



INFORMATION ABOUT CREDIT TRANSFER

- The request form shall be submitted through Neptun until the end of the course registration period in a given semester
- The credit transfer can be initiated for any course prescribed by the curriculum (not only for the courses to be taken in a given semester)

SUBMISSION GUIDELINES

1. Select the relevant degree programme in Neptun, in the upper left corner: **Kindergarten Education - BA/BSc**
2. Decide which request form you need. Do you wish to initiate the credit transfer for an obligatory course or for an elective (extracurricular) course?

Each form is available in a different section of Neptun:

The credit transfer request for obligatory courses can be submitted under **Studies/Curriculum.**

Apply the following filter settings before listing the subjects:

- Completed subjects: **Every subject**
- Curriculums: **Kindergarten Education**
- Subject group: **All**

Search for the subject you wish to get recognized through credit transfer. Click on the **+ sign** in the line of the subject and select **Submit request**

Complete the request form and add attachments. The data of the curricular subject to be recognized as well as your personal information will be filled out automatically by Neptun. The data of the subject completed in the former/foreign institution shall be provided by you.

Mandatory Attachments:

1. Certified transcript of records containing student and training data
2. Certified course description: unauthenticated course description downloaded from the website of your former college/university is not acceptable. Select the **course description from another institution** option when uploading the document.

To upload the required attachments, click on the **Attachment button before submitting the request.**



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The credit transfer request for elective (extracurricular) courses can be submitted under Administration/Requests

Complete the request form and add attachments. The data of the curricular subject to be recognized as well as your personal information will be filled out automatically by Neptun. The data of the subject completed in the former/foreign institution shall be provided by you.

Mandatory Attachment:

Certified transcript of records containing student and training data. To upload the required attachment, click on the **Attachment** button.

ADDITIONAL REMARKS

Although it is technically possible to submit both request forms without adding attachments, doing so shall result in rejection without substantive evaluation. The maximum upload file size is 2 megabytes. **Adding attachments is possible only before the request is submitted.**

EVALUATION OF REQUESTS

See the **Submitted requests** section under **Administration/Requests** to follow the status of the request or to save it in pdf format. A submitted request automatically gets the „Being processed” status. Requests are usually evaluated on a continuous basis. **Students get notified of the decision within two weeks of submission.** Once your request is evaluated, its status changes and an official statement containing the justification gets uploaded to Neptun soon after. The system will automatically send a message notifying you of these proceedings. To see the list of courses recognized through credit transfer go to **Studies/Gradebook** in Neptun: Select **All terms** and scroll down the page to the so-called **Term independent special gradebook rows**.



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The courses recognized through credit transfer will be deleted from the list of registered courses for a given semester in Neptun.

Late course registration is possible free of charge within one week of getting notified about the result of credit transfer. The late registration for courses unrelated to the credit transfer result is subject to charges.

Should you have any further questions, don't hesitate to visit the Student Affairs Office Information Desk (Room 134) or contact us via [e-mail](#).

ELTE TÓK Student Affairs and Registrar's Office