

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**.

2. Start filling out a request

- On the **Requests** page, select **Request Fill**.
- This will display the list of available request forms.

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.

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.

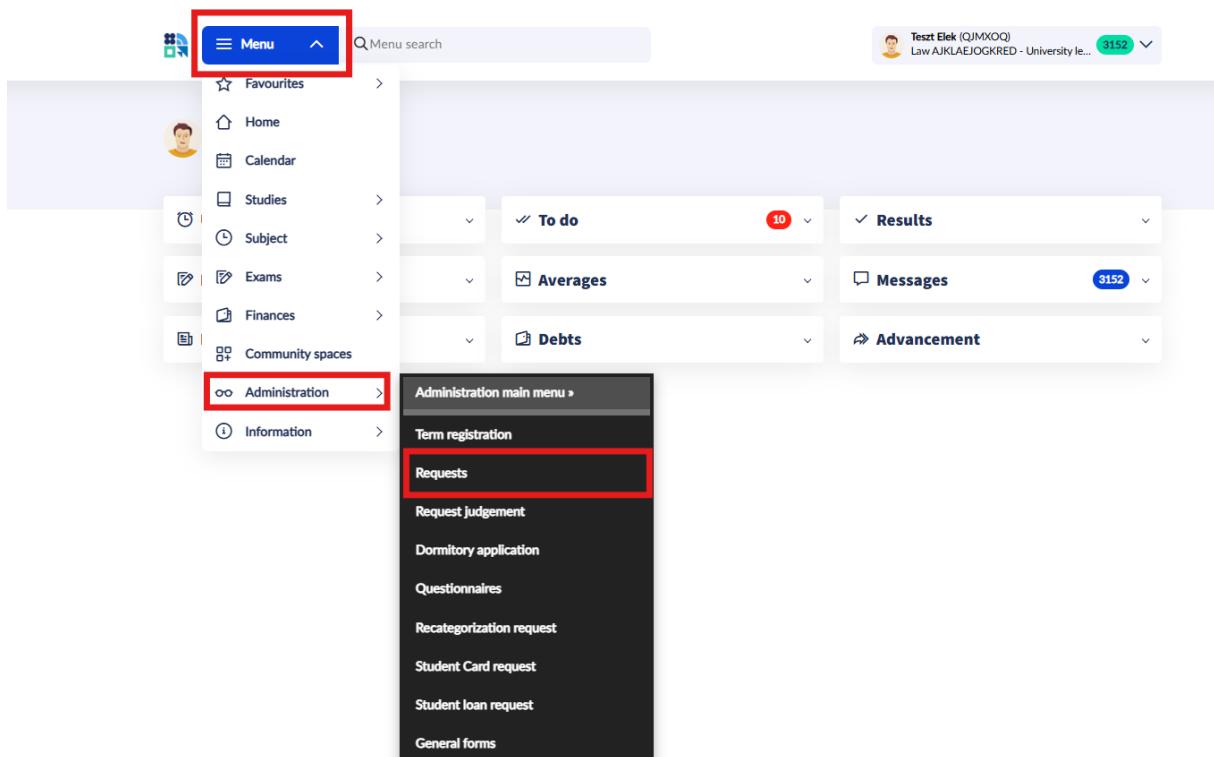
6. Downloading the certificate

- 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 Returned for correction Requests returned by the institution to rectify deficiencies	Started Requests that have been abandoned but can be resumed Submitted requests Requests in progress or pending
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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: QJMXXOQ

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