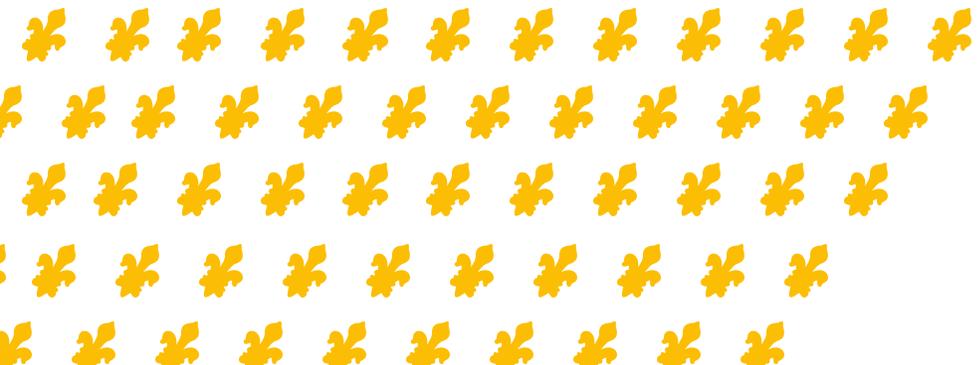




**University  
of Pécs**  
est. 1367



***How-to guide  
for claiming your commission  
FOR ADVISORS***

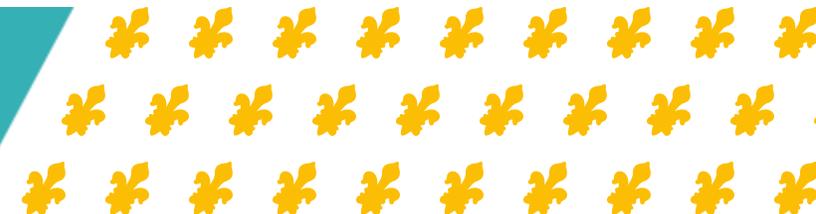
# Table of contents



*If you have any questions, don't hesitate to contact 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. Benke Bárányos	baranyos.bence@pte.hu

*Thank you  
for your attention!*



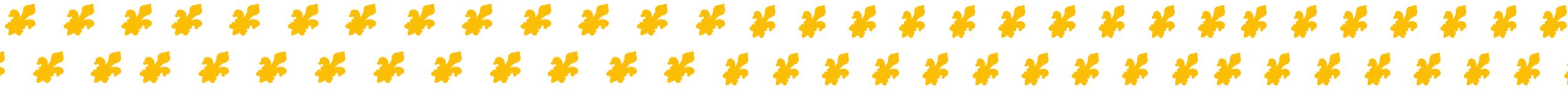
# *The five stages of claiming commission fees:*

**Stage 1** – Register your applicants on your Advisor Portal (<https://apply.pte.hu/>), or have them register individually.

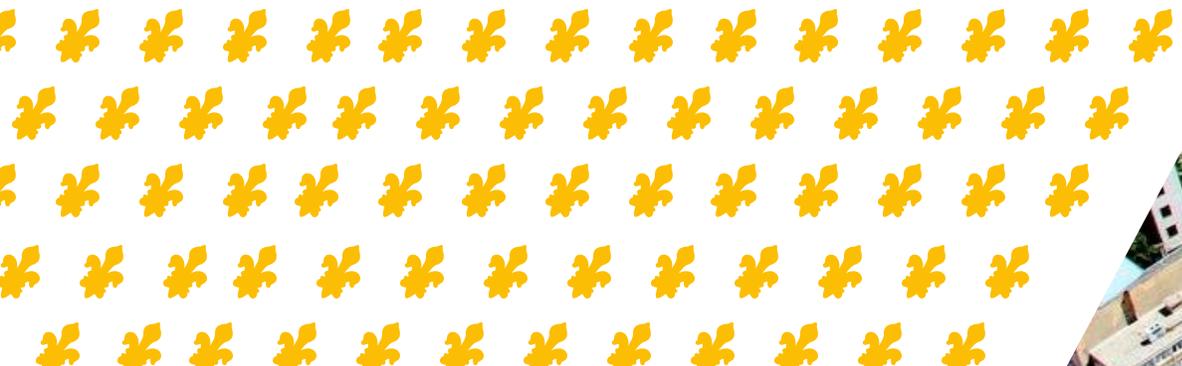
**Stage 2** - At the end of the recruitment period, contact the relevant Faculty with the list of students you recruited for them. Please be aware that the recruitment period may vary between Faculties.

**Stage 3** - Create an invoice using the correct commission fee structure included in our agreement, and adding the SAP number the Faculty provides. Once your invoice is ready, send it to the Faculty for your payment.

**Stage 5** – The payment will be deposited into the bank account specified in our cooperation agreement.



# Stage 1. Tracking your applicants



# 1. Tracking your applicants

We use the Dream!Apply application platform (<https://apply.pte.hu/>) to keep track of new applications. For this application platform, we have provided your agency with an **Advisor code** and a **Tracker code**.

- 1. Advisor code:** It is the code you can use for logging into the application platform.
- 2. Tracker code:** It is a unique identifier that enables you to track your applicants.

**If you forget either code or suspect a credential leak, contact your primary contact person immediately!**

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Africa, Middle East, Caucasus, North America	Mr. Bence Bánász	banyasz.bence@pte.hu



# 1.1 Adding your tracker code

There are two ways for adding a tracker code to applicants:

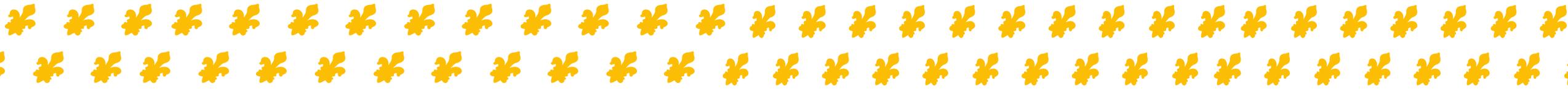
**1. Automatically:** If you are signed into your Advisor Portal when registering an applicant, your tracker code is automatically added to the application.

**2. Individually by applicants:** If the application is submitted outside of your Advisor Portal (the applicant registers individually), the applicant can still add your tracker code on the Applicant Portal anytime 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 deadlines for adding your tracker code to the applications:**

**Fall intake:** October 20<sup>th</sup>

**Spring intake:** March 15<sup>th</sup>



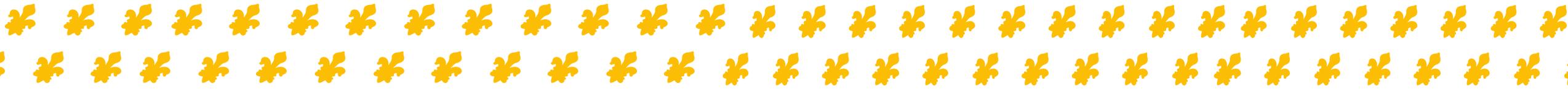
## 1.2 *The importance of a tracker code*

**It simplifies our work together:** We can only discuss an application with you if your tracker code is linked to it. It signifies that the applicant gave permission to your agency to represent them and act on their behalf. This policy is crucial for protecting our applicants' data.

**It distinguishes YOUR clients:** While we cannot prevent applicants from contacting other agencies in your region, we can only pay commission to one agency for each recruited applicant. We aim to be fair in these situations by considering whose tracker code is assigned to the application and we also contact the applicants for clarification.

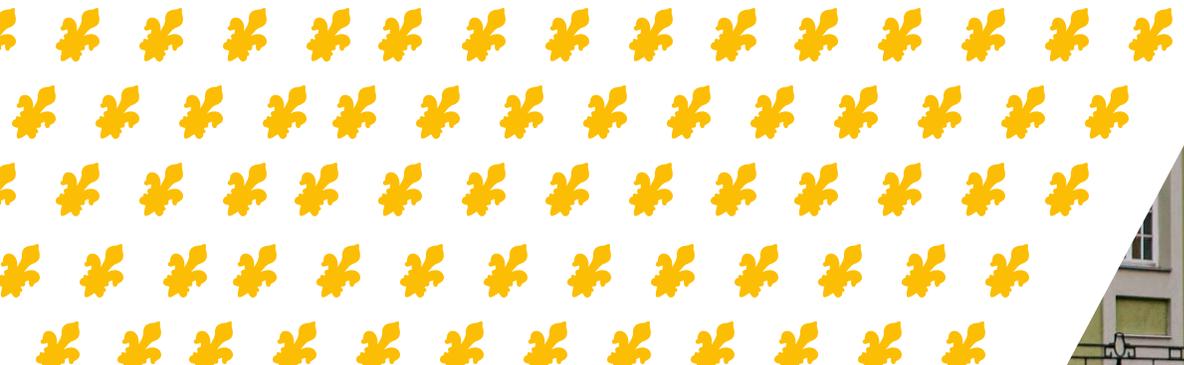
**It is essential for the commission payment:** The most crucial factor is that we can not pay your well-deserved commission for the applicant if your agency is not linked to the application. Do not miss your commission payment because your tracker code is not registered to your applicants.

**It helps us monitor performance:** We evaluate our agencies' performance not only based on enrolled applicants but also on the total number of registrations. This information will be taken into account during your first-year performance review and when providing references for your agency upon request.



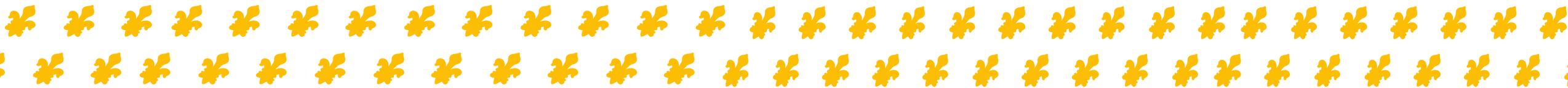
# Stage 2.

## Contacting the faculty



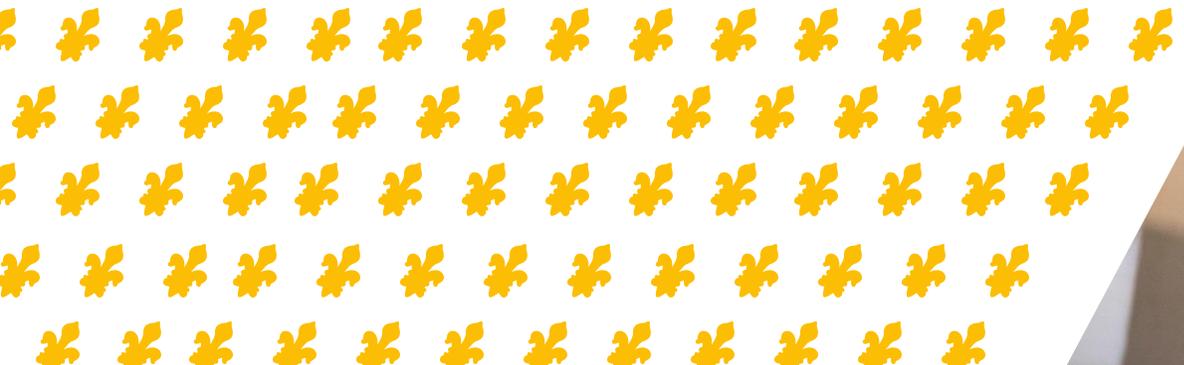
## 2. Contacting the faculty

Faculty	Contact Person	E-mail address
Faculty of Law	Ms. Katalin Bodor	<a href="mailto:bodor.katalin@ajk.pte.hu">bodor.katalin@ajk.pte.hu</a>
Medical School, Faculty of Pharmacy	Ms. Lívia Csidei	<a href="mailto:livia.csidei@aok.pte.hu">livia.csidei@aok.pte.hu</a>
Faculty of Humanities and Social Sciences	Mrs. Vanda Bőczin-Sirkeci	<a href="mailto:boczin-sirkeci.vanda@pte.hu">boczin-sirkeci.vanda@pte.hu</a>
Faculty of Health Sciences	Mr. Attila Máté Kovács	<a href="mailto:kovacs.attila.mate@pte.hu">kovacs.attila.mate@pte.hu</a>
Faculty of Cultural Sciences, Education and Regional Development	Ms. Tímea Molnár	<a href="mailto:molnar.timea2@pte.hu">molnar.timea2@pte.hu</a>
Faculty of Business and Economics	Ms. Mária Lajos	<a href="mailto:lajos.maria@pte.hu">lajos.maria@pte.hu</a>
Faculty of Engineering and IT	Ms. Réka Somfai	<a href="mailto:international@mik.pte.hu">international@mik.pte.hu</a>
Faculty of Music and Visual Arts	Ms. Beáta Seres	<a href="mailto:seres.beata@pte.hu">seres.beata@pte.hu</a>
International Study Centre	Ms. Rita Nagy	<a href="mailto:nagy.rita2@pte.hu">nagy.rita2@pte.hu</a>
Faculty of Sciences	Mr. Roland Pócza	<a href="mailto:contact@gamma.ttk.pte.hu">contact@gamma.ttk.pte.hu</a>



# Stage 3.

## Issuing an invoice



### ***3. Issuing an invoice***

**Please ensure that your details in the cooperation agreement are accurate at all times**

If any updates to your information are needed, contact us immediately.

**We can only pay you a commission if you meet all the terms outlined in our cooperation agreement**

Please review Appendix no. 1. in the cooperation agreement for the commission structure applicable to each faculty.

**Always coordinate with the faculty before issuing an invoice**

Our faculty colleagues will inform you about what details you should include in your invoice. You will receive a new SAP number for each invoice.

**Please note that we require a separate invoice for each faculty**

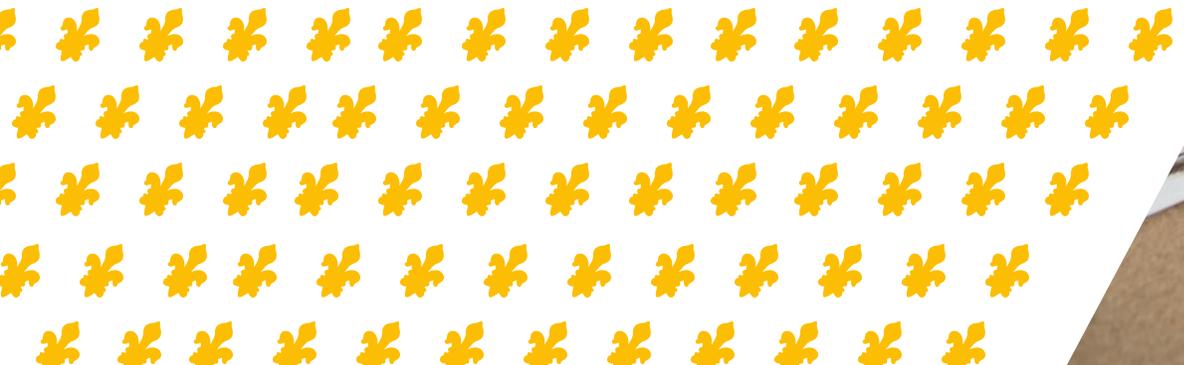
If your student recruitment spans across multiple faculties, we kindly ask for individual invoices for each faculty.

**Once your invoice is ready, please send it to the faculty contact person**

As soon as your invoice arrives electronically to the responsible faculty colleague, they will start processing your invoice. They will let you know if adjustments are required.

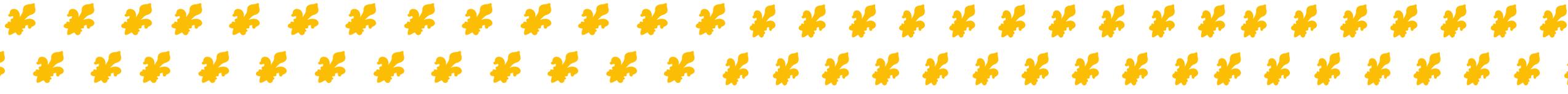


# Stage 4. Receiving the commission



## 4. *Receiving the commission*

We will process your payment if all your information is correct and everything has been done as outlined in steps 1 to 3. However, this process takes a minimum of 30 days to go through. We kindly ask you for your patience and kind cooperation.



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

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