

APPLICATION PROCEDURE FOR THE HUNGARIAN STUDENT ID CARD **for newly enrolled**

Step 1:

Visit a **Local Government Office** (called Okmányiroda / Kormányablak in Hungarian) in any district to record your **photograph** and **signature** to the central Hungarian student database (free of charge). Wait for the **sheet** (called “Nemzeti Egységes Kártyarendszer (NEK) adatlap”) containing a print-out of your recordings with a unique code in the top right corner called NEK identifier. Sign this sheet only **AFTER** you have double-checked your personal data. The data on the NEK sheet has to be exactly the same as the data in your passport (if not, your student card request will be rejected)!

For *EEA citizens* both your **Registration Certificate** & your **Address Card** (from the National Directorate-General for Aliens Policing - previously Immigration and Asylum Office) will be required. For *non-EEA citizens* your **Passport** is necessary.

The closest Office to CEU is located in district 5, Erzsébet tér 3. ([on Google Maps](#))

Opening hours:

Monday: 8:00 a.m. to 6:00 p.m.

Tuesday & Thursday: 8:00 a.m. to 4:00 p.m.

Wednesday: 11:00 a.m. to 7:00 p.m.

Friday: 8:00 a.m. to 2:00 p.m.

At the office tell the officer that you would like to apply for a student card, and they will help.

Step 2:

Submit the NEK Data Sheet to the **Student Center** (N11, room 304) or via email (studentlife@ceu.edu) in order to continue the application process.

Step 3:

Request a **temporary certificate** (A/4 size paper with your NEK identifier, valid for 60 days) at the Student Center, entitling you to buy the monthly Budapest transportation pass at a reduced rate (3.450 Ft).

Step 4:

Expect the permanent, orange-brown, plastic **Hungarian Student ID Card** to be delivered (within 2 months) to the Student Center who will inform you on the arrival.

Step 5:

In order to **validate** this 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 this card. The stickers expire on October 31 and March 31, respectively.

APPLICATION PROCEDURE FOR THE HUNGARIAN STUDENT CARD

(For EEA-Students - including Hungarian students - enrolled only in CEU NY programs in Hungary and for Hungarian students enrolled in foreign Universities eg. CEU PU)

Step 1:

Apply for a Registration and Address Card at the Immigration Office. After receiving both cards, visit a Public Administration Office (called Okmányiroda/Kormányablak in Hungarian) in any local government district's center to record your photo and signature.

Your EU ID card, and Hungarian Registration Card and Address Card will be required.

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

Opening hours:

Monday: 8:00 a.m. to 6:00 p.m.

Tuesday & Thursday: 8:00 a.m. to 4:00 p.m.

Wednesday: 11:00 a.m. to 7:00 p.m.

Friday: 8:00 a.m. to 2:00 p.m.

Allow your photo and signature to be recorded, and wait for a sheet (called “Nemzeti Egységes Kártyarendszer (NEK) - Adatlap”), containing a print-out of your recordings.

Step 2:

Request an enrollment certificate from CEU: <https://www.ceu.edu/sro/order-certificate-enrollment>

Step 3:

Complete the [original Hungarian application form](#) (A-4 sheet). An English version is also available as a sample (if your Hungarian is not satisfactorily, please ask for it via studentlife@ceu.edu).

Step 4:

Visit the Customer Service (Ügyfélszolgálat) of the Education Office (Oktatási Hivatal) at 1122 Budapest (district 12) 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.

Office Hours:

Mon - Thu, 8:00 a.m. - 4:30 p.m. / Fri, 8:00 a.m. - 2 p.m. noon.

Step 5:

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

Step 6:

The permanent Student ID Card will be posted to the address on your Address card. In order to validate it, get an updated Enrollment Certificate and return to the Customer Service Office (see step 4) to get each March and October a biannual sticker on the card.

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

DIÁKIGAZOLVÁNY IGÉNYLÉS ADATLAP (Okmányiroda/Kormányablak)

Hungarian Student ID Application Form (Local government office)

Viselt név/ *Last name, First and Middle Name* (As in your passport)

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Igénylő családi neve/ *Last name*

.....

Utónév 1./ *First name*

.....

Utónév 2./ *Middle name (if applicable)*

.....

Születési helye/ *Place of birth*

.....

Neme/ *Gender*

.....

Születési ország/ *Country of birth*

.....

Születési dátum/ *Date of birth (yyyy/mm/dd)*

.....

Anyja születési neve/ *Mother's last name at birth*

.....

Anyja 1. Utóneve/ *Mother's first name*

.....

Anyja 2. Utóneve/ *Mother's middle name (if applicable)*

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Állampolgársága/ *Citizenship*

.....

Személyazonosítás alapjául szolgáló okmány száma/ *No. of national ID card or passport*

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