Guide for uploading application submissions containing personal details and professional works (portfolio) for MOME's English MA programmes

Upload period: **6 May, 12pm (noon) Hungarian time – 3 June, 12pm (noon) Hungarian time, 2024.**

The upload interface will be become active on 6 May 2024 at 12:00 noon and will remain so until 3 June 2024 at 12:00 noon to ensure secure completion and validation of the uploads. Please make sure to complete uploading your submissions within the required upload period and do not leave it to the last minute.

Upload process:

- **Registration**
    - Registration url: https://portfolioma.mome.hu
        - Please provide a valid email address that can receive confirmation of registration.

- **Registration confirmation**
    - You will receive confirmation of your registration to the email address you provided.
        - To finish your registration, click on the link in the email.
        - When logging in, enter your email address and password in the form used when registering.

- **Application data**
    - For ease of identification, please provide your name in the form used when submitting your application, and do not use abbreviations or a nickname.
    - On the application form, select the platform you previously used to submit your application to our programme(s) (felvi.hu or DreamApply), then enter your application ID for the specific platform.
    - Tick the box for the Master's programme you applied to. If you applied to more than one programmes and wish to upload submissions for all of them, you can tick the boxes for several programmes at once.

- **Upload**
    - When uploading the materials, follow the detailed description of the content and format requirements of the files, which you can find on the website of our university [MOME | Apply](#) by clicking on the page of the given course under the title of the 'Admission rounds', or in the PDF table of programmes that can be opened at the bottom of the page. If you want to make changes to your uploaded submissions during the upload period, you can do so by logging in to upload platform. **Please note that during the upload period you can just use the "save" button, and only submit when you are sure that you don't want to make any further changes.**

- **Special procedural fee**
    - You can pay the admission procedural fee required for validating your uploads (HUF 5,000 Ft per programme) by card via the upload interface. Please note that this payment **does not concern our international applicants** who applied via https://apply.mome.hu/ (DreamApply).

Please remember to finalise your upload, and note that once you have finalised your upload, you can no longer make changes to your uploaded submissions.

Submissions uploaded to the interface may only be viewed by authorised personnel of the university and may not be accessed by unauthorised third persons.