



**TOMORI PÁL COLLEGE**

**RULES REGARDING THE SPECIAL ADMISSION  
PROCEDURE FOR FOREIGN STUDENTS**

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Responsible person: international director

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<sup>1</sup> These regulations repeal v4, which was adopted by Senate Resolution No. 9/4/2024 and entered into force on 22.05.2024.

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The Tomori Pál College (hereinafter: College) regulations on the special admission procedure for foreign students (hereinafter: **SAP**) are based on the CCIV Act of 2011 on national higher education (hereinafter: ANHE), 423 on the admission procedure of higher education institutions /2012. (XII.29.) Government Decree (hereinafter: Government Decree) and it is established based on the guidelines of the Office of Immigration and Citizenship, and 87/2015. (IV.9.) Government Decree CCIV of 2011 on national higher education. on the implementation of certain provisions of the Act.

## **I. GENERAL PROVISIONS**

### **1. § Scope of the policy**

(1) The regulations apply to foreign nationals applying for the bachelor's degree and **preparatory studies** offered by the College in English.

(2) The territorial scope of the regulations covers the College's training locations in Budapest and Kecskemét.

### **2. § Publication of training courses**

(1) The College publishes the information regarding the English-language **B.A. courses** advertised for foreign citizens (starting courses, fees, other additional information) in the Admissions Notice (hereinafter: Notice) published on its English-language website.

(2) **Information regarding preparatory studies (programs starting, fees, other supplementary information) is published on the websites of partner institutions that have concluded a cooperation agreement with the college (hereinafter: Partner Institution).**

## **II. THE ADMISSION PROCEDURE**

### **3. § Initiation of the procedure**

(1) The admission procedure starts at the applicant's request. You can apply for **B.A. courses** by observing the deadlines specified in the Information Sheet, under the conditions and in the manner specified. **You can apply for preparatory studies by adhering to the deadlines set out on the Partner Institution's own website, under the conditions and in the manner specified.**

(2) The applicant must have a high school diploma (baccalaureate or equivalent) and basic English language skills.

### **4. § The application and its attachments**

(1) The application and the attached documents for **B.A. courses** (copy of passport, proof of secondary school education, proof of English language skills, CV, proof of other studies or professional experience) can be submitted in the manner specified in the Notice

- a) online
- b) via e-mail
- c) in printed form by post

**For preparatory studies by adhering to the deadlines set out on the Partner Institution's own website, under the conditions and in the manner specified.**

(2) All documents attached to the application must be submitted in English or in a certified English translation, and the document certifying the educational qualification must be submitted in a form certified by a notary public.

(3) The annexes can be submitted in simple copies during the admission procedure, however, the condition for establishing a student relationship is the presentation of the original certificates and documents upon enrollment at the College.

(4) If, at the time of enrolment, the College determines – upon examination of the original copies of the simple copies submitted for the application – that untrue information has been provided that affects the determination of the admission result, the Rector of the College will annul the decision on admission.

### **5. § Registration fee**

(1) During the admission process, the applicant must pay a specified registration fee. **The current amount of the registration fee is published by the College in the Information Guide for applicants to bachelor programs, and by the Partner Institution on its website for applicants to preparatory studies.**

(2) When submitting the application, the payment of the admission fee must be confirmed by attaching a copy of the sender's receipt of the cash transfer order or a copy of the bank transfer confirmation.

### **6. § The process of admission procedure**

(1) In order to start the admission procedure, it is necessary to have all the documents specified for the application.

(2) The applicant for **B.A. courses** must participate in a personal interview combined with a test with the College's local representative or via Internet (Skype) with a College employee. **Those applying for preparatory courses have to participate in a personal interview combined with a test with the employee of the College.** A record of the personal interview will be drawn up, which the College **or the Partner Institution** will send to the applicant electronically so that it can be attached to the visa application in order to facilitate the procedures of the Responsible Consulate and the Immigration and Citizenship Office.

## **III. CLOSING THE ADMISSION PROCEDURE**

### **7. § The admission decision**

(1) The admission decision is made by the three-member Admissions Committee appointed by the Rector **and the International Director** based on the application data and the result of the interview.

(2) There is no appeal against the admission decision.

## **8. § Documentation of the decision**

(1) The College informally informs the applicant of the admission decision within 30 days after the admission deadline.

(2) The official acceptance letter ("**letter of acceptance**") is issued and sent to the applicant by the College after the payment of the tuition fee for the first academic year ("tuition fee"). **The "letter of confirmation" may only be signed by the founding rector or the International Director. The tuition fee to be paid is the current semester fee for applicants to bachelor programs, and the current annual fee for applicants to preparatory studies.**

(3) The letter confirming admission must include

- a) the name and identifier of the College;
- b) the exact name of the training chosen by the applicant;
- c) the start date of the training;
- d) the applicant's name, place of residence, passport identification number;
- e) the invitation to establish a student relationship, the warning about the consequences of failure to enroll;
- f) the legal places based on which the College made the decision;
- g) the place and time of the decision-making, the name and official position of the issuer of the decision.

## **9. § The establishment of the student relationship**

(1) The student legal relationship is established with enrolment based on the decision on admission. A student training contract must be concluded prior to enrolment, as it is a tuition-based course.

## **IV. MISCELLANEOUS**

(1) This regulation enters into force with the approval of the Senate.

- a) **Decision number: 6/2/2025.;**
- b) **Date of decision: 20.05.2025.**
- c) **Date of entry into force: 21.05.2025.**

(2) The founding rector is responsible for preparing the regulations, updating them in accordance with legal requirements and for the annual review.