Checklist before submitting your application for requesting an extension

Please check if you have done all of the following.

- o I have contacted my sending partner / organization and submitted any and all documents they asked for.
- o I have read the guide called "Tips for writing a strong application for requesting an extension"
- o I have filled all my data correctly in the first part of my request.
- o I have written a substantial and complete reasoning for my request.
- o I have asked a friend to proofread my request and corrected typos.
- o I have printed, signed and scanned the document (or typed my name in the place of the signature) and checked the date.
- o My files are named the right way (MyName_extension) and are in the right format (pdf).
- o All the annexes (if any) are listed at the end of my request.
- o All the annexes are named the right way and are in the right format.
- o In case my Faculty asks for it, I have my transcript of records.
- o I have used my official email address (the account that's entered into Neptun) to send my request.
- o I have sent my request and all the necessary attachments to my Faculty's coordinator.

If you are confident that you have done all of the above, you are good to go.

Good luck! ☺