



ADMISSION PROCEDURE FOR ENGLISH-LANGUAGE ACADEMIC PROGRAMMES AT THE UNIVERSITY OF SOPRON

I. Scope of Procedure

1. This admission procedure applies to all higher education study programmes (Bachelor's, Master's, and PhD levels) at the University of Sopron conducted in English. It is designed for non-Hungarian citizens who apply directly for self-financed programmes at the university and do not participate in the centralized Hungarian admission process (Felvi.hu).
2. These procedures do not apply to admissions through scholarship programmes offered by the Hungarian Government or other international organizations, nor to applications for acquiring partial knowledge, guest student status, or professional special training.

For the purposes of this admission procedure, the following definitions apply:

1. **Admissions Committee** – A faculty-level body responsible for reviewing applications, conducting entrance interviews, and making admission recommendations. The committee is chaired by the Faculty's Vice Dean for International Affairs and includes the programme director as a voting member.
2. **Application Fee** – A mandatory, non-refundable fee required before an application is processed.
3. **Centre for International Affairs** – The administrative unit responsible for managing the international application process, coordinating with faculties, and ensuring the accuracy of admission-related information on the university website.
4. **Entrance Interview** – An online interview conducted by the Faculty Admissions Committee to assess applicants' motivation, professional preparedness, and language proficiency.
5. **Letter of Admission (LoA)** – An official document issued by the University of Sopron confirming that an applicant has been admitted to a study programme. The LoA is required for visa applications and enrollment and is only issued after the tuition fee payment has been received.
6. **Self-Financed Student** – A student who covers tuition and related fees without a scholarship or financial aid from the Hungarian government or international organizations.
7. **Tuition Fee** – The amount payable per semester for a given study programme. The tuition fee for the first semester must be settled in advance in order to receive a Letter of Acceptance (LoA).
8. **University Admissions Decision** – The final admission decision issued by the University of Sopron based on the evaluation of documents and entrance examinations. This document includes payment conditions. Note: It is not equivalent to the Letter of Admission (LoA).

II. Decision-Making Authority

1. The Rector of the university is authorized to make decisions regarding the announcement of programmes, admission rules, and entrance exam procedures based on the proposal of the Faculty in charge of the foreign language programme. If the Rector is unavailable, this right may be transferred to the Vice-Rector in charge.
2. The Faculty responsible for the foreign language programme shall propose applicant selections through the Admissions Committee.
3. The Faculty's Vice Dean for International Affairs acts as the Chair of the Admissions Committee for the given English-language programme. The programme director has voting rights.

III. Regarding Application process

1. Application period for September intake (general admission):

Beginning from **March 01**– with regional closing dates:

a. May 31:

Afghanistan, Algeria, Angola, Bahrain, Bangladesh, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Congo (Brazzaville), Congo (Kinshasa), Côte d'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gambia, Ghana, Guinea, Guinea-Bissau, India, Iran, Iraq, Israel, Jordan, Kenya, Kuwait, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Morocco, Mozambique, Myanmar, Namibia, Nepal, Niger, Nigeria, Oman, Pakistan, Palestine, Qatar, Rwanda, Saudi Arabia, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Syria, Tanzania, Togo, Tunisia, Turkmenistan, Uganda, United Arab Emirates, Yemen, Zambia, Zimbabwe

b. June 30:

Argentina, Australia, Belize, Bolivia, Brazil, Cambodia, Canada, Chile, China, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Fiji, Guatemala, Guyana, Haiti, Honduras, Jamaica, Japan, Kazakhstan, Kiribati, Kyrgyzstan, Marshall Islands, Mexico, Micronesia, Mongolia, Nauru, New Zealand, Nicaragua, Panama, Palau, Papua New Guinea, Paraguay, Peru, Philippines, Russia, Samoa, Solomon Islands, South Korea, Suriname, Thailand, Trinidad and Tobago, Tuvalu, Turkey, United States, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam

c. July 30:

Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, United Kingdom

2. Application period for February intake (cross-semester admission): September 01 – October 31

3. Up-to-date application periods are published on the university's application website.
4. Applications and attached documents are processed through the online platform.

5. The list of required documents for the online application form is published on the university's application website.
6. The online platform should allow candidates to familiarize themselves with the study programme's application requirements, acknowledging their compulsory nature upon successful admission.
7. The Centre for International Affairs is responsible for ensuring the accuracy of the website's content and managing the online application process.
8. The Centre for International Affairs coordinates application processing with the Faculties.
9. There are no age limitations for applicants; however, Bachelor's applicants must meet secondary education requirements before enrolling in the September intake.

IV. Entrance Exams

1. During the admissions process, the Admissions Committee takes the following steps:
 - a) Evaluating document conformity and applicant eligibility.
 - b) Requesting missing documents within 15 working days of application submission. The deadline for supplying missing documents is 7 working days.
 - c) If the applicant meets the requirements based on the submitted documents, the date of the online entrance interview is communicated in writing. The University is not obligated to provide additional exam dates beyond those published.
2. The online entrance interview is conducted by the Admissions Committee of the Faculty responsible for the programme.
3. The interview evaluates the applicant's motivation, professional preparedness, and language proficiency according to the programme's requirements.
4. The exam and executive committees must consist of three members: a chairman, an examiner, and a Dean's Office colleague responsible for taking minutes. For language proficiency evaluations, at least two members must speak the language at a B2 level or higher.
5. The exam or executive committee must not include a member who is a relative of the applicant or whose impartiality may be in question.
6. The Faculty's Admissions Committee may require additional tests, such as a mathematics test for economics-related programmes.
7. If an applicant is unable to attend the entrance interview due to a duly certified, unavoidable obstacle, they must be granted a replacement opportunity.

V. Decision on Admission

1. As per Section II, the University makes an admission decision and notifies the applicant via email.
2. The applicant may appeal to the Rector within 5 working days of receiving the decision. The Rector will issue a decision within 5 working days of receiving the appeal.
3. Admission decisions should ideally be made by the 15th of the month following the interview's date.
4. Establishing student status requires the presentation of original documents upon enrolment.
5. The admission decision must include:
 - a) Faculty name and document's registration number,
 - b) Programme name, language, and level,
 - c) Start date and location of training,
 - d) Applicant's personal details,
 - e) Student status establishment notice, deadline, and consequences of failure to enrol,
 - f) Decision-making location and date, issuer's name and official position,
 - g) Legal remedy options,
 - h) Tuition fee amount and payment deadline,
 - i) Contact information of the staff member responsible for student studies and residence in Hungary.

VI. Application & Tuition Fees and Payment

1. A non-refundable application fee of 150 USD is required before application evaluation.
2. Payment must be made via Flywire through the provided link on the university's application website. In exceptional cases, payment via bank transfer may be allowed, subject to approval from the Centre for International Affairs.
3. Tuition fees vary by programme and are published on the university's website
4. The first semester's Tuition fee must be paid according to the payment information and deadline specified in the Admission Decision Offer letter.
5. Letter of Admission (LoA) will only be issued after the tuition fee payment has been received by the University.

VII. Reimbursement

1. The application fee is non-refundable.
2. Tuition fee reimbursement is regulated by the University of Sopron's Student Requirement Standards:
 - a) 50% refund if student status (legal status, after completing the in-person enrolment) terminates before October 15 (autumn) or March 15 (cross-semester).

- b) 70% refund if visa application is rejected or enrolment becomes impossible before deadlines in (a).
- c) No refund if termination occurs after the deadlines in (a).

VIII. Data Provision Obligations

The Faculty provides statistical data to the Office of Education regarding admitted students in accordance with the specified reporting format.

IX. Student Enrolment

1. Enrolment deadlines are defined in the [Academic Calendar](#).
2. International students should arrive in person by the enrolment deadline stated in Point 1, but not later than September 30 for the autumn semester or February 28 (29 in leap years) for the cross-semester.
3. Original documents must be presented for verification.
4. Failure to enroll by the deadline may result in forfeiture of admission.

X. Legal Provisions and Data Protection

1. This process has been established in accordance with Act CCIV. of 2011 on National Higher Education.
2. The University of Sopron processes personal data in accordance with the General Data Protection Regulation (GDPR).
3. The university reserves the right to modify admission process in alignment with national and university policies.
4. **This process serves as the central directive to be followed by the faculties; however, they retain the right to impose additional requirements, provided these do not modify the main deadlines or fundamental admission criteria.**

Contact Information

Centre for International Affairs, University of Sopron

Email: apply@uni-sopron.hu

Website: www.international.uni-sopron.hu

Effective Date: 01.03.2025

Approved by: **Prof. Dr. Attila Fábián, Rector**

Overview of the procedure by roles and responsibilities

Rector

- Approves the announcement of programmes, admission rules, and entrance exam procedures.
- Grants final approval for admissions.
- Can only reject applicants based on regulatory, legal, or procedural issues.
- Reviews and decides on admission appeals within 5 working days.

Vice-Rector

- Acts on behalf of the Rector when the Rector is unavailable.
- Exercises decision-making authority in the Rector's absence.

Faculty Vice Dean for International Affairs

- Chairs the Faculty Admissions Committee.
- Ensures adherence to admission regulations.
- Has a casting vote in case of a tie within the committee.

Faculty Admissions Committee

- Reviews applications, verifies document conformity, and assesses applicant eligibility.
- Conducts online entrance interviews and recommends admissions decisions.
- Decisions are made by majority vote; in case of a tie, the Vice Dean has the casting vote.
- Communicates admission decisions via email.
- Handles tuition fee verification before issuing the LoA.
- Issues the Letter of Acceptance (LoA) after tuition payment is received.

Centre for International Affairs

- Manages the online application platform and verifies application completeness.
- Has the authority to reject applications that do not meet basic eligibility criteria.
- Handles application fee verification before entrance eligibility.

Applicant

- Submits a complete application online within the designated period.
- Provides missing documents within 7 working days if requested.
- Attends the online entrance interview.
- Pays the tuition fee before receiving the Letter of Acceptance.
- Completes in-person enrolment before the semester starts.
- Can appeal an admission decision within 5 working days.