

## TRANSFER REQUEST

to a fee-paying bachelor/undivided/master  
programme of Corvinus University of Budapest

**Name:** .....  
Mother's maiden name: .....  
Place and date of birth: .....  
Mailing address: .....  
Phone number: .....  
E-mail: .....

### Which university do you study at:

Country: .....  
Higher Education Institution: .....  
Programme name: .....  
Programme level\*: bachelor / master  
Finance form of the programme: .....  
Year of admission: ...../..... Division\*: full-time / correspondence / evening  
Language of the programme: .....

### I request transfer to

### Corvinus University of Budapest

- **Bachelor:** .....(programme name)
- **Undivided:** .....(programme name)
- **Master:** .....(programme name)
- **Division\*: full-time / correspondence / evening**
- **Language of the programme:** .....

Date: .....

Signature: .....

**PLEASE MARK THE DOCUMENTS ATTACHED ON THE NEXT PAGE!**

**Documents attached to the transfer request:**

- reason of the transfer request,
- student status,
- official copy of the transcript certifying the already fulfilled subjects,
- statement of the transferring student or the former university that the student is not under dismissal or dismissal of disciplinary punishment
- official syllabus from the former university
- official copy of the secondary school leaving certificate, or in the case of a master programme transfer the degree certificate and the copy of the credit recognition (if you have),
- copy of language certificate,
- copy of the resolution of admission certifying the achieved admission points in the year of enrolment to the bachelor. master or undivided programme
- proof of payment of the transfer fee,
- certificate of the social or field practice (if you have).

**In case of a student transferring from a foreign higher education institution and/or a student having a foreign secondary school leaving certificate or degree:**

certificate issued by a foreign higher education institution from which the legal status of the institution, the study field and the syllabus of the given programme can be detected,

**the simultaneous starting of the process of degree recognition** of the foreign secondary school leaving certificate,

**the simultaneous starting of the process of credit acceptance** in the case of transferring from a foreign higher education institution's master programme

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**1. PLEASE READ CAREFULLY THE INFORMATION SHEET OF THE TRANSFER PROCEDURE ON THE WEBSITE OF CORVINUS UNIVERSITY!**

**2. Transfer request can be sent in by a student who started their bachelor, undivided or master programme in a foreign or Hungarian higher education institution and wish to continue their studies at Corvinus University in the same (equivalent) study field.** Students from other higher education institution can sent in their transfer request in the following cases:

- a. in the case of transferring to a bachelor or undivided master programme fulfilled 60 credits, in the case of a divided master programme fulfilled 30 credits**
- b. they reached of the points required for the admission to the programme they are trying to transfer to during the application period of their current programme**
- c. the student has a continuous student status in the former university until the enrolment to Corvinus University,**

**3. The request must be submitted with the attached documents in person or sent by post to the office of Student Services (Budapest, IX., Fővám tér 8. room 191) as for the fall semester between July 1-15, as for the spring semester between December 10-January 10**

**4. The request fee (13. 400 HUF) must be transferred to the account of Corvinus University of Budapest**

Account Holder Name: Budapesti Corvinus Egyetem  
Account Number: 11784009-22229896-00000000  
Bank Name: OTP Bank Nyrt.  
Message: R2SZ00003K transfer 2022K First name Last name

The incoming requests will be evaluated until the working day of September 1 in the case of the fall semester and until the working day of February 1 in the case of the spring semester. The Dean responsible will primarily decide based on the applicant's study results and motivation No legal remedy may be sought against the resolution in equity if it is rejected

**5. Condition of the transfer request is that the student must have a continuous student status until the enrolment followed by the positive resolution of the transfer.** In the case this requirement is not fulfilled the resolution of the transfer will be revoked by Corvinus University of Budapest based on the 57. § (6) of the CCIV. national higher education law from 2011.

From the former university of the student Corvinus University accepts

- a. in the case of a 180 credit BA/BSc programme maximum 60 credits
- b. in the case of a 210 credit BA/BSc programme maximum 70 credits
- c. in the case of an undivided programme maximum 100 credits
- d. in the case of MA/MSc programme maximum 40 credits.