WELCOME TO TOMORI PÁL COLLEGE

INFORMATION

Tomori Pál College has an education system (NEPTUN) in which we have to keep a record of who the students are and what they study (resistered subjects/exams/exams results) and payments.

From this system, data is sent daily in sync to the Hungarian Education Office system (FIR), from which other offices (e.g. immigration office) can also request data directly, so it is IMPORTANT that accurate data is always included.

Login to Neptun
Pass:
https://host.sdakft.hu/tpfhw/login.aspx (switch the language ENGLISH click to British flag)

Login name: **Neptun Code** (will be sent by the SAO a few days after enrollment)
Password: NeYYYYMMDD

Ne - First two letters of word "Neptun"

YYYY - your year of birth

MM - the number of your month of birth

DD- the number of your day of birth

Information about the programmes and the Classes

You can find the main dates/deadlines here: http://www.tpfk.hu/en/academic-calendar

Main rules are here: http://www.tpfk.hu/en/regulations-and-documents

Main docs are here: ☐ For International Students (Login with MS teams ID/password the details are below) Important documentum the Course information, pls read yours programm.

MS Teams

Here's how to join Microsoft Teams:

Go to https://www.office.com/?omkt=en-EN, where you can download the latest Office applications (Word, Excel, etc.), and launch the Teams website, from where you can connect to your computer, mobile, and a tablet version is also available.

You can log in with your account, which is the following:

ID: neptuncode@tpfk.hu

Password: TitokYYYY (Titok is a Hungarian word meaning "Secret")
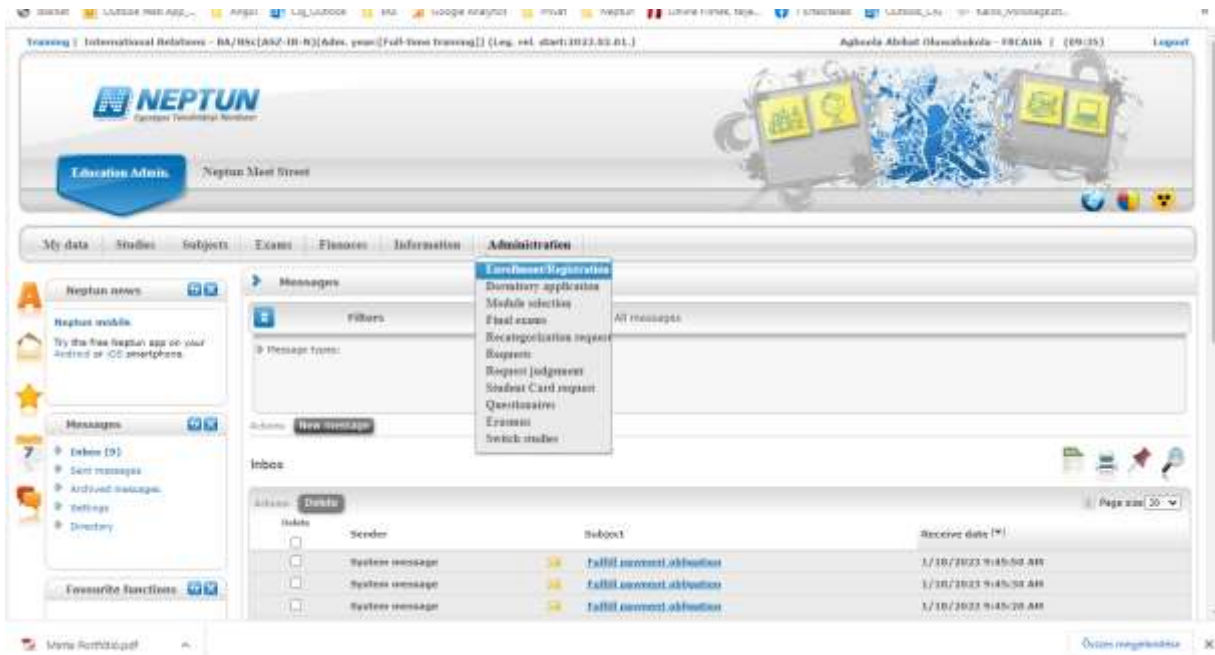
YYYY - your year of birth

General info about Neptun and MS Teams:
http://www.tpfk.hu/en/neptunmicrosoft-teams

Registration process

pls enter to NEPTUN

STEP 1
Adminsitration/ Enrollment/Registration

STEP 2

List the programmm and go to the „options" bottom and click to „Register"
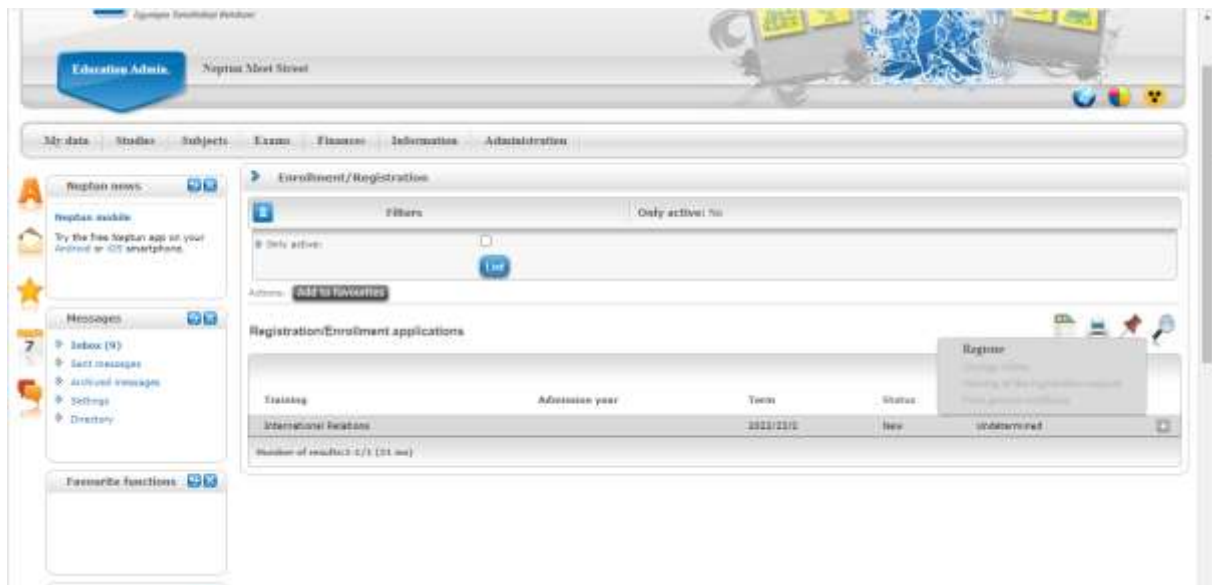
Step 3 - Follow the questionnaire fill it and attached your doc's copy.

Important:
Fill in everything on the questionnaire accurately. Do not use Capslock, but capitalise the proper names first (this is where the data will be entered into the Neptun personal database).
Attach all requested documents.

Some technical issuses:

1. There is an question: „Title of residence", you have to choose this
   „Tartózkodási engedéllyel rendelkező harmadik országbeli állampolgár"

2. Your secondary school have to be choosen from a list, but mybe your school is not in the list yet, that case pls send the official name and address of your secondory school tot he sao@tpfk.hu

When you are done with the questionnaire send it in.

Step 4

We will see that you are done, check that you have filled everything in correctly and that you have attached all the documents, if the application is ok we will approve it, if not we will send it back for correction.

Step 5
Once the application is approved, the subjects are enrolled and the enrolment documents created from the application are printed in duplicate by the SAO and after signature, one copy is given to the student. At this point we can also issue a active certificate of status.

We are available if you have any questions.

SAO
sao@tpfk.hu
tanulmanyi@tpfk.hu