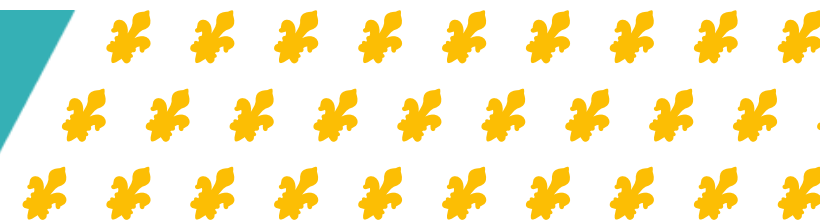




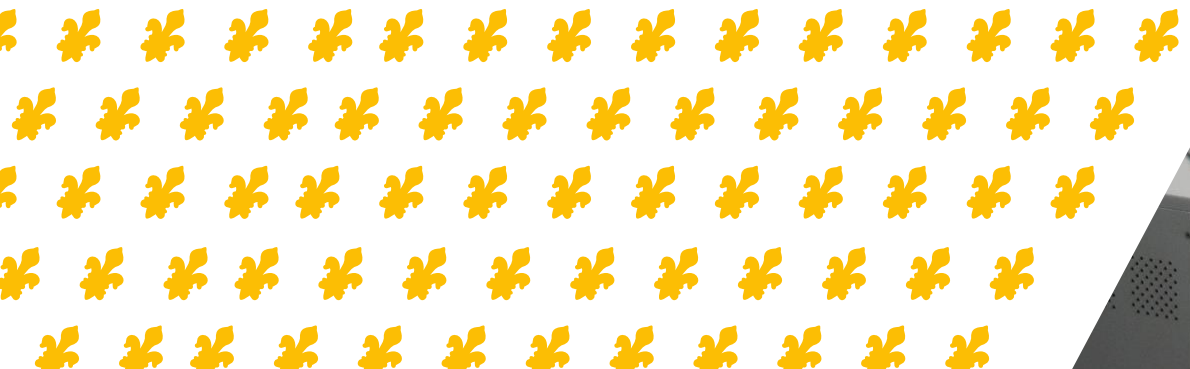
# Table of contents



The first University in Hungary®

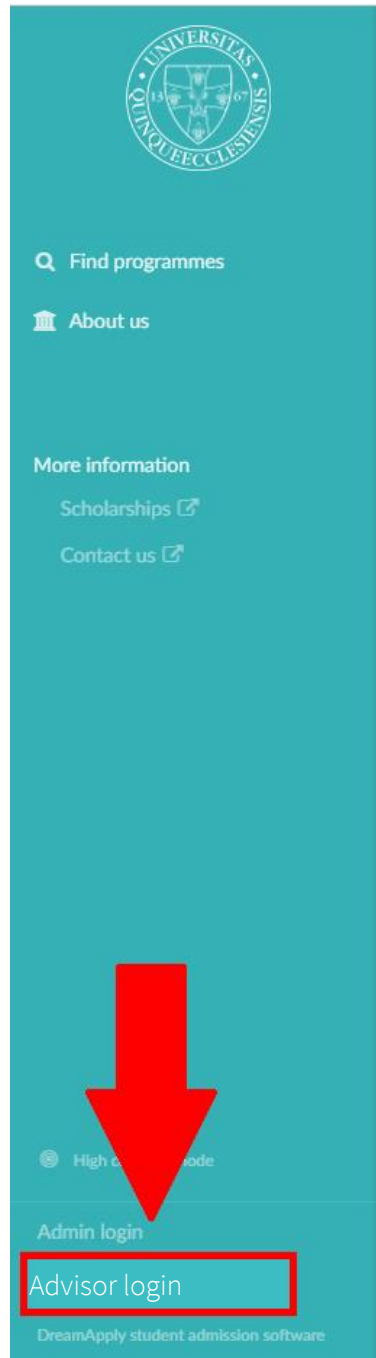


# I. Login to the Advisor Portal



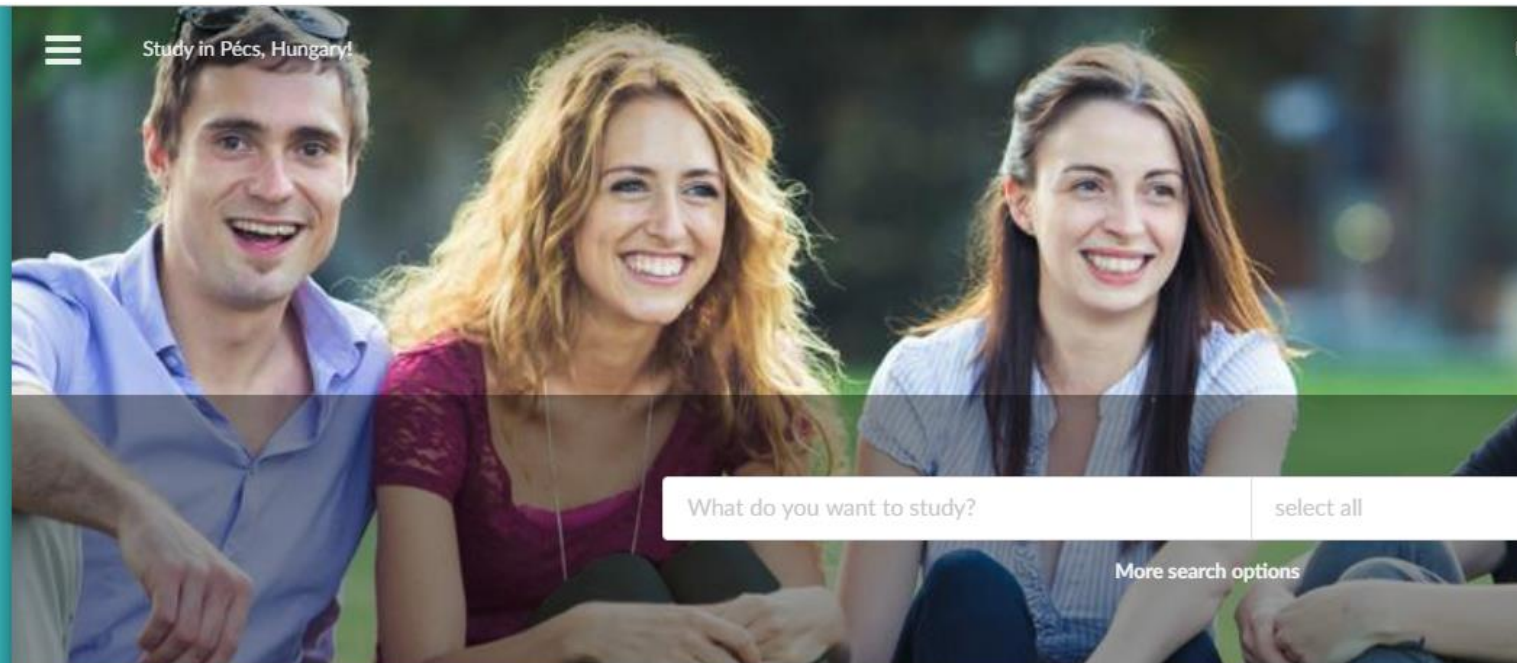
1./1.

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



The sidebar menu on the left side of the application portal includes the following items:

- UNIVERSITAS PÉCS (Logo)
- Find programmes
- About us
- More information
  - Scholarships
  - Contact us
- High education code
- Admin login
- Advisor login** (highlighted with a red box)
- DreamApply student admission software



Study in Pécs, Hungary!

What do you want to study?  select all

More search options

To apply, simply follow these easy steps:

1. Find your study program here.
2. Fill the application form
3. Upload the necessary documents
4. Submit your application!

## Featured programmes

### Bachelor

**Business Administration and Management BSc**  
● Bachelor, full-time ● Faculty of Business and Economics

**Tourism and Catering BSc**  
● Bachelor, full-time ● Faculty of Business and Economics

### Master

**Applied Management MSc**  
● Master, full-time ● Faculty of Business and Economics



**Application is open for September 2019!**

2 Jan 2018

Learn about the University of Pécs, find your study program, and Apply Now!

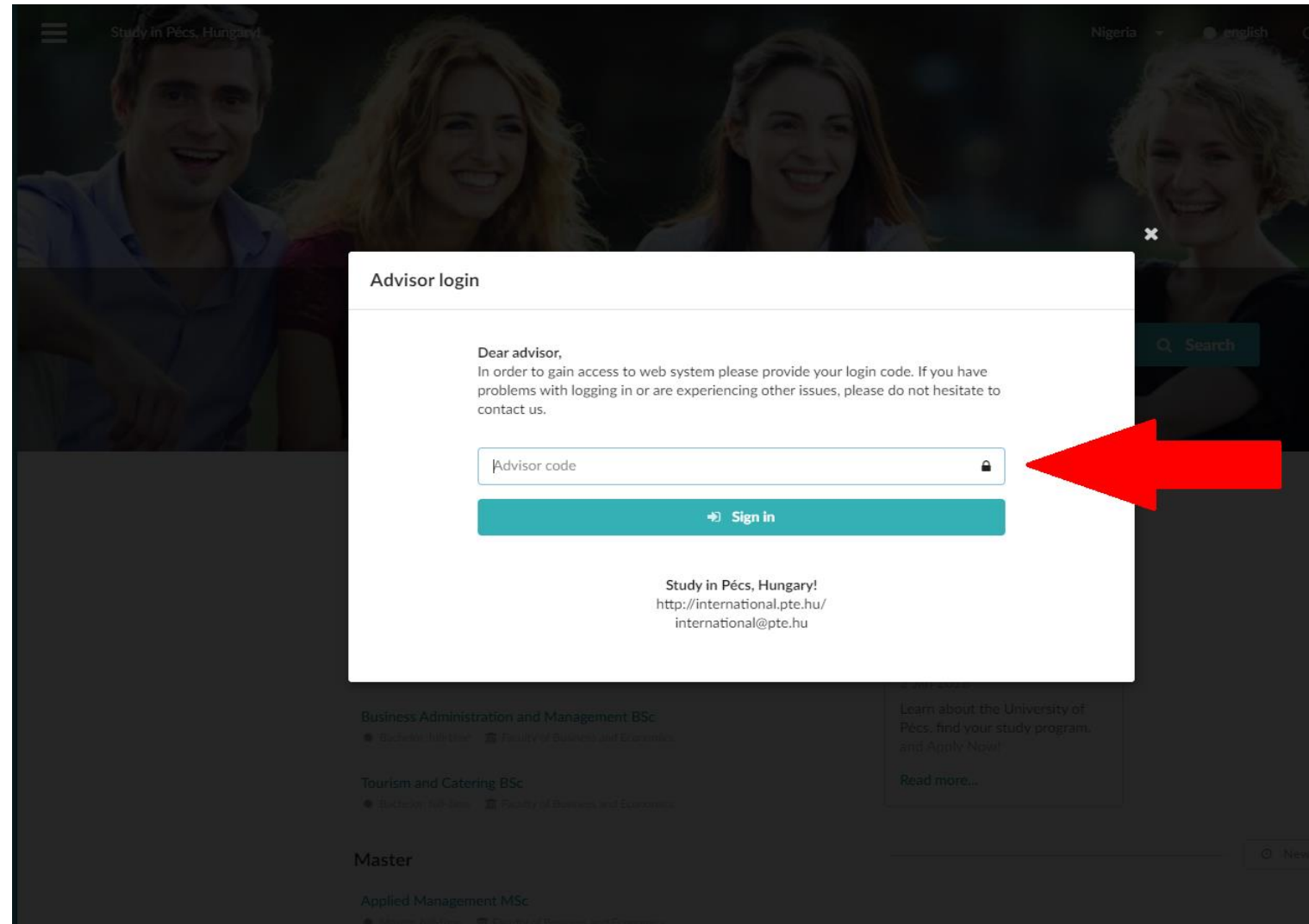
[Read more...](#)

# 1./2.

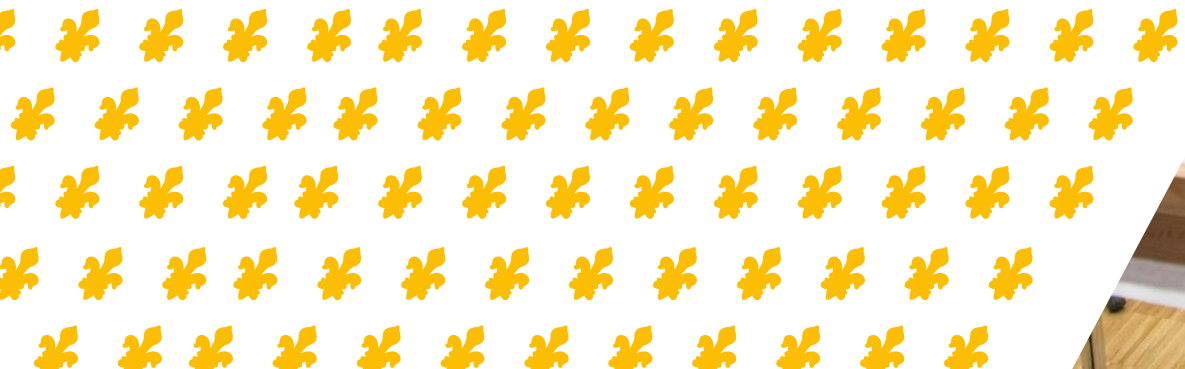
You will be asked to provide your „Advisor code”

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.

Study in Pécs, Hungary!

[+ Register a new applicant](#) [Log out](#)

Here is the list of applicants that are registered under your advisor account.


2020 **2019** 2018 2017

Calendar Icon	Period	All applications	Submitted	Not submitted	Accepted/Acceptance Letter sent	Not considered	Final decision	Declined
📅	Fall semester 2019/20	0	0	0	-	-	-	-
📅	Academic year 2019/20	4	4	0	4	1	3	-
📅	Spring semester 2019/20	0	0	0	-	-	-	-

High contrast mode

DreamApply student admission software

# 11./2. Add the data of the applicant.



Study in Pécs, Hungary!

Test Advisor 2019 [+ Register a new applicant](#) [Log out](#)

### Register your applicant

When you register your applicant here, he/she will be automatically associated with your advisor account. You can manage the entire process for your applicants using your advisor login.

If you choose to provide an email address for the applicant, a welcome email will also be sent to the applicant and he/she will have access to the account as well. If do not provide an email address, only you will be able to see and manage the application, documents and offers.

**Given name(s) \***  **Family name \***

Please write the applicant's name exactly as show in the passport

**E-mail (optional)**

If you prefer to stay the only contact person, just leave it empty. You do not need to write your own email address here.

**Skype name (optional)**

**Mobile phone (optional)**

**Citizenship \***

Please keep in mind that you are only allowed to register one account in the application system. If you have lost your access, please use the applicant code reminder facility or contact the admissions office.

Moreover, you can only add up to 3 programmes to your application.

[Register your 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



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](http://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.

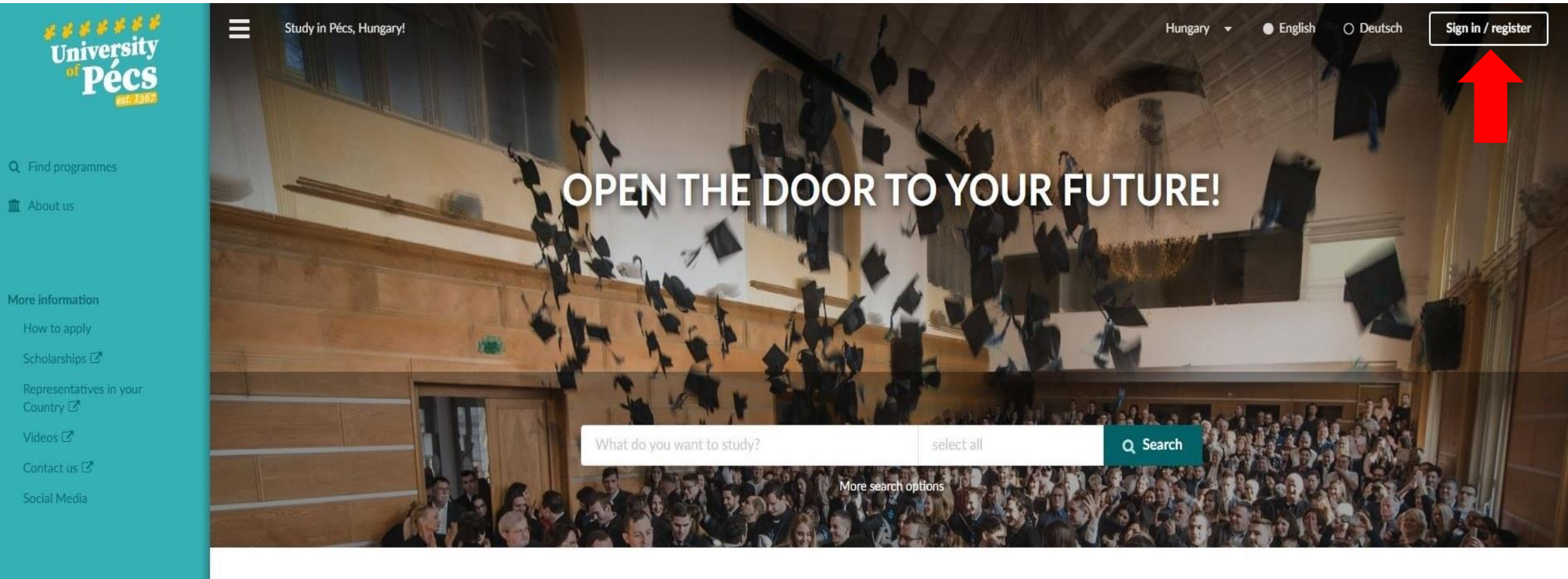
[Apply online](#) | [international@pte.hu](mailto:international@pte.hu) | <http://international.pte.hu/>

[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](http://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



The screenshot displays the main page of the University of Pécs application portal. The header features the University of Pécs logo (University of Pécs est. 1367) on the left, a navigation menu with 'Study in Pécs, Hungary!', and language options for 'Hungary', 'English', and 'Deutsch'. A prominent 'Sign in / register' button is located in the top right corner, highlighted by a red arrow. The main content area has a background image of graduates in a hall with the text 'OPEN THE DOOR TO YOUR FUTURE!'. Below this is a search bar with the placeholder text 'What do you want to study?' and a 'Search' button. A 'More search options' link is also visible.

University of Pécs est. 1367

Study in Pécs, Hungary!

Hungary English Deutsch

Sign in / register

OPEN THE DOOR TO YOUR FUTURE!

What do you want to study? select all Search

More search options

Find programmes

About us

More information

How to apply

Scholarships

Representatives in your Country

Videos

Contact us

Social Media

***11/5. On the next page, the applicant should add their e-mail address (which you used for the registration)***

University of Pécs  
est. 1367

Hello!

**I am a new applicant**  
Click here to register with your email

< cancel

Please type your email address to sign in:

Continue →

If you cannot remember your email address, click here

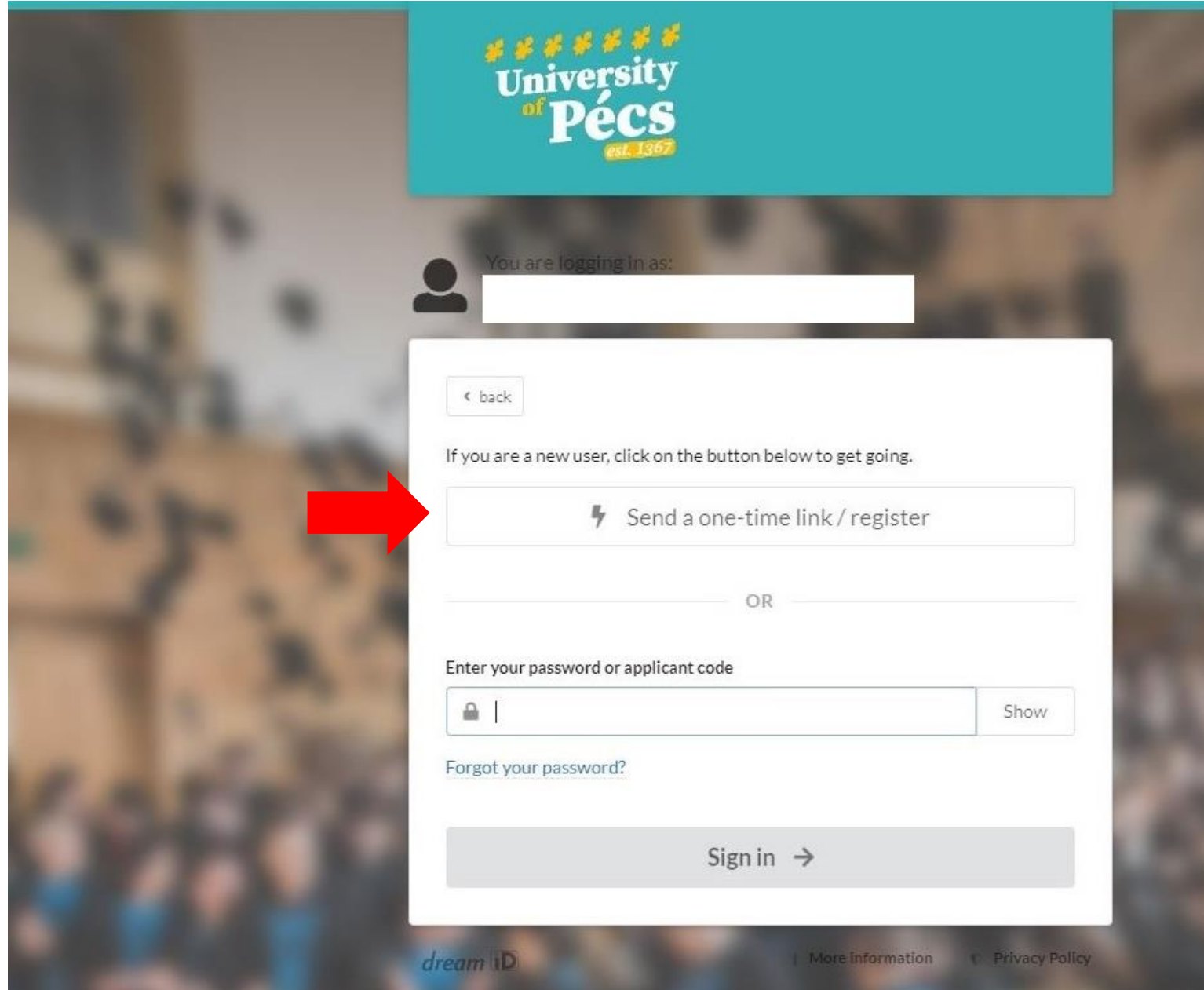
OR

Facebook  
Google  
LinkedIn

dream iD | More Information | Privacy Policy

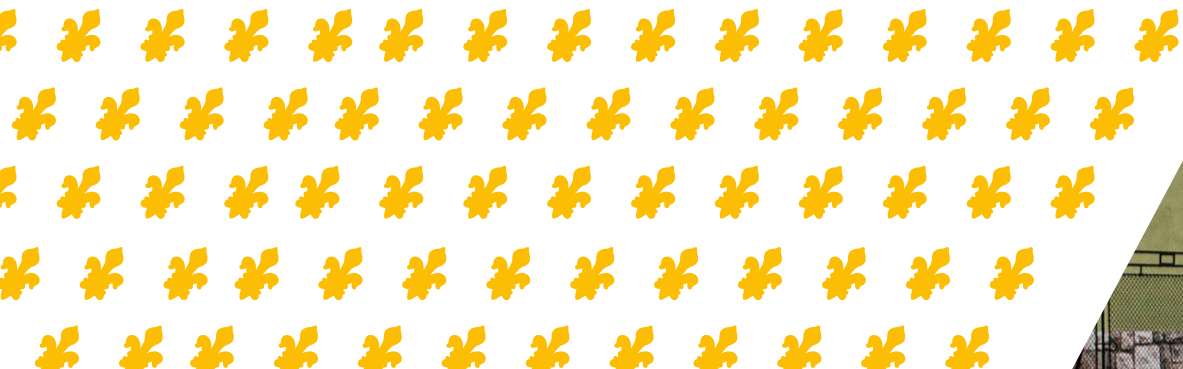
## 11./6. Click on „Send a one-time link/register”

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.



The screenshot shows the login interface for the University of Pécs. At the top right, the university logo is displayed with the text "University of Pécs est. 1367". Below the logo, a user profile icon is shown next to the text "You are logging in as:" followed by a white rectangular box. A white modal window is centered on the page, containing a login form. At the top left of the modal is a "< back" button. Below it is the instruction "If you are a new user, click on the button below to get going." A large red arrow points to a button labeled "Send a one-time link / register" with a lightning bolt icon. Below this button is the word "OR" flanked by horizontal lines. Underneath is a text input field with the placeholder "Enter your password or applicant code", a lock icon, and a "Show" button. Below the input field is a link "Forgot your password?". At the bottom of the modal is a large grey button labeled "Sign in →". At the bottom of the page, the "dream ID" logo is on the left, and "More information" and "Privacy Policy" links are on the right.

# 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.

The screenshot shows the 'Start the application' page on the University of Pécs portal. The page includes a sidebar with navigation options, a header with the university logo and user information, and a main content area with instructions and a search box. A red box highlights the search box, and a red arrow points to it.

**University of Pécs** est. 1367

Study in Pécs, Hungary!

Test Advisor 2022

[+ Register a new applicant](#)

[Log out](#)

### Start the application

To start an application (or add new priorities to an existing application) please check that the applicant details are correct and then choose a priority for the applicant to apply to.

**Applicant details**

**Test Applicant 2022\_01**  
Citizenship: Indonesia

↓

Please choose a priority for the applicant to apply to. You can add more priorities later.

**Select a programme:** Search by name, type, .. (please type at least 2 characte)

I have a link to a private course

↓

Please choose a priority above in order to see your options

## 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.)

The screenshot shows the application portal for the University of Pécs. The left sidebar contains navigation links: Applications overview, Applicants overview, Applicants inbox, Applicants invoices, Register a new applicant, More information, Scholarships, and Contact us. The main content area is titled "Start the application" and includes instructions: "To start an application (or add new priorities to an existing application) please check that the applicant details are correct and then choose a priority for the applicant to apply to." Below this, there are two sections: "Applicant details" showing "Test Applicant 2022\_01" with Indonesian citizenship, and "Programme details" showing "Biology BSc" with options for Bachelor, full-time, English, and Faculty of Sciences. A red box highlights the "Apply now! Academic year 2022/23" button, with a red arrow pointing to it from the right. At the bottom, an application deadline is listed: "30 Jun 2022 16:00:59 Europe/Budapest time".

University of Pécs est. 1367

Study in Pécs, Hungary!

Test Advisor 2022

+ Register a new applicant

Log out

### Start the application

To start an application (or add new priorities to an existing application) please check that the applicant details are correct and then choose a priority for the applicant to apply to.

Applicant details

Test Applicant 2022\_01  
Citizenship: Indonesia

↓

Please choose a priority for the applicant to apply to. You can add more priorities later.

Programme details

Biology BSc change

● Bachelor, full-time ● English 🏛 Faculty of Sciences

I have a link to a private course

↓

**Apply now!** Academic year 2022/23

📅 Application deadline  
30 Jun 2022 16:00:59 Europe/Budapest time

## 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.)

The screenshot displays the University of Pécs application portal interface. On the left is a teal sidebar with the university logo and navigation links. The main content area shows a 'Priorities' section with a list of two programs: 'Biology BSc' (ranked 1) and 'Physics BSc' (ranked 2). Each program entry includes a number, up/down arrows, a delete icon, and program details. Annotations with red arrows and boxes highlight the delete icon for 'Biology BSc', the up/down arrows for 'Physics BSc', and a '+ Add more choices' button. The interface also features a top navigation bar with 'Study in Pécs, Hungary!', 'Test Advisor 2022', and buttons for 'Register a new applicant' and 'Log out'. A 'Next page' button is visible at the top and bottom of the list area, along with 'Save' and 'Submit' buttons.

University of Pécs  
est. 1367

Study in Pécs, Hungary!

Test Advisor 2022 + Register a new applicant Log out

Next page >

Save Submit

Delete

Priorities

Profile

Contacts

Education

Languages

Motivation

Documents

Other

Checklist

1 ^ v [Delete] Biology BSc  
Sciences\_BSc+MSc - Fall Bachelor, full-time English Faculty of Sciences

2 ^ v [Delete] Physics BSc  
Sciences\_BSc+MSc - Fall Bachelor, full-time English Faculty of Sciences

+ Add more choices Add more

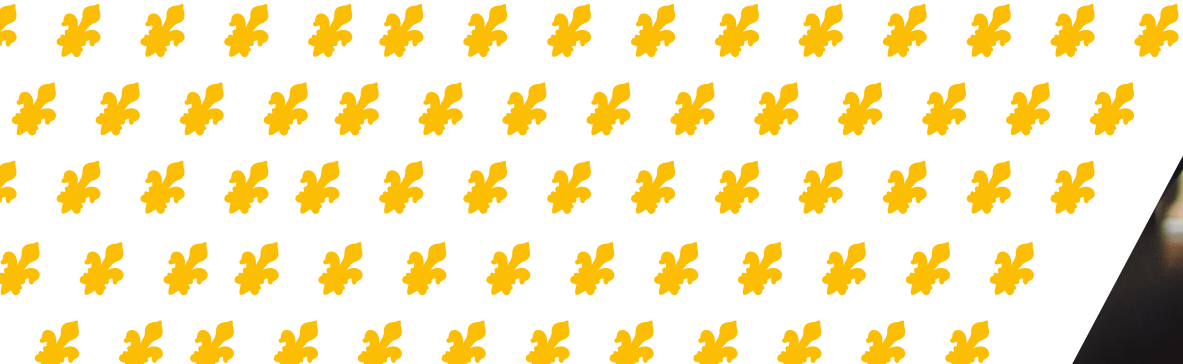
Move up & down

Next page >

Save Submit

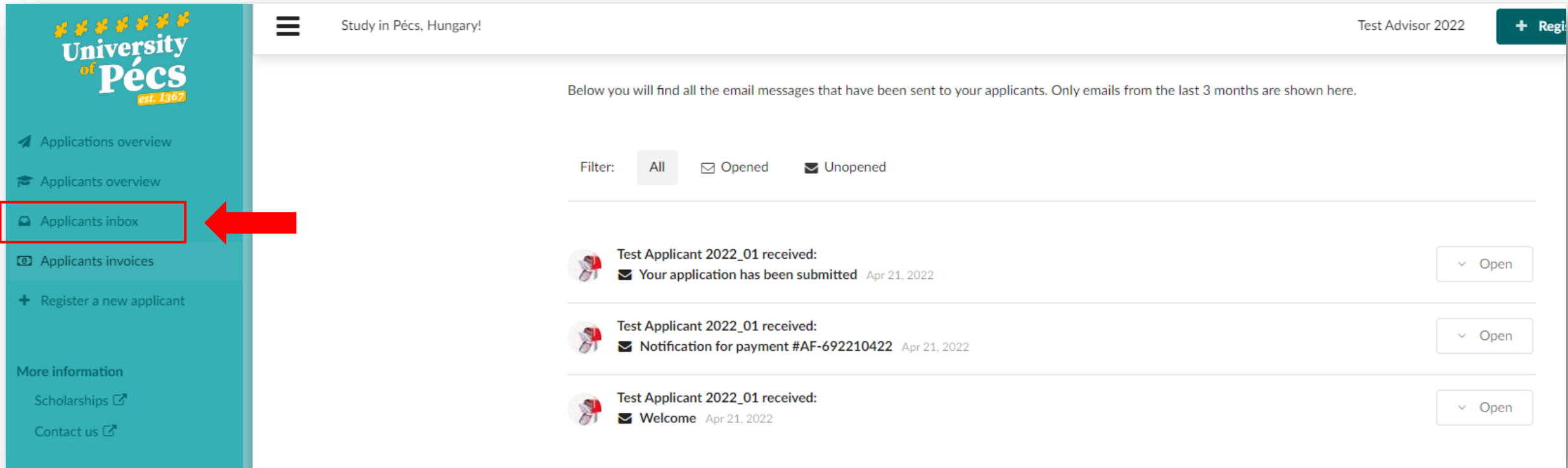


# IV. Application notifications and messages



## 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.



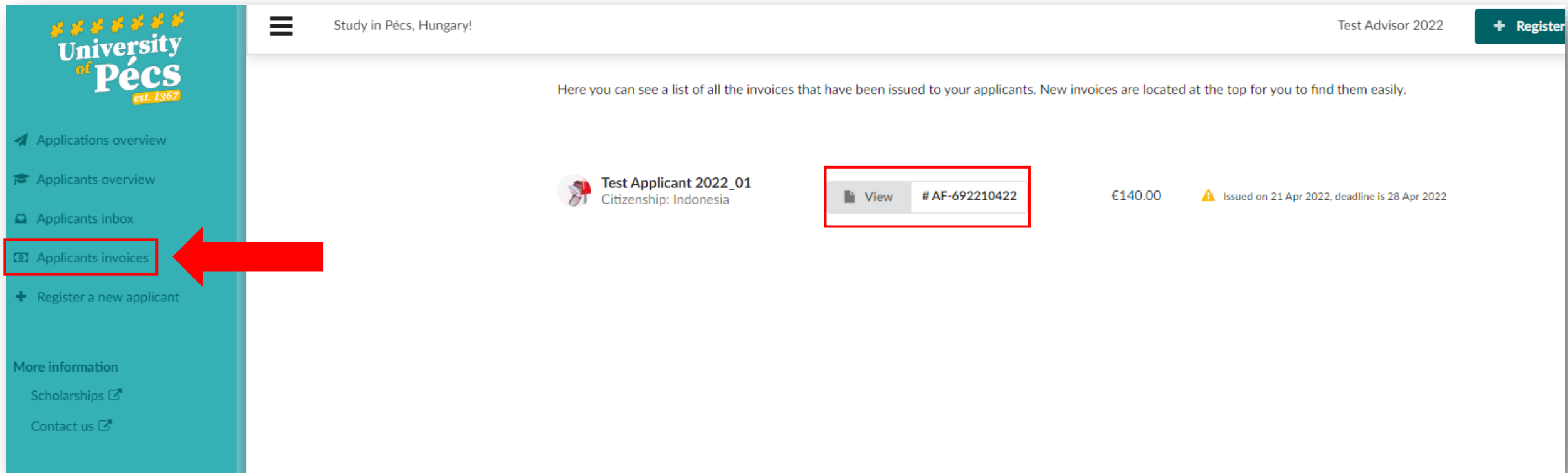
The screenshot displays the 'Applicants Inbox' section of the University of Pécs application portal. The left sidebar contains navigation options: 'Applications overview', 'Applicants overview', 'Applicants inbox' (highlighted with a red box and a red arrow), 'Applicants invoices', and 'Register a new applicant'. The main content area shows a list of email messages sent to applicants, with filters for 'All', 'Opened', and 'Unopened'. The messages are:

- Test Applicant 2022\_01 received: Your application has been submitted Apr 21, 2022
- Test Applicant 2022\_01 received: Notification for payment #AF-692210422 Apr 21, 2022
- Test Applicant 2022\_01 received: Welcome Apr 21, 2022

Each message has an 'Open' button next to it. The top navigation bar includes 'Study in Pécs, Hungary!', 'Test Advisor 2022', and a '+ Register' button.

## 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.



The screenshot displays the University of Pécs website interface. On the left, a teal sidebar contains the university logo and a navigation menu. The main content area shows a list of invoices for 'Test Applicant 2022\_01'. A red arrow points to the 'Applicants invoices' menu item, and a red box highlights the 'View' button and the invoice number '#AF-692210422'.



University of Pécs  
est. 1367

Study in Pécs, Hungary!

Test Advisor 2022

+ Register

Here you can see a list of all the invoices that have been issued to your applicants. New invoices are located at the top for you to find them easily.

 Test Applicant 2022_01 Citizenship: Indonesia	<a href="#">View</a> #AF-692210422	€140.00	 Issued on 21 Apr 2022, deadline is 28 Apr 2022
--	------------------------------------	---------	--

Applications overview

Applicants overview

Applicants inbox

Applicants invoices

+ Register a new applicant

More information


Scholarships [↗](#)

Contact us [↗](#)

## 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.

apply.pte.hu/invoices/view/id/9154

  
PÉCSI TUDOMÁNYEGYETEM  
UNIVERSITY OF PÉCS

Print PDF Share


### Notification for payment #AF-692210422

Date	Apr 21, 2022
Deadline	Apr 28, 2022
Currency	EUR
Amount	140.00
Name	Test Applicant 2022_01
Email	test2022_01@gmail.com
Citizenship	Indonesia
Address	gtwewen 1111, ET, TQEheta, eqwt, Belgium

### University of Pécs

H-7622 Pécs Vasvári Pál street 4.  
<http://international.pte.hu/>  
[international@pte.hu](mailto:international@pte.hu)


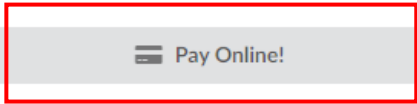
Click on "Pay Online!" below to start the payment. If the website appears in Hungarian, you can change the language in the top right corner by clicking on "magyar".



By clicking on the payment button I acknowledge that the following personal data stored in the user account of University of Pécs (H-7622 Pécs Vasvári Pál street 4.) in the user database of apply.pte.hu will be handed over to OTP Mobil Ltd. and is trusted as data processor.

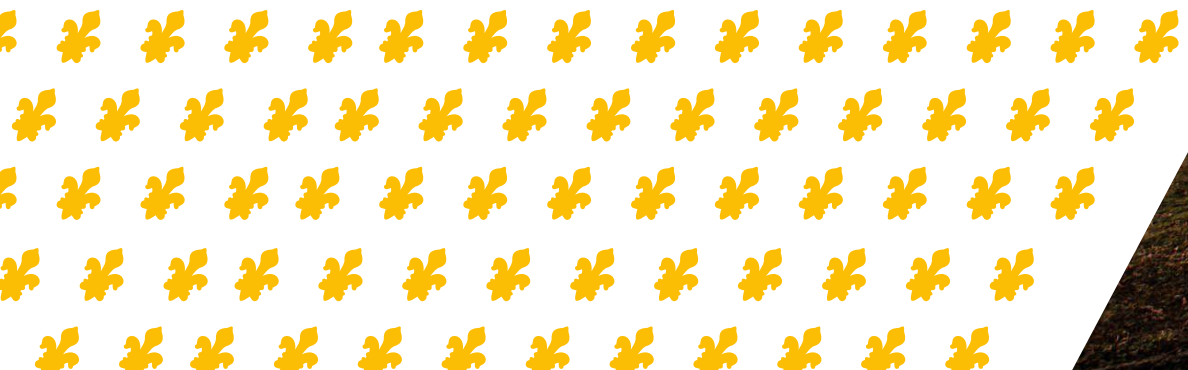
The data transferred by the data controller are the following: your name, email address, phone number, billing address information, and shipping address information.

The nature and purpose of the data processing activity performed by the data processor in the SimplePay Privacy Policy can be found at the following link: <http://simplepay.hu/vasarlo-aff>

Item	Amount (EUR)	Unit	Total (EUR)
------	--------------	------	-------------

# V. Editing applications



# V. Editing applications

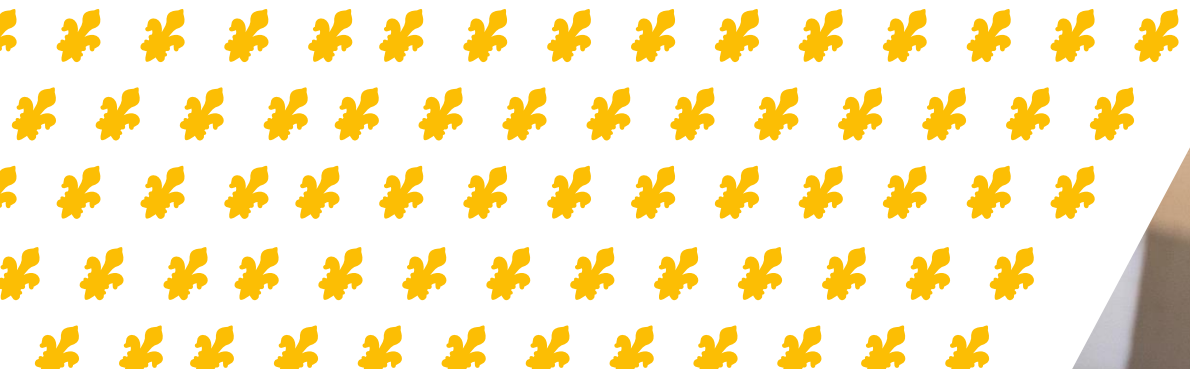
If you want to edit the application after the submission, click „Applicants overview” in the left-side column, then choose the application you wish to edit and click „Edit”. After reopening an application, don't forget to **submit it again!**

The screenshot displays the University of Pécs application management interface. The left sidebar contains the following navigation items: Applications overview, Applicants overview (highlighted with a red box and a red arrow), Applicants inbox, Applicants invoices, Register a new applicant, and More information (Scholarships, Contact us). The main content area shows the following details:

- Header: Study in Pécs, Hungary! | Test Advisor 2022 | Register a new applicant | Log out
- Text: Here you can browse the applications that have been filed for applicants under your advisor account.
- Filter: Transfer year | Showing applications by: Test Applicant 2022\_01
- Applicant: Test Applicant 2022\_01 | Citizenship: Indonesia
- Application Status: Submitted | Academic year 2022/23 | Withdraw application | Edit (highlighted with a red box and a red arrow) | View
- Offers and Tasks section:

Offers	Tasks
1	Biology BSc
	Sciences_BSc+MSc - Fall   Bachelor, full-time   English   Faculty of Sciences
	No reply yet
2	Physics BSc
	Sciences_BSc+MSc - Fall   Bachelor, full-time   English   Faculty of Sciences
	No reply yet

# 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”.

Study in Pécs, Hungary!

Test Advisor 2019 [+ Register a new applicant](#) [Log out](#)

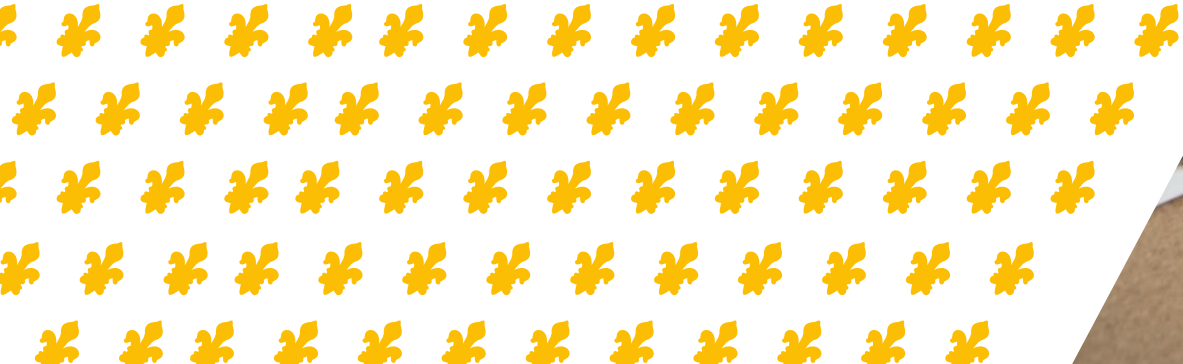
Here is the list of applicants that are registered under your advisor account.

2020 **2019** 2018 2017

Intake Period	All applications	Submitted	Not submitted	Unreplied	Final decision	Declined
Fall semester 2019/20	0	0	0	-	-	-
Academic year 2019/20	0	0	0	-	-	-
Spring semester 2019/20	1	1	0	2	-	-

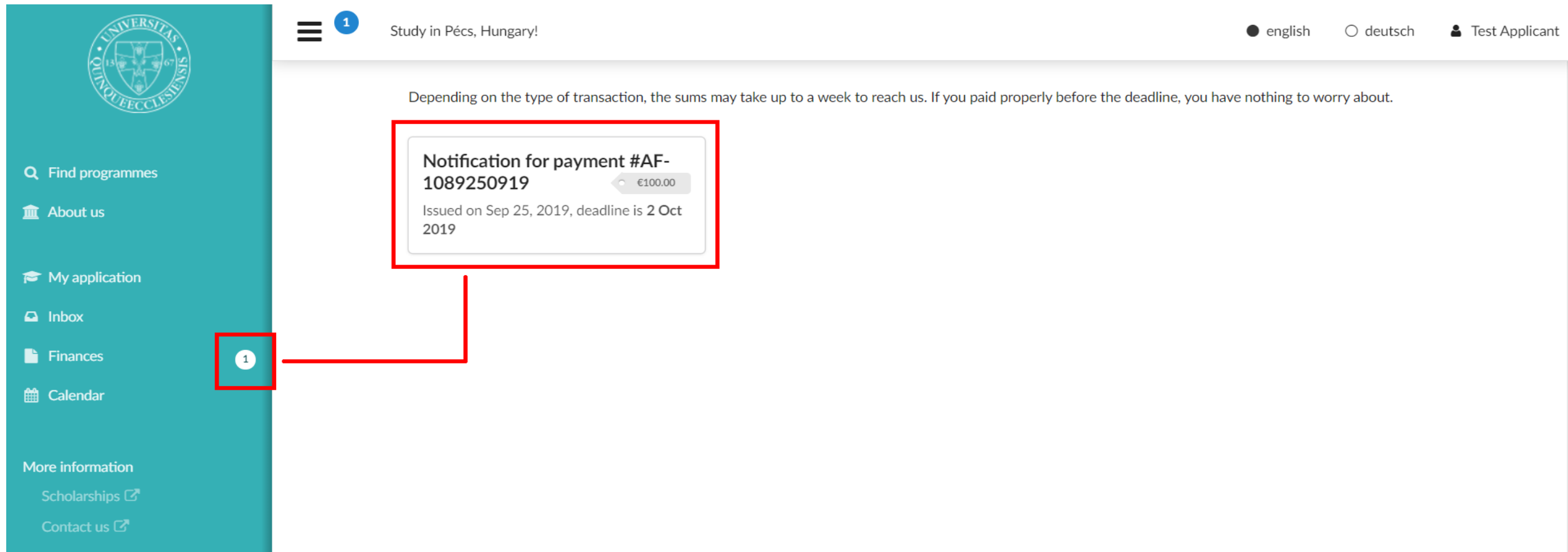


# VII. Notifications for payment



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

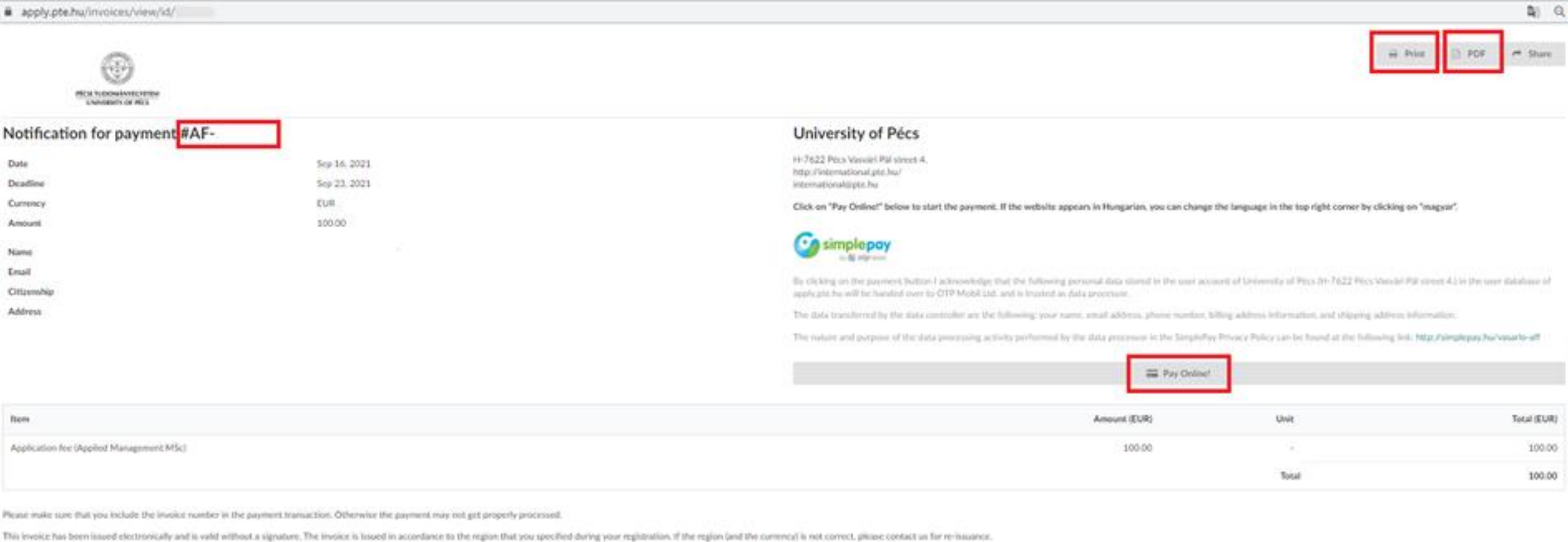
This is how the applicant can find the „Notification for payment”. When the applicant is logged in, the „Notification for payment” will appear in the „Finance” menu. If they click the notification, a pop-up window opens.



The screenshot displays the user interface of the University of Pécs website. On the left is a teal sidebar with the university's logo at the top and a navigation menu containing: Find programmes, About us, My application, Inbox, Finances, and Calendar. Below these are links for More information, Scholarships, and Contact us. The main content area has a header with a hamburger menu icon, a notification badge with the number '1', and the text 'Study in Pécs, Hungary!'. On the right side of the header are language selection options for 'english' (selected) and 'deutsch', and a user profile icon labeled 'Test Applicant'. Below the header, a text block states: 'Depending on the type of transaction, the sums may take up to a week to reach us. If you paid properly before the deadline, you have nothing to worry about.' A red-bordered box highlights a notification card with the following text: 'Notification for payment #AF-1089250919', a currency tag '€100.00', and 'Issued on Sep 25, 2019, deadline is 2 Oct 2019'. A red line connects a red-bordered box with the number '1' in the 'Finances' menu item to the notification card.

## 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-XXXXXXXX.



apply.pte.hu/invoices/view/id/

Print PDF Share

PECS TUDOMÁNYEGYETEM  
UNIVERSITY OF PÉCS


Notification for payment #AF-

Date: Sep 16, 2021  
Deadline: Sep 23, 2021  
Currency: EUR  
Amount: 100.00

Name:  
Email:  
Citizenship:  
Address:

University of Pécs  
H-7622 Pécs Vasvári Pál street 4.  
<http://international.pte.hu/>  
[internationals@pte.hu](mailto:internationals@pte.hu)

Click on "Pay Online!" below to start the payment. If the website appears in Hungarian, you can change the language in the top right corner by clicking on "magyar".

 simplepay

By clicking on the payment button I acknowledge that the following personal data stored in the user account of University of Pécs (H-7622 Pécs Vasvári Pál street 4.) in the user database of apply.pte.hu will be handed over to OTP Mobil Ltd. and is treated as data processor.

The data transferred by the data controller are the following: your name, email address, phone number, billing address information, and shipping address information.

The nature and purpose of the data processing activity performed by the data processor in the SimplePay Privacy Policy can be found at the following link: <http://simplepay.hu/vasarlo-sf>

Pay Online!

Item	Amount (EUR)	Unit	Total (EUR)
Application fee (Applied Management MSz)	100.00	-	100.00
		Total	100.00

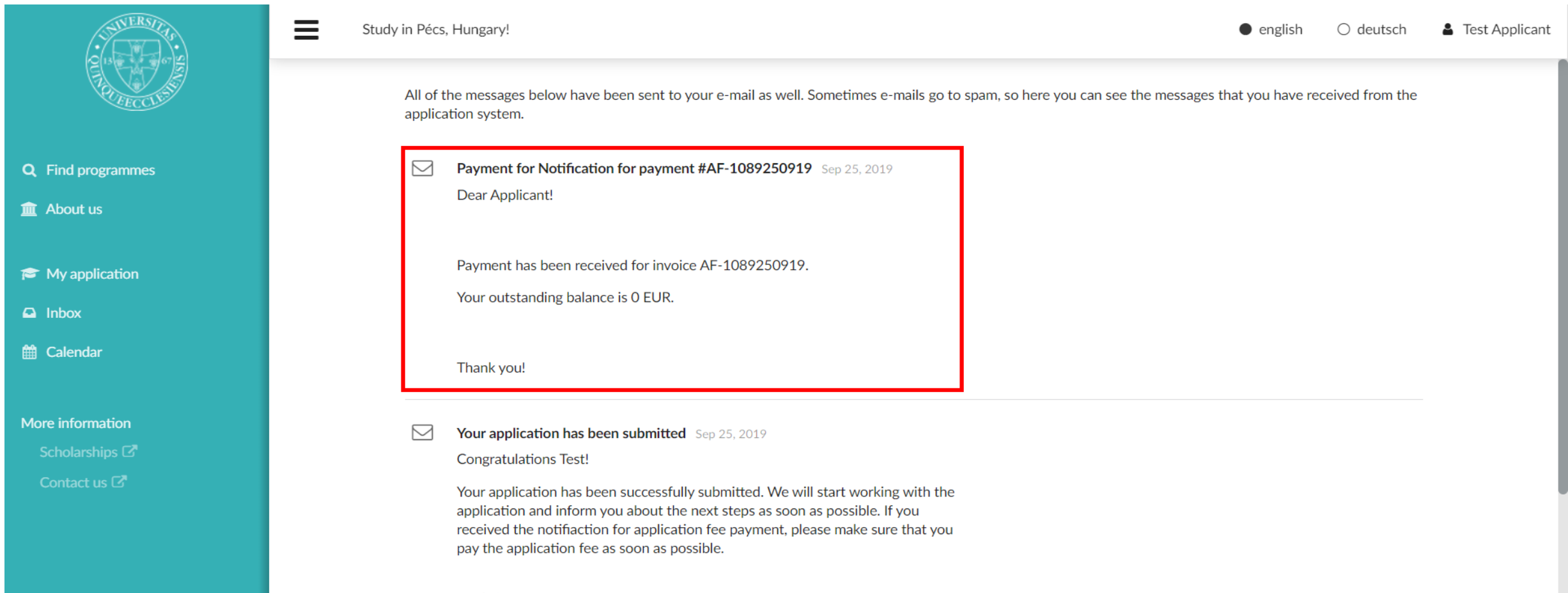
Please make sure that you include the invoice number in the payment transaction. Otherwise the payment may not get properly processed.

This invoice has been issued electronically and is valid without a signature. The invoice is issued in accordance to the region that you specified during your registration. If the region (and the currency) is not correct, please contact us for re-issuance.

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!

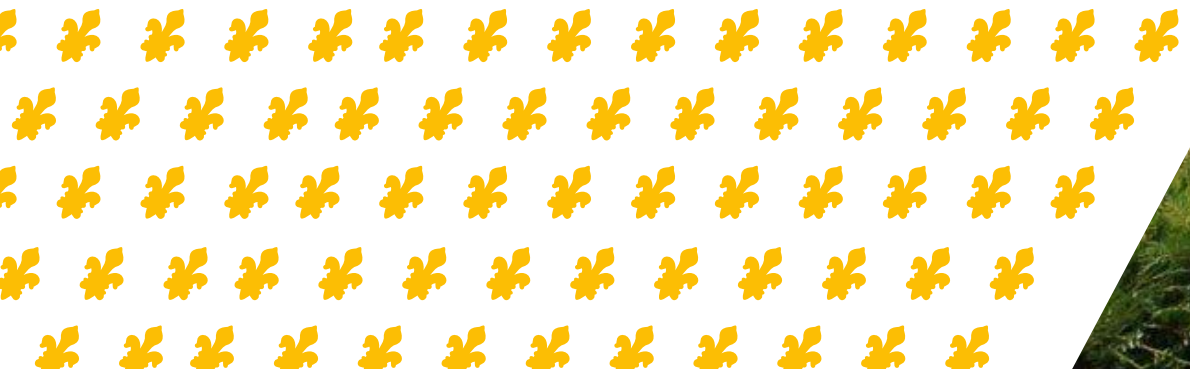
## VII./3. Application fee payment

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).



The screenshot shows the Advisor Portal interface. On the left is a teal sidebar with navigation links: 'Find programmes', 'About us', 'My application', 'Inbox', 'Calendar', 'More information', 'Scholarships', and 'Contact us'. The main content area has a header with a hamburger menu, 'Study in Pécs, Hungary!', language options for 'english' and 'deutsch', and a user profile 'Test Applicant'. Below the header, a message states: 'All of the messages below have been sent to your e-mail as well. Sometimes e-mails go to spam, so here you can see the messages that you have received from the application system.' A red box highlights an email notification with the subject 'Payment for Notification for payment #AF-1089250919' dated 'Sep 25, 2019'. The email body reads: 'Dear Applicant!', 'Payment has been received for invoice AF-1089250919.', 'Your outstanding balance is 0 EUR.', and 'Thank you!'. Below this, another email notification is visible with the subject 'Your application has been submitted' dated 'Sep 25, 2019', containing the text: 'Congratulations Test!', 'Your application has been successfully submitted. We will start working with the application and inform you about the next steps as soon as possible. If you received the notification for application fee payment, please make sure that you pay the application fee as soon as possible.'

# 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.

The screenshot shows a user profile for 'Test Applicant' with details: Region: Nigeria, Applicant ID: 7523, and email: test.applicant.pt@gmail.com. The interface includes navigation tabs for Applications, Journal, Consents, Referees, Inbox, Invoices, and Events. A yellow banner indicates the application is 'Resubmitted' for the 'Spring semester 2019/20'. Under the 'Offers' section, two programs are listed: 'Enterprise Development and Entrepreneurship MSc' and 'Applied Management MSc', both at the Faculty of Business and Economics. A 'Tasks' section shows two tasks, each with a 'Click to reply' button. A 'Notes' section is currently empty, with a 'Save' button at the bottom. A 'Reference' section is also visible. A red box highlights a notification in the top right corner: 'testadvisor x on registration Sep 25, 2019', with a red arrow pointing to it.

# 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.

The screenshot displays the Applicant Portal interface. On the left is a teal sidebar with navigation options: Find programmes, About us, My application, Inbox, Calendar, and More information (Scholarships, Contact us). The main header includes a hamburger menu, the text "Study in Pécs, Hungary!", language selection (english, deutsch), and a user profile dropdown labeled "Test Applicant". The profile dropdown is open, showing the user's ID (7523) and a red-bordered button labeled "Have a reference code?". Other options in the dropdown include "Change my email", "Change my citizenship", "Data protection", and "Sign out". A large red arrow points from the center of the page towards the "Have a reference code?" button. The main content area contains instructions: "Please click the 'Edit application' button to complete and submit the application form before the deadline. After submitting you are still permitted to update your application if necessary. Just click 'Edit application' and follow the instructions. But don't forget to press 'Submit' again, otherwise your application may not get processed." Below this is a calendar icon and the text "Spring semester 2019/20". A notification box states "The application has been re-submitted" with buttons for "Edit application" and "View". It also shows a deadline of "Nov 30, 2019" and a "Withdraw application" button. A list of two programs is shown: "Enterprise Development and Entrepreneurship MSc" and "Applied Management MSc", both in the Business and Economics PG - Spring program.

Study in Pécs, Hungary!

● english ○ deutsch **Test Applicant**

Your ID: 7523

**Have a reference code?**

Change my email

Change my citizenship

Data protection

Sign out

Please click the 'Edit application' button to complete and submit the application form before the deadline.

After submitting you are still permitted to update your application if necessary. Just click 'Edit application' and follow the instructions. But don't forget to press 'Submit' again, otherwise your application may not get processed.

Spring semester 2019/20

**The application has been re-submitted** [Edit application](#) [View](#)

Deadline: Nov 30, 2019 [Withdraw application](#)

- Enterprise Development and Entrepreneurship MSc**  
Business and Economics PG - Spring ● Master, full-time 🗣️ English 🏛️ Faculty of Business and Economics
- Applied Management MSc**  
Business and Economics PG - Spring ● Master, full-time 🗣️ English 🏛️ Faculty of Business and Economics

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

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***Thank you  
for your attention***