

# **APPLICATION PROCEDURE FOR THE HUNGARIAN STUDENT ID CARD** **(For Students enrolled in programs accredited in the US and Hungary)**

## **Step 1:**

**Visit** the local Documentation Office (“*Okmányiroda*”) to have your photo and signature recorded free of charge. You will receive a data sheet in return (“*Nemzeti Egységes Kártyarendszer (NEK) - Adatlap*”), containing a print-out of your recordings. Sign this sheet only AFTER you have double-checked your personal data.

For EU citizens a Registration and Address card (from the Immigration Office) will be required.

The nearest Okmányiroda is located in district 5, Erzsébet tér 3.

### Opening hours:

Monday: 7:00 a.m. to 5:00 p.m.

Tuesday/Thursday: 8:00 a.m. to 6:00 p.m.

Wednesday: 8:00 a.m. to 8:00 p.m.

Friday: 8:00 a.m. to 3:00 p.m.

## **Step 2:**

**Submit** the Data Sheet to Student Center in order to continue the application process.

## **Step 3:**

**Request** a temporary certificate (valid for 60 days) from the Student Center, entitling you to buy the monthly travel pass at a reduced rate (3.450 Ft). At the start of the Academic Year it might take at least 4 weeks to obtain this certificate, due to administrative issues with the Education Office.

## **Step 4:**

The Hungarian Student Card will be delivered to CEU and the Student Center will keep you informed about the status of your card. Students with a permanent address in Hungary will get the card mailed to their address.

## **Step 5:**

In order to validate the card, obtain each October and March a biannual sticker from the Student Center.

**Attention!!!** Ticket inspectors will issue a HUF 16.000 fine to anyone who has no valid sticker on the card. The stickers expire on October 31 and March 31.