Front Office

- Ms. Nóra Gáspár (gaspar.nora@kth.bme.hu)
  Faculty of Civil Engineering
  Faculty of Chemical Technology and Biotechnology
  Preengineering Studies for Faculty of Civil Engineering

- Ms. Barbara Mag (mag.barbara@kth.bme.hu)
  Faculty of Mechanical Engineering
  Faculty of Transportation Engineering and Vehicle Engineering

- Ms. Margit Nagy (nagy.margit@kth.bme.hu)
  Faculty of Electrical Engineering and Informatics
  Faculty of Natural Sciences

- Ms. Mária Orbán (orban.maria@kth.bme.hu)
  Faculty of Architecture
  General Course for Faculty of Architecture

- Ms. Ágnes Varga–Tóth
  health insurance

Organised and managed by
Mr. László Kunsági (kunsagi.laszlo@kth.bme.hu)
Contact

• Home page: http://www.kth.bme.hu/en/

• For BSc and MSc students:
  Office: building R, ground floor, room No.1
  Address: Műegyetem rkp. 7–9., H–1111 Budapest, Hungary
  Fax: +36 1 463 2550

• For PhD students:
  at Dean’s Offices of the Faculties (see at registration)
If you need help or have a question

- At first please send us an email

- Visit us during only office hours
  Monday –Thursday: 12:00–15:30, Friday: 8:30–12:00
  (after drawing a number from a customer terminal in main hall of bg. R)
Days–off, periods of the semester

- 28 August–3 September: registration period
- 4 September: first day of study period
- 20 September: BME Sport Day
- 23 October: National holiday
- 1 November: All Saints’ Day
- 16 November: BME Student Research Conference
- 24 November: BME Open Day for highschool students
- 8 December: last day of study period
- 11–15 December: week of repeats
- 18 December–22 January: exam period
Internet and computer use at BME

Please visit the following website and follow the instructions there

hszk.bme.hu
NEPTUN
Electronic administration system

- to register for your courses (this semester we do it for you)
- to check your schedule
- to check your classrooms
- to submit requests (E100, E066, E018)
- to set your temporary address (in Hungary)
- to register for your exams (from the beginning of December)
Registration in person

Necessary documents
- valid passport and its photocopy
- Letter of Acceptance and its photocopy
- last school report (secondary or BSc or MSc diploma) and its photocopy
- proof of your knowledge of English (in case of MSc and PhD students)
- 1 piece of passport size photo

What you receive
- timetables
- health insurance form
- accommodation reporting form (for Immigration Office)

Groups in the hall according to your faculties (+ Special problems)
During the semester

- 4 September: first day of study period
- 8 December: last day of study period

Studies according to timetables (distributed in the hall)
- **Faculty of Mechanical Engineering**
- **Faculty of Architecture**
- **Faculty of Electrical Engineering and Informatics**
  [https://www.vik.bme.hu/page/679/](https://www.vik.bme.hu/page/679/)
- **Faculty of Transportation Engineering and Vehicle Engineering** (semester starts on 18th September, no timetables yet)
- **Faculty of Natural Sciences** (timetables will be sent by the Faculty by email by Monday, 4th September)

During office hours (Mo–Th: 12:00–15:30, Fr: 8:30–12:00)
- health insurance contracts and cards can be picked up if you present your bank receipt of 35.000 HUF (will be refunded)
- student status certificate (for Immigration Office) after submitting registration form and being registered completely
- arranging student ID (information letter will be sent about it)
- scholarship agreement

By the help of your mentors
- visit to Immigration Office to receive residence permit
- arrange bank account in HUF and Hungarian tax ID to receive SH scholarship (not earlier than on 10th November!)
- arrange Hungarian social security number
## Extra fees for special instances

<table>
<thead>
<tr>
<th>Instances</th>
<th>Fees</th>
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</thead>
<tbody>
<tr>
<td>semester registration in Neptun after 1st September (paid in advance)</td>
<td>5.500 HUF</td>
</tr>
<tr>
<td>late subject registration/cancellation (E018, paid in advance)</td>
<td>5.500 HUF/course</td>
</tr>
<tr>
<td>late submission of home assignment</td>
<td>3.200 HUF/assignment</td>
</tr>
<tr>
<td>repeated resitting of a test (paid in advance)</td>
<td>5.500 HUF/resitting</td>
</tr>
<tr>
<td>unauthorized absence from an examination</td>
<td>5.500 HUF/absence</td>
</tr>
<tr>
<td>3rd and further exam in the same subject (paid in advance)</td>
<td>4.500 HUF/exam</td>
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<tr>
<td>repeated registration for a failed subject</td>
<td>4.500 HUF/course</td>
</tr>
<tr>
<td>repeated registration for a subject for improvement (paid in advance)</td>
<td>4.500 HUF/course</td>
</tr>
</tbody>
</table>

The above fees should be paid in **HUF transfer from your bank account** (no cash payment at our office, please!)
Thank you for your kind attention!

Budapest University of Technology and Economics, BME
http://www.bme.hu/?language=en