

# **APPLICATION PROCEDURE FOR THE HUNGARIAN STUDENT CARD (Free of Charge)**

**(For EEA-Students enrolled in CEU programs NOT accredited in Hungary)**

## **Step 1:**

Apply for a Registration and Address Card at the Immigration and Asylum Office. After receiving the Registration card, visit the local Documents Office (“Okmányiroda”) to have your photo and signature recorded. You will receive a sheet in return (“Nemzeti Egységes Kártyarendszer (NEK) - Adatlap”) containing a print-out of your recordings. Your EU ID card and Registration Card will be required.

The nearest Okmányiroda is located in district 5, Erzsébet tér 3 (opposite Budapest Eye).

## **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:**

Request an enrollment certificate from the Student Records Office online at [sro.ceu.edu](http://sro.ceu.edu).

## **Step 3:**

Complete the original Hungarian application form, an English translation is attached.

## **Step 4:**

Visit the Customer Service (Ügyfélszolgálat) of the Education Office (Oktatási Hivatal) at 1122 Budapest, Maros utca 19-21. Phone: 266-7733.

Submit all the documents (data sheet, enrollment certificate, and application form) you have collected in the previous steps. The application is free of charge.

Office Hours: Mon - Thu, 9:00 a.m.-12 noon and 1:00 p.m. - 4:00 p.m. / Fri, 9:00 a.m.-12 noon.

## **Step 5:**

Request a Temporary Certificate (valid for 60 days) from the Customer Service. The certificate entitles you to buy a monthly travel pass at a reduced rate (3.450 HUF).

## **Step 6:**

The Student Card will be mailed to the Customer Service Office. To validate the card, order an up-to-date Enrollment Certificate and submit it to the Customer Service Office to get each March and October a biannual sticker on the card. Stickers expire on March 31 and October 31.

**Attention!!!** Ticket inspectors will issue a HUF 16.000 fine to anyone who has no valid sticker on the Hungarian Student Card.

For more details on the application process, please visit the CEU Student Center in Nador 11 Building, Third floor - Room 304, or send a mail to: [Studentlife@ceu.edu](mailto:Studentlife@ceu.edu).