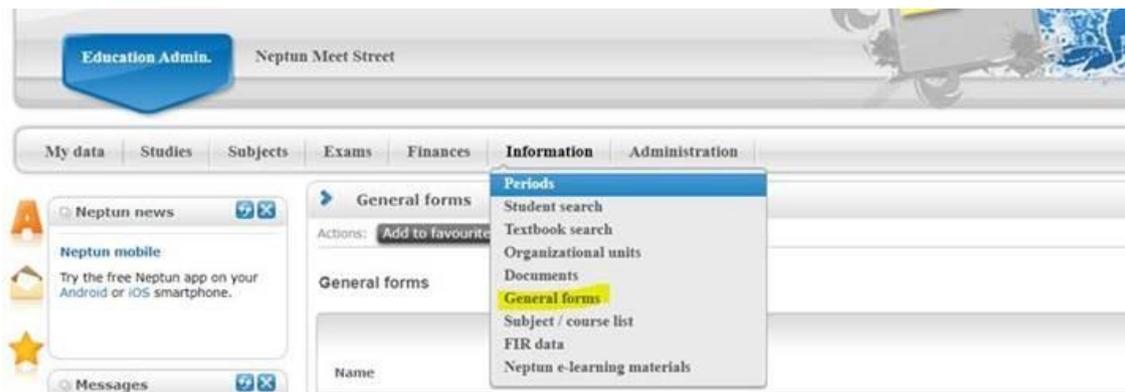


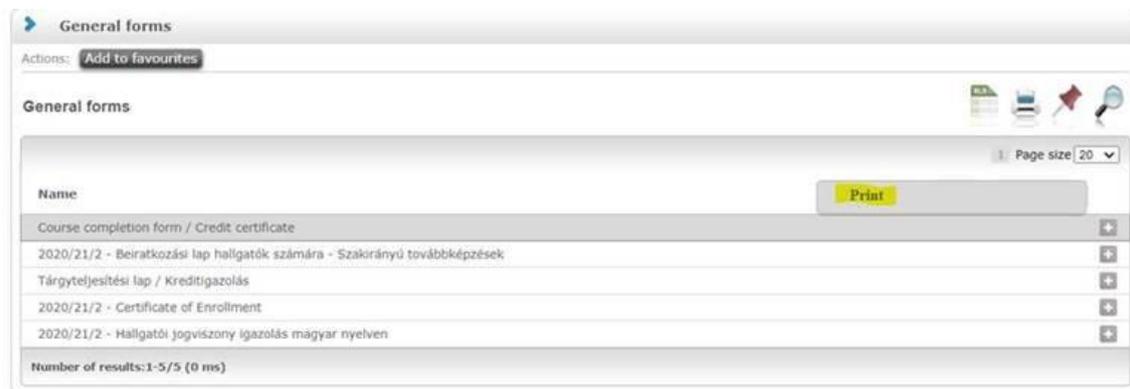
## HOW TO PRINT YOUR OFFICIAL TRANSCRIPT FROM NEPTUN

Please read the following information on how to find and print out your transcript from your Neptun site.

- After logging in to your Neptun, you will see the main menu, please choose „**Information**”, and then „**General forms**” from the upcoming list.



- Here you will find your Transcript under the name of „**Course completion form / Credit Certificate**”
- You need to click on the „+” for the printing.



**IMPORTANT:** It is here that you can also check whether all your grades have been entered in Neptun. Please make sure to double check that the grades entered are correct. If any grade is missing and you took the exam over 3 days ago, then please contact your professor directly. The same process applies if you feel that a mistake was made when the grade was entered.

## IMPORTANT:

- It is here that you can also check whether all your grades have been entered in Neptun. **Please make sure to double check that the grades entered are correct. If any grade is missing and you took the exam over 3 days ago, then please contact your professor directly. The same process applies if you feel that a mistake was made when the grade was entered.**
- While the transcript you print contains all your grades, unless we take care of a technical matter on our side (calculating your GPA and closing your semester), it will not show the total number of credits you have earned, etc. in the part under the transcript table.

**We usually take care of the GPA calculation and the closing of the semester only after the official end of the examination period, thus, if you cannot wait with printing the transcript until the end of June, please let us know ([corvinus.incoming@uni-corvinus.hu](mailto:corvinus.incoming@uni-corvinus.hu)) that you need to print it beforehand and we will take care of the technical matters required on our side to ensure that the transcript you print is fully correct.**