

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 „Központi Okmányiroda” (Central Document Office).

Address: 13th district, 110 – 112 Visegrádi utca

Opening hours:

Monday:	8:00 - 20:00
Tuesday:	8:00 - 20:00
Wednesday:	8:00 - 20:00
Thursday:	8:00 - 20:00
Friday:	8:00 - 20:00
Saturday:	8.00 - 14.00
Sunday:	8.00 - 14.00

You must take your residence permit and passport with you to the Központi 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.

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 permanent (home) address is correct and appears in the '**Street, number**' text box.

!!! Write your addresses on the NEK datasheet (temporary and home) if it is not in the Neptun.

4. Please bring the NEK datasheet to the English Secretariat.

6. If the above has been completed, we will begin to process the student card application.

The plastic card takes about 6 months to be produced after being ordered from the English Secretariat. You will need to **use the temporary, A4-format certificate** until you receive your official card. You have to renew your temporary certificate every 2 months.