

## After graduation (certificate of Final Exam, receiving Diploma/Diploma Supplement, copy/duplicate of Diploma/Diploma Supplement, decorative Diploma, etc.)

### Certificate of Final Exam

- If your status in Neptun has been changed to “Graduated”, you can get your certificate of Final Exam in the hall of Central Academic Office (CAO) during opening hours. You can check your status in Neptun: Studies >> Training data >> Status.

You can see the end of your student legal status in Neptun: Studies >> Training data >> Graduation date.

### Receiving Diploma and Diploma Supplement

- After your status in Neptun has been changed to “Graduated”, CAO has 30 days to issue your Diploma and Diploma Supplement.
- If your Diploma and Diploma Supplement are ready, you can receive them in the following ways:
  - In person or with authorization at CAO during opening hours, after drawing a number for “Degree certificate matters for graduated students”. Please inquire about your documents at [oklevel@kth.bme.hu](mailto:oklevel@kth.bme.hu) before you come to our office!
  - In person at the graduation ceremony.
  - It is not possible to have your Diploma and Diploma Supplement mailed (because of safety concerns).

### Request for Duplicate of Diploma/Diploma Supplement

If you wish to receive a duplicate of your Diploma/Diploma Supplement, you have to fill out and submit the right form (**request for duplicate of Diploma** or **request for Duplicate of Diploma Supplement**) and pay the service fee. (Service fee can be paid only in cash!) You can find these forms on our website, after choosing the English flag >> downloadable documents. If you order a duplicate of your Diploma/Diploma Supplement, you have to provide its reason in the form (e.g. loss or damage the original one, etc.) In order to receive a duplicate of your Diploma/Diploma Supplement, you have to send an e-mail to [oklevel@kth.bme.hu](mailto:oklevel@kth.bme.hu) with the filled and scanned form attached. In the answer you will receive all the necessary information on the fees and things to do.

**Attention!** If you wish to receive a duplicate of your Diploma, you have to pay 2000 HUF (in fee stamp; “okmánybélyeg” in Hungarian) which will be glued to the request form when you receive your document. Receiving a duplicate of your Diploma Supplement is free of charge.

Receiving a duplicate of Diploma/Diploma Supplement is possible in person or with authorization at CAO during opening hours, after drawing a number for “Degree certificate matters for graduated students”.

### Request for Copy of Diploma/Diploma Supplement

**Receiving a copy of Diploma/Diploma Supplement** is possible at CAO during opening hours, after drawing a number for “Degree certificate matters for graduated students” and paying the service fee. (Service fee can be paid only in cash!)

**Attention!** If you wish to receive a copy of your Diploma, you have to pay 2000 HUF (in fee stamp; “okmánybélyeg” in Hungarian) and fill out and submit the right form (**request for copy of Diploma**). In order to receive a copy of your Diploma, the original one must be presented.

If you wish to receive a copy of your Diploma Supplement, you have to fill out and submit the right form (**request for copy of Diploma Supplement**). This service is free of charge. In order to receive a copy of your Diploma Supplement, the original one must be presented.

## **Request for decorative Diploma**

The Senate of the University decided to give special, decorative Diploma to those students who graduated at any faculty and training programme and order this kind of certificate in advance.

Information on the decorative Diploma:

- **Size:** 315×420 mm (landscape format);
- **Material:** white or cream coloured creative paper;
- You will receive your Diploma in a cylindrical box;
- It costs 15.000 HUF, which has to be paid via bank transfer at the time of the order;
- Issuing the decorative Diploma takes ca. 4 weeks. You will receive an e-mail about the date when it is ready;
- You can receive it in person or with authorization at CAO during opening hours, after drawing a number for “Degree certificate matters for graduated students”.

### **Contact information:**

Central Academic Office, building R, ground floor, room no. 6 during opening hours (Mo-Th: 12:00-15:30; Fr: 8:30-12:00).

- Tünde Kiss, +36(1)463-2244; [kiss.tunde@kth.bme.hu](mailto:kiss.tunde@kth.bme.hu)