

Dear Student,

congratulations for hopefully passing all the study period requirements so far and preparing the online exam period of the term from 21st December!

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 website](#) how to pay by bank or credit card or bank transfer]) **and if**
- **your learning agreement** (if you have any) **match your subject portfolio in Neptun.**

Please note that **your transcript of records 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 (about exams, grades, etc.) 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 website](#) under System of assessment at BME.

Dear Erasmus+ students! Please note that **the above mentioned 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.

Since BME campus is still closed you are unable to pick up your documents in person at CAO but can request us to send your scanned transcript of records to you and/or your home coordinator by submitting an E999 request in Neptun. From March, 2021 **all not requested transcripts of records will be sent by email to you.** If you do not receive your one until the end of April, 2021 then please send us (incoming@kth.bme.hu) an email requesting it.

Please note that transcripts of records are sent regularly by email (and not by regular or registered mail!) and will not be sent until all of the above conditions are fulfilled.

Please also note that **Confirmation of Stay document can also be issued regularly by email in which the last day can be at most the day of your last exam + 3 days.**

If you really need any document sent by regular mail then please submit an E999 request in Neptun requesting your document sent to a given address. Please note that for any document sent by regular mail the **postage fee of 3500 HUF will be charged in Neptun** and the document will be sent only after the received fee.

Please also note that **some documents issued by BME are signed digitally in the lower left corner of the sheets** instead of signed by the representatives of the university and **they are as valid as the originally signed ones.**

Wishing you successful exam period,

BME CAO, Office of International Education