

Transfer Information

Transfer request form

A student of another university or college can request to transfer to a training programme of the Semmelweis University Faculty of Health Sciences by filling in the transfer request form that can be found on the Faculty's webpage (under Forms). On the first page of the form, you have to provide your personal data, the programme you are currently taking part in and the data of the programme/specialisation you would like to transfer to. In order to fill in the second page, it is inevitable to know the model curriculum of the training programme you would like to transfer to (the curriculum can be consulted personally at the administrator of the programme, or at the Foreign Students' Secretariat). The table of the form's second page, which includes the missing subjects of the transfer student compared to the training of the Faculty of Health Sciences, should be filled in according to the curriculum. If, for example, a student requests his/her transfer to the third year of a programme, he/she should check the first 4 semesters (first two years) of the concerned programme's curriculum in connection with the missing subjects. Please, take into consideration that in the case of multi-cyclic training programmes (BSc-system), the first year is always a preparatory year, which can be found under "preparatory year" in the tables containing the curricula.

Please, in your own interest, pay attention to the accurate, complete and legible completion of the form.

Appendices (students of the Semmelweis University Faculty of Health Sciences transferring to another programme or specialisation of the Faculty don't need to submit them)

The following documents should be handed in with the transfer request form:

- credit transfer request,
- certification of student status not older than 30 days (if the transfer request is accepted, the transferred student's student status will be of course ceased in the previous institution),
- authorised transcript.

Credit transfer request

The credit transfer request form can be found on our webpage under "Forms" and it serves to make subjects that were completed before the transfer accepted. Next to the form, the credit transfer regulations in force and the guidance for filling in the application form can be found. Applications can be submitted if properly completed, and if the necessary information and

appendices are included. **That is why, before filling in the form, definitely read the guidance!**

For the acceptance of credits gained outside Semmelweis University Faculty of Health Sciences, the attachment of the authorized (stamped and signed by the given institution) and detailed SYLLABUS of the completed subject(s) is inevitably necessary. Without attaching the syllabus, the application cannot be submitted. Applications handed in after deadline cannot be accepted.

The correctly submitted credit transfer request includes:

- the properly filled “credit transfer request” form (with the subject code including the sign of the semester [see: Guidance for filling in the credit transfer application form]);
- the corresponding page of the transcript for certifying the completed subject(s);
- in the case of credits gained outside of the Semmelweis University Faculty of Health Sciences, the detailed and authorised (stamped and signed by the given institute) syllabus of the completed subject(s).