

## **Guidance for filling in the credit transfer request form**

In all cases, students have to fill in only the following sections of the form: **personal data**, **Completed subject** and **Subject you are seeking exemption from**. The **photocopied page of the lecture book** containing the completed subject should be attached to each credit transfer request. In the case of a subject completed outside Semmelweis University Faculty of Health Sciences, the authorized (stamped and signed) **SYLLABUS** (subject description) should also be attached. Please, before filling in the form, carefully read through the Credit Transfer Regulations that can be found on the webpage and study the important deadlines concerning students.

Syllabi placed on the Faculty's webpage don't contain the last character of the subject codes (Neptun code), which refers to the number of terms while the subject is thought. **The subject's full code should be indicated on the form**. If a subject is thought only for one semester according to the syllabus, its code ends with "A". If a subject is thought for two or more semesters, the subject code of the first semester ends with "A", the subject code of the second semester ends with "B". The subject code of the further semesters logically follows from the above.

Exemption application forms filled in incompletely and/or inaccurately cannot be submitted. We don't accept applications handed in after deadline.