How to obtain a new STUDENT CARD

Please note that you will need an Educational number which takes at least a month to get for freshmen.

1. To obtain a new student card, you must first have an official photo taken and provide your official signature at a „Kormányablak" (Government Office).

Address: 8th district, 59. Baross street; **8th** district, 2-6. Kerepesi road; **9th** district 14. Bakáts square

For more addresses, please visit the Registar's Office/Knowledge base/Student card page and click on the list of offices under the *Application* tab.

Opening hours:

Monday: 8:00 - 18:00
Tuesday: 8:00 - 16:00
Wednesday: 11:00 - 19:00
Thursday: 9:00 - 16:00
Friday: 8:00 - 14:00

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

2. There you will be given a **NEK** (Nemzeti Egységes Kártyarendszer) data sheet. Please check all data on the document. The data on the given form has to be the same as it is in your Neptun. The NEK form has a 16-character identification number in the upper right corner.

3. Log in to your Neptun and enter your addresses (the temporary Hungarian address and the permanent address in your home country) if they are not in the system yet.

4. 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 the yellow text box!

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

4/b. Then choose **'Demand type'.** Check that your permanent address is correct and appears in the **'Street, number'** text box. **Do not set a code in the field of second institution code.**

5. Please send the NEK data sheet to ***studentcard@semmelweis.hu***

6. If the above has been completed the process of the student card application will be started.

The plastic card takes about 6 months to be produced after being ordered from the Division of English Language Programs. You will need to **use the temporary student card** until you receive your permanent plastic card. The temporary student card has to be renewed in every 2 months. You will receive the temporary student card after the NEK data sheet has been sent to the above email address.