**Application for registering or dropping subjects after the deadline**

*Must be submitted to the Registrar’s Office with sections 1-2. filled out and signed.*

1. **Personal data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:\*** |  | **Neptun code:\*** |  |
| **Major/Training programme:\*** |  | | |
| **E-mail:\*** |  | | |

*The student will be informed of the decision via the Neptun Study System and via the decision sent by e-mail.*

1. **List of subjects**

Please fill out a line for each subject you wish to register. Feel free to add more lines if you need them.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I wish to …** | | | | |
| **REGISTER FOR / DROP\*** | **COURSE CODE\*** | **COURSE NAME\*** | **LECTURER’S NAME\*** | **LECTURER’S SIGNATURE\*** |
|  |  |  |  |  |
|  |  |  |  |  |

According to Annex 1. of the University’s Code of Charges and Benefits the student is obeyed to transcribe and pay the **Procedural fee of registering and dropping subject after the deadline (5000 HUF/subject registration)** before submitting this form.

To transcribe an item, log in to **Neptun**, then choose the **Finances/Payment** menu, then the **Transcribe item** button. If you click on it a pop-up window will show up. Please fill it out according to the following:

Payment titles: Service

Terms: the current term.

Service type: Registering and / or dropping of a subject after the deadline (5000 HUF)

Subject: (you can leave this empty)

Then select **Create item**. Create this item **as many times as many courses you want to be registered for/dropped from.**

Incomplete applications or applications without the lecturer’s signature will not be accepted by the Registrar’s Office!

I understand that each line of the application form must be signed by the lecturer.

Pécs, 202\_. \_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_\_\_\_ (day)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

student’s signature