STUDENT UNION (HÖK) PRESENTS

GUIDES

A COMPREHENSIVE INFORMATION BOOKLET FOR YOUR SMOOTH TRANSITION INTO SEMMELWEIS UNIVERSITY





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DOCUMENT APPLICATION

TIMELINE



















RESIDENCE PERMIT



ADDDESS CARD

STUDENT CARD

HEALTH CARD























GUIDE 1

ENROLLEMENT



What is Enrollment?

Enrollment at Semmelweis University marks the beginning of your academic journey in Hungary. After receiving your acceptance letter, you'll need to complete a student registration procedure the week before your first semester begins. This takes place at the Secretariat's office. By the end of August, you will receive an email detailing the exact location and time for your visit.

The purpose of this registration day is multifaceted. It involves verifying your entrance requirements, such as your high school leaving certificate, signing your study contracts, and obtaining your health insurance. Additionally, you will receive guidance on how to register for subjects using our online portal, Neptun, which is a necessary step before every semester. It's important to note that subject registration for the first semester is only possible once your tuition and registration fees are paid in full. For subsequent semesters, while tuition fees do not need to be paid upfront, all other outstanding fees, such as exam fees, must be settled to complete your subject registration.



HÖK introductory Lecture - Semmelweis International Orientation Day 2023 - Umair Ali Asad.

Enrollment Procedure

- 1. **Arrival:** At your designated time, make your way to the Semmelweis Health Science Building. Upon arrival, locate the information desk to begin the process.
- 2. **Document Verification:** Present your diploma or leaving certificate, along with an English translation if the original is in another language. You will also need to submit your precompleted medical documents. (Only for Faculty of Health Sciences)
- 3. Receive and Sign Documents: You will be provided with essential documents such as your student contract, scholarship contract (for scholarship students), and the ethics rules and syllabus. Additionally, you'll receive documents confirming your active student status and your Neptun card with your Neptun code. Carefully read through these documents and sign where required.
- 4. **Submit Signed Documents:** Hand in all the signed documents to the designated personnel.
- 5. **Health Insurance Station:** Next, you'll be directed to the Health Insurance station, where you will receive a red health insurance card with your identification number and an emergency hotline number. For more detailed information, refer to the health insurance section of this booklet.

Address

Medicine, Dentistry Pharmacy:

Tüzoltó utca 37-47, Budapest 1094, Hungary.

Health Sciences:

1088 Budapest, Vas utca 17, 1st Floor, Room 129.

Documents required



Passport



Original High School Diploma/Secondary School leaving Certificate/previous University degree, etc. (A copy of it with English translation if applicable)

Documents to be signed











Medical Documents (Faculty of Health Sciences)



Chest X-ray not older than 1 year



Hepatitis B vaccination proof (eg. Vaccination booklet with all 3 vaccines noted) as well as an immunization result not older than 3 months (HBs antibody titer test)



Negative Hepatitis C result no older than 3 months



Negative HIV result no older than 3 months



Vaccination certificate against COVID19 or signed and stamped medical exemption of the vaccine.



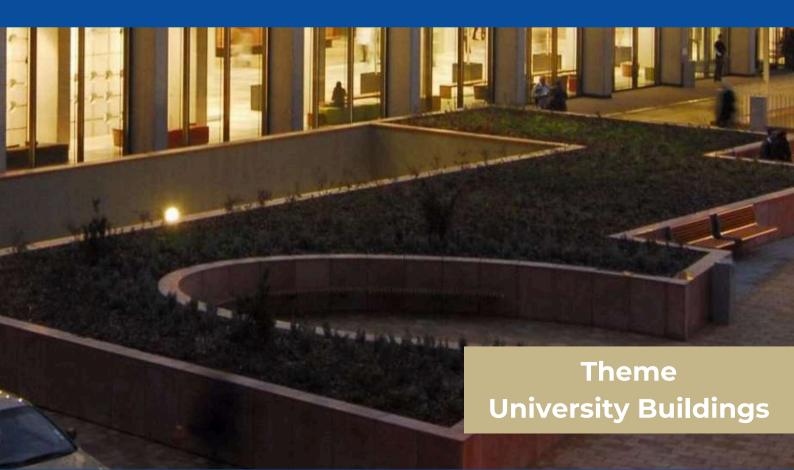
Health Insurance statement





GUIDE 2

RESIDENCE PERMIT



Residence Permit and it's benefits

- The residence permit allows non-EU citizens to stay legally in Hungary, enabling them to study and work. With a residence permit, students can also visit Schengen region countries as tourists without additional visas for up to 90 days, as well as work or do internships abroad for the same duration.
- The residence permit is typically valid for two years; however, this validity may be shortened due to certain circumstances, such as when the passport expires within these two years. If the student is not successful in their studies, the Immigration Office may decide to shorten the validity to only one year.

For those students who require a Type D Visa (Student Visa)

Students from non-EU countries who need a visa to enter the EU or Hungary must visit a Hungarian Embassy to apply for their residence permit. Once approved, they can travel to Hungary without any issues.

Upon arrival, students must collect their permit from the University Office.

For those studying Medicine, Dentistry, or Pharmacy, need to go to the EOK building at Tüzoltó utca 37-47, 1094 Budapest, 1st floor, International Secretariat.



For those students who require a Type D Visa (Student Visa)

For Faculty of Health Sciences (ETK), students should go to the Health Science building at Vas utca 17, 1088 Budapest, 1st floor, Room 129.



For those students who do not require a Visa to enter Hungary (eg. US Citizens)

Since you can enter the country without a visa, you must apply for a residence permit directly in Hungary. You have a maximum of 60 days to apply for the permit online via enterhungary.gov.hu and appear at the Immigration Office after submitting the online request. You require the following documents to apply:

Document Checklist



Residence Permit Application Form



(Acceptance Letter



(Valid Passport for minimum 3 months



Passport sized Photo not older than 3 months



Bank Statement (should contain around minimum) or Scholarship documents 10,000€



(Statement from University that tuition fees have been paid



Birth Certificate



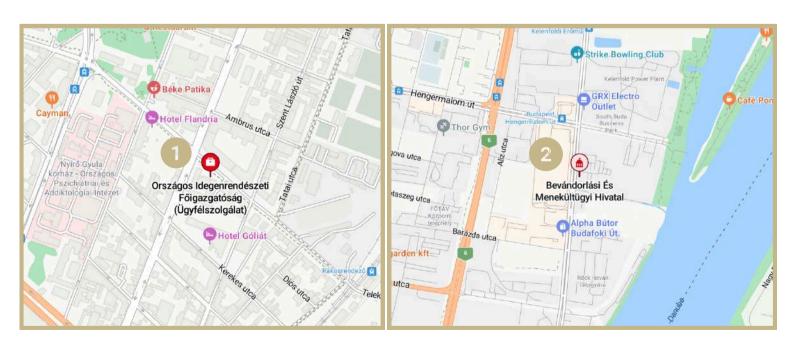
Accommodation contract or Dormitory contract and the Accommodation Certificate with signature of landlord



Visa fee payment of ~60 € . Scholarship students are exempted from this fee

Application Procedure to extend a Residence Permit

- Please submit your application to extend the permit 45-50 days before the expiry date of your residence permit.
- You can apply here: https://enterhungary.gov.hu/eh/
- After submitting the application online, you must visit the client service 30-45 days prior to the expiry of your permit.
- If you are outside of this time window, bring a formal apology letter with you, and explain the reason you are late eg. ID renewal outside of Hungary or severe sickness with hospital stay.
- Address of the client services:
- 1. Szegedi Street 35-37, 1135 Budapest
- 2. Budafoki Street 60, 1116 Budapest



Document Checklist for extension of **Residence Permit**



Passport sized Photo not older than 3 months



Copy of full passport





Active student status



(Receipt of tuition fee payment or Scholarship Documents



Bank Statement of last three months (should contain around 10,000€ minimum) or Scholarship documents



Transcript of study progress (if you are not a first semester student)



Proof of Health Insurance



Acceptance Letter



Accommodation Contract or Dormitory contract and the Accommodation Certificate with signature of landlord



Residence Permit Extension fee payment of 24000 HUF. Scholarship students are exempted from this fee.



GUIDE 3 HUNGARIAN ADDRESS CARD





FOR STUDENTS WITH TYPE-D VISA

Your Address Card will be sent to you electronically and you don't need to apply for it seperately. But we do recommend you to register your account on EnterHungary website. If you change your accommodation after submitting the application/extension of residence permit, you must update it on Enterhungary.gov.hu. This process is now exclusively online, so there is no need to visit the Immigration Office in person.



Address Card

The Hungarian address card (lakcímkártya) is a document issued by the government to everyone living in Hungary. The purpose of it is to provide a proof of address, commonly used to receive legal papers eg. from the government or from the police.

Application Procedure

The entire procedure is online as of 2023, via enterhungary.gov.hu website. After opening the application window, you will have to complete the application form as below:

Step 1

- Click on "new application" after signing in to your account on enterhungary.gov.hu.
- To learn about how to register and sign in, please follow this usermanaul.



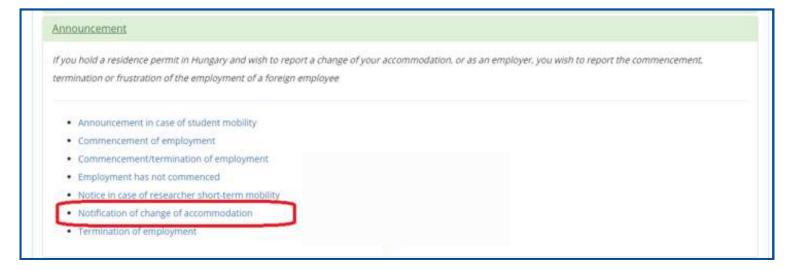
Step 2

Click "Announcement".



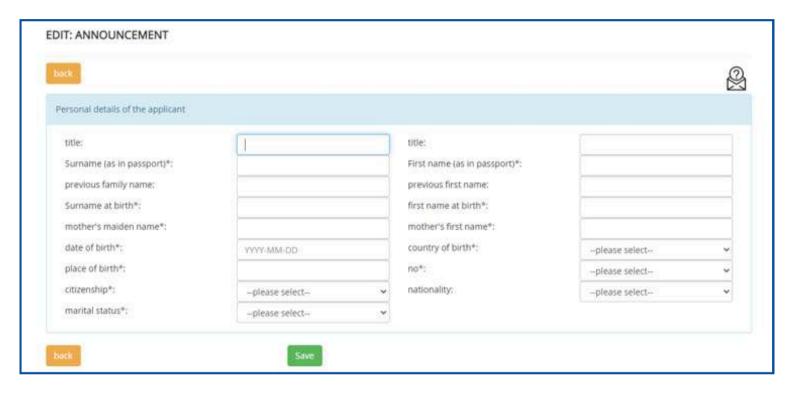
Step 3

• Click "Notification of change of accommodation".



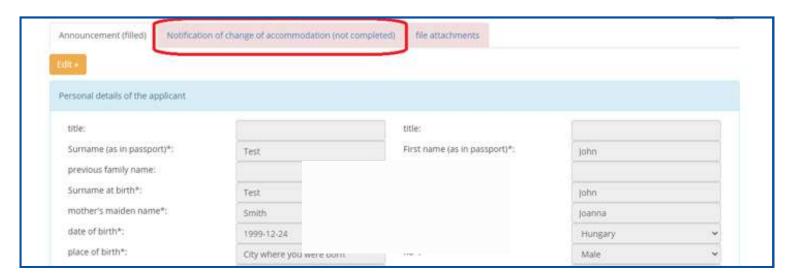
Step 4

• Fill the following form with your personal details and click "Save".



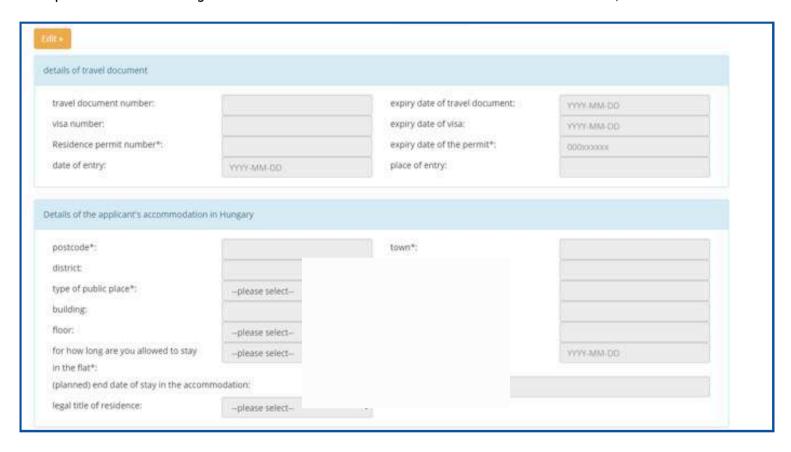
Step 5

 Review your previous details and if you need to change something, click the orange "Edit" button. Otherwise, click "Notification of change of accommodation".



Step 6

Click the orange "Edit" button and fill in the form with your data.
 The top part is about passport and residence permit. The bottom part is about your new accommodation. Afterwards, click save

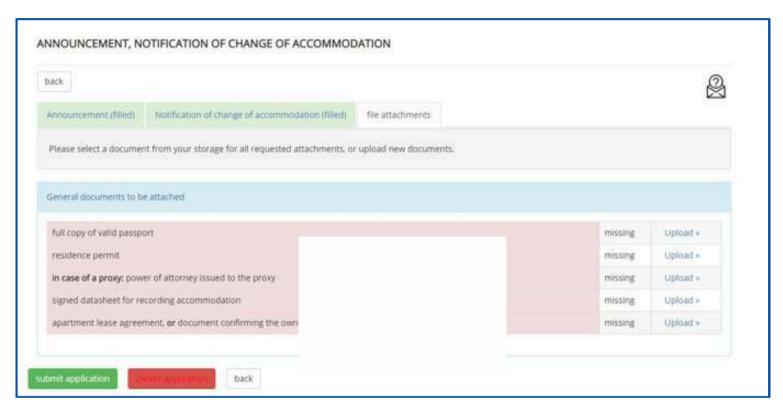


Step 7

- Please upload the required documents listed in the "file attachments" tab.
- 1. Passport (or ID card for EU)
- 2. Residence Permit (for non-EU)
- Proof of your address such as a Dormitory Contract or Apartment contract
- 4.A filled in <u>accommodation reporting form</u>, on which you need a signature of your landlord or dormitory.

Step 8

 After reviewing all your data and uploading all the documents, click the green "submit application" button!







GUIDE 4 STUDENT CARD



STUDENT CARD

Student Card and It's Benefits

The main purpose of the student card is to verify your enrollment in a higher education institute in Hungary. Additionally, it can be used as an ID card for exams or interactions with the police. However, the more practical benefit is the access to student discounts. The most significant discount is for the transport system, where your monthly pass will only cost 945 HUF (~2.50€) instead of the regular price of around 10,000 HUF (~25€). Besides this, many other places offer student discounts, such as coffee shops, cinemas, long-distance trains, museums, and more.

Application Procedure

- Firstly, you need to visit the Government Office ("Kormanyablak" in Hungarian).
- At the government office, take a ticket number for a student card application (called Diákigazolvány in Hungarian)
- They will ask for your ID as well as your address card.
- They will proceed to take a picture of you for the ID, as well as your signature. (Please double check the spelling of every word/name, as spelling mistakes will lead to you having to redo the whole application a year from now.)
- At the end of your governmental visit, you will be handed a NEK data sheet. You must upload this to NEPTUN via administration, as well as send it to the student card team via email: studentcard@semmelweis.hu or visit them in person at the Secretariat.
- It will take a couple months until your permanent student card is ready. When it is, you will receive a message via Neptun to pick it up.
- Collect a Temporary Student Card every 2 months until your permanent one is ready.

STUDENT CARD

Temporary Student Card

A temporary student card is an A4 piece of paper which proves you have applied for a student card but have not received it yet. You can use it for the same purposes as the permanent student card, except that it expires every 2 months and you must collect a new one, whereas the card is valid for 7 months. Please note that only valid student cards are acceptable for discounts, for public transportation as well. Please also note that you must always have the temporary student card paper with you, and that a photo of it will not suffice.

Validation Procedure

Once you receive your permanent student card you must validate it. This is done by adding a sticker to the back side of the card. The sticker is a different color every semester, so that officials can check the validity faster. The sticker is valid until March 31st for the fall semester and is valid until October 31st for the summer semester. This ensures that you can get discounts over university breaks as well.

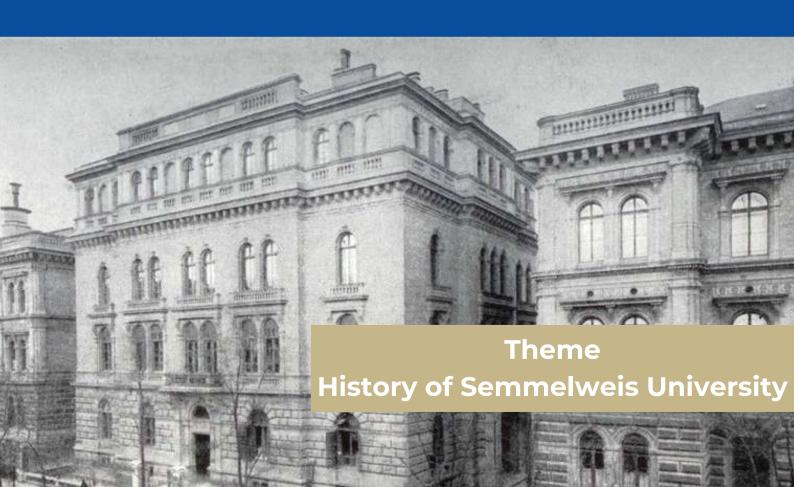


Hungarian Parliament Budapest - HÖK Sightseing 2023 - Soban Muhammad



GUIDE 5

HEALTH INSURANCE



PUBLIC HEALTH INSURANCE CARD (TAJ KÁRTYA)

TAJ Card and it's Benefits

TAJ Kártya is the Governmental Health Insurance card given to Hungarian nationals, workers within Hungary, and Stipendium Hungaricum Scholarship students. Whenever you visit a public health facility, such as the ER or for other doctors' appointments, you must show this card in order to receive medical services.

Application Procedure

- The application can be done either via your university at registrar office, or in person at the office of National Health Insurance Fund in Budapest.
- The office application usually provides you with the card faster than the University.
- Address for the National Health Insurance Office: Váci ut 73A, 1139 Budapest.
- Submit the following documents in person:
- 1. Passport
- 2. Residence Permit
- 3. Address Card
- 4. Active Student Status Certificate
- 5. Application Form





PUBLIC HEALTH INSURANCE CARD (TAJ KÁRTYA)

Usage of TAJ Card

- 1. For emergencies, call 112 or head to the closest Emergency Room.
- 2. For non-emergent cases, search for GPs within your district and visit them with your TAJ card (with or without an appointment).
- 3.Once you are at the appointment, explain your concern, and they will discuss further proceedings with you, such as referring you to a specialist.

DO YOU KNOW?

Semmelweis University's history started 250 years ago in 1769, when Queen Maria Theresa added a medical faculty to the University of Nagyszombat (now Trnava, Slovakia). Not long after, the university moved first to Buda then to Pest (now Budapest)



GENERALI INSURANCE CARD

General Information for using the Generali Insurance Card

This red colored card can be used for English services at the clinics of Semmelweis. The card is automatically validated as long as you have an active student status and have paid your tuition fee. There are annual and semiannual fee limits for using the insurance, except for outpatient primary care aka. GP visits.

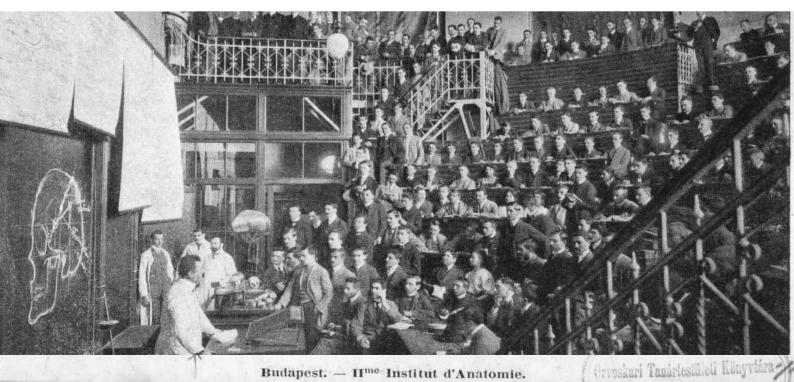
How to use the card in emergency settings

- 1.If you need immediate medical attention (due to trauma or other emergent symptoms) you should call the ambulance service at 112
- 2. Depending on the symptoms, you will either be picked up by the ambulance, or will be asked to proceed to the nearest ER
- 3.After going to the ER/ being brought there by paramedics, you must call Generali at +3614653784 as soon as the condition permits, but no later than 24h
- 4. They will then inform you on how to proceed.
- 5.The initial cost of the treatment must be paid by you. Generali will refund you if you have the proper documents and the case meets the requirements of the insurance (eg. not a common cold or mild viral symptoms)
- 6.If you must be admitted to the hospital for emergency care, call Generali assistance as soon as possible and they if possible will settle the payment directly with the hospital instead of you having to prepay it.

GENERALI INSURANCE CARD

How to use the card in nonemergent settings

- 1. Call the English assistance number written on the insurance card
- Keep your passport and Generali card on hand
- 2. Once they verify the validity of your insurance, they will take a medical history
- 3. They then book you the earliest available GP appointment
- If further testing/treatment is required, the GP will refer you to a specialist
- 4.In case of specialist appointments or diagnostic tests, Generali will email you after the call to inform you of the available appointments. Most commonly, you will be asked for a referral letter from a different doctor.
- 5. If you need to see a GP for a reason which is not covered by your insurance, you can book the appointment via the Hotline, but will be asked to pay in person (usually in cash).
- Eq. for prescription of contraceptive pills, vaccinations, medical examination for driving license / occupational health reasons



GENERALI INSURANCE CARD

How to use the insurance in case of sexually transmitted diseases

Generally speaking, STD tests are not covered. Generali is able to book you an appointment, for which you must pay. Or you can contact Semmelweis clinics directly for appointments, for which you must likely also pay since you do not have access to a TAJ card.

How to obtain emergency contraception in Hungary (Plan B)

Plan B in Hungary is a prescription-based service. You can visit a private clinic to receive the prescription (which is more expensive but faster), or you can ask Generali for an appointment, which will not be covered and will most likely take longer. If you are a TAJ Kártya holder, you can reach out to your GP free of charge, but you will need to pay for the pill yourself.





GUIDE 6 HUNGARIAN TAX CARD



HUNGARIAN TAX CARD

Tax Card and it's Usage

The Hungarian Tax card is typically issued to working individuals; however, scholarship students also require one. This card certifies the movement of money within the country. You need to apply for the tax identification number after your arrival in Hungary; otherwise, you cannot receive your scholarship payments.

Application Procedure

- 1. Download the T34 form. (Click here to download)
- 2.Find a National Tax and Customs Administration Office (called "NAV" in Hungarian) in your district
- 3. Submit the following documents to the office in person
- Completed T34 Form
- Passport
- Residence Permit
- Address Card
- 4. After submission, you will receive a temporary tax card on paper until your permanent tax card is issued.
- 5. Your permanent Tax Card will arrive at your home within 1 month.



EOK Lobby - Clubs Day 2023 - Umair Ali Asad



TRANSPORT IN BUDAPEST



TRANSPORT IN BUDAPEST

General Information

Budapest is a very well-connected city via public transportation, and it is very cheap for students, meaning that it is the best way to get around throughout your studies. The public transportation system is called BKK and is made up of the following methods of transport:

- Metro (Subway)
- Hév (Suburban railway)
- Boat
- Tram
- Trolleybus
- Bus







Tram

Trolleybus

Bus











Boat



TRANSPORT IN BUDAPEST

How to purchase tickets for Budapest

- 1. You can use the ticket vending machines. If you have a student card, you can select the Pest County pass for Higher Education Students which will cost you 945 HUF.
- 2.You can also use the mobile App "BudapestGO". Here you can purchase tickets online as well as obtain route information as well as timings.
- 3. Ticket offices available at big metro stations and at the airport
- 4. Within the Bus and Tram, you can purchase them from the driver (not recommended as they usually don't speak English and you will hold up the entire transport system).

Types of tickets

- 1. Single tickets
 - They are valid for a single ride without transfers (except for metro where direct transfers are allowed)
 - The journey must be completed within 80 minutes
 - Price: 450 HUF





TRANSPORT IN BUDAPEST

Types of tickets

- 2. Time based tickets (30 and 90 minutes)
 - · Unlimited number of transfers within the time limit
 - Only valid via the smartphone
 - Price for 30 minutes: 530 HUF
 - Price for 90 minutes: 750 HUF

3. Monthly passes

- Valid for a complete month and has the expiry date written on it.
- There are different monthly passes
- i. Pest County pass for Students -> 945 HUF Is the newest version for students and is valid all over Budapest and some suburbs. Requires a Student Card number
- ii. Monthly Budapest Pass for Pupils -> 3450 HUF The old Student pass, select the 945 HUF ticket instead. Requires a student card number
- iii. Monthly Budapest Pass for Adults -> 8950 HUF
- iv. Hungary Pass for Students -> 1890 HUF Can be used in all of Hungary, also works on certain types of long-distance trains and buses. Also requires an active student card. For more info <u>click here</u>.
- v. Hungary Pass for adults -> 18900 HUF

4. Airport Shuttle Bus

- 100 E airport express bus which takes you from Deak Ferenc Ter and Kalvin Ter to the airport
- Price: 2200 HUF

TRANSPORT IN BUDAPEST

How to validate your ticket

Monthly passes are automatically validated when purchased online or at a vending machine. Single tickets as well as time-based tickets must be validated either via a stamping machine in the metro station or in the tram, or online by scanning the QR code present on the tram/bus doors or in front of the metro escalators.

When ticket officers check the validity of your ticket transportation, show them the physical ticket so that they can scan the QR code or check the expiration date. If you have a digital ticket, you must show them the ticket code on your app or show the animated image to the staff at the metro stations.









Scan the OR code at the metro station entrance or by the door on vehicles where you must board at the front



Show the moving animation to the ticket inspector, the driver of the front-door boarding only service or the access control staff

For a video tutorial on how to use the passes watch this: https://www.youtube.com/watch?v=_sGM-Y2i9E4

For a video tutorial on ticket validation watch this: https://www.youtube.com/watch?v=YSGU5SE-h8E

TRANSPORT IN BUDAPEST

Further important information regarding public transportation tickets

- If you buy a student ticket/pass, you must carry your physical, valid student card alongside you at all times.
- There are different schedules on weekends and public holidays than on normal working days (reduced service)
- Transportation at night is reduced, and often occurs via night buses rather than metros and trams.
- For train tickets beyond Budapest check out MAV: https://jegy.mav.hu/

Further Transportation methods beyond the BKK public transport

- The cheapest and best type of taxi booking service is Bolt: https://bolt.eu/huhu/cities/budapest/
- The best car renting apps are
- 1. GreenGO: https://greengo.com/hu/index-hu
- 2.MOL limo: https://mollimo.hu/
- The best Scooter apps are
- 1. Lime: https://www.li.me/
- 2. Whoosh: https://whoosh.bike/en
- The best bicycle renting app is MOL Bubi: https://molbubi.hu/en/



GUIDE 8

ACCOMODATION IN BUDAPEST



ACCOMODATION IN BUDAPEST

Accomodation

- Budapest offers various accommodation options for International Students:
- 1. Semmelweis dormitories
- 2. Private dormitories
- 3. Private apartments

Semmelweis Dormtories

- Semmelweis offers places to international students in the university's dormitories.
- The places are offered based on a point system established by the dormitory committee.
- The application period for older students: June July
- The application period for first-year students: July- August
- Link for Application: <u>https://semmelweis.hu/hok/en/applications/application-for-dormitories/</u>



ACCOMODATION IN BUDAPEST

Private Dormitories

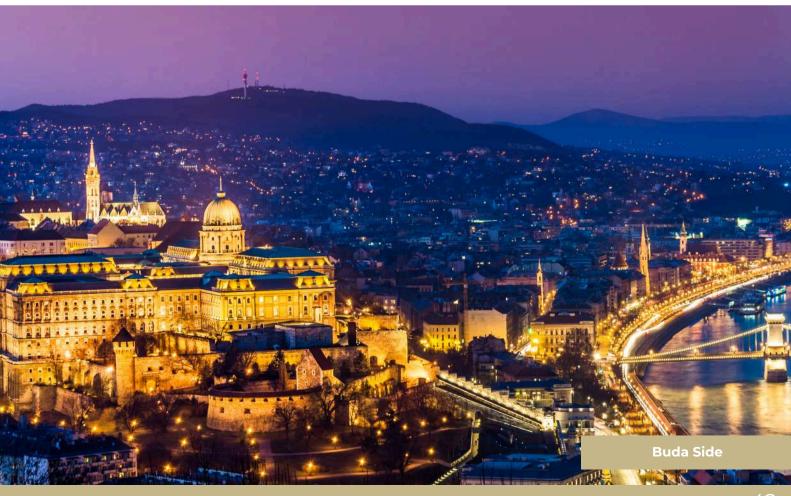
- Private dormitories are either large dormitory buildings or apartments within the city that offer furnished rooms, usually with a fixed utility price per month. The rooms range from single to 3-4 bedded accommodations. Typically, each pair of rooms shares a bathroom, and the kitchen is shared by the entire apartment. Some of these apartments are co-ed, while others are solely for girls or boys. There is usually a cleaning fee added, as they provide cleaning services for the common areas.
- Some options are:
- 1. Deans College Hotel: https://deanscollegehotel.com/en
- 2. Budai Student Hotel: http://www.bdhotel.hu/index.php?
 menu=englishsum
- 3. KÖRÚTI MAGÁN KOLLÉGIUMOK https://www.korutimagankollegiumok.hu/
- 4. Guest Student: https://gueststudent.com/



ACCOMODATION IN BUDAPEST

Private apartments

- You can mainly check for private apartments on Facebook marketplace and Facebook groups.
- Most groups are under the name "Albérlet Budapest" = rent Budapest
- There are also websites for rent postings:
- 1. Semmelweis housing: https://semmelweishousing.com/
- 2. Alberlet: https://www.alberlet.hu/
- 3. Ingatlan Jofogas: https://ingatlan.jofogas.hu/budapest/lakas?st=u
- 4. Ingatlan: https://ingatlan.com/budapest/kiado









STUDENTS' UNION STUDIO





SERIES

ARRIVAL ESSENTIALS

NEPTUN AND MOODLE

HEALTH INSURANCE

STUDENTS' SCIENTIFIC ASSOCIATION (TDK)

SEMESTER STRUCTURE

EXAM PERIOD









HÖKGALLERY 2023-24





INTERNATIONAL STUDENTS' COMMITTEE (ISC)

International Students' Committee was formed with the goal to integrate International Students into already existing Committees of Students' Union (HÖK) so the International Students could also have the representation in the decision-making bodies of the university and same opportunities as Hungarian students. Currently there are more than 60 International Members working hand in hand with fellow Hungarian Members in different committees of HÖK e.g Dormitory Committee, Education Committee, Events Committee, International Students' Committee, Media Committee, Delegates Assembly and Student Welfare Committee.

MEET OUR TEAM



Márk Havasi Head of International Students Committee



Soban Muhammad Deputy Head Media Coordinator



Nikole Argyros Deputy Head Faculty Leader Assistant Faculty of Medicine



Mercedes Schulz Communication Coordinator



Reem Aladin Events Coordinator



Clara Ashraf Chief of Kunigunda Dorm Subcommittee



Putz Fanni Language Club Project Coordinator



Danial Radmehr English Language Club Coordinator



Marco Himsel German Language Club Coordinator



José Orozco Jr. Faculty Leader Assistant Faculty of Health Sciences



Nima Saidmoghaddam



Faculty Leader Assistant Faculty of Dentistry



Faraz Khayati Faculty Leader Assitant Faculty of Pharmaceutical Sciences





















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SEMMELWEIS.HU/HOK