

Dear Graduating Students,

The end of the academic year is approaching and many of you will be graduating.

**Before leaving CEU, graduating students should follow the Leaving Procedure and complete the form, in order to resolve all pending administrative matters.**

Please note that Diplomas and General Deposits will only be administered if the Leaving Form (and other required documents) have been completed.

**To complete all of the above, graduating students may start the “Leaving Procedure” when submitting their thesis to the department. The present information is also available at:**

**<http://www.ceu.edu/studentlife/onlineorientation/leaving>**

**Note:**

Public Policy MUNDUS MAPP students are advised to complete the Leaving Form at the end of their 1st year at CEU.

**The “Leaving Procedure” is as follows:**

**STEP 1**

The Leaving Form is available on: <https://infosys.ceu.edu> and <https://studentinfo.ceu.edu> (from outside CEU). Under ‘Personal’, click on ‘Leaving Form’ to view the status of your leaving form.

**A green color means that you are not required to do anything.**

**Exception: you still need to request closing of your Library account (see step 2) - even if you have no outstanding loans.**

**A red color indicates that you need to take action.**

The Leaving Form is complete if all fields have been set to green, except the Deposit Reimbursement which will stay **red** until your deposit is refunded.

**STEP 2**

**How to process the Leaving Form?**

All graduating students are advised to start the form as early as possible – to avoid any long lines in the Student Center (open Monday-Friday, 12:45 p.m. to 4:00 p.m.) and in the Finance Office (open Monday-Thursday, 1:00 p.m. to 4:00 p.m.).

Your department coordinator should initiate the leaving procedure following the submission of your thesis. Your task is to check this form and to settle any outstanding

issues with a relevant CEU unit (Student Center, Finance Office, Dormitory, Financial Aid Office or Library). After returning all Library items, you may request the closing of your account by clicking on 'Close Account'. The Library will make sure that your record will be updated within one working day. Consequently you will have no further borrowing rights, but access to the library and its resources will be guaranteed.

### **STEP 3**

#### **Deposit Reimbursement**

Once your Leaving Form is complete the deposit refund (voucher) will be available in the Finance Office:

1051 Budapest, Jozsef Attila utca 24, 2<sup>nd</sup> floor, Room 208.

Office hours: Monday-Thursday: 1:00 p.m. to 4:00 p.m.).

If you prefer to get your refund by bank transfer, please inform Tamara Bobor ([BoborT@ceu.edu](mailto:BoborT@ceu.edu)) of your intention. Keep in mind that bank charges apply if you choose this option.

In case you have any questions about the status of your Leaving Form, please contact the relevant office below.

### List of Units and Contact Information

Leaving Form Item	CEU Office	Name of Officer	Location	Email Address	Phone
Department Materials	Department of Student	Department Coordinator	Department	-----	-----
Books	Library	Tunde Lepp	Library, Nador 15, 2nd floor	<a href="mailto:LeppT@ceu.edu">LeppT@ceu.edu</a>	Ext. 3037
		Tamas Foldi	Library, Nador 15, 2nd floor	<a href="mailto:FoldiT@ceu.edu">FoldiT@ceu.edu</a>	Ext. 2756
Locker Key	Student Center	Richard Kartosonto	Student Center, Nador 11, 3rd floor # 304	<a href="mailto:Kartoson@ceu.edu">Kartoson@ceu.edu</a>	Ext. 3688
Registry Card	Student Center	Adrienn Selmeczi	Student Center, Nador 11, 3rd floor # 304	<a href="mailto:SelmecziA@ceu.edu">SelmecziA@ceu.edu</a>	Ext. 2099
Address Card	Student Center	Adrienn Selmeczi	Student Center, Nador 11, 3rd floor # 304	<a href="mailto:SelmecziA@ceu.edu">SelmecziA@ceu.edu</a>	Ext. 2099
Hungarian Student Card	Student Center	Richard Kartosonto	Student Center, Nador 11, 3rd floor # 304	<a href="mailto:Kartoson@ceu.edu">Kartoson@ceu.edu</a>	Ext. 3688
Travel Grant	Budget and Finance Office	Katalin Paczai	Jozsef Attila utca 24, 2nd floor, # 208	<a href="mailto:PaczaiK@ceu.edu">PaczaiK@ceu.edu</a>	Ext. 2078
		Eszter Dudas		<a href="mailto:DudasE@ceu.edu">DudasE@ceu.edu</a>	Ext. 2850
Tuition and Other Fees	Budget and Finance Office	Tamara Bobor	Jozsef Attila utca 24, 2nd floor, # 208	<a href="mailto:BoborT@ceu.edu">BoborT@ceu.edu</a>	Ext. 2056
Deposit Reimbursement	Budget and Finance Office	Tamara Bobor	Jozsef Attila utca 24, 2nd floor, # 208	<a href="mailto:BoborT@ceu.edu">BoborT@ceu.edu</a>	Ext. 2056
Federal Loan	Financial Aid Office	Ildiko Torok	Nador 9, Ground floor	<a href="mailto:TorokI@ceu.edu">TorokI@ceu.edu</a>	Ext. 2175
Dormitory	Residence Center	Edina Varga	Kerepesi ut 87	<a href="mailto:VargaE@ceu.edu">VargaE@ceu.edu</a>	Ext. 3163

Best wishes,

The Student Center Team