Dear Student,

I am sending you the information regarding the credit transfer process (study recognition).

Please fill out the equivalence form according to the description from below translated from the relevant section of the faculty’s website (I added some comments **in bold** letters)

After that request please ask the necessary signatures from your academic coordinator (for each line!), and then, please also do sign the form as the student, and return this to me in pdf. format as soon as it is ready, I mean filled out and dully signed.

[Kinttartózkodás alatt (elte.hu)](https://www.btk.elte.hu/erasmus/kinttartozkodas-alatt?m=312)   (here is the original text in Hungarian).

All credits earned abroad must be accepted! (**transferred here at ELTE BTK**)

Important information: credits brought home from Erasmus cannot be used to exceed the maximum number of credits, they are not payable at the end of the course if they exceed the maximum number of credits that can be obtained!

The equivalence form:

In the equivalence form, if there is a subject that is worth e.g. 5 credits at the host university, but can only be matched at home by a compulsory 3-credit subject, the remaining 2 credits must be listed as free credits, so the total number of credits taken on the form must be exactly the same as the number of credits taken abroad. (Unless a compulsory subject taken at home is worth more credits than the subject taken abroad, in which case you can bring home more credits, but not less!)

The column "number of credits" on the form always indicates the credit value of the subject to be accepted at home, at ELTE.

You can download an example equivalence form here. In the example pdf, you can see that the first 2 lines are for an external (5 credits) course, which is listed as a compulsory course of 3 credits, and the remaining 2 credits are listed as an optional course. In the third row, an external subject has been listed as a compulsory in-house subject of the same value. In the fourth row, an external subject has been listed as an optional subject, as there is no equivalent compulsory subject at ELTE for which it could be taken.

And extra lines can be easily added in the downloadable word file. The equivalence form can be downloaded from section 2 of the Faculty Credit Recognition page.

Who needs to sign the equivalence form?

All lines of the equivalence form must be signed by the professional **academic** coordinator!

The student must sign the form in the "signature" space at the end of the document (a typed name is not acceptable!)

The filing **Registration/Reference (iktatószám)** number must be left blank.

The completed document, already signed by everyone, must be sent to the Faculty Coordinator in PDF format (together with the LA during the mobility document).  (**if you have a during mobility LA, please send that in as well S.)**

We ask all students to pay close attention to the completion of the form, as the information contained in the equivalence form will be automatically accepted and entered in the student's Neptune on the basis of the Transcript of Records sent at the end of the mobility.

With best regards,