

Procedural and Administrative Service Fees

valid from 1 August 2025

Senate resolutions: LXXX/2025. (V.26.)

CXXVII/2026. (VI.22.)

Relevant rulings: Act CCIV of 2011 on National Higher Education Section 82

ELTE Academic Regulations for Students Section 133

Title	Amount (HUF)
Fee for credits above 110% (198 credits) /Self-financed and full state scholarship students as well/	6000/credit
Fee for missing an administrative deadline	5000
Fee for issuing academic verification forms from the Neptun system (taking into consideration exceptions laid out in Chapter 14 of Government Decree no. 87/2015. (IV. 9.))	1000/copy
Fee for issuing academic verification forms from a platform other than the Neptun system (taking into consideration exceptions laid out in Chapter 14 of Government Decree no. 87/2015. (IV. 9.))	2000/page maximum 10000
Issuing a duplicate degree certificate, duplicate diploma supplement, duplicate programme certificate	10000
Issuing a new degree certificate due to a change made in the birth certificate	10000
Missing a payment deadline (late payment fee)	4500/item
Change in the payment deadline of a fee issued by Quaestura Office of Student Services	1000
Submission of a transfer request (students requesting transfer from another higher education institution)	9000
Late registration for a subject	5000/subject
Failure to submit verification of completion of training practice, or submission of the verification after the expiration of the deadline through the fault of the student (except in the case of teacher training courses subject to the Nftv.)	2000
Second retake exam (third exam from the same course within the same exam period)	3500
Absence from an exam without official justification	6000
Submission of a new thesis/portfolio in the case of a thesis/portfolio graded failed	14500
Submission of a new thesis/portfolio in the case of rejection over plagiarism	14500

Fee payable for first repeat final exam in the case of an unsuccessful final exam, failure to show up to a final exam (except if the student has failed to obtain the pre-degree certificate until the final exam), or failure to de-register for the final exam by the specified deadline	10000
Fee payable for second repeat final exam in the case of an unsuccessful final exam, failure to show up to a final exam (except if the student has failed to obtain the pre-degree certificate until the final exam), or failure to de-register for the final exam by the specified deadline	12000
Second registration for a subject	4000/subject
Third and any additional registration for a subject	14500/subject
Fee payable for the organisation of a repeat training practice in the cases of disciplinary pedagogical training or the cohesive independent pedagogical training module	12000
Posting a document for current students by registered mail (at student request)	1000

Documents to be issued free of charge:

- the first issuance of all documents concerning the training programme and the obtainment of the doctoral degree are **free of charge** [Nftv. ⁴ Article 81 (1) point f)], in addition:
- the first issuance of the degree certificate and the diploma supplement not issued throughout the duration of the student status are **free of charge** (for former students) [Vhr.⁵ Article 34 (6)];
- the issuance of all forms pertaining to a student's status with the University shall be **free of charge** throughout the duration of the student status [Vhr. Article 40 (7)];
- the certification of the details of subjects and curricular units registered for in a given semester (name, code, name of instructor, credit value, method of assessment, contact hours, class type, evaluation, class hours, name of instructor responsible for evaluation) and the details of the completion of a semester per programme (date of completion, number of registered credits, number of credits completed, (cumulative) weighted academic average, credit index, corrected credit index, totalised corrected credit index) shall be **free of charge** once per semester [Vhr. Article 41 (1) point d)]