Requesting Official Documents

We are happy to support you with any official documents you may need during your studies. However, due to the high number of requests, we kindly ask you to **contact the correct office directly**. This helps us serve you faster and more efficiently.

Where to request your documents

Quaestura Office
Responsible for:

- Certificate of Student Status

- Visa-related documents (e.g. residence permit support letter)
  ➤ [Website of the Quaestura Office](#)

Services you can arrange at the Quaestura Office:

- **Student ID card** management

- Acceptance of **Student Loan Contract**

- **Health insurance management**

- Providing information regarding **Finances**

- Providing **Student Certificate**

- **Correcting personal data** in the **Neptun system**

- Giving out residence permits

International Office (Faculty of Informatics)
Responsible for all other official documents and administrative issues related to the Faculty. You can request documents by email. Please allow up to **10 working days** for preparation, as some documents require official signatures.

Contact:

- **BSc students:** international@inf.elte.hu

- **MSc students:** katalin.schneider@inf.elte.hu

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When writing your request, please include:

- Your **full name** (as in Neptun)

- Your **Neptun code**

- What document you need and **why** you need it

Frequently requested documents include:

- **Pro forma invoice**

- **Visa support letter** (for students with *passive* status)

- **Transcript**

- **Certificate of the Language of Instruction**

Pro Tips:

▪ **Always plan ahead when requesting documents – especially if you need them for visa renewal or official procedures.**
▪ **Check out our [Essential guides](#) for useful information ; it may have the information you need.**

Thank you for helping us help you!