

# Portfolio submission guidelines

**Portfolio submission guidelines for the Entrance Examination Process of MA programmes at Moholy-Nagy University of Art and Design Budapest.**

Upload period: **9 May, 2022 – 5 June, 2022**

Uploading process:

• **Registration-** Please register to obtain your access to our uploading platform.

- web address of registration: <http://ma22upload.mome.hu/registration/>
  - to facilitate the identification of each applicant, we suggest that you write your name as it was written in the registration process at [www.felvi.hu](http://www.felvi.hu) or at <https://apply.mome.hu/>
  - please give a valid e-mail address on which you will receive the confirmation email of your registration
  - please choose from the dropdown menu the programme you applied to. If you applied to more than one programme please upload your files for both to complete your application. With the “CTRL” button you can choose more than one programme from the dropdown list.

• **Confirmation of your registration**

You will get a confirmation email to your email address.

- to finish your registration please visit the link in the email.
- to log in you must use your name (username) and password given in the registration.

• **Upload**

By pressing the „+” button (adding files or folders) in the header of the page, you can browse and upload the required documents.

At the time of your registration a „study programme + portfolio” folder is already created. (e.g: Photography MA portfolio) Please **use this folder** for uploading your portfolio. If you applied for more than one programme, and you want to upload a portfolio for each, please upload them separately to the respective folders.

Please use the following names to the files you create:

- personal\_details
- Academic\_studies
- registration\_fee
- professional\_works

- **Format and content of your portfolio**

A detailed description on the **format and content requirements** for the portfolio can be found on our homepage in the following link: By clicking on the “Admission requirements” button, please scroll down and choose the downloadable file of the relevant programme

<https://mome.hu/en/degree-studies>

When you finish uploading, you can log off by clicking on the username in the right corner on top of the site. We strongly recommend that you check whether the uploading is successfully completed and the files are downloadable.

**If you would like to make changes to the already uploaded documents**, you can do it at any time **between 9 May 2022- 5 June 2022** at <http://ma22upload.mome.hu/apps> by using your username and password.

The rights of access to the uploaded documents are restricted only to the administrative staff of Moholy-Nagy University of Art and Design Budapest concerned with the Entrance Examination Process and will not be delivered to any third party.