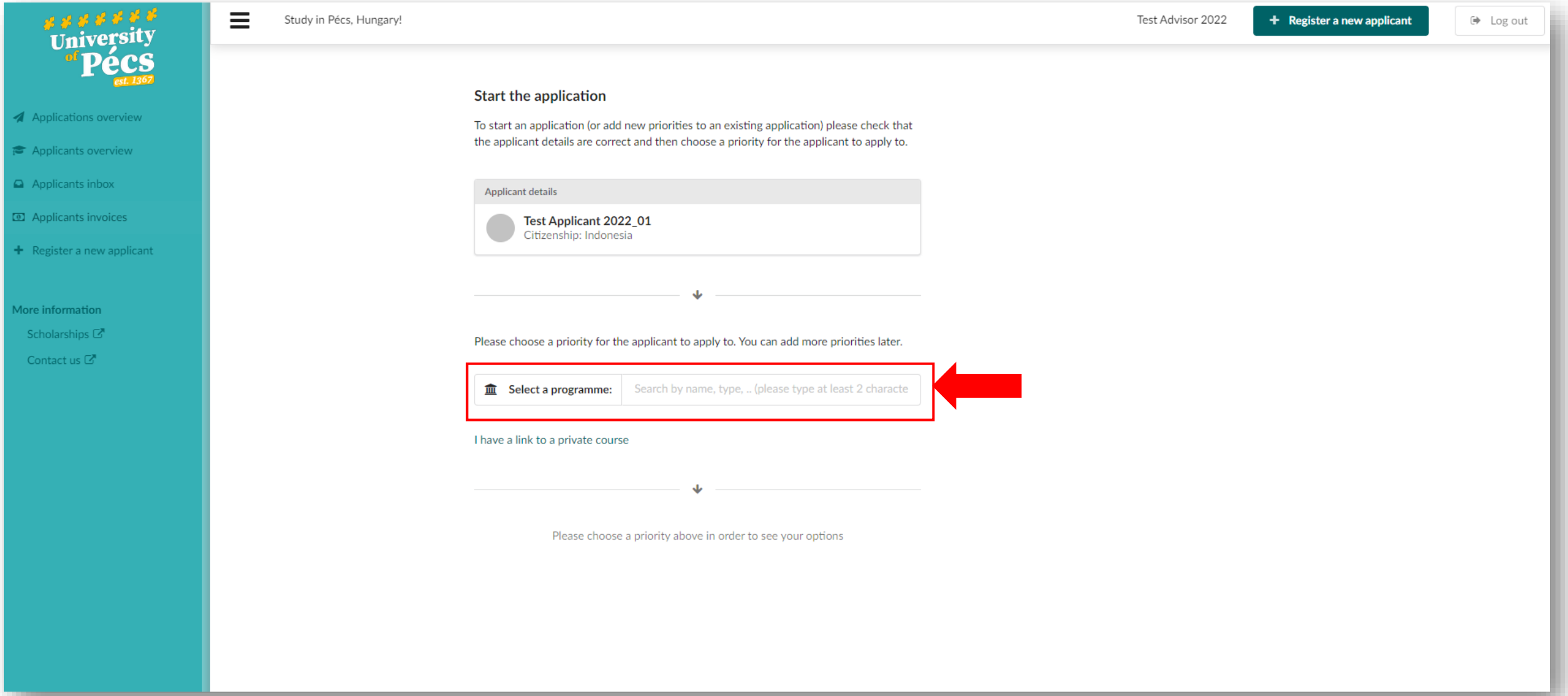
Then, the applicant should click **„Send a one-time link/register”**. Once they do, they will receive a 4-digit PIN and an e-mail where they can finalize their registration and set a password.



III. Submit an application through the Advisor Portal

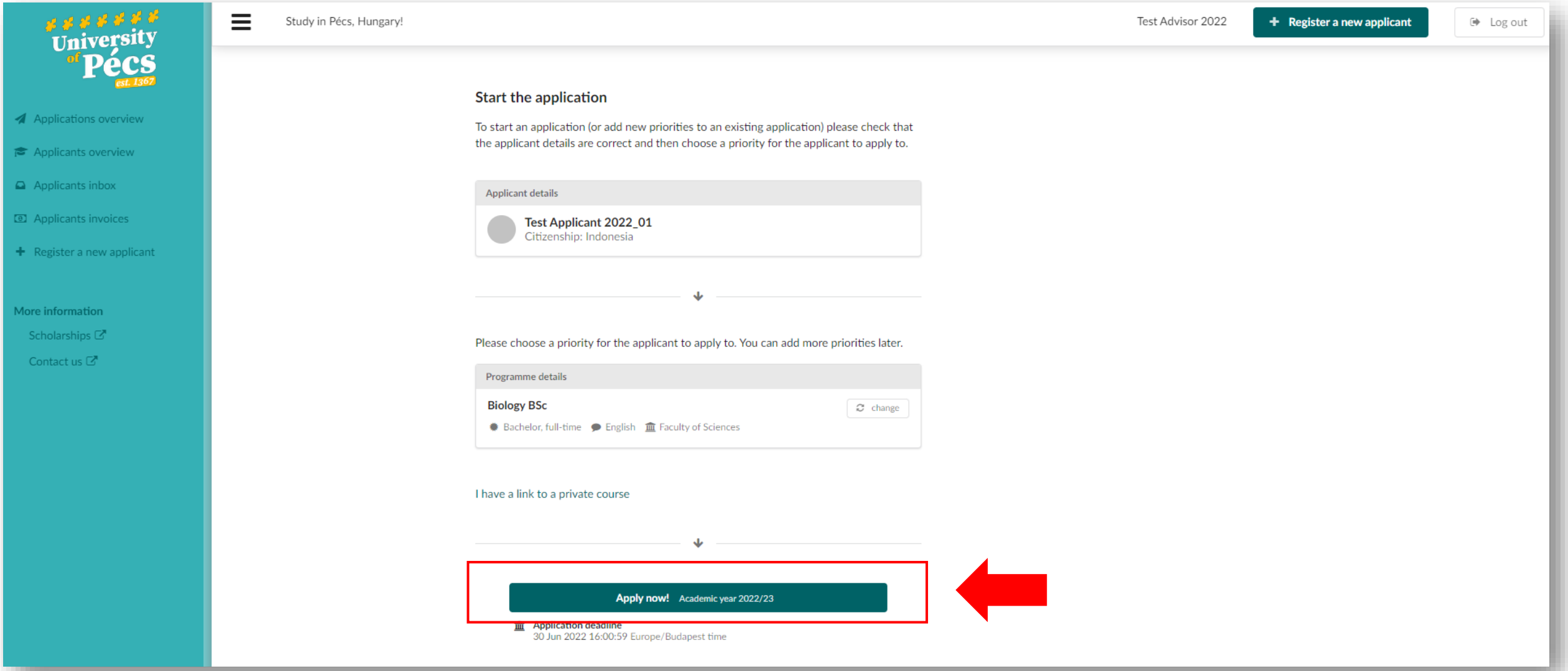
III./1. Choose a study program

Start typing the program name for which your applicant would like to apply.



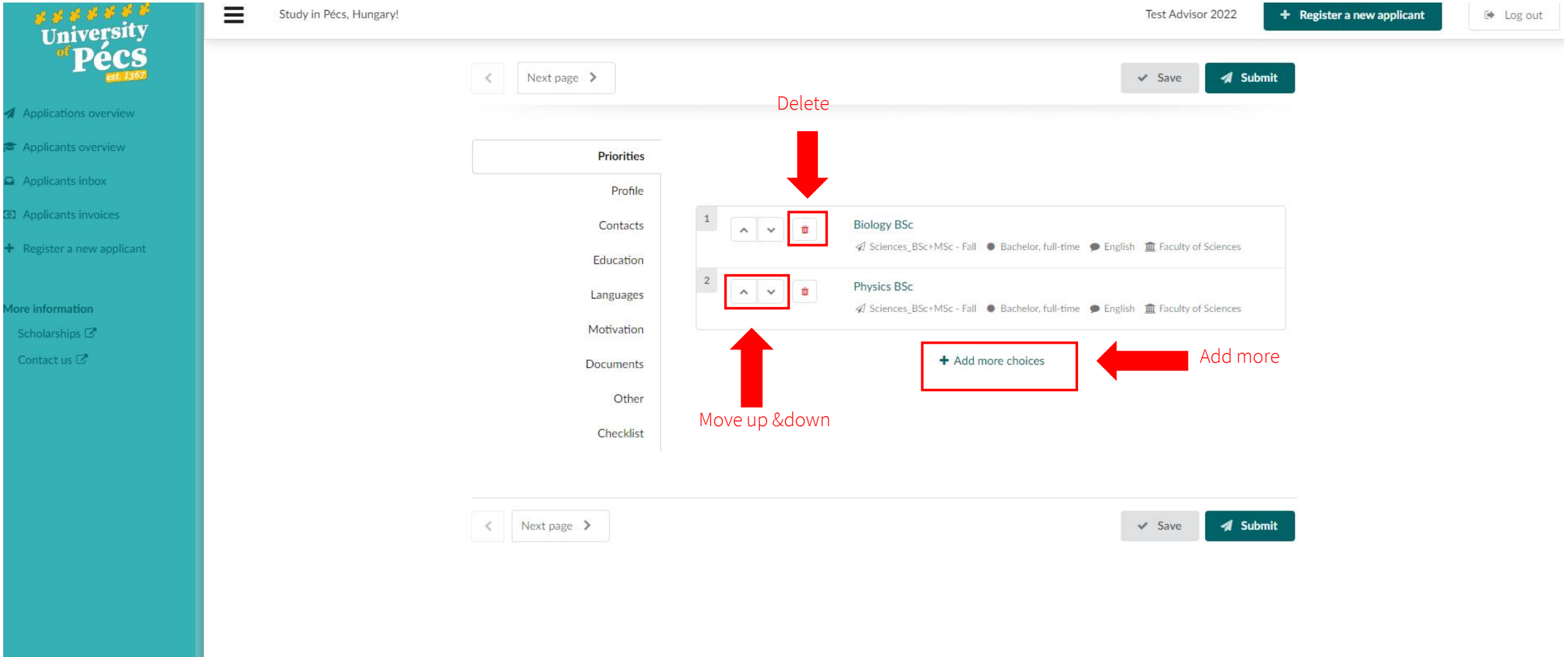
III./2. Start the application

When you find the study program you were looking for, click on „Apply now”. (Please note: at first, you can choose only one program, but you can add more priorities later.)



III./2. Add more choices

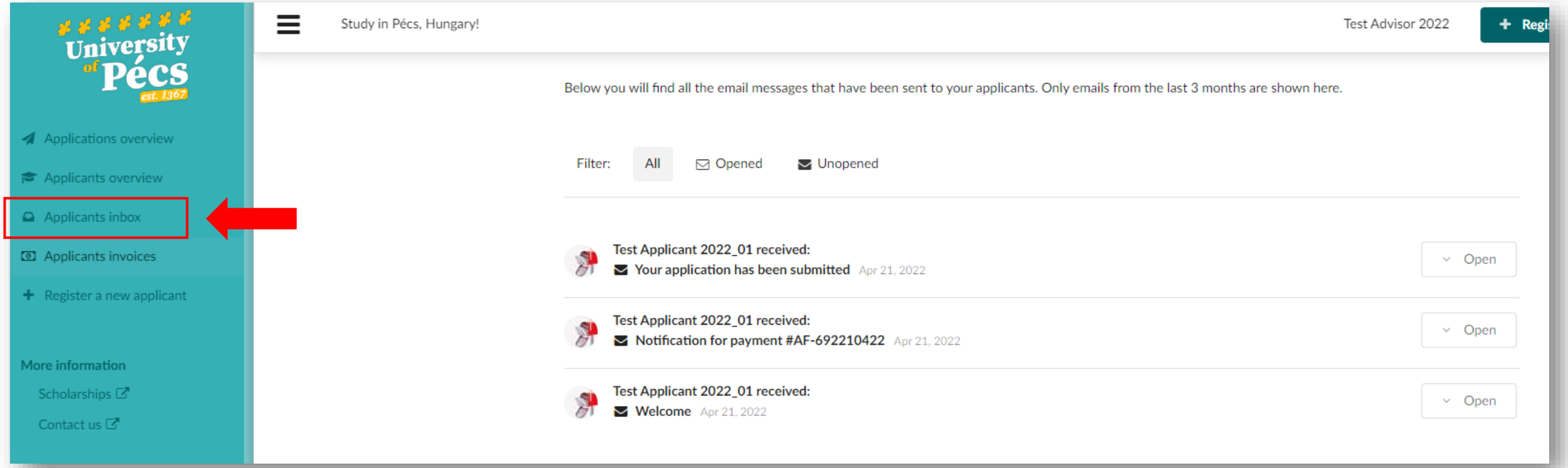
On the next page, you can add more choices (up to 3), delete the selected programs, or modify the priority. (You will be able to edit the list later on, as well.)



IV. Application notifications and messages

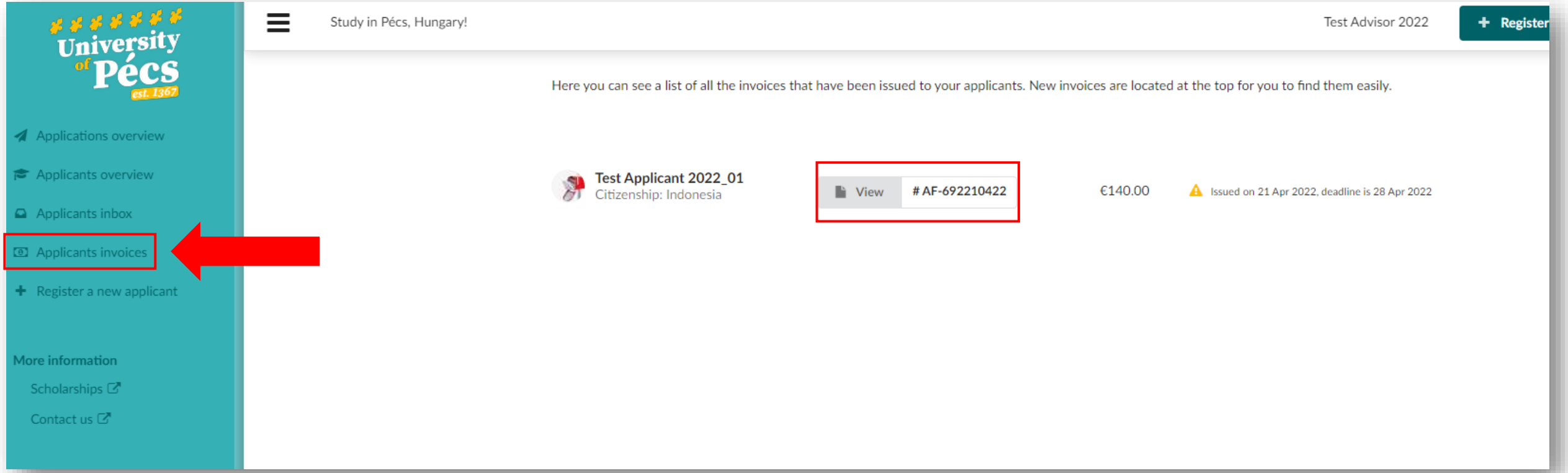
IV./1. Applicants Inbox

Once you submit the application, the system automatically generates a message appearing in the „Applicants Inbox” menu and sends it to the given email address as well. If you open the inbox, you can see every message ever sent to your applicants.



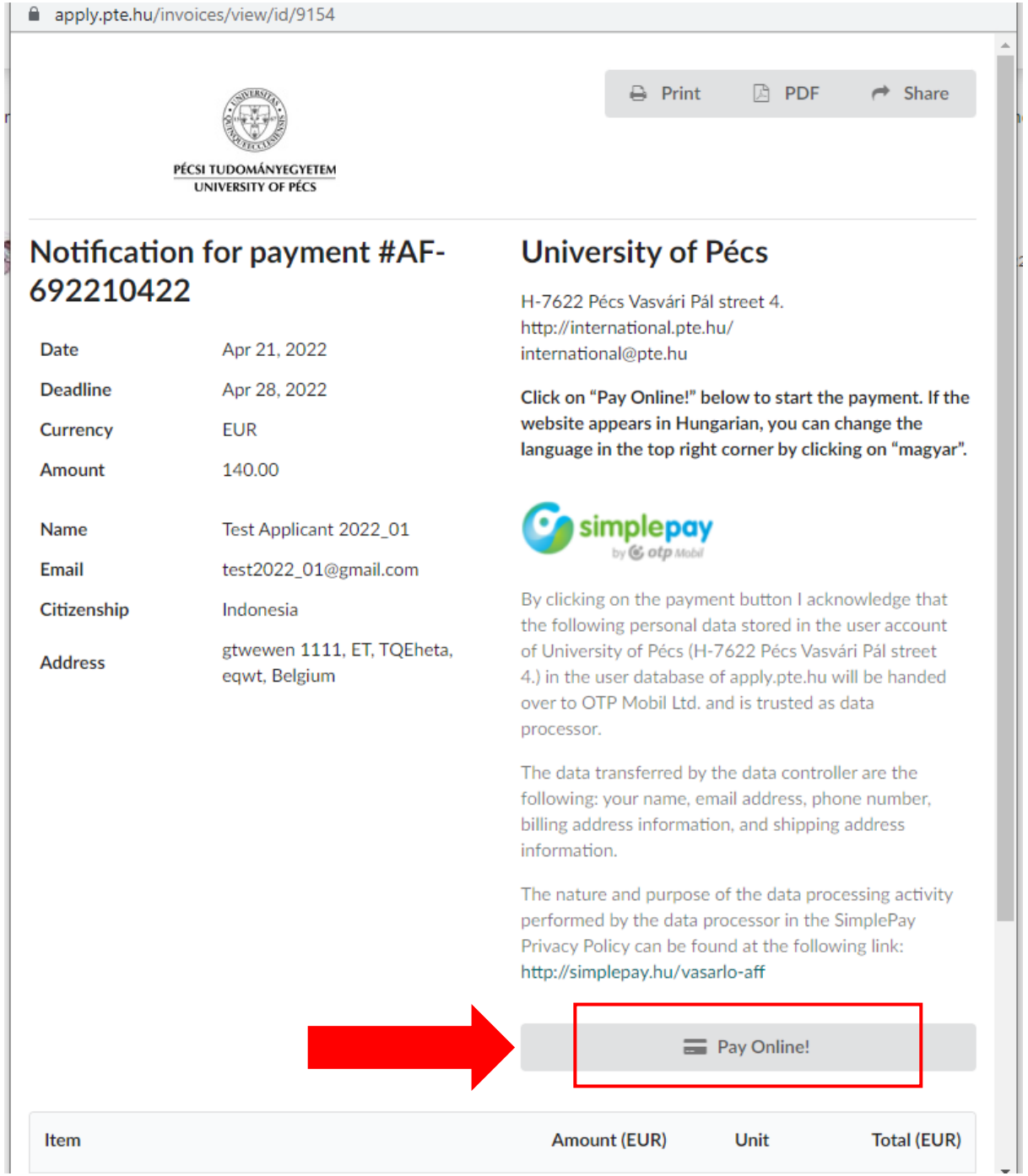
IV./2. Applicants Invoices

After submitting the application, the Notification for payment of the application fee is generated (if the given program has an application fee). The applicant receives an e-mail and a system message about it. As an advisor, you have access to the Notification for payments under the „Applicants invoices" button. By clicking on „View," advisors can see the invoice details.



IV./2. Applicants Invoices

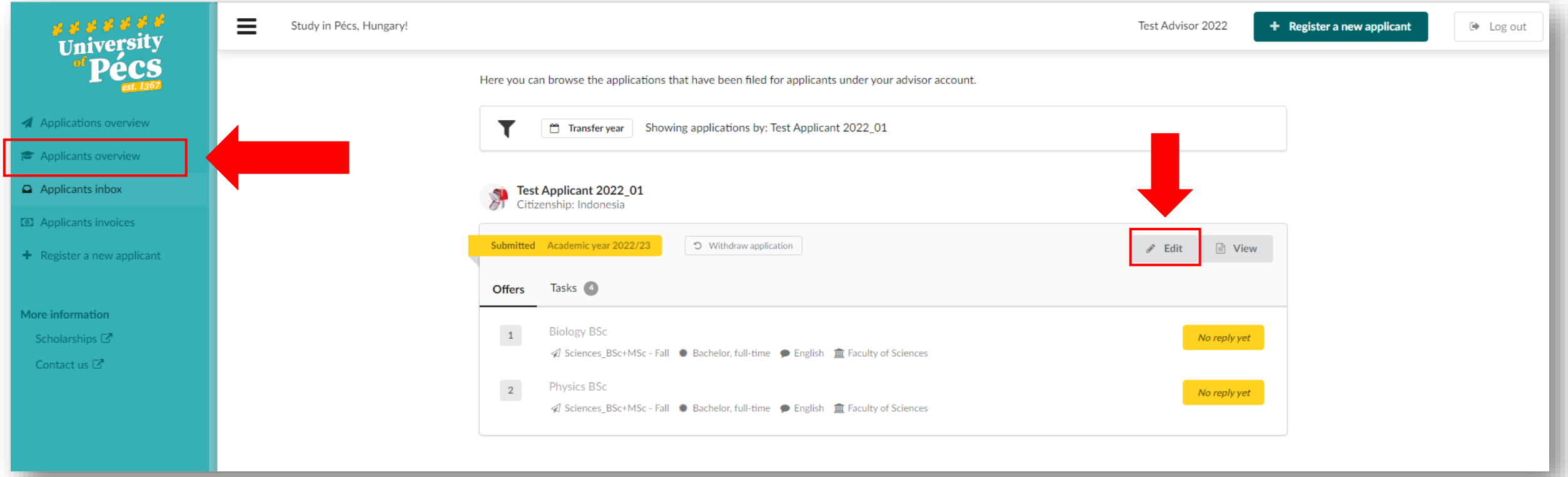
By clicking on „View," a new pop-up window will appear. You can also pay the amount online with only a few clicks in this window.



V. Editing applications

V. Editing applications

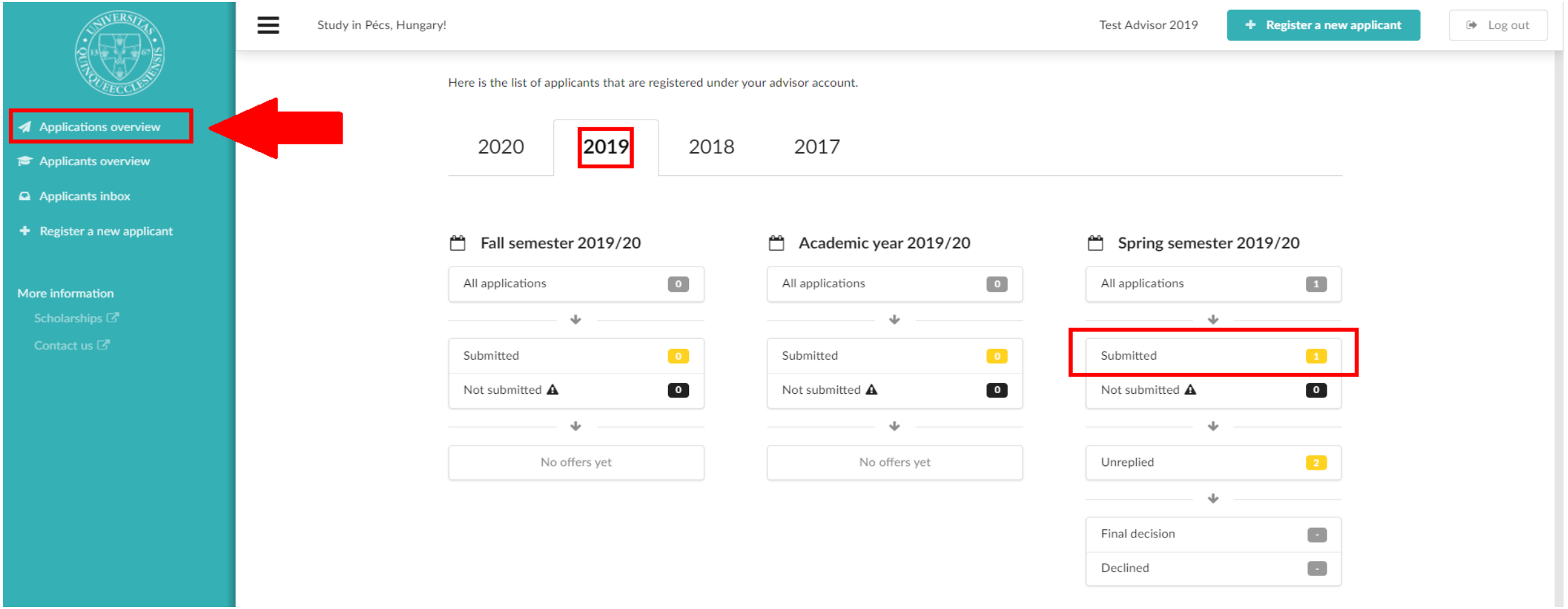
If you want to edit the application after the submission, click „Applicants overview” in the left-side column, then choose the application you wish to edit and click „Edit”. After reopening an application, don’t forget to **submit it again!**



VI. Monitor applications

VI. Monitor applications

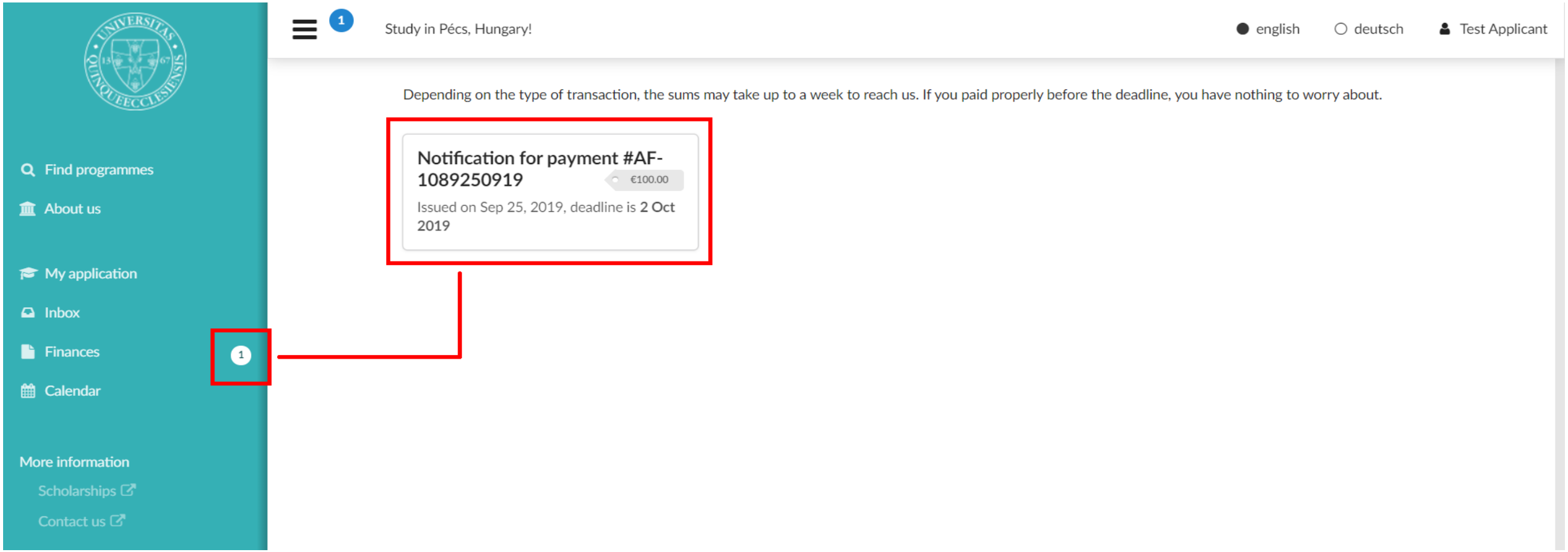
If you wish to monitor all of your applicants' application processes, please click „Applications overview” in the left-side column. To see all of your applicants, make sure that you choose the right intake period and click on „All applications” or „Submitted”.



VII. Notifications for payment

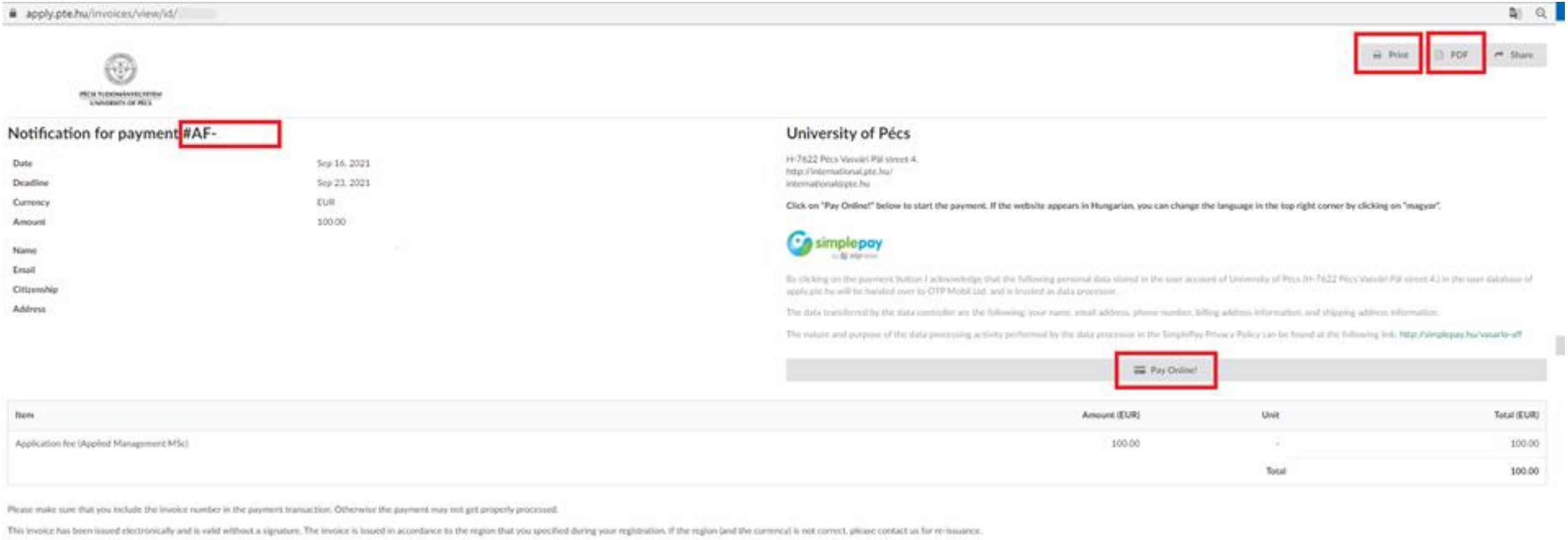
VII./1. How to find the Notification for payment

This is how the applicant can find the „Notification for payment”. When the applicant is logged in, the „Notification for payment” will appear in the „Finance” menu. If they click the notification, a pop-up window opens.



VII./2. Content of the Notification for payment

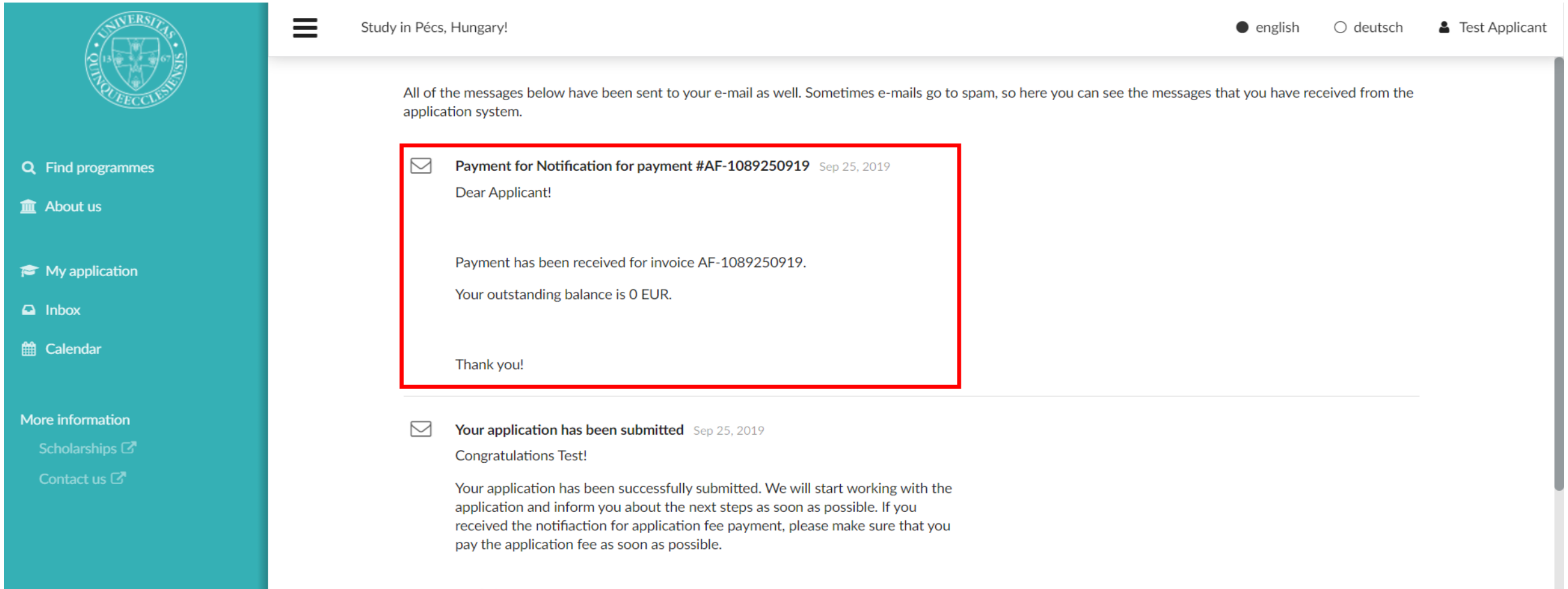
In the pop-up window, the applicant will find the payment details. The notification can be printed or saved by clicking on one of the buttons in the top right corner. The payment details can be found in the right-side column, and in the top left corner, the AF number of the payment can be seen in the format of #AF-XXXXXXXXX.



The fees can be paid online, which is the fastest and most convenient way, and via bank transfer or Transferwise. In case of paying the fees via bank transfer, please make sure that the applicant puts this AF number of payment in the comment section of the bank transfer to make the transfer as smooth as possible. If you need the University's bank account number, contact us!

VII./3. Application fee payment

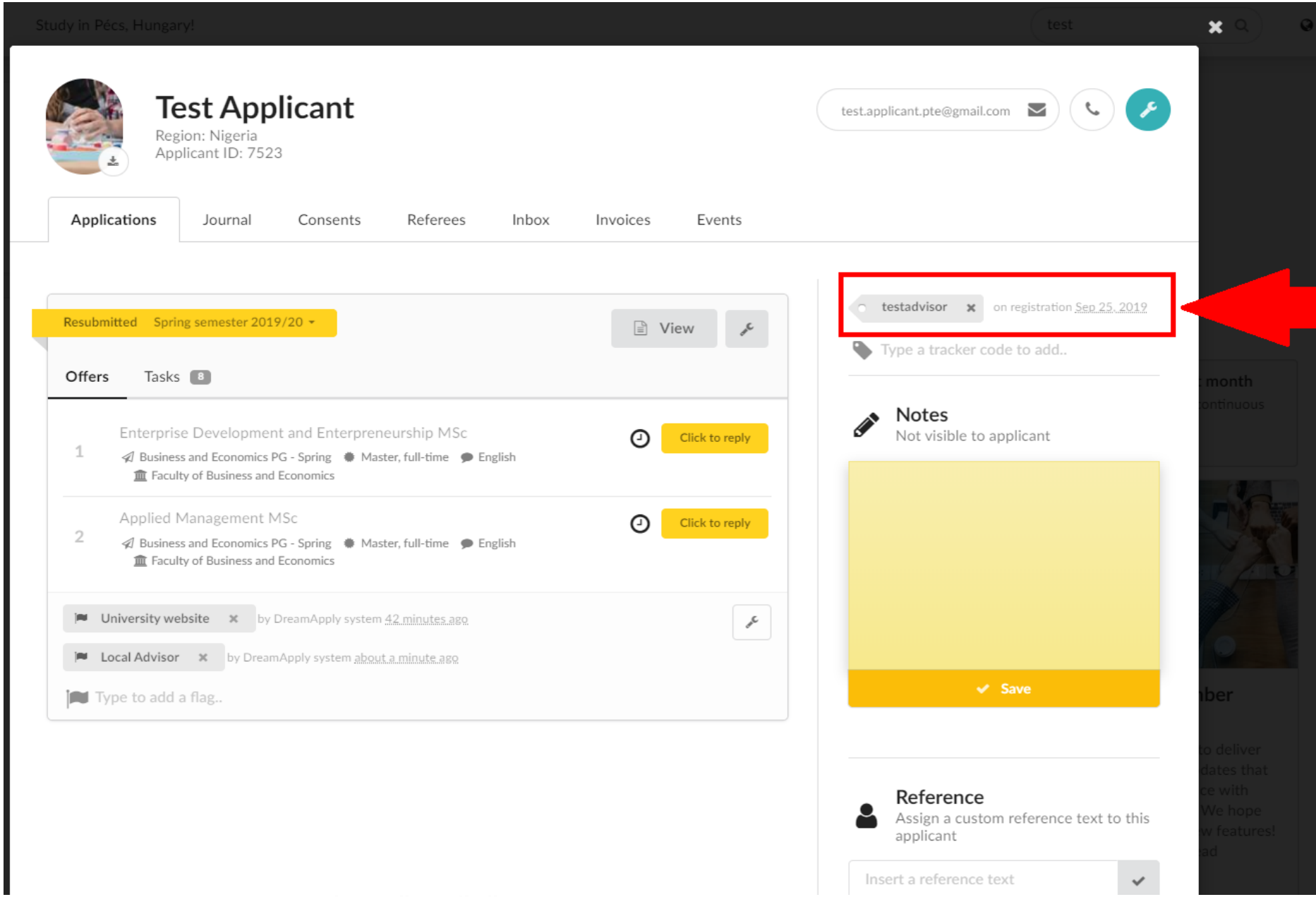
After we receive any fee payment, the applicant receives a message about it. Please note again that every message we send about the application will be sent to the e-mail address given at the registration. As an advisor, you can also see them within the Advisor Portal (more information in section 4).



VIII. Adding Advisor's tracker code on the Applicant Portal

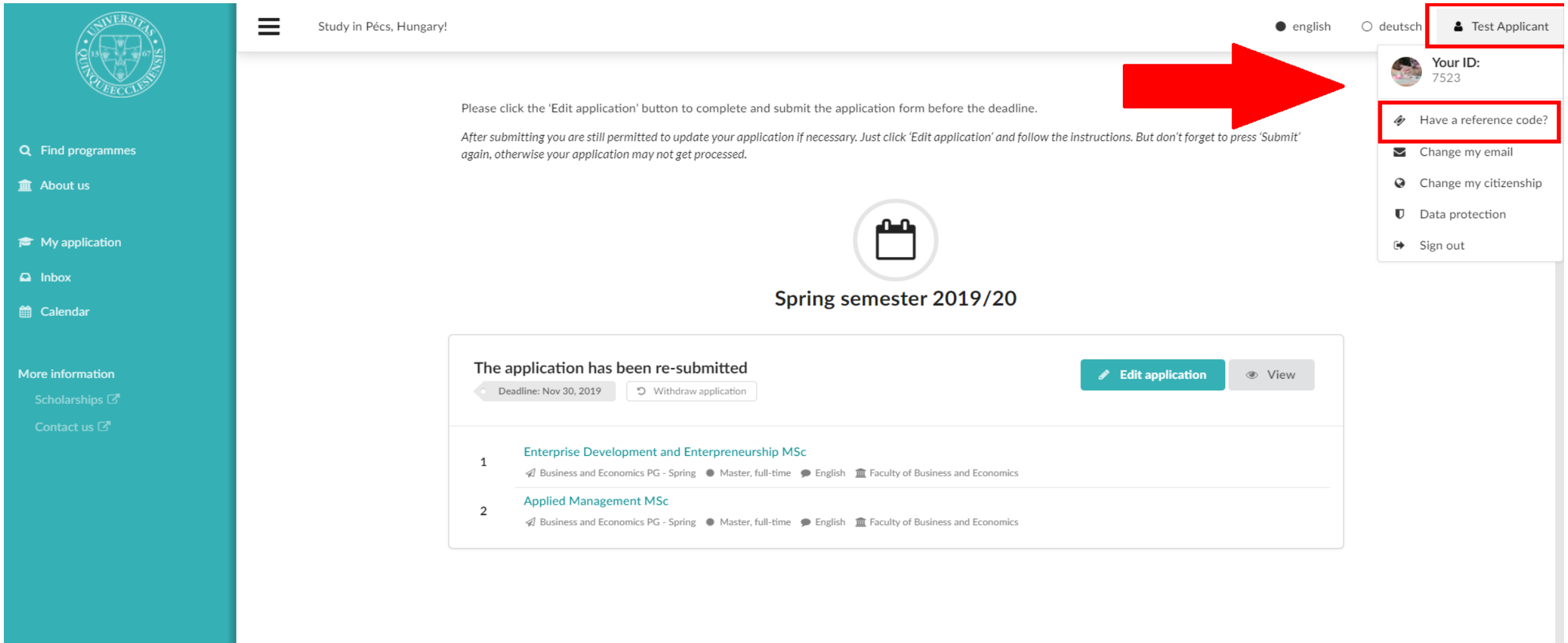
VIII./1.

Your advisor code is automatically added to applications submitted through the Advisor Portal.



VIII./2.

Otherwise, if the application is submitted individually, the applicant can still add your tracker code anytime on the Applicant Portal by clicking on the „Have a reference code?” button that can be seen if the applicant clicks on their name in the top right corner.



If you have any questions, don't hesitate to contact

Region (by location of HQ)	Contact person	E-mail address
Asia, Europe, Latin-America	Mr. Csaba Faragó	farago.csaba@pte.hu
Africa, Middle East, Caucasus, North America	Mr. Bence Bányász	banyasz.bence@pte.hu

Thank you for your attention