

**Dear Students,**

**I would like to inform you on the registration for exams and the procedure of confirming your grades and credits obtained at our university (issuing your final certificate of credits earned) and what else you will have to do before leaving:**

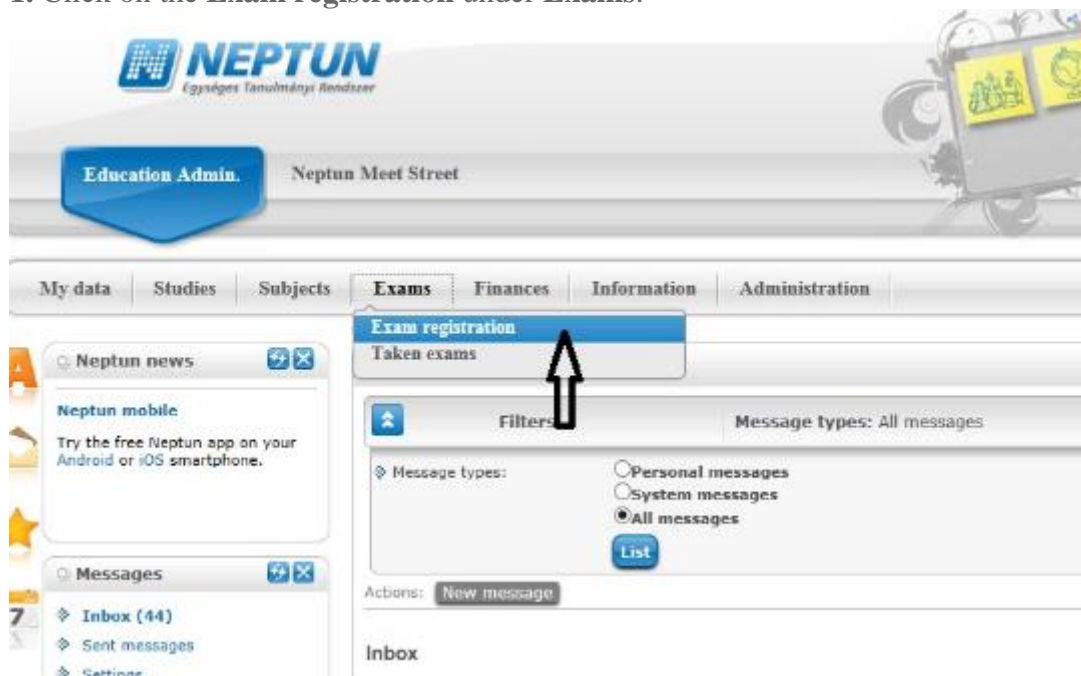
**Please make sure to register for your Exams within the Neptun system!**

You will need your *Neptun code* and *password* in order to log into the system here:

<https://web6.neptun.u-szeged.hu/hallgato/login.aspx>

After logging in please follow the following steps:

**1. Click on the Exam registration under Exams.**



**2. Select the correct semester on the next page. You have two options:**

- a. You may list all exams for all subjects in the same list or
- b. You may select one subject and list all exams belonging to that subject only.

For further information regarding your exams, please do contact your professors as they will decide the method and possible applications used during your exams.

The Admission Office will issue every Erasmus Student an **Academic Transcript** (Certificate of Credits Earned ) printed directly from the Neptun System.

This Transcript will only list those subjects where you have passed/earned a grade.

If you forgot to register for an exam, your professor can add you to an exam appointment, do not hesitate to contact either them or the Admission Office in case of such problems.

In case you have no valid exam registration, the professor cannot enter your grade into the Neptun system, therefore it does not count as a pass. It will not be visible on your Transcript until the problem is resolved!

For Your Information: Only those subject are available for you in Coospace where your are registered within the Neptun System.

Please also check

<https://web2.neptun.u-szeged.hu/hallgato/login.aspx>

**- BEFORE LEAVING PLEASE DO NOT FORGET TO SEND THE BOOKS BACK TO THE UNIVERSITY LIBRARY IN CASE YOU HAVE BORROWED ANY THERE.**

**WHEN YOU HAVE SENT THEM BACK YOU WILL GET A CERTIFICATE ABOUT IT WHICH YOU SHOULD FORWARD TO ME BY E-MAIL (AS A CONFIRMATION!).**

**- In case you are a citizen of EU you will also have to return your residence permit card and the address card back to the Immigration Office.**

**- Please check if there is a form from your home university (Letter of Confirmation, Departure Certificate, etc.) that we have to sign for you and send it to me by e-mail some days before you go home.**