

## FAQ

- ❖ I am a former student, how can I get a certificate of education-verification for bank loan administration?
- ❖ With a signed written request, on which you mark the "student status certificate" service.
  
- ❖ Can I send the service fee together with the application?
- ❖ In any case, please wait for our reply, in which we will inform you whether we can help you with your request, as well as the registration number and the amount to be paid.
  
- ❖ What type of document should I choose in the application if I want to have a credit recognized for the purpose of further education?
- ❖ In this case, several types of documents can be considered. To certify the subjects, we usually accept the „Leckekönyv-kivonat” (list of courses), which we can issue in Hungarian, or the transcript in English, or a certified copy of the diploma supplement (English-Hungarian).
  
- ❖ Is it possible to send the requested certificate abroad?
- ❖ Yes of course. We can also send the requested documents in electronic form, as well as by post, in an official sealed envelope, as priority Mail.
  
- ❖ I would like a certified copy of my diploma and diploma supplement. What should I do?
- ❖ It is necessary to send the signed, written request and, together with , a high-quality pdf copy of all pages of the available document to be processed to [fjsz@uni-corvinus.hu](mailto:fjsz@uni-corvinus.hu). We use this document during authentication.
  
- ❖ If I want to request a certified copy of both the Hungarian and English pages of my diploma supplement, do I have to pay the processing fee twice?
- ❖ The Hungarian and English parts of the diploma supplement together form a complete document, so it is necessary to pay the procedure fee only once.

- ❖ I have a deadline, can I request urgent administration?
- ❖ You can indicate the urgent request and any preferred deadline in the "Reason for the request: (other announcement, comment, indication of urgent request)" section of the request.
  
- ❖ My employer asks me to prove the authenticity of my diploma, what kind of document should I request?
- ❖ You can request "graduation certificate", "diploma certificate" or "certified copy of diploma" for job application, or on requests of your employer.
  
- ❖ They ask me for a transcript, but I have a diploma supplement. Which one is better?
- ❖ The term "transcript" is more common in terms of international higher education. If you have received a diploma supplement with your diploma, it is more practical to use this document, since it belongs to the diploma and contains the data included in the transcript.
  
- ❖ I'm about to retire and I can't find my list of courses (lecekönyv), how can I request a replacement for the Government Office to determine the length of service?
  - You do not need to ask for a replacement of the „list of courses” (lecekönyv)! In order to determine the length of service or to reconcile data with the Government Office, it is sufficient to request a "legal relationship certificate". This document is prepared on the basis of available archive databases.