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| Reg. nr.: IK/…….... /….…(2025) |
| Date of receipt:………………….  Item nr: ……………………… |

**ELTE Faculty of Informatics**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST**

**Dr. Anna Krebsz Subject: Request for transfer**

**Vice-Dean for Education**

**Honorable Vice-Dean for Education,**

I would like to request my transfer according to ELTE Academic Regulations for Students, sections 34 and 367 for educational year \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_, semester\_\_\_\_\_.

**Data of my current studies:**

Name of the University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of training:

□ full-time □ evening

Degree: □ BSc □ MSc

Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language of training:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nr. of completed semesters:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding cathegory:

□ Stipendium Hungaricum, nr of semesters: \_\_\_\_

□ Diaspora Scholarship, nr of semesters:\_\_\_\_

□ full tuition fee, nr of semesters:\_\_\_\_

Results of last, completed semester:

Academic average: \_\_\_\_\_, nr of credits: \_\_\_\_\_

**Data of the requested studies:**

Type of training: full-time

Degree: □ BSc □ MSc

Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specialisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language of training:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding cathegory:

□ Stipendium Hungaricum

□ Diaspora Scholarship

□ full tuition fee (self-financed)

**Explanation of the request:**

**Please find attached** the requested documents (listed in footnote).

**Place, date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Yours sincerely,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature

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| --- | --- |
| Vice-Dean’s decision | |
| I approve the request | I do not approve the request |
|  |  |

**Academic Regulations for Students - TRANSFER – section 34., 367.**

**Nftv Section 42**(1): The student b) may request transfer to an identical or another faculty or department of another higher education institution in the same educational cycle and field of study.

**34.** (5) The Student must submit the following documents with his/her application:

a) an attestation of a valid student status,

b) a verification of his/her completed credits or completed subjects with descriptions of said subjects,

c) the copies of all documents required for admission (school leaving certificate, diploma, language certificate).

**367.** (1) At the Faculty of Informatics, the condition of the transfer referred to in Section 34 of the present Regulations is that the Student has at least 20 academic credits that can be recognised at their new major from their previous studies, and has obtained at least 30 credits in Bachelor's programme at former university.

**Request deadline:** According to section 34 (2) a) point: 1 July or 20 January. In case of section 34 (2) b) point: at the end of the semester’s registration period.