

Requesting a Student Status Certificate in the Neptun System

(digitally authenticated document only)

This guide explains how to request a **Student Status Certificate** in the Neptun system. Please note that the certificate is **issued only in digital form** and is **electronically authenticated**.

1. Open the Requests menu

- Click on the **Menu** button in the top navigation bar.
 - Select **Administration**.
 - From the drop-down menu, click on **Requests**.
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2. Start filling out a request

- On the **Requests** page, select **Request Fill**.
 - This will display the list of available request forms.
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3. Select the Student Status Certificate request

- In the **Available request forms** list, find the following request:
“Requesting a student status certificate – only in digital form authentic certificate”
 - Click on the request name to view its details.
 - Press the **Start filling** button to begin the request.
-

4. Fill in the request form

- Review the **General data** section, which contains your personal and academic information.
 - In the **Student declaration** section:
 - Select the semester for which you request the certificate.
 - Provide the reason for the request.
 - Accept the declaration regarding digital authentication.
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5. Submit the request

- Click **Next page** if further steps are required.
- After reviewing all entered data, click **Submit a request** to finalize the submission.

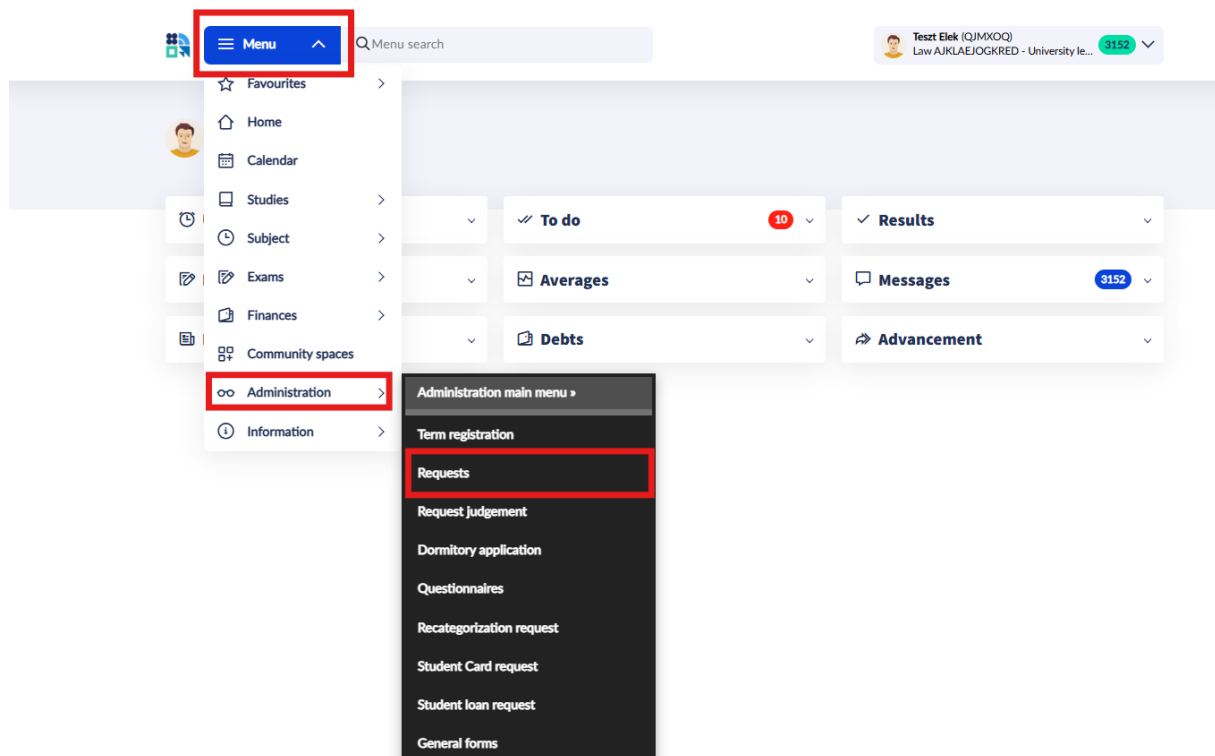
6. Downloading the certificate

- After processing, the digitally authenticated student status certificate will be made available in your Neptun account.
- You can download the document at:
Profile menu → Document storage → TR documents





Important:

The certificate is **digitally timestamped and electronically authenticated**.

A printed version is **not considered an officially authenticated document**.



Requests

 Request Fill Complete list of available requests 20 >	 Started Requests that have been abandoned but can be resumed 1 >
 Returned for correction Requests returned by the institution to rectify deficiencies 0 >	 Submitted requests Requests in progress or pending 61 >

Available request forms

Complete list of available requests

Filter 1

Request form name	Valid until	
Requesting a student status certificate - only in digital form authentic certificate	13 October 2025 at 00:00 -	Inspection >

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Requesting a student status certificate - only in digital form authentic certificate

Start filling

Valid from	13 October 2025 at 00:00
Valid until	-
Fee obligation	-
Starting date of subject to fees	-



Request for Student Status Certificate – digitally authenticated document only

| General data

Name: Teszt Elek

Neptun code: QJMXOQ

Faculty: Faculty of Law

Programme: Law

Email: Official: kristof.szeifert0@gmail.com (Default)

| Student declaration

Reason for the request:

☐ I acknowledge that my digitally timestamped and authenticated student status certificate will be delivered to my Neptun account and can be downloaded at the following location:

Profile menu → Document storage → TR documents.

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Submit a request