**Information about**

**REGISTRY SHEET aPPLICATION**

The student has to require the registry sheet at the Student Office at the Faculty of Science and Informatics, University of Szeged by filling out the „Registry sheet application” form.

After submitting this request, the registry form is issued by the Student Office. From August 2016 the registry form is notarized with the Dean’s signature then according to the Governmental Enforcement Decree - 87/2015. (IV.9.) after being pinned together in an inseparable form it can be obtained.

According to the procedure mentioned above the registry sheet is available after 3 or 4 days during the reception hours of the Student Office.

**Important information:**

* After obtaining the registry sheet an official document has to be signed by the student concerned or by his/her official authorized representative.
* The official form of authorization of the Faculty has to be submitted.
* The registry sheet cannot be posted, neither can it be requested in electronic form.
* One student registry sheet per semester is free of charge; further registry sheets can be required for a fee of 3000 HUF.

Szeged, 5th September 2016

Anikó Boa

Head of Student Office

Faculty of Science and Informatics

University of Szeged