

Description of NEPTUN-Student's Request

1. Requests that can be filled in the certain period of time can be found under Administration/Requests. (You can get more information about the order of sending requests on neptun.sze.hu/en_GB/ webpage under Applications)

Clicking on requests or clicking on Options then Select, you can fill in the form.

The screenshot shows the NEPTUN web application interface. The 'Administration' menu is open, highlighting 'Requests'. Below the menu, a table lists available request forms with columns for Name, Valid from, Valid until, and Request filled. A red circle highlights the 'Available request forms' button, and another red circle highlights the 'Requests' option in the menu. A red arrow points to the 'Select' button in the table's action column.

Name	Valid from	Valid until	Request filled
Hallgatói jogviszony megszüntetése saját kérésre	3/7/2011 8:00 AM		
Jogorvoslati kérelem meghozott határozat ellen TVSz. 8.§	12/13/2010 8:00 AM		
Kérelem speciális igényű hallgatók számára	9/10/2016 12:00 AM		
Különleges méltányossági kérelem	6/1/2015 12:00 AM		

2. Please check your personal and study data at the Student's data.

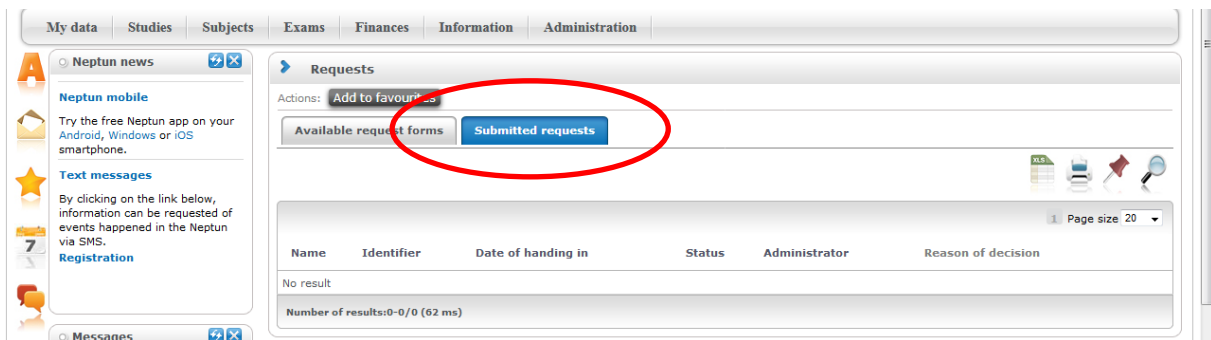
If you are absolutely sure that you apply at the right training, fill in the appropriate boxes, then click on Send Request at the bottom of the request. There are compulsory boxes in Requests. If you do not fill them in and click on Send Request, you are going to get a warning message.

The screenshot shows the bottom navigation bar of the NEPTUN web application, featuring six buttons: Previous, Next, Submit request, Suspend filling in, Assign document, and Back.

3. Once you have filled in all the boxes and have clicked on Send Request, the system will send you a message saying: ‘Request has been sent’.

The sent request can be seen right after sending it, clicking on Download of the Request:

The request can be saved in PDF file and you can print it out. You can check the sent requests clicking on Sent Requests. On the screen you can read the name of the applicant, sending time and its status.



At the time of sending the request the status of it is uniformly ‘Under procedure’. When the officer looks at it and forwards your request to the appropriate decision maker, the status is changed to ‘Under procedure’(Poseidon). If the status of the request is ‘Invalid (wrong/imperfect), it is refused by the registry officer because of the wrong filling in. (E.g. the code of the subject is not correct).

The final status of the request after consideration can be ‘Accepted’ or ‘Refused’.

If the status is ‘Refused’, the reason of refusal can be read under the Reason of the Decision in the line of Request.

In the document of ‘Neptun- Order of Sending Student’s Request’ you can get information about which way you will get a reply (in writing- in letter, by post or only in the Neptun system) and also if any document is needed for the request.

If no document is needed for the request form, there is not even a possibility there for it, (it is also indicated in the form) In such a case please do NOT send us any annexes in any way, (either by post or e-mail or personally) because they are not taken into consideration in making a decision.

- There is an opportunity to enclose a document to the Request of Review Procedures in case you have NOT enclosed one to the original request or you would like to enclose a new document in connection with the case.
- It is **COMPULSORY** to enclose a document to the request of Favourable Study Order. The document will be enclosed within 60 minutes after sending the request.

You have to choose the Request under Sent Requests, to which you would like to enclose a document, then clicking on Possibilities/Request Annexes you can browse the uploaded document. These can be in the following file forms: doc, pdf, tif.

It is very important that before you send your request through Neptun system, prepare the scanned documents. If the sixty minute uploading time is over, you cannot enclose any document any more. If you indicated in your request that you are going to enclose a document and you have not done it, the officer will refuse your request with the status of Invalid ((wrong/imperfect). In this case the request can be sent again (just in case the final time limit is not over) and you can enclose the appropriate document.

We hope that this newly introduced service will make sending requests easier.