

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

Green color means that you are not required to do anything.

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.).

Department coordinators should start the leaving procedure following the submission of your thesis, however, you can also initiate the process by settling any outstanding issues with the relevant CEU units (Student Center, Finance Office, Student Records Office, Dormitory, Financial Aid Office or Library).

Regarding the Library: you should request the closing of your account by clicking on 'Close Account' – even if you have no outstanding loans. 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 will be available in the same currency in which it was paid (voucher) in the Finance Office: 1051 Budapest, József Attila utca 24., 2nd 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) 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 offices on the following page.

Best wishes,

The Student Center Team

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	Lepptund@ceu.edu	Ext. 3037
		Tamas Foldi	Library, Nador 15, 2nd floor	FoldiT@ceu.edu	Ext. 2756
Locker Key	Student Center	Richard Kartosonto	Student Center, Nador 11, 3rd floor # 304	Kartoson@ceu.edu	Ext. 3688
Registry Card	Student Center	Tamara Tischler	Student Center, Nador 11, 3rd floor # 304	TischlerT@ceu.edu	Ext. 2099
Address Card	Student Center	Tamara Tischler	Student Center, Nador 11, 3rd floor # 304	TischlerT@ceu.edu	Ext. 2099
Hungarian Student Card	Student Center	Richard Kartosonto	Student Center, Nador 11, 3rd floor # 304	Kartoson@ceu.edu	Ext. 3688
Travel Grant	Budget and Finance Office	Katalin Paczai	Jozsef Attila utca 24, 2nd floor, # 208	PaczaiK@ceu.edu	Ext. 2078
		Eszter Dudas		DudasE@ceu.edu	Ext. 2850
Authorization Form for Hungarian Degree	Student Records Office	Records Coordinator	Student Center, Nador 11, 3rd floor # 304	Registry@ceu.edu	Ext. 2401
Tuition and Other Fees	Budget and Finance Office	Tamara Bobor	Jozsef Attila utca 24, 2nd floor, # 208	BoborT@ceu.edu	Ext. 2056
Deposit Reimbursement	Budget and Finance Office	Tamara Bobor	Jozsef Attila utca 24, 2nd floor, # 208	BoborT@ceu.edu	Ext. 2056
Federal Loan	Financial Aid Office	Ildiko Torok	Nador 9, Ground floor	TorokI@ceu.edu	Ext. 2175
Dormitory	Residence Center	Edina Varga	Kerepesi ut 87	VargaE@ceu.edu	Ext. 3163