



# **Avicenna International College**

*AIC Rules and Protocols*

*R-110*

*“Avicenna Appointment Booking System”*

AIC welcomes all questions from parents, students, and interested clients. It is important that we all learn time is important and we should be on time and respect order. This will save time for all of us and we can focus on our studies.

AIC has developed the “**Avicenna Appointment Booking System**” for the convenience of all students and parents. Whenever you want to come to the “Student Center” or meet the financial officer or meet any of the college teachers or authorities, you should make an appointment online via this booking system.

Please follow the steps explained below. It is easy.

1. Open your browser and enter the Avicenna website URL in the address bar.

[www.avicenna.hu](http://www.avicenna.hu)

Avicenna International College

SERVICE > DATE > YOUR INFO > CONFIRM

Choose Service Booking Policy

Student Center Services

Finance Department

Meet AIC Leadership

University Admission

Meet AIC Teachers

**Our Booking Policy**

We thrive to provide better services to our clients. Please choose the right service and select an available time at Student Center. After the appointment, you can write your "REVIEW" about the quality of this service. Avicenna International College

Okay

**Contact Info**

+36308237592  
View Website  
Send Email

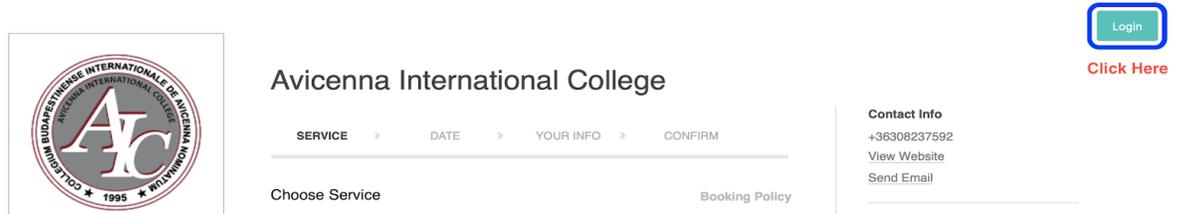
**Location**

Orczy ut, 3-5  
Budapest 1089

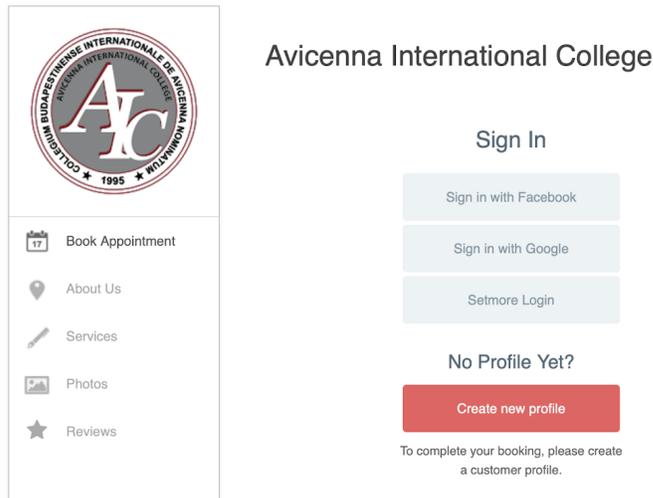
**Business Hours (CEST)**

|     |                   |
|-----|-------------------|
| Mon | 8:30 am - 3:30 pm |
| Tue | 8:30 am - 3:30 pm |
| Wed | 8:30 am - 3:30 pm |
| Thu | 8:30 am - 3:30 pm |
| Fri | 8:30 am - 3:30 pm |
| Sat | Closed            |
| Sun | Closed            |

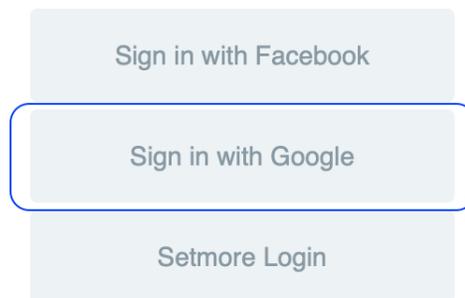
2. Click on the Login Button in the right corner



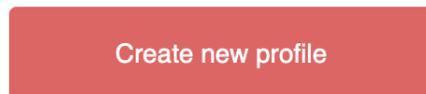
3. You will be directed to the next window. Now click on “Sign in” with your Google account (Avicenna account).



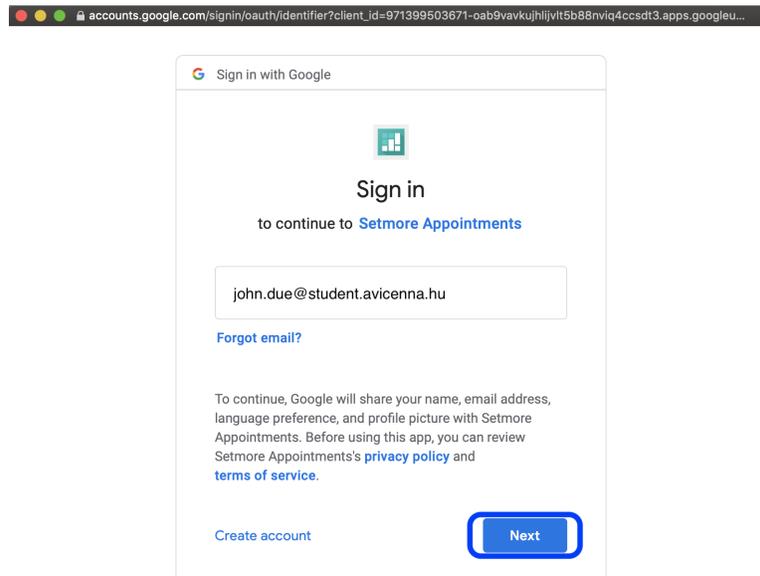
## Sign In



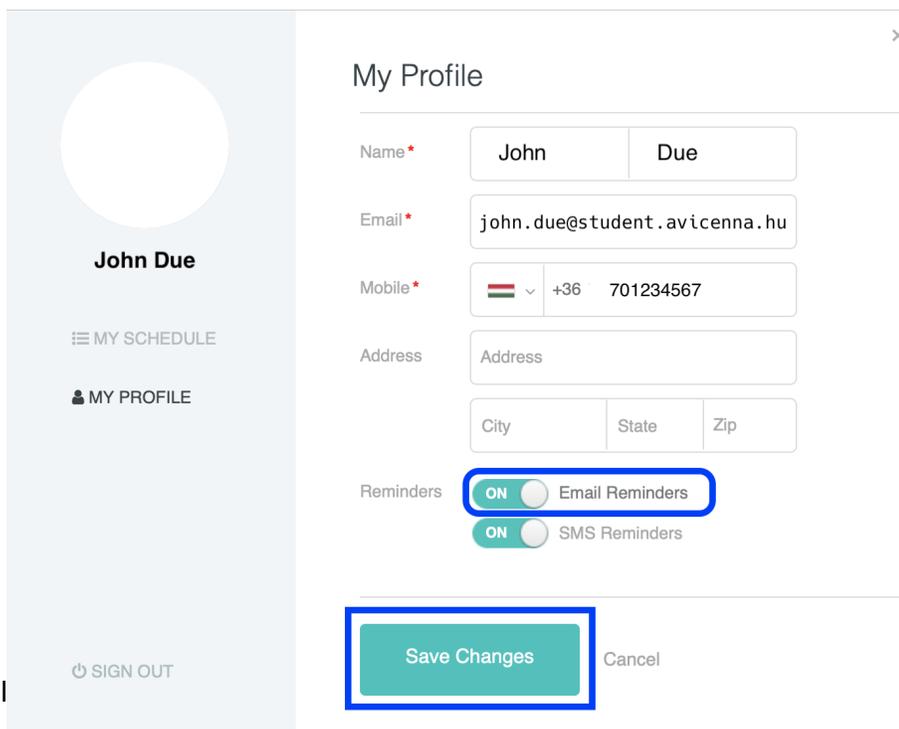
## No Profile Yet?



4. On the next window, you should type your college email (yourfirstname.yourlastname@student.avicenna.hu) and click on the “next” button to type your password. In case you do not have a college email you can log in with your personal Gmail account.



5. You will be redirected to your profile page. Check your personal information and turn on “email reminder”, then click on “save changes”.



6. When you successfully logged in to the Avicenna booking system you are able to choose your service to set an appointment.

| SERVICE >               | DATE > | YOUR INFO > | CONFIRM                        |
|-------------------------|--------|-------------|--------------------------------|
| Choose Service          |        |             | <a href="#">Booking Policy</a> |
| Student Center Services |        |             | >                              |
| Finance Department      |        |             | >                              |
| Meet AIC Leadership     |        |             | >                              |
| University Admission    |        |             | >                              |
| Meet AIC Teachers       |        |             | >                              |

Choose Services

[Booking Policy](#)

Student Center Services



|   |         |
|---|---------|
| <a href="#">Get Your School Certificate</a>             | 5 mins  |
| <a href="#">Get Your Final College Certificate</a>      | 5 mins  |
| <a href="#">Provide Your Missing Documents</a>          | 5 mins  |
| <a href="#">Get Your Books and Handouts</a>             | 10 mins |
| <a href="#">Get Your Lunch Tickets</a>                  | 5 mins  |
| <a href="#">Manage Your Residence Permit</a>            | 10 mins |
| <a href="#">Get Your Student Card</a>                   | 10 mins |
| <a href="#">Get Your Proxy Card</a>                     | 10 mins |
| <a href="#">Get Advice / Consultation</a>               | 15 mins |
| <a href="#">Manage Your Medical Insurance</a>           | 10 mins |
| <a href="#">Other Request related to Student Center</a> | 10 mins |

7. In the next step, you should select an available date and time for the service of your choice.

✓ GET YO > 21 JUN... > YOUR INFO > CONFIRM

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Your Timezone: (GMT +02:00) Central European Time - Budapest ▾

| June, 2019 |    |    |    |    |    |    | Morning  | Afternoon | Evening |
|------------|----|----|----|----|----|----|----------|-----------|---------|
| Mo         | Tu | We | Th | Fr | Sa | Su | 11:50 am | 12:00 pm  |         |
| 27         | 28 | 29 | 30 | 31 | 1  | 2  |          | 12:10 pm  |         |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |          | 12:20 pm  |         |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |          | 12:30 pm  |         |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |          | 12:40 pm  |         |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |          | 12:50 pm  |         |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |          | 1:00 pm   |         |

8. Review your information in the next step.

✓ GET YO > ✓ 21 JUN... > YOUR INFO > CONFIRM

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Hi John Due, Please review your information. [Booking Policy](#)

 **John Due** [Edit](#)  
john.due@student.avicenna.hu  
0036701234567

Address

City  State  Zip

Comments

I agree to the cancellation policy  
No cancellation or rescheduling is permitted within 2 hour(s) of the appointment time

[Terms and Conditions](#)

9. In the next window, you can see your appointment information. Please check the service name, date and time of your appointment and your personal information and if everything is correct then click on the “Book My Appointment” button.

✓ GET YO > ✓ 21 JUN... > ✓ YOUR > CONFIRM

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Confirm Your Information [Booking Policy](#)

**SERVICES:** Get Your School Certificate - 5 minutes

**DATE & TIME:** Fri Jun 21, 2019, 12:10 pm (CEST)

**YOUR INFO:**  
John Due  
0036701234567  
johnn.due@student.avicenna.hu

**REMINDER:**  Send me an SMS reminder

Book My Appointment

When booking with Avicenna International College you may receive appointment specific communication from Setmore. This may include booking and cancellation confirmations, payment receipts and appointment reminders via email or SMS.

10. After you click on “Book My Appointment” you will see all the information plus your booking code.

Appointment Confirmed

**SERVICES:** Get Your School Certificate - 5 minutes

**DATE & TIME:** Fri Jun 21, 2019, 12:10 pm (CEST)

**YOUR INFO:** John Due  
0036701234567  
john.due@student.avicenna.hu

**BOOKING ID:** nXEozD

- You will receive an email and SMS with your appointment details and the name of the person at the “Student Center” who is responsible for your appointment.

Avicenna International College <no-reply@setmore.com> to me

9:53 AM (12 minutes ago)

Jun 21 Fri

Ms. Katrine Green - John Due - Get Your...

When: Fri Jun 21, 2019 12:10pm - 12:15pm (CEST)

Who: Unknown Organizer\*

[Add to calendar >](#)

**Agenda**

Fri Jun 21, 2019

No earlier events

12:10pm Ms. Katrine Green John Due - Get Your...

No later events

### Thank You

Hi **John Due**,

Your appointment has been booked with Avicenna International College.

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When: Fri Jun 21, 2019, 12:10 PM CEST

Service: Get Your School Certificate

Provider: Ms. Katrine Green

Booking ID: nXEozD

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Thanks,  
Avicenna International College



Avicenna International College  
Orczy Ut, 3-5,  
Budapest 1089  
+36308237592

[Email](#)  
[View Website](#)  
[Get Directions](#)

[Reschedule](#)

[Cancel Appointment](#)

[Reviews](#)

You've received this essential service message due to your recently booked appointment.

- In case you need to cancel or reschedule your appointment, you are able to do this within 24 hours before your appointment.

#### Your Appointment Details

Hi John Doe,

Please see your appointment [Reschedule this Appointment](#)

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When: Mon Jun 24, 2019 8:30 am CEST  
Service: Get Your School Certificate [Nevermind, I don't want to edit](#)  
Provider: Ms. Pantaha

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Customer: John Doe  
Email: john.due@student.avicenna.hu  
Phone: 7072008482

[Reschedule](#)

#### Your Appointment Details

Hi John Doe,

Please see your appointment [Cancel this Appointment](#)

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When: Mon Jun 24, 2019 8:30 am CEST  
Service: Get Your School Certificate [Nevermind, I don't want to cancel](#)  
Provider: Ms. Pantaha

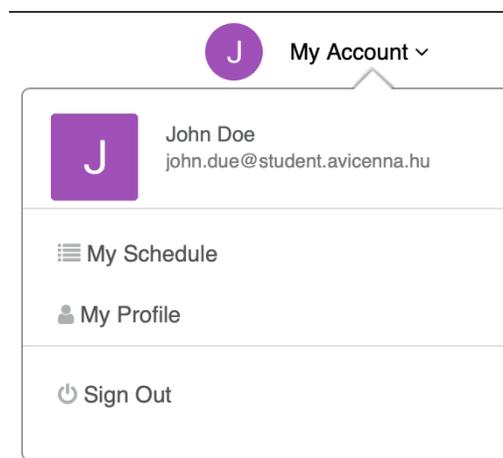
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Customer: John Doe  
Email: john.due@student.avicenna.hu  
Phone: 7072008482

[Cancel Appointment](#)

13. You will receive an email with the new information after you cancel or reschedule an appointment.

14. To check your appointment list you should choose “My Schedule” from the “My Account” button.



**Attention:**

Our colleagues at Avicenna International College have the right to cancel or reschedule an appointment. If an appointment is modified you will be notified through email. You should always check your Avicenna email to remain updated about all events and news at AIC.