**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 signatureOpinion 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: ……………………………  |