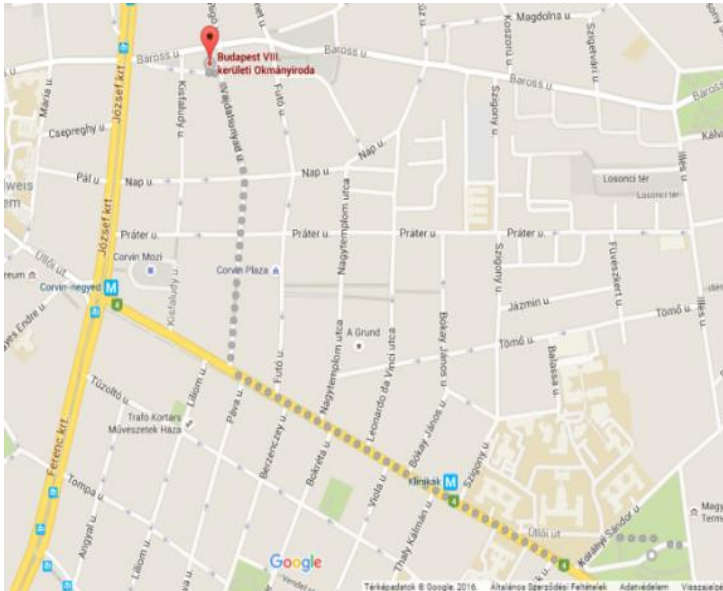


How to obtain a new student card

1. To obtain a new student card, you must first have an official photo taken and provide your official signature at **“Okmányiroda”**. The student card is free of charge.

Address: VIII. district “Okmányiroda”; 1082 Budapest, Baross str. 59.



Opening hours

Monday	07.00 – 17.00
Tuesday	08.00 – 18.00
Wednesday	08.00 – 20.00
Thursday	08.00 – 18.00
Friday	08.00 – 15.00

Note: you must take your *residence permit and passport* with you to the Okmányiroda.

2. There you will be given a **NEK** (Nemzeti Egységes Kártyarendszer) **datasheet**. This form has a 16-character identification number in the upper right corner. Please note that you must keep this sheet for further use.

3. Log on to your **Neptun site**, go to 'Administration' and click on 'Student Card request' in the drop-down list.

A smiley:) will warn you not to add the hyphens when typing in your 16 character NEK identifier into yellow text box!

3/a. Click on the grey tab 'Add new' and type your 16 character NEK identifier into the blank called 'NEK azonosító'

3/b. then choose 'Demand type'. Check that your current Hungarian address is correct and shows up in the 'Street, number' text box. **Please note: you must have your correct, current Hungarian address uploaded in the Neptun system because the permanent student card will be mailed to that address!**

4. Until then, you will need to use the **temporary, A4-format certificate, which is valid for maximum 60 days, and with it you will be able to buy a student pass as well**. This you can require from your faculty coordinator (PhD students at the Doctoral School's office).