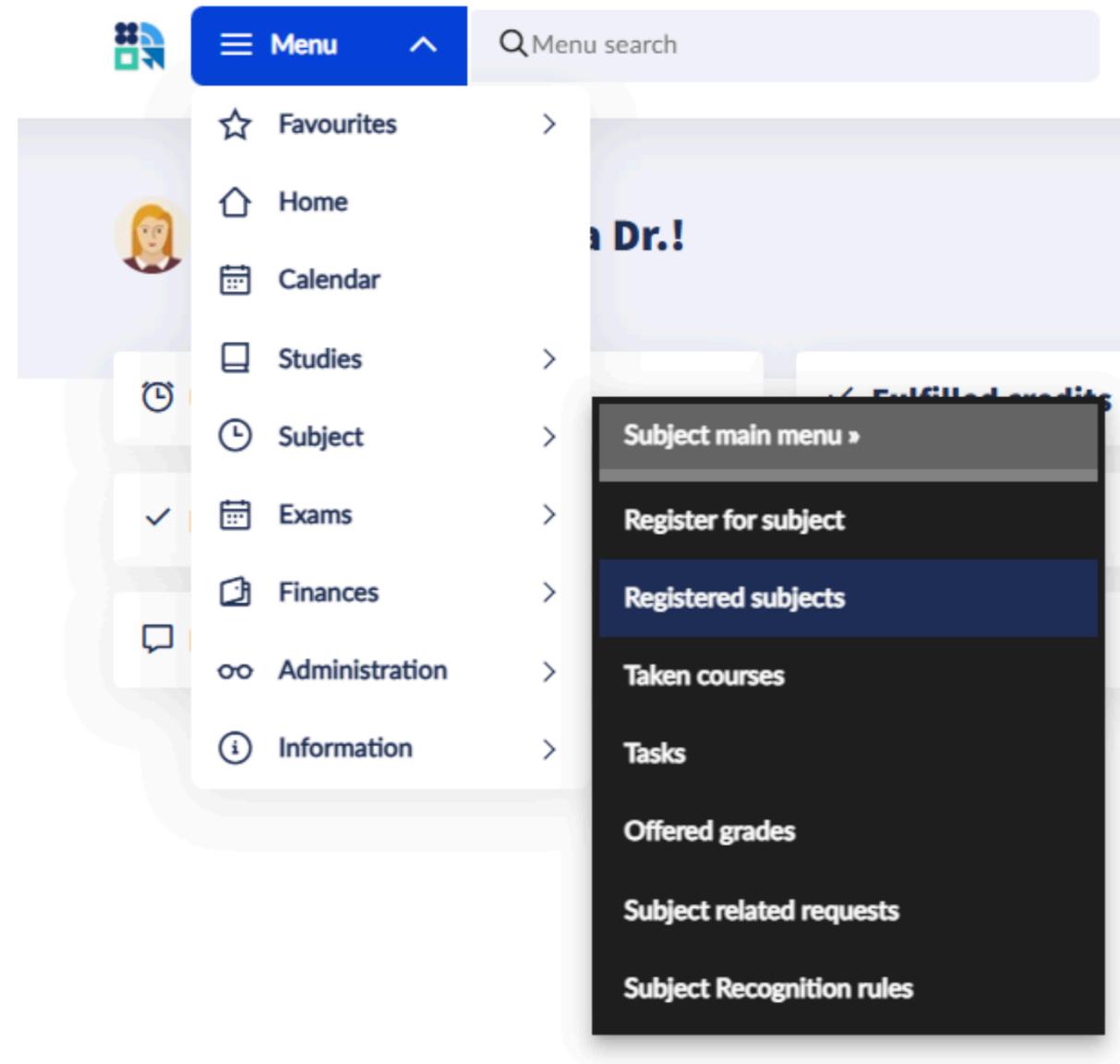


„Request for consideration of current employment”

1. Neptun → Menu → Subject → Registered subjects

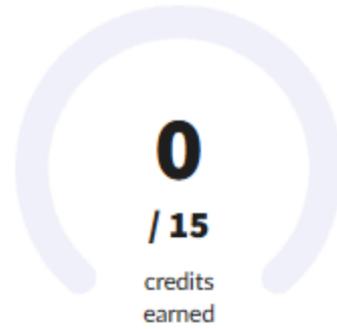


2.Copy the internship code.

[Subject](#) » Registered subjects

Registered subjects

... ↑↓ Filter 1 ▾



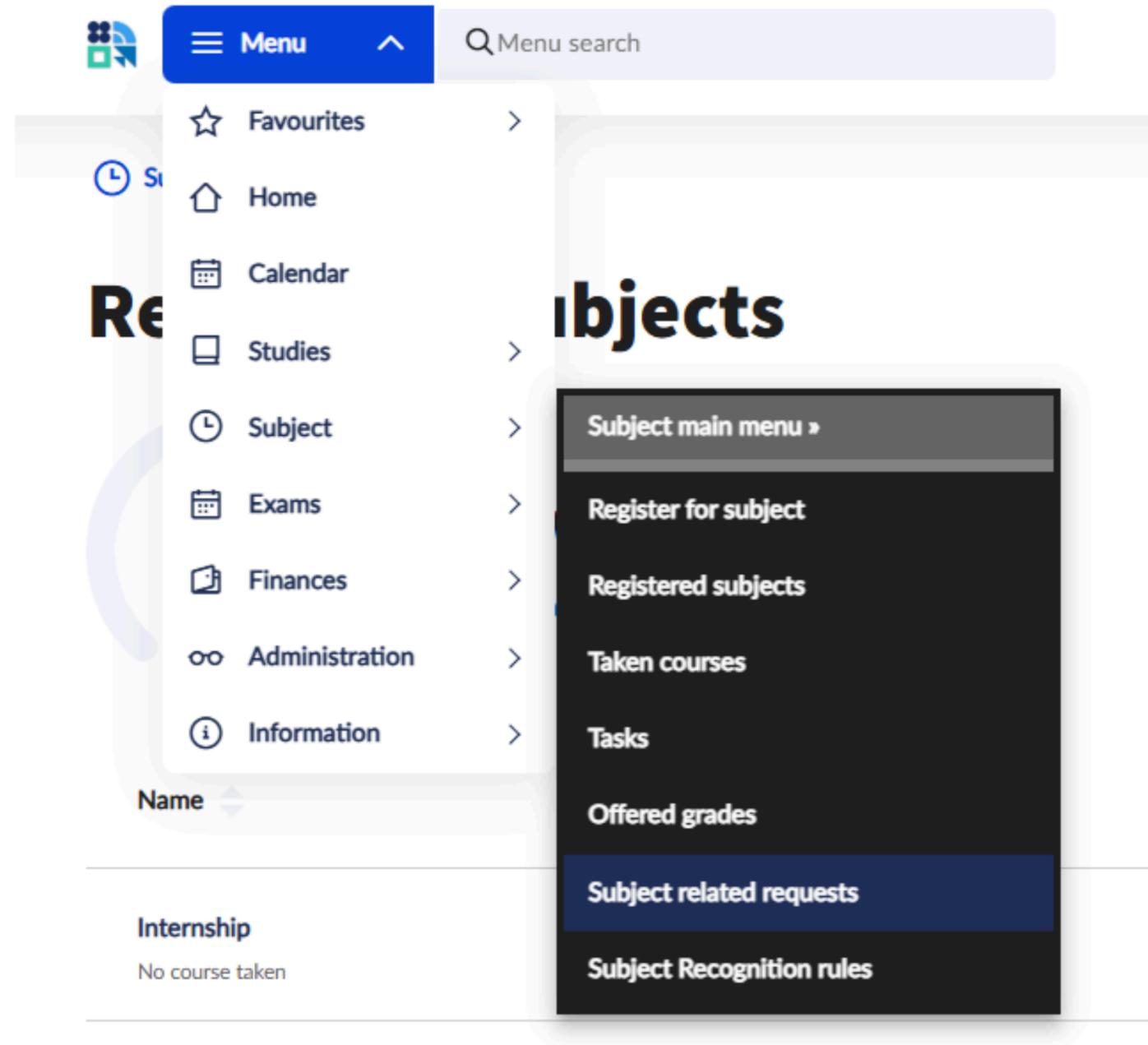
TERM
2024/25/2 (Current term)

[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 Request type

Latest filter (2 months ago) > Keep filter open 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 “Request for consideration of current employment”.

related requests

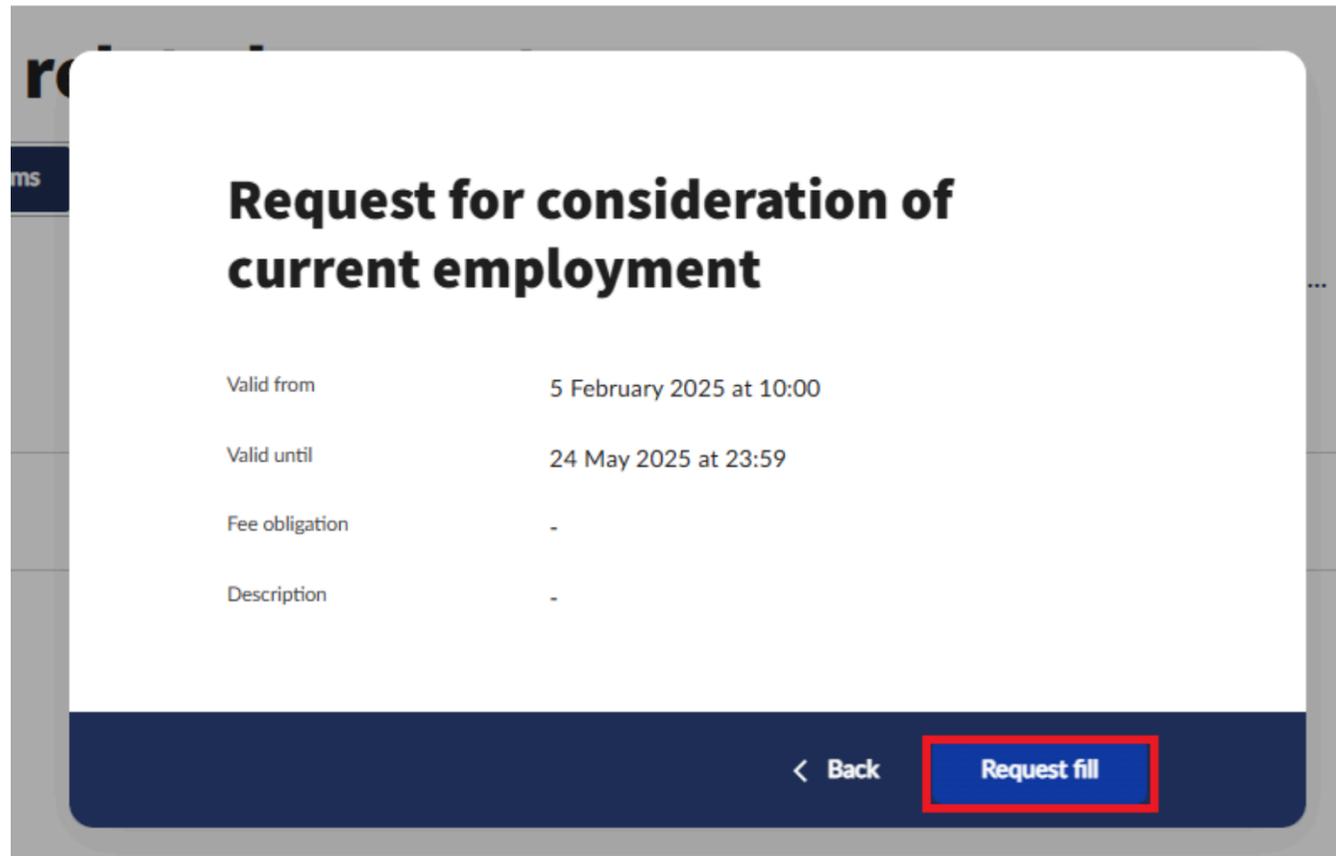
Choosing a request template

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

- Certification of internal internship
- Credit monitoring modification during the mobility
- Request for consideration of current employment

Cancel **Select**

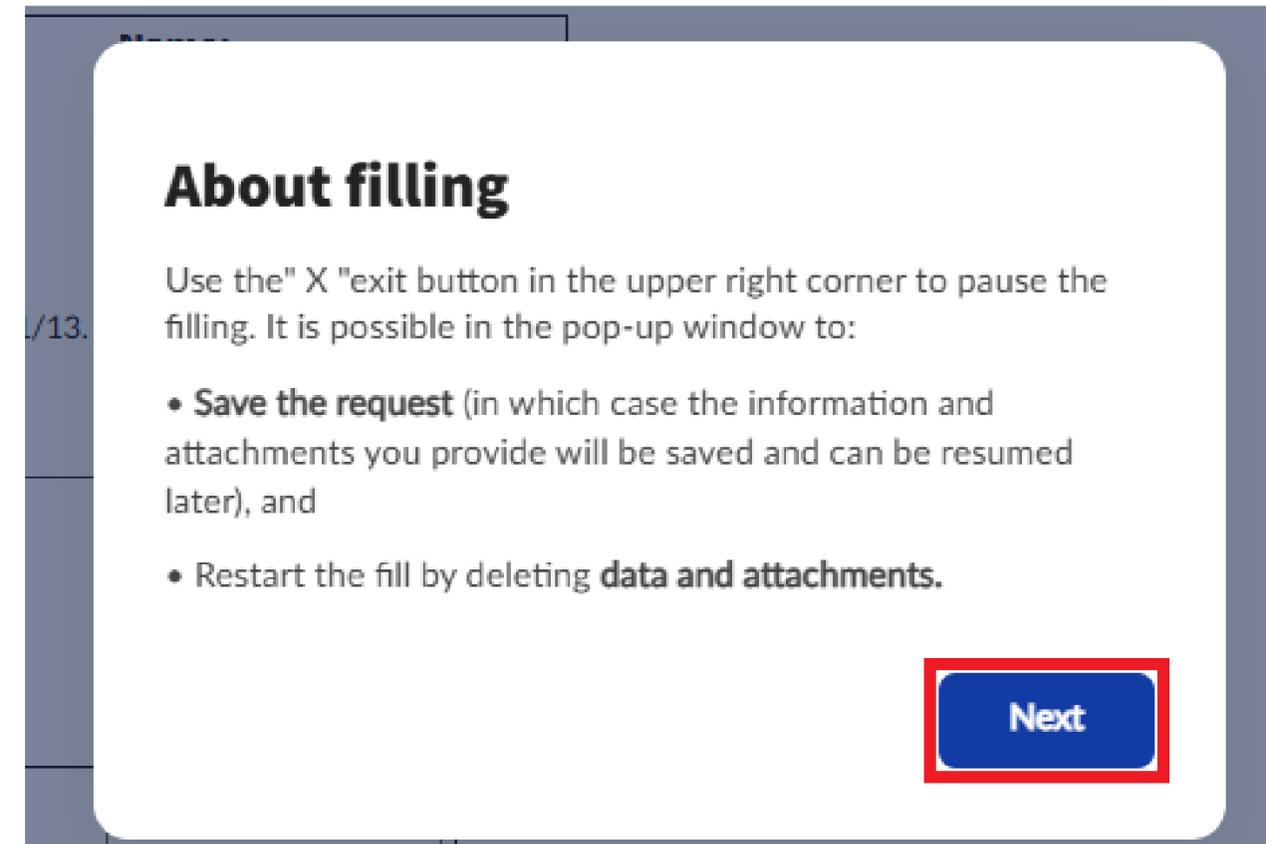
8. Request fill → Next



Request for consideration of current employment

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 **Request for consideration of current employment**

Request for consideration of current employment

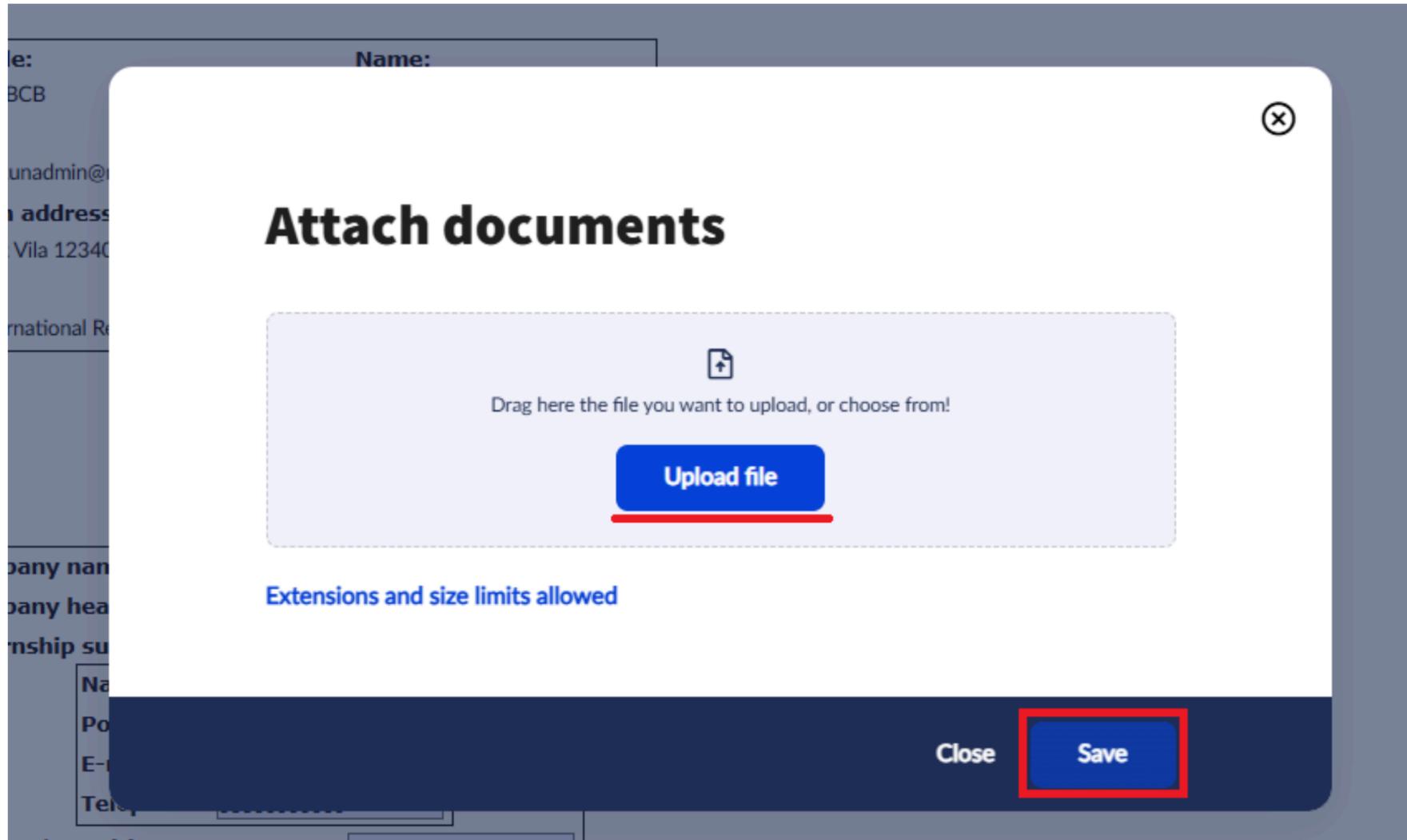
Personal Data

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

Company name:	<input type="text"/>
Company headquarters/Address:	<input type="text"/>
Internship supervisor's	
Name:	<input type="text"/>
Position:	<input type="text"/>
E-mail:	<input type="text"/>
Telephone:	<input type="text"/>
Student's position:	<input type="text"/>
Employer's certificate:	<input type="button" value="Attachment"/>

10. Upload the certificate and then save the process.



le: Name:
BCB

unadmin@
address
Vila 12340
national Re

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nship su

Na
Po
E-
Tel

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
Request for consideration of current employment Next page

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

Request fill
Request for consideration of current employment Submit a request Previous page

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

Request for consideration of current employment