Dear Student,

congratulations for hopefully passing all the study period requirements so far and preparing the exam period of the term from 2nd January, 2020!

Please be informed that you can receive your transcript of records (Credit Certificate) and Confirmation of Stay (if needed) if

- all your signatures and grades are entered by your professors into Neptun (you can check them in Neptun under Studies/Gradebook if all requirements of your subjects are Fulfilled) and if
- you do not have unpaid (Active) liability in Neptun (please check it under Finances/Payment, Terms: All terms, Status: Active, List button clicked. If this list is not empty then please pay the listed items in Neptun [please see the details on our homepage after clicking the English flag under Finances in Neptun v13]) and if
- your learning agreement (if you have any) match your subject portfolio in Neptun. Please note that your transcript will include Neptun codes, names, requirements (exam or mid-term grade), credit points, grades of your subjects and dates when you received your grades but will not include any further information (like percentage in all students’ performance, description or content of subjects, etc.). Any further requests please send to your professors. The ‘System of assessment at BME’ document in a table (including the performance in percentage) can be downloaded from our homepage after clicking the English flag.

Erasmus+ students! Please note that the above transcript is not part of your learning agreement (After the Mobility) but issued directly from Neptun and your learning agreement issued by BME will not be completed by the After the Mobility part. If you and/or your home coordinator need a complete learning agreement then please use your home university version matching Neptun.

You can pick up your documents in person at CAO during our office hours (on Tuesdays and Thursdays between 12:00 and 15:30) or you can request us to send your scanned transcript to you by email. From mid-February, 2020 all not requested transcripts will be scanned and sent by email. If you do not receive your one until the end of February, 2020 then please send us (incoming@kth.bme.hu) an email requesting it.

Please contact your home coordinator if your transcript is needed in hard copy. If it is then please wait in Hungary until it can be issued (if all your grades are in Neptun and you do not have unpaid liabilities) and pick it up in person since transcripts are sent only by email (and not by regular or registered mail!) and will not be sent until all of the above conditions are fulfilled.

Please note that because of the regulations your Confirmation of Stay document can be issued not more than 3 days in advance (before the last day of your stay) and can be received only in person. Confirmation of Stay document can be issued by email only if the last day in it is the day of your last exam + 3 days.

Wishing you successful exam period,

BME CAO, Office of International Education