How to pay for a retake exam

If you want to register for an exam and get this message:

The exam registration condition is not fulfilled!
Tuition fee paid: : True
Repeating exam fee paid checking (If it is false-hamis- write and pay for the 3rd or more repeating exam fee) Have you paid the fee? : False
Have you paid special procedure fee? : True

this means that you registered for the exam in this subject at least 2 times and before the next registration you have to pay for the retake exam.

1. Go to the OTP Bank (or you can do it through netbank) to pay the sum of 2000 HUF.
2. Ask for a form and fill it in the following way:

   ![Form Image]

   It is important to write:
   - the actual DATE (year/month/day)
   - the BANK ACCOUNT NUMBER (11738008-20812827)
   - DE HALLGATÓI BEFIZETÉSEK (which is the name of the bank account)
   - the SUM with numbers and letters
   - your Neptun Code and your name in the form: NK-NEPTUN CODE, NAME
   - your NAME
   - your ADDRESS with the POSTAL CODE

3. After a few days the sum will appear in the Neptun system: [http://neptun.unideb.hu/](http://neptun.unideb.hu/)
4. After you logged in, go to ‘Finances/Payment’.
5. Click ‘Transcribe item’, choose ‘Retake exam’ and the current semester and select the subject from the ‘List of registered subjects’. Click ‘Create item’.
6. You will see the item listed in ‘Transcribed items’. Mark the “Pay in” check box next to the item, and then click “Next”. If all data is correctly set, click “OK”.
7. Now you can register for the exam.