

Application Documents and Requirements

APPLICATION GUIDELINES

Before applying

Please prepare and upload all required documents as part of your application. Make sure that all information provided is accurate and complete, and that your documents meet the admission requirements.

Important

Incomplete or incorrect applications may delay the admission process and negatively affect the evaluation of your application. Applications submitted without any documents (i.e. empty applications) will be automatically rejected.

Technical requirements

All documents must be clear, complete, and submitted in PDF format. If a document consists of multiple pages, please upload it as a single file.

This checklist provides a detailed overview of all required documents and application requirements. The university reserves the right to request additional documents if necessary.

GENERAL DOCUMENTS – REQUIRED FOR ALL APPLICANTS

Documents	Detailed requirements	Study level / programme
Curriculum Vitae (CV)	Please include your personal details, educational background (previous and current institutions, dates, field of study, GPA if available), as well as your language skills, IT skills and any relevant work experience.	All

Motivation letter	Please briefly explain why you are applying for the selected programme and outline your academic interests and future plans.	All
Copy of passport or national ID	Please upload a clear scan of the photo page. All details must be visible and legible. <i>(Passport preferred.)</i>	All
Proof of application fee payment	Please upload a copy of the bank transfer confirming payment of the application fee (EUR 150). The application fee is non-refundable. You may also pay by credit card via SimplePay. This option is recommended as confirmation is faster. If you choose this method, you do not need to upload proof of payment.	All

ACADEMIC DOCUMENTS (WITH ENGLISH TRANSLATIONS)

Documents	Detailed requirements	Study level / programme
Secondary School Diploma (Completion of secondary education)	<p>Proof of completion of upper secondary education, confirming that you have finished secondary education.</p> <p>The submitted diploma must be equivalent to the Hungarian érettség (school leaving exam). The final decision on equivalence is made by the university.</p> <p><i>(For Cambridge qualifications, only GCE Advanced Level (A-level) results are accepted as equivalent to the completion of upper secondary education.)</i></p>	Prep / BSc / OTM (single-cycle)
	<p>Transcript issued by your school showing all subjects and grades.</p> <ul style="list-style-type: none"> If you have already graduated: submit a complete transcript for your secondary school studies 	

Secondary school transcript	<ul style="list-style-type: none"> If you are currently in your final year, submit a complete transcript from the last two completed school years 	Prep / BSc / OTM (single-cycle)
Student status certificate (final-year applicants only)	<p>An official document issued by your school confirming that:</p> <ul style="list-style-type: none"> you are currently enrolled in your final year, and your expected date of graduation 	Prep / BSc / OTM (single-cycle)
Bachelor's degree certificate	<p>An official document confirming successful completion of a Bachelor's programme. The qualification must be equivalent to a Hungarian Bachelor's degree. The final decision on equivalence is made by the university. Please note that shorter post-secondary programmes (e.g. associate degrees or other short-cycle qualifications) are not considered equivalent.</p>	MSc
Transcript of Records (Bachelor studies – MSc applicants)	<p>An official document issued by your university listing all completed courses, subjects or modules, along with the grades obtained.</p> <ul style="list-style-type: none"> If you have already graduated, submit a complete transcript covering your Bachelor's studies If you are in your final year, submit a transcript covering all completed semesters of your Bachelor's studies. 	MSc
Proof of ongoing Bachelor studies (final-year MSc applicants only)	<p>If you have not yet completed your Bachelor's degree, please provide an official document issued by your university confirming that:</p> <ul style="list-style-type: none"> you are currently enrolled in your final year, and your expected date of graduation 	MSc

If documents are not in English, both a **scanned copy of the original document and a certified English translation** must be submitted. By “certified translation”, please understand a translation prepared by a qualified translator or a translation bureau, bearing the translator’s (or bureau’s) stamp, signature, and date; notarisation or Apostille certification is not required.

Applicants admitted in their final year must submit their final certificate/diploma upon enrolment.

PROOF OF ENGLISH LANGUAGE PROFICIENCY		
Documents	Detailed requirements	Study level / programme
Language certificate	<p>Please upload a valid language certificate. See the list of accepted certificates and minimum score requirements here: https://xplore.bme.hu/admission/</p> <p>Exemptions You may be exempt from submitting a language certificate if:</p> <ul style="list-style-type: none"> • you are a citizen of a country where English is an official language, or • you have completed your previous studies entirely in English <p>In such cases, official proof is required.</p>	All

Medium of Instruction (MOI) certificate

If you are applying for exemption based on previous studies in English, you must submit a Medium of Instruction (MOI) certificate.

The MOI certificate is an official document issued by your school or university confirming that your studies were conducted in English.

The document must include:

- your full name
- the name of the institution
- the level of study (e.g. secondary education, Bachelor’s programme)
- the exact period of study

- a clear statement that the language of instruction was English

The document must be officially issued, signed and stamped by the institution.

Please note that MOI certificates are not automatically issued. You may need to request this document separately from your institution.

The university reserves the right to request a language certificate even if exemption conditions are met.

ADDITIONAL DOCUMENTS (IF APPLICABLE)		
Documents	Detailed requirements	Study level / programme
Recommendation Letter	<p>Please upload two recommendation letters from your teachers or employers. The letters must</p> <ul style="list-style-type: none"> - be issued on official letterhead, - be signed, - include the referee's contact details, - comment on your academic performance and/or professional experience. 	MSc
Class 1 Medical Certificate	<p>At the time of application, you only need to submit a general medical certificate issued by a local doctor.</p> <p>After admission and enrolment, you will be required to obtain a Class 1 Medical Certificate in accordance with EASA Part-MED (Regulation (EU) No 1178/2011), at your own expense.</p> <p>For more information, please visit: https://www.easa.europa.eu/en/the-agency/faqs/medical</p>	BSc in Professional Pilot
Portfolio	<p>Please upload a portfolio showcasing your previous academic and/or professional work. It should demonstrate your design skills, technical abilities and creative approach.</p>	MSc in Architecture

MISSING DOCUMENTS AND DEADLINES

If you are unable to obtain certain documents by the application deadline (15 May), you may submit them later during the document submission period.

- **Application deadline:** 15 May 2026
- **Regular deadline for missing documents:** 31 May 2026
- **Final deadline for final-year applicants:** 25 July 2026

The following documents may be submitted after the application deadline, within the allowed period:

- school certificates and their English translations
- a copy of a valid passport (only if you are waiting for a new passport)

Exceptions (in justified cases only)

In justified cases, applicants may submit missing documents after 31 May, but **no later than 25 July**, if the delay is due to reasons beyond their control (e.g. documents not yet issued by the institution).

This extended deadline primarily applies to final-year applicants.

Important

- Missing documents will not be accepted after 25 July.
- Applications submitted without any documents (i.e. empty applications) will be automatically rejected.
- All other required documents must be submitted by the application deadline.

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BME - International Admissions and Study Programmes Office