

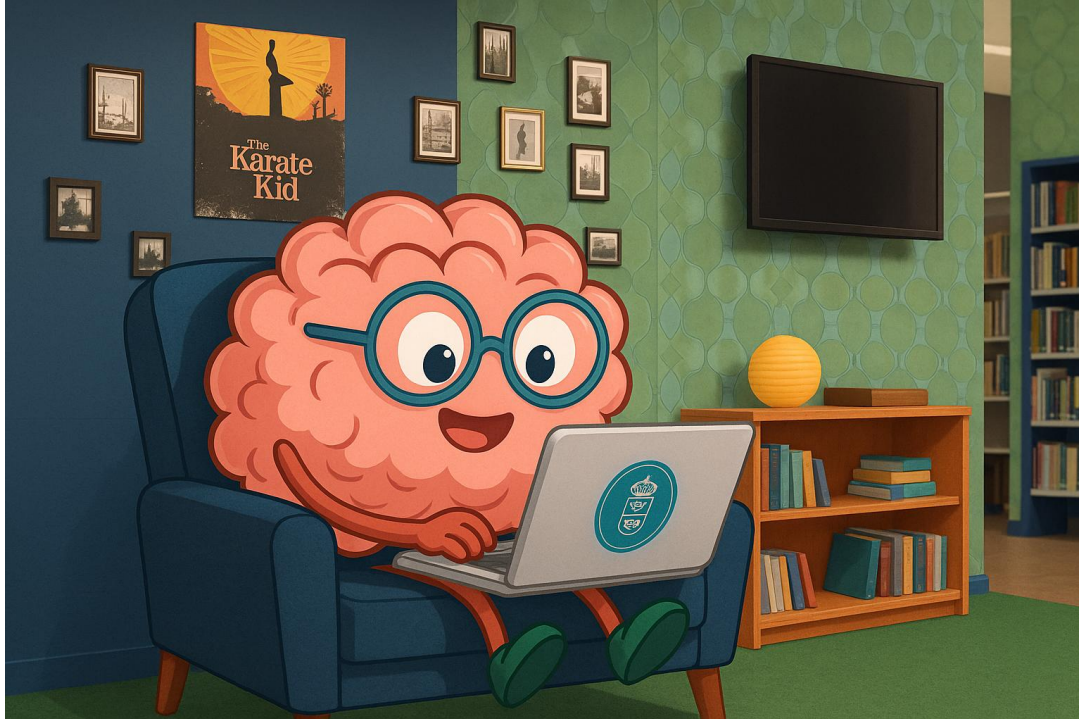


ELTE

FACULTY OF
INFORMATICS

Information and Instructions for Submitting Requests

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- If there is a request form available in Neptun for the specific topic, students are required to use that form, not other or older versions.
- The **following requests** must be submitted via email, using either the student's official university email address (...@inf.elte.hu) or the email address registered in Neptun.
- Requests must be sent to your student coordinator (unless otherwise stated on the form).



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Submission Requirements:

- Request forms are accepted only in PDF format.
- **Options:**
- Fill in the form in Word (.docx), type your name as a signature, and convert it to PDF.
- Print the form, complete it by hand, sign it, scan/take a picture of it, and save it as a PDF.
- The file name should follow this format:

name_neptunID_subject_of_request.pdf

- All attachments must be merged into the request form so that only one PDF file is submitted. (Use a PDF merge program.)
- **If lecturer support is required:**
- **In person:** Obtain the lecturer's signature on the printed request form.
- **Via e-mail:** Attach to the request form the supporting e-mail received from the lecturer, sent from their university e-mail address (...@inf.elte.hu). Teams messages are not accepted.
- **If support from more than one lecturer is required:**
- For requests that can be signed independently by multiple lecturers, you may send the request to all instructors at once for signature. (Example: uniquely tailored study arrangements)
- For requests that require multiple contributions (e.g., subject lecturer and head of department), please follow the faculty's organizational structure. Forward the request only to the head of department once the subject lecturer's signature has been obtained. (Example: prerequisite exemption)
- Deadlines for submission can be found [here](#).