QUICK GUIDE TO NEPTUN

MAKING PAYMENTS VIA NEPTUN   (HUF)

If you want to make payments via Neptun **first you have to place money on the so called 'joint account'. Please transfer the payment to the following bank account number: 11737083-24683465**

Bank details **if** you would like to transfer money from abroad:

Transfer from non-HUNGARIAN bank account:

Name of the bank: OTP Bank Nyrt.
Beneficiary name: Soproni Egyetem
Beneficiary address_ 9400 Sopron, Bajcsy-Zsilinszky u. 4.
Account number: 11737083-24683465
IBAN: HU40 1173 7083 2468 3465 0000 0000
SWIFT CODE: OTPVHUHB

Transfer from HUNGARIAN bank account:

Name of the bank: OTP Bank Nyrt.
Beneficiary name: Soproni Egyetem
Beneficiary address: 9400, Sopron, Bajcsy-Zsilinszky u. 4. HUNGARY
Bank account number: **11737083-24683465**

(Account currency HUF)

To make the identification easier, please write in the comment field the following information in the following format:
NK - Neptun code - your name! (e.g.: NK-AB1234 John Smith).

Important note!
You should place money to **your** Neptun account at least 3 working days before you want to make any money payment in Neptun. Placing money to your Neptun account does not mean **that** you paid the necessary payments!

Under „Finances" menu you can check your list of payment obligations, both paid and still payable. This interface can be used to list your payment obligations (Payments tab)
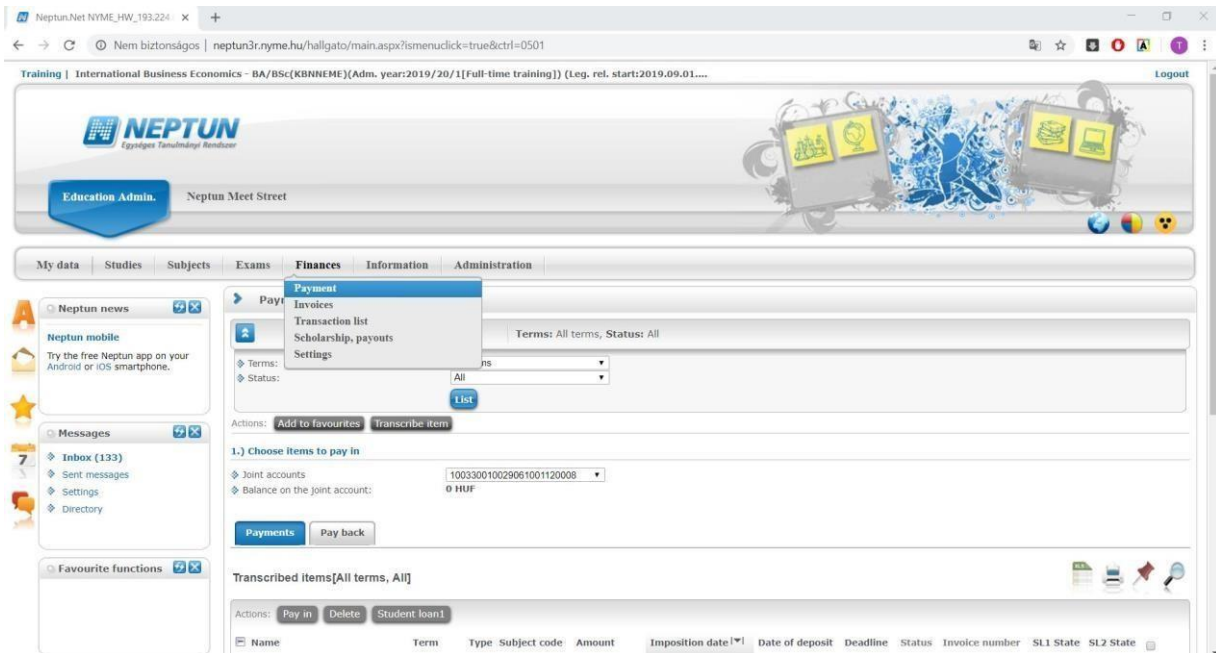
Paying the retake exam fee or administrative fee (transcript, certificate)

Item transcription

If you have already taken the exam and the retake exam once, **then** you will have to pay for all further exam opportunities **in the future,** before being able to register for any subsequent exams.   It is **your** task to transcribe (and pay in) such items. To transcribe a retake exam fee or an administrative fee, go into the Finances / Payment and click on the "**T**ranscribe item" box.
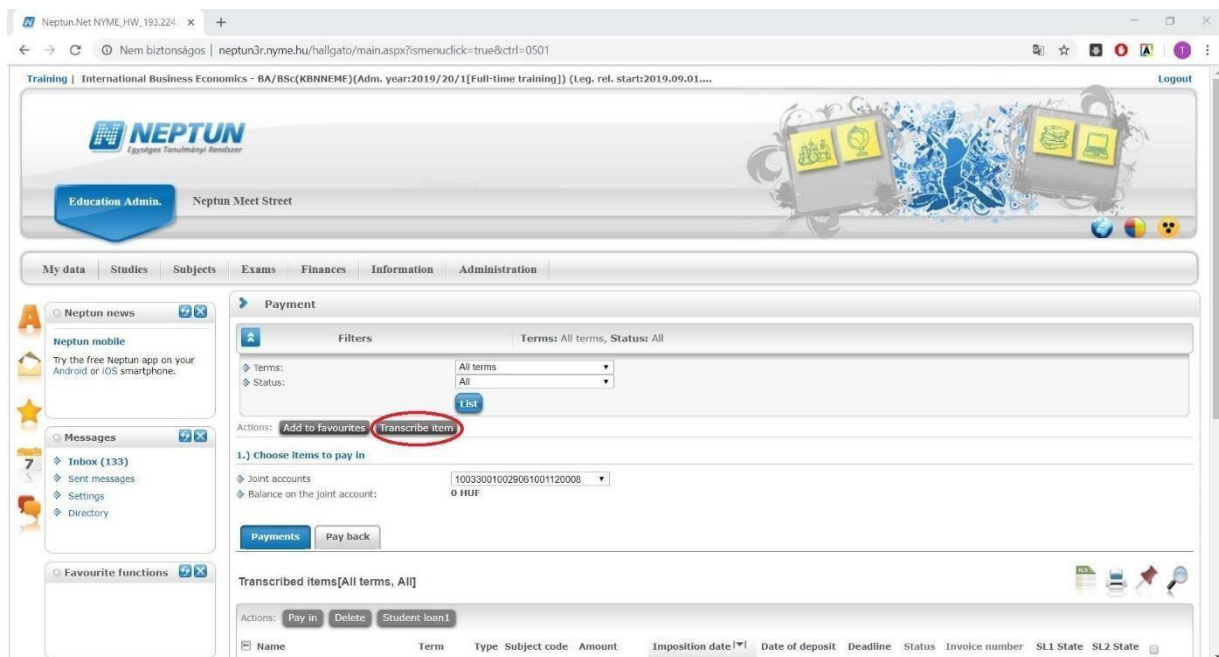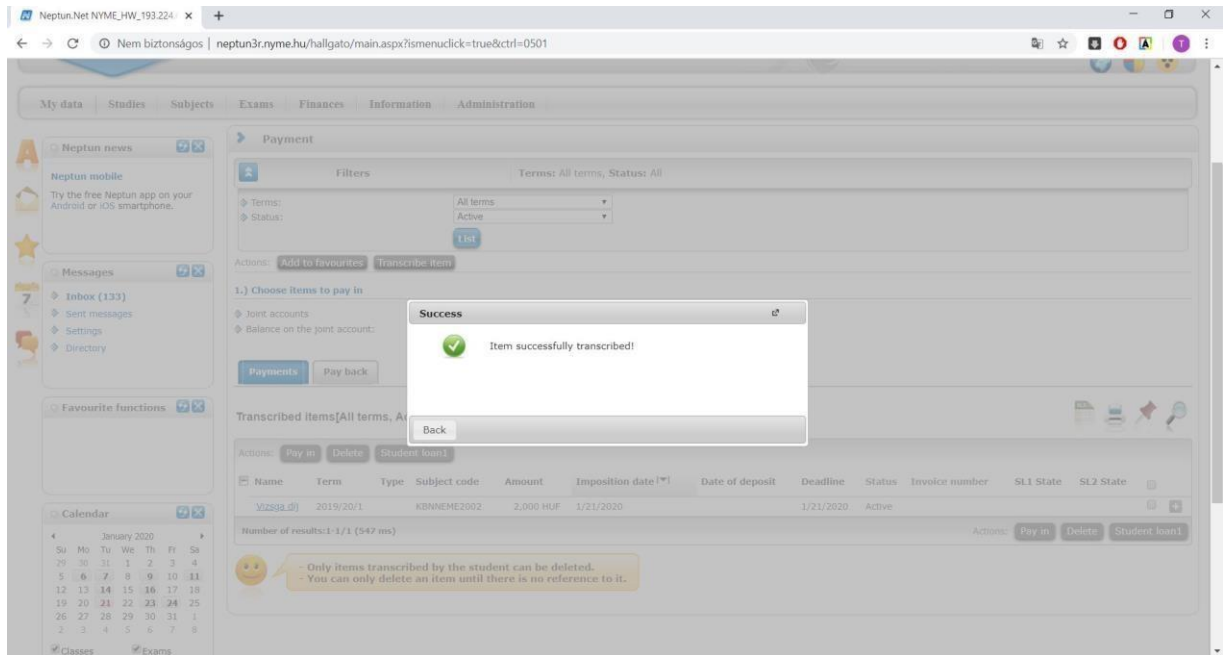

A "Transcribe item" window will pop up, **here you have** to select the inpayment title: "Retake exam" item or a "Service".
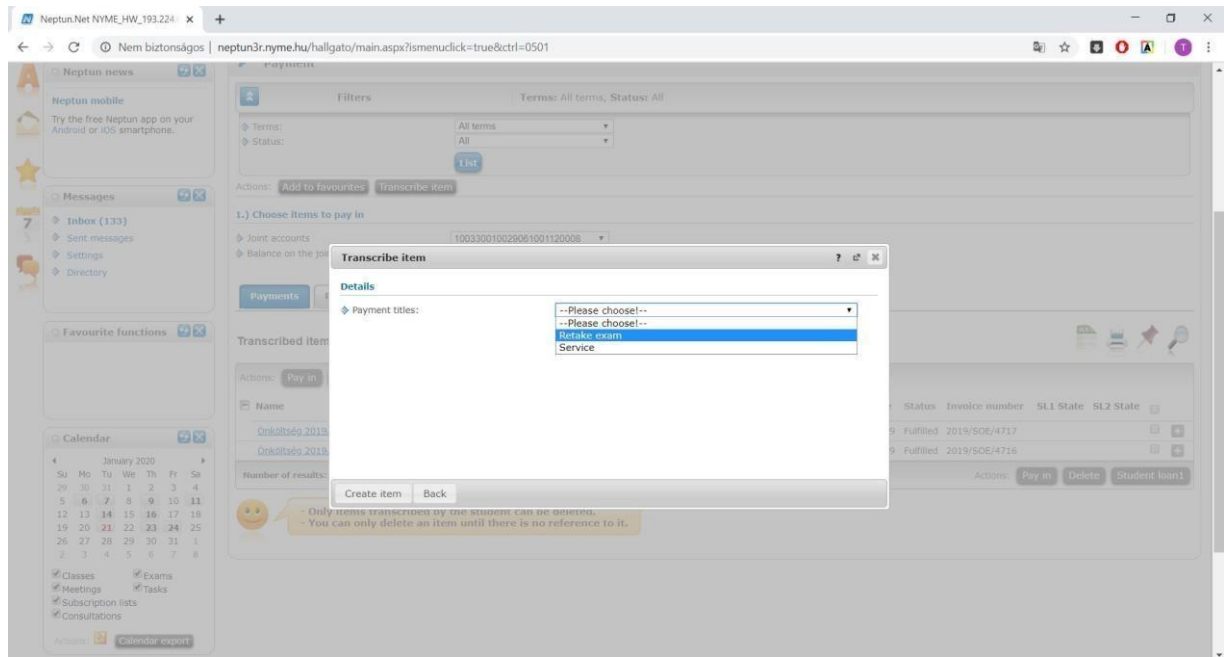
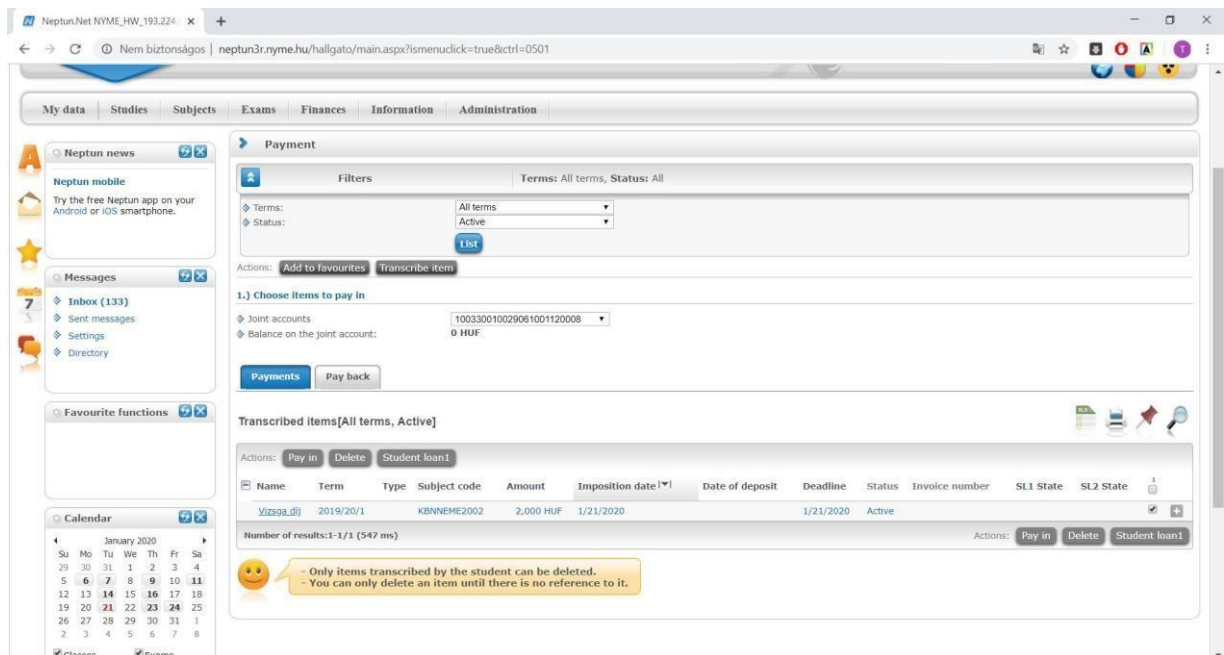Then you have to select the term-selector and the subject button.
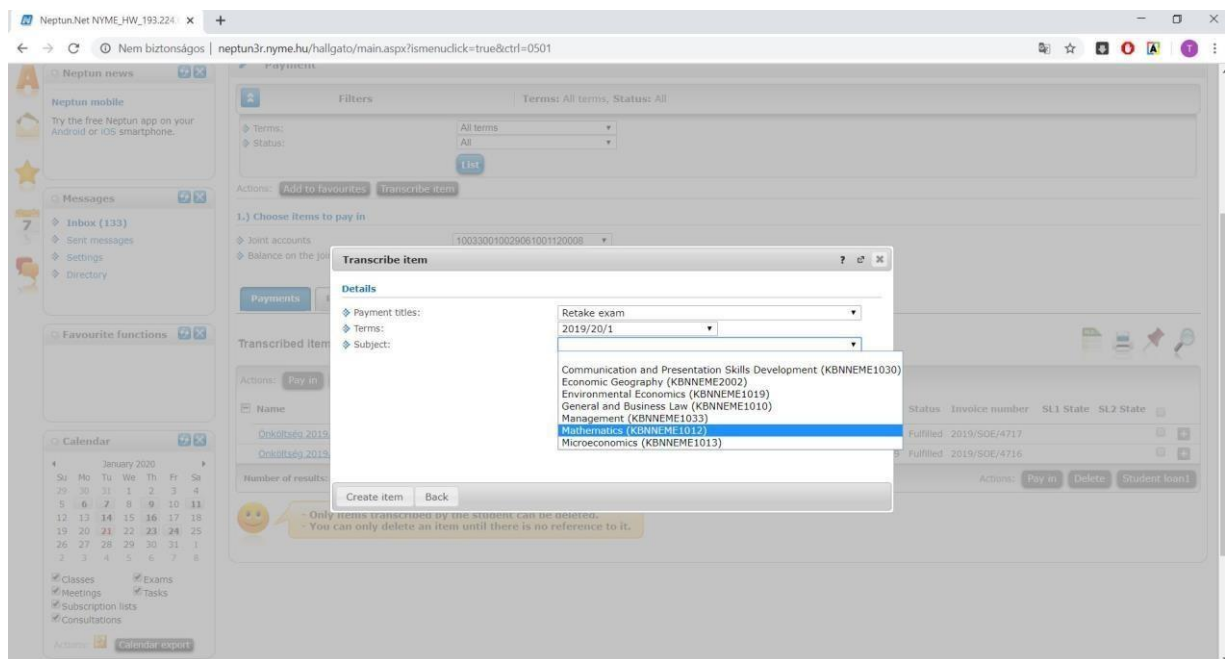
If you have set everything correctly, then click on the "Create item" button.

Once you have transcribed the item, please remember to pay it in!

Pay item

To pay your unpaid (active) transcribed items, mark the "Pay in" check box next to the item(s) due, and then click "Next".

Neptun will provide a last reminder about the possibility of assigning a payer, as this setting cannot be modified once the item(s) have been paid. If all data is correctly set, click "OK".

Using the filters you can select which of the transcribed items you want to have displayed. Currently the list can be filtered by semester or the status of the transcribed items by clicking the "Show list" button.

Meaning of status values:
Active: the item is not paid yet.
Being processed: the payment of the items is being processed, but has not been confirmed yet.
Completed: the payment of the items is completed and has been confirmed within Neptun.