



Ref. No.:

**Stipendium Hungaricum Scholarship Programme**

**REQUEST FOR INSTITUTION CHANGE**

**PERSONAL DATA: (to be completed by the student):**

SH ID: .....

SURNAME: .....

FIRST NAME: .....

DATE AND PLACE OF BIRTH: .....

**CURRENT STUDY PROGRAMME INFORMATION: (to be completed by the student):**

NAME OF UNIVERSITY: .....

NAME OF FACULTY: .....

STUDY PROGRAMME: .....

NUMBER OF COMPLETED SEMESTERS: .....

START DATE OF STUDIES: .....

**CHANGE TO: (to be completed by the student):**

NAME OF UNIVERSITY: .....

NAME OF FACULTY: .....

STUDY PROGRAMME: .....

START DATE OF STUDIES: .....

.....  
Student's signature, date

**The request is approved by the Faculty:**

☐ **YES**

☐ **NO**

.....  
SH faculty coordinator's signature, date

.....  
SH institutional coordinator's signature, date



**REASON FOR INSTITUTION CHANGE (to be completed by the student):**

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**OPINION OF THE FACULTY (to be completed by the Faculty Coordinator):**

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## GUIDE TO REQUEST INSTITUTION CHANGE

**Before completing and submitting the form, please read the relevant part of SH Regulation!**

1. **Students submit** the present document (REQUEST FOR INSTITUTION CHANGE) completed, approved and signed by the faculty coordinator to the Directorate for International Relations (DIR) (Building A/4, Room 114) for signature and final processing.  
Deadline: **25 November** (for Spring Semester) and **10 May** (for Fall Semester).
2. **Students complete** the Questionnaire regarding Institution Change and submit to DIR. Available at:  
[https://web.uni-miskolc.hu/files/12331/SH\\_Questionnaire\\_institution%20change\\_students\\_2021.pdf](https://web.uni-miskolc.hu/files/12331/SH_Questionnaire_institution%20change_students_2021.pdf)  
Deadline: **25 November** (for Spring Semester) and **10 May** (for Fall Semester).
3. **DIR forwards approved institution change requests to** Tempus Public Foundation.
4. **Students also submit** the following documents **directly** to Tempus Public Foundation.
  - the request letter for institution change,
  - the letter of acceptance of the new host institution,
  - the approval of the sending partner.Deadline: **1 December** (for Spring Semester) and **15 May** (for Fall Semester).

**For details of institution change** see Stipendium Hungaricum Programme Operational Regulations.