

Guide for completing a request for credit recognition

All applications should be submitted through the **university's website** by uploading your request to **Google Forms**.

A separate form needs to be submitted for each subject / semester.

For example, if you would like to get subject EBRMADAPMO01 part A and B accepted (Simmelweis Curriculum), you will need to submit a request for A and B separately. Submitting part A and B on the same form will not be accepted.

For your application to be considered complete, you must attach the following to each request as proof of credits earned:

EXTERNAL transfer students:

1. An official and recent **Transcript** issued by the university
2. An official (stamped and signed) **Course Description** issued by the university in **.pdf** format. All supporting documents / all course descriptions belonging to the same request should be included in one file. Please only attach the appropriate Course Description to each subject.

INTERNAL students of Semmelweis University (in the case of changing programme or getting re-admitted):

1. Copy of the **Transcript** to be uploaded to prove completion of the subject (issued by the Foreign Students' Secretariat).

A credit transfer application should be submitted before the start of the subject registration period so you know exactly what have been accredited and exactly what you will need to complete to gain your chosen qualification.

Please review your application for completeness. We cannot process an incomplete or inaccurate application.

Credit Transfer Appeal Procedure

Students may appeal decisions by submitting a written Appeal form for each subject / semester within 15 days from the day of receipt of the decision.

Appeals are based on extenuating circumstances and should include new and compelling information that was not initially presented in the application.

All appeals should include the following:

- **Subject's name and code**
- **Reason for appeal**
- **Documentation supporting the appeal**

Please submit the form to the Foreign Students' Secretariat.