**Late Course Registration Request**

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| **Student data** | |
| Name: | |
| NEPTUN code: | Date of birth: |
| Email: | Phone: |
| Training program: | Number of semesters studied: |
| Number of credits earned: | Number of credits registered this semester: |
| **Late course registration fee: 1500.- HUF** | |
| **Course data** | |
| Course code: |  |
| Course name: |  |
| Type (underline): | Lecture – Practice – Lab |
| Instructor’s name: |  |
| Reason:   1. The prerequisite is not fulfilled. 2. I have submitted a credit transfer request. 3. I wish to take both the above course and its prerequisite (course code …………………..) this semester. 4. I have completed the substitute course for the prerequisite. 5. Other:………………………………………………………………………………   Date: …………………… Student’s signature: …………………………… | |
| **The Instructor and the Department’s opinion** | |
| Instructor’s opinion:        Date: …………………… ……………………………  Instructor’s signature  Opinion of the Head of Department:    ……………………………  Date: …………………… Signature of the Head of Department | |
| **Filled in by the International Office** | |
| I approve / do not approve the late course registration.    Date: …………………… Vice-Dean for Educational Affairs:………….……………… | |
| The late course registration was registered in the Neptun system.    The late course registration fee ………….HUF was transcribed in the Neptun system. The deadline is in 7 days from the date of transcription.    Date: …………………… International Relations Officer: …………………………… | |