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## INFORMATION

**for all students at the Hungarian University of Agriculture and Life Sciences in connection with the payment of tuition fees, the fees of requests and services and other fees**

The listed item can be paid either by credit card or through the collective account system. Please note that in the case of credit card payment, the item will be fulfilled in the NEPTUN System almost immediately, whereas in the case of a collective account payment, there may be a delay of several days between the transfer and the amount appearing in the NEPTUN System.

We would like to inform you that the deadline for the payment of tuition fees for seniors, for the autumn semester of the academic year 2025/2026, is **midnight on 15<sup>th</sup> September 2025**.

### 1. Steps of payment with bank card

For paying with bank card, first you need to enter: Neptun Student profile, [Menu/ Finance / To be paid submenu](#). [Put checkmark in the box of the selected item's line, then select Payment option of the toolbar](#) (at the bottom of the page). In the pop-up window, you can choose the payment method: Collective account or SimplePay by clicking on the > mark. Then accept data sharing statement. The NEPTUN System will automatically direct you to OTP SimplePay surface. Here you can add your bank card data or use OTP SimplePay account or app. The fulfilment of active item is almost immediate (3-5 seconds). Neptun system sends a note of fulfilment to your inbox. It is a fast and convenient way of payment

If due to technical problems, you were not able to pay by SimplePay surface; please wait about 10 minutes and try to repeat your payment. (Most common mistake: your account has a limit when paying online. See your net banking settings.)

**In order to speed up the process, we definitely recommend using a bank card payment! The University does not take responsibility for potential disadvantages resulting from late transfers mad to the collective account!**

### 2. Steps of tuition fee payment via bank transfer to collective account:

The payment by collective account has two steps.

1. **Bank transfers** can be made in person at the bank or via the bank's online interface. The amount paid will be transferred to your virtual personal joint account within approx. 3-5 business days.
2. After the amount arrived to your Neptun joint account, **you can make a payment** from your virtual joint account via Neptun System as follows: [Neptun Student profile, Menu/ Finance / To be paid submenu](#). [Put checkmark in the box of the selected item's line, then select Payment option of the toolbar](#) (at the bottom of the page). In the pop-up window, you can choose the payment method: Collective account by clicking on the > mark. Then accept data sharing statement.

If you have money at your account, you can pay in the listed amount.

**Tuition fee payment in EURO is only possible if it is transcribed in EURO on your Neptun. All other fees can be paid in HUF only. Please transfer all fees in the currency given on the transcribed item list. (HUF items in HUF, EUR items in EUR)**

**Please note:** You can launch the transfer, however, due to technical issues, the money will appear on the Neptun joint account with delay. Also the transferred amount may differ from the sent amount due to different exchange rates and system charges between countries and banks for what MATE shall not take the responsibility.

Before transferring money, please check and select the correct bank account number related to the right currency of the payable item.

Beneficiary's name: **Hungarian University of Agriculture and Life Sciences/ Magyar Agrár- és Élettudományi Egyetem (MATE)**

Beneficiary's bank account number (student joint account) (HUF): **11784009-22234797-00000000**  
(Beneficiary bank: OTP Bank Zrt. Bank address: 1051 Budapest, Nádor u. 16. Hungary)

Beneficiary's bank account number (student joint account) (EUR): **11763842-00809885-00000000**  
(Beneficiary bank: OTP Bank Zrt. Bank address: 1051 Budapest, Nádor u. 16. Hungary)

If you transfer from abroad in HUF, please use: IBAN: (HUF): **HU0811784009-22234797-00000000**

If you transfer from abroad in EUR, please use: IBAN: (EUR): **HU9511763842-00809885-00000000**  
SWIFT/BIC: **OTPVHUHB**

**Mandatory content of the bank transfer reference (comment field): NK-XXXXXX Student's name**  
(after "NK-" XXXXXX is the Student's Neptun code, and the name is the Student's name as registered in Neptun System).

**If the student requests an invoice in his / her own name**, the invoice will be made automatically by Neptun System.

The invoice can be found in *Finances / Invoices* submenu in Neptun System.

### 3. Requesting invoice for a company

#### **IF YOU ARE REQUESTING AN INVOICE FOR A COMPANY, PLEASE FOLLOW THESE STEPS:**

**IMPORTANT:** If the student requests an invoice for a company, the transfer shall be made to the bank account given on the invoice with the text requested in the "Other details" section!

When transferring, please make sure to include the text requested in the "Other details" section of the completed invoice in the **transfer reference** (comment field). **Example:** + NEP +BANK ACCOUNT NUMBER+NEPTUN CODE

If the tuition fee will be paid by a company, the payment can only be made based on an invoice. You can set the payer of the tuition fee in your own Neptun web interface (please do this within 7 days from the posting of the item; otherwise, the invoice will be generated in your own name). The invoice can be viewed and printed under the menu *Finances – Invoices* by clicking on the *Invoice data* link in the details of the item to be paid.

You can set new paying partner in [Menu/Finances/Overview/ Data and Settings/ Paying partner](#).

(A newly registered Payer organization by the student must be verified by an administrator, so this payer can only be assigned to a payment item after 1–2 working days.)

Assigning an already registered payer to a specific payment item (e.g. "Tuition Fee 2025/26/1") can be done under the [Finances / To be paid](#) menu by clicking the [Details](#) button at the end of the item, then selecting [Assigning a Paying Partner](#), and finally choosing the [organization](#). After selecting the payer partner, a new window will pop up where the student can indicate that the upcoming invoice should be created as a bank transfer invoice.

The generated invoice can be downloaded and / or printed from [Finances - Invoices](#) on the day following the invoice request.

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The electronic invoice generated on the interface can only be modified by requesting it from the Central Neptun and Educational Organization Department by email [neptunpenzugy@uni-mate.hu](mailto:neptunpenzugy@uni-mate.hu)

If a company pays a part of your tuition fee, it is possible to divide the transcribed item as follows:

**Finances / To be paid**

- after selecting the given item, you need to click the [Breakdown into several items](#) in the dark blue toolbar at the bottom. By default, the item will be split evenly, but it is also possible to manually enter the desired partial amount. After saving, the resulting payment items will appear as two separate entries in the list view under the [To be paid](#) menu.

Please note **that splitting a transcribed item IS NOT equivalent to a payment in instalments. Deadline for payment remains 15<sup>th</sup> September 2025.**

**IMPORTANT! If the tuition fee is not paid by the specified payment deadline (15<sup>th</sup> September 2025), a late fee (HUF 5,000) will be charged after the deadline.**

Gödöllő, 25 July 2025

Ferenc Szalai  
Educational Director