

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 25.000 (or HUF 12.000 on the spot) fine to anyone who has no valid sticker on the Hungarian Student Card.