

## INFORMATION FOR GUEST STUDENTS

Eötvös Loránd University, Faculty of Humanities

### Guest Student Status

If you are a student of another institution of higher education, you are welcome to complete courses and take exams, as a guest student, at the Faculty of Humanities. You are not entitled, however, to complete programs and receive a degree.

### Application

If you wish to attend and complete courses as a guest student of Our Faculty, please print the **Course Admittance Form for Guest Students** from our webpage ([www.btk.elte.hu/ugyfelkapu](http://www.btk.elte.hu/ugyfelkapu)). First fill out the upper section with your personal data, then find the head(s) of the department(s) belonging to the course(s) you have chosen. With the help of the department, provide the necessary course data (code, title, instructor). Once you completed the form, ask the instructor to sign the course and the respective head of the department to sign and seal the form.

The Course Admittance Form, along with the **certificate of your student status**, need to be submitted at the **Office of Educational Affairs, till the end of the second week of the semester** (the middle of September in the fall term and the middle of February in the spring term).

**Courses are self-financed.** The fee needs to be transferred to the University's account until October 15 (Autumn semester) or March 15 (Spring semester).

The fee is defined by the schedule below:

Programme	Fee for Guest Students (HUF/Credits)
Music Culture BA	15.000
Other BA programmes	8.500
Translator and Interpreter MA	15.000
Other MA programmes	12.000

### Exams

After you submitted the necessary documents, the Office issues the **Exam Sheet**, listing your courses, which you need to pick up before the exam period. Then you will need to go to the **University's central office Quaestura** (<https://qter.elte.hu/Statikus.aspx/Elerhetoseg>), to get your login for Neptun, the University's electronic system. You will need NEPTUN for the payment and the exam registration. Note that you need to transfer the course fee before registering for your exams. If you have any problems with the transfer or the exam registration, turn to the Office without hesitation. The results of the exams will be recorded on the Exam Sheet.

After the exams your grades need to be authenticated; therefore, you will need to take the Exam Sheet to the Office. The document, signed and sealed by the Office, will serve as the certificate of the courses and credits you completed as a guest student of Our Faculty.

### Contact person:

Mr László Fögler

[fogler.laszlo@btk.elte.hu](mailto:fogler.laszlo@btk.elte.hu)

(+36) 1 485 5200 / 5484

Office of Educational Affairs

Room 15, Múzeum krt. 4/A, 1088, Budapest

Open: Monday: 13.00-16.00, Wednesday: 09.00-12.00, 13.00-16.00