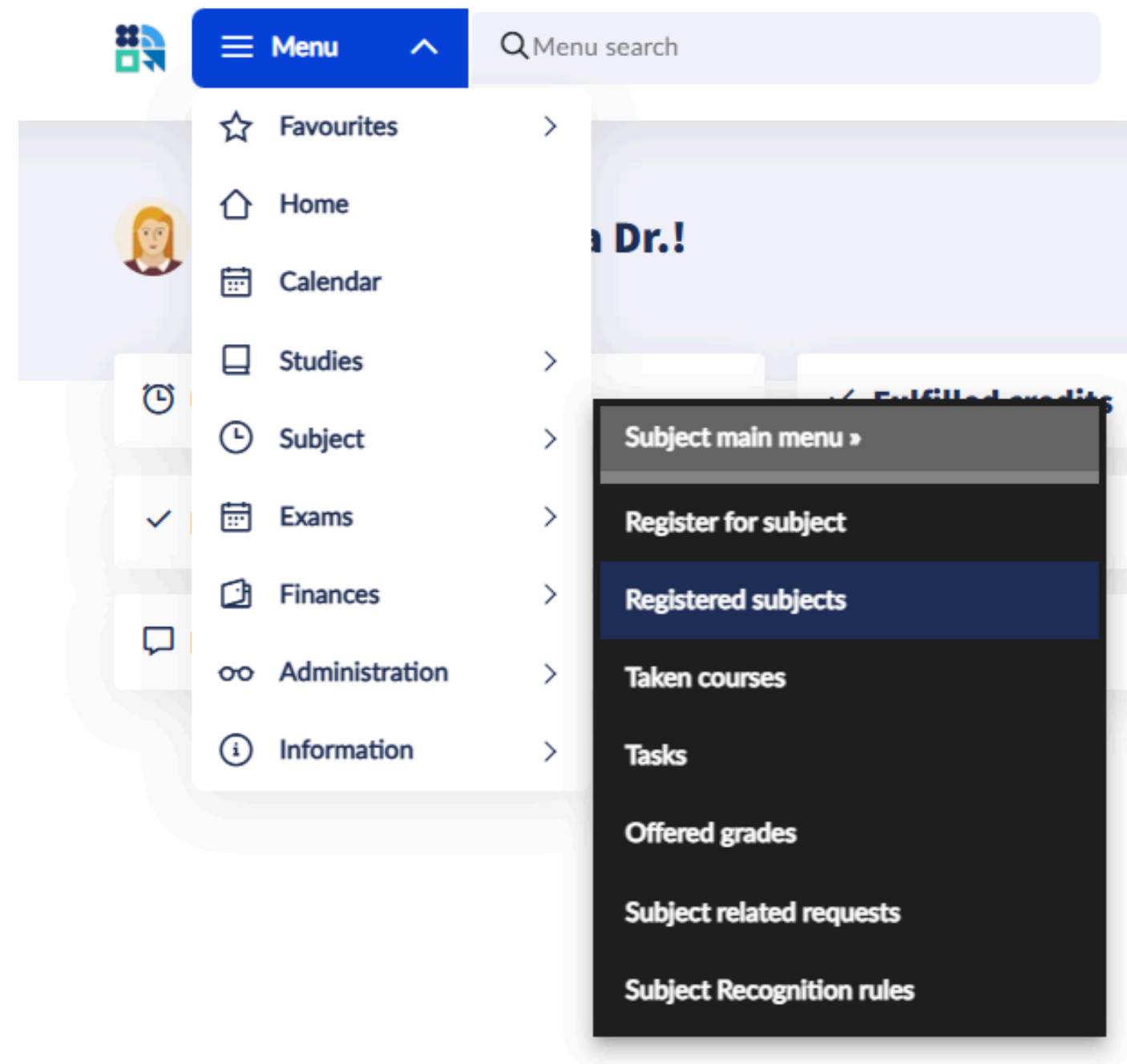


How to submit the Internal Internship Certificate step-by-step

1. Neptun → Menu → Subject → Registered subjects



2.Copy the internship code.

🕒

Subject

» Registered subjects

Registered subjects

... ⬆️⬆️ Filter 1 ▾

0

/ 15

credits earned

TERM

2024/25/2 (Current term)

Statement >

Name ▾

Code ▾

Credit ▾

No. of times registered for ▾

Requirement ▾

Internship

No course taken

BN-INTSNT-15-GY

15

1

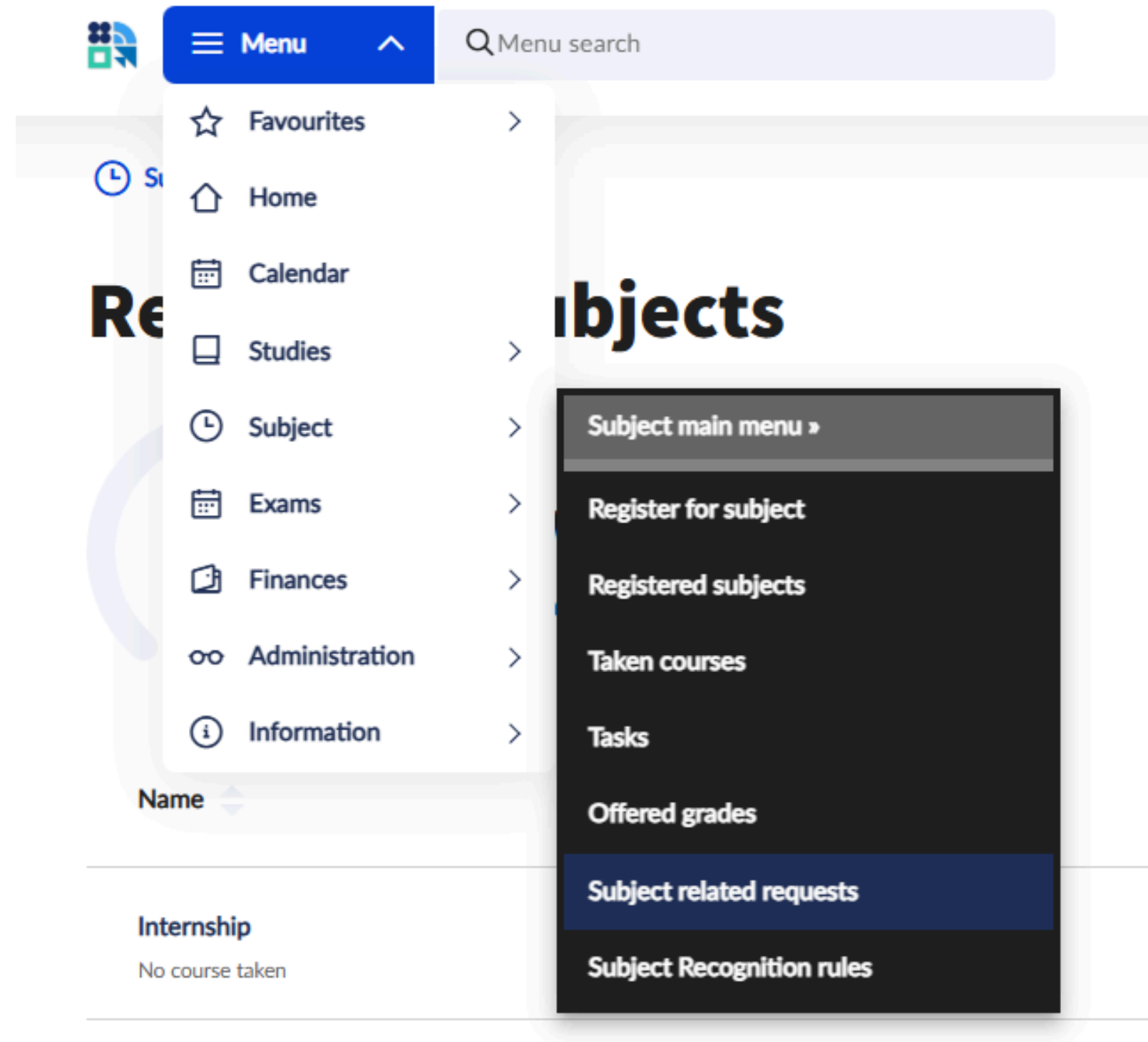
Term mark (three-scale)

i

Drop >

Top of page ^

3.Menu → Subject → Subject related requests



4. Click on the filter.

[Subject](#) » [Subject related requests](#) » Available request forms

Subject related requests

Available request forms Submitted requests

Subject ... ↑↓ **Filter** ▼

Name ▲ Code ▼ Credit ▼

5. Then copy the object code and “List”.

[Subject](#) » [Subject related requests](#) » Available request forms

Subject related requests

Available request forms Submitted requests

Subject ... ↑↓ **Filter** ^

Subject name

Subject code **1.**

Request type

[Latest filter \(2 months ago\)](#) > ☐ Keep filter open [Delete filter](#) **Filter list** **2.**

6. Click on Internship.

🕒

Subject

»

Subject related requests

»

Available request forms

Subject related requests

Available request forms

Submitted requests

Subject

...

↕

Filter 1 ▾

Name ▴	Code ▴	Credit ▴	
Internship	BN-INTSNT-15-GY	15	Next >

Top of page ^

7. Select “Certification of internal internship”.

related requests

Choosing a request template

For this request, you must select the appropriate form from the following types:

☒ Certification of internal internship

☐ Request for consideration of current employment

☐ Credit monitoring modification during the mobility

Cancel **Select**

8. Request fill → Next

Certification of internal internship

Valid from	5 February 2025 at 10:00
Valid until	24 May 2025 at 23:59
Fee obligation	-
Description	-

[< Back](#) [Request fill](#)

About filling

Use the "X" exit button in the upper right corner to pause the filling. It is possible in the pop-up window to:

- **Save the request** (in which case the information and attachments you provide will be saved and can be resumed later), and
- Restart the fill by deleting **data and attachments**.

[Next](#)

9. Fill in the request details and click the “Attachment” button.

×

Request fill

Certification of internal internship

Next page

Certification of internal internship

Personal Data

Neptun code:

VGJBCB

Name:

Elekina Teszt Dr.

E-mail:

neptunadmin@metropolitan.hu

Telephone:

36501234567

Notification address:

Port Vila 12340, Akác körút 42/A. 1/13.

Training:

International Relations

Request

METU unit hosting the internship:

Place of internship:

Total number of working hours:

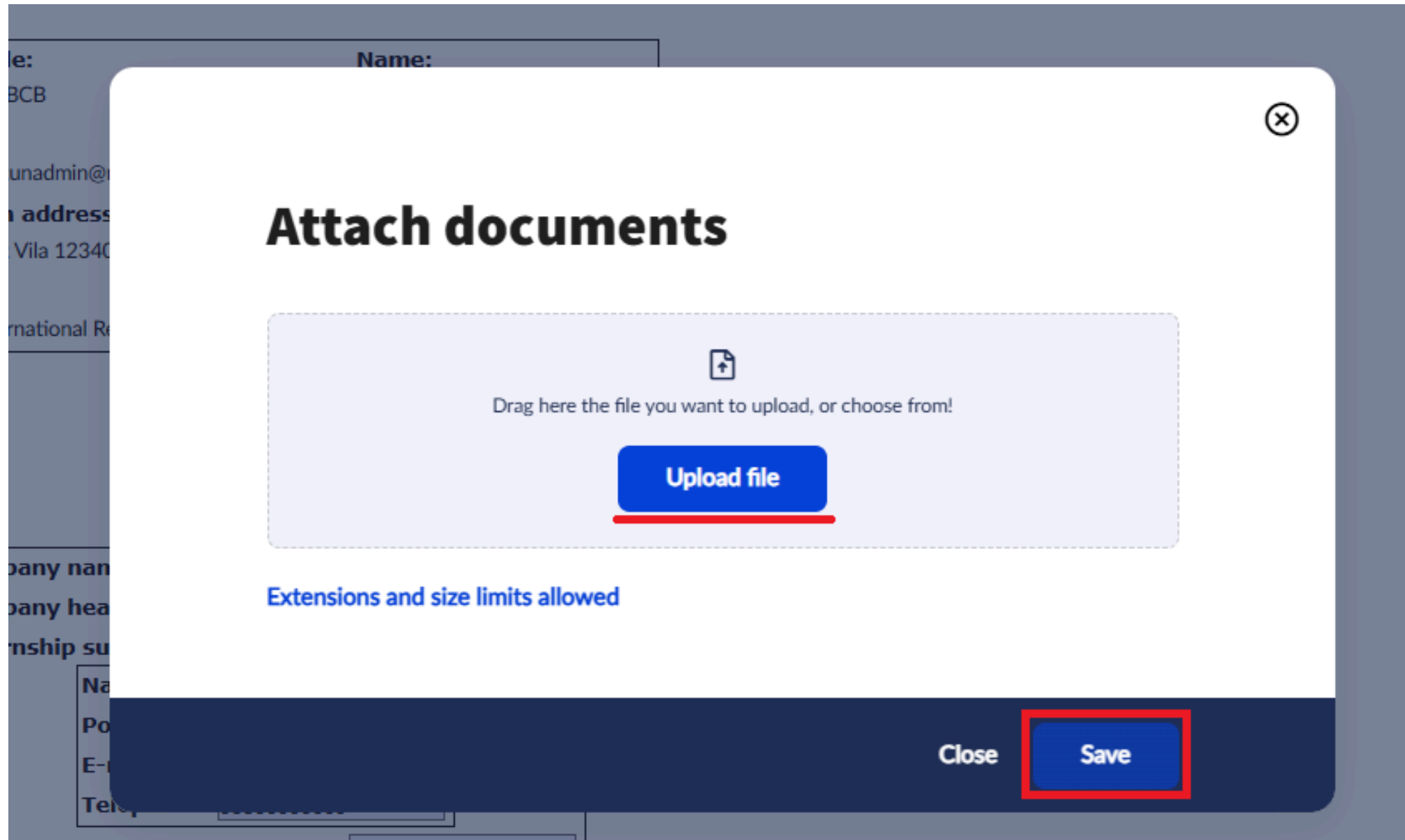
Supervisor's name:

Supervisor's e-mail address:

Certification of internal internship:

Attachment

10. Upload the certificate and then save the process.



Attach documents

Drag here the file you want to upload, or choose from!

Upload file

Extensions and size limits allowed

Close **Save**


11. Go to the next page.



Request fill
Certification of internal internship

Next page

12. After verifying your details, please click on the Submit Request button to finalise your submission.



Request fill
Certification of internal internship

Previous page

Submit a request

 After verifying your details, please click on the Submit Request button to finalise your submission.



Certification of internal internship