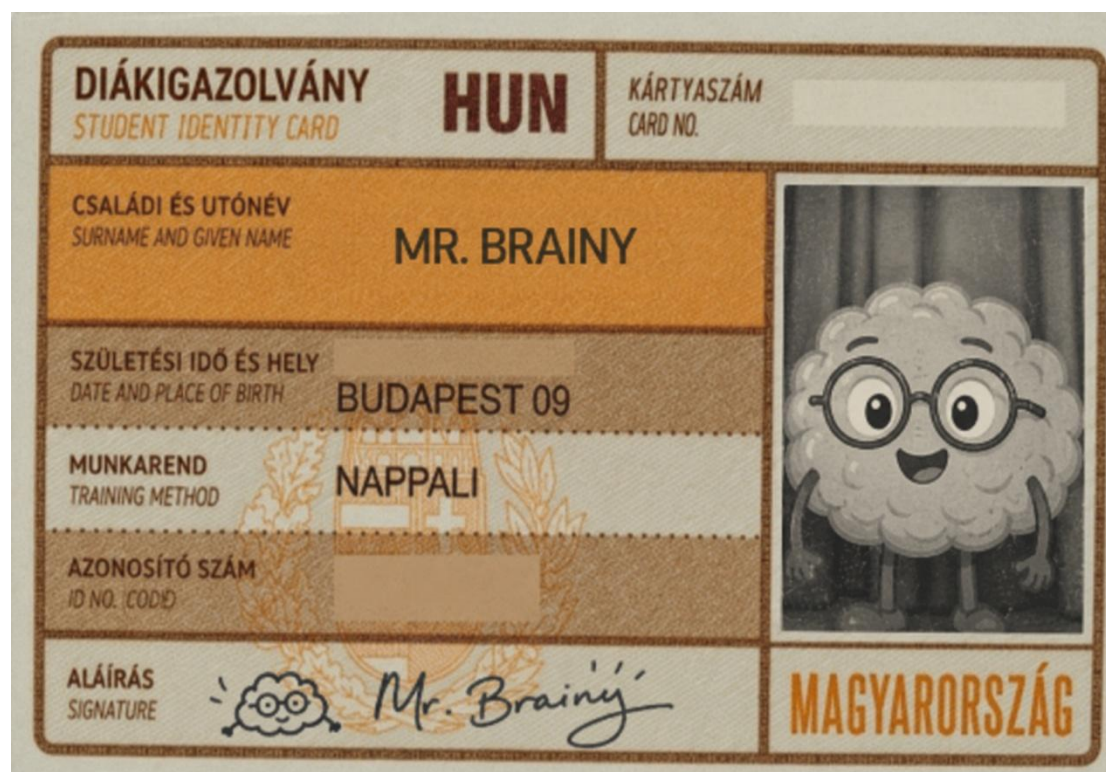


Applying for Your Student Card

About the Permanent Student ID card

- If you are a student staying at ELTE longer than 12 months, (e.g. full-time students), you can't have a temporary student certificate without making an application for a permanent student card (a plastic card).
- We recommend you initiate the process right after your visit to the Immigration Office. Sooner you apply, the sooner you will get your card. Do not forget: in September, thousands of students apply for student ID which slows down the process. Submit your application in time before the crowd.
- Once your application is in process (your NEK number is uploaded in Neptun, you may request a temporary student ID – a document that is equivalent to the permanent student ID- that enables you to use the discounts of the permanent student ID for 60 days.



The student card is a **plastic orange-brown card**, in size similar to a bank card. The card contains your data (name, place, date of birth, address, type of student status), name of the university (Eötvös Loránd Tudományegyetem), and period of validity. The card is only valid with a validation sticker for the actual semester

You are eligible for a plastic student card, if

- you are a student **staying at ELTE longer than 12 months**;
- your **status for the semester is active** and your **Education ID has already appeared in Neptun**: Click on your name in the top right corner > **Personal Information** menu > click on **Show more** to view your Education ID number
- **you initiated a student card request.**

Go to one of the offices of the Hungarian Integrated Customer Service (HICS Office; Kormányablak in Hungarian) and apply for a so-called NEK document.

- Select an [HICS Office](#) nearby and go there with your passport and a valid Certificate of Student Status.
- At the office tell the officer that you would like to apply for a student card and they will help.
- There they will take a photo of you and have your main data registered. You get a NEK form with a unique code in the top right corner called NEK identifier.



Please double-check all your data on the issued NEK document! The data on the NEK document has to be exactly the same as the data registered in the Neptun system (if not, your student card request will be rejected)!

Register your application in the Neptun system

- **Make an electronic copy of your NEK form (by scanning it or taking a photo of it) and upload it to the Neptun system.**
- In **Neptun** (Student web) click on **Menu / Administration / Student Card request** then **Start a new request.**
- Fill out the application form.

- **Type in your NEK identifier** (mandatory) from the top right corner of the NEK form using capital letters, make sure to type it in without any hyphens (-).

- **Upload your NEK datasheet either by**
 - **clicking on Upload file** and uploading the file directly from your device's storage;
 - **or by clicking on Document storage** and selecting the file from your Neptun storage (if you have previously uploaded the file to your Neptun storage).
- **Select the request type (mandatory) from the drop-down menu** (e.g. first application, due to data change, lost, new request due to false data).
- **Check if the application form shows your current training programme.** If the data is incorrect, you can modify it by clicking on Edit.
- **Check whether your address shows up on the form correctly or not.** You can click on Edit to correct it if necessary. **If you do not have a plastic address card, only a paper-based accommodation certificate, you MUST choose your address from your home country. In this case, your card will list 'Külföldi cím' (Foreign address) as your address. If you have a plastic address card, you can choose your Hungarian residential address.**
- **If you study at another university besides ELTE,** you can add a secondary institution (optional) to your request by selecting the university from the drop-down menu, typing in the printing code of the secondary institution and uploading a student status certificate from this other university.
- **Click on the Save** button to finish the process.

Wait for your student card to be manufactured – Request a temporary student ID

Once your application is in process (your NEK number is uploaded in Neptun, you may request a temporary student ID- a document which is equivalent to the permanent student ID- that enables you to use the discounts of the permanent student ID for 60 days. To receive a temporary student certificate, you need to **go to the [Quaestura Office](#) and request the document in person.** Make sure to bring your ID card (EU members) / passport (outside EU) with you.

Pick up your student card

- After you've started the student card request, your card will be ready hopefully in 2 months if there are no complications **(Make sure the data on the NEK document are correct!)**
- Manufactured student cards are sent to the central [Quaestura Office](#). Quaestura will send you a Neptun message when your student card arrives at the office and can be picked up.



Do not forget to validate your student ID card every semester!



Your student card is valid only if you pick up the validation sticker from the Quaestura office. **You can pick up your validation sticker only in case your status is active for the semester.** The validation stickers for

- the Spring semester are valid till **the 31st of October,**
- the Autumn semester sticker is valid till **the 31st of March.**