



Budapest University of Technology and Economics, BME
since 1782



An aerial photograph of Budapest, Hungary, showing the Danube River flowing through the city. The river is crossed by several bridges, including the Chain Bridge and the Liberty Bridge. The city is densely packed with buildings, and there are large green spaces on the hillsides. The text 'BUDAPEST' is overlaid in large yellow letters at the top of the image.

BUDAPEST

BME

DANUBE



Office of International Education staff in the Central Academic Office (CAO)

Front Office

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Faculty of Economic and Social Sciences



Office of International Education staff in the Central Academic Office (CAO)

Organised and managed by

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Contact

- **Home page:** <http://www.kth.bme.hu/en/>
- **For preparatory, OTM, BSc and MSc students:**
Office: building R, ground floor, room No.1
- **Address: Műegyetem rkp. 7–9., H–1111 Budapest, Hungary**
- **For PhD students:**
at Dean's Offices of the Faculties (please contact them for registration)



If you need help or have a question

- **At first please send an email to your coordinator**

- **Visit us during only office hours**

Monday –Thursday: 12:00–15:30

Friday: 8:30–12:00 (except in September, when the office is closed)

(after drawing a number from a customer terminal in the main hall of bg. R)



Days-off, periods of the term

- **2 – 6 September: registration period**
- **9 September: first day of study period**
- **12 September: BME Sport Day**
- **23 October: National holiday**
- **1 November: All Saints' Day**
- **12 November: BME Student Research Conference**
- **29 November: BME Open Day for highschool students**
- **7 December: Friday schedule on Saturday**
- **13 December: last day of study period**
- **16 – 20 December: week of repeats**
- **2 – 29 January: exam period**



Internet and computer use at BME

**Please visit the following website
and follow the instructions there**

hszk.bme.hu

Electronic administration system

- to register for your subjects and courses
- to check your schedule
- to check your classrooms
- to submit requests (E100, E100P, E066, E018, E018P)
- to set your temporary address (in Hungary)
- to submit request for student ID
- to register for your exams (from the beginning of December)



To enter NEPTUN for the first time

You need your

- **NEPTUN code** (see your information letter)

and

- **your date of birth** (as your initial password):

in **NeYYYYMMDD** format

please change this initial password and do not forget your new one!!!



Subject/course registration in Neptun

- Under *Subjects/Register for subjects*
- Terms: *2019/20/1*
- Subject type: *Subjects from curriculum ONLY!!!*
from *All subjects* not OK, your registered subjects from here will be cancelled without any notice
- Choose courses in English (not in Hungarian!)
- Until 23:59:59 pm on 8 September
- Submit request **E018** (to further register for or deregister subjects) until 23:59:59 on 15 September
- Submit request **E018 P** (to further register for or deregister subjects paying fee of 5.500 HUF/course) until 23:59:59 on 22 September
- From 23 September there is no way to change your subject portfolio!

Extra fees for special instances

Instances	Fees
term registration in Neptun after 15 September (paid in advance)	5.500 HUF
late subject registration/cancellation after 15 September (E018P, paid in advance)	5.500 HUF/course
repeated registration for a failed subject	4.500 HUF/course
re-registering for a subject to improve the mark paid in advance	4.500 HUF
replacement of lost student card	3.500 HUF
late submission of home assignment	2.500 HUF/assignment
repeated retake of a test (paid in advance)	4.500 HUF/retake
unauthorized absence from an examination	5.500 HUF/absence
3rd and further exam in the same subject (paid in advance)	4.500 HUF/exam

The above fees should be paid in HUF transfer from your bank account in HUF or by money order (no cash payment at CAO!)
 (details: <https://kth.bme.hu/en/stipendium-hungaricum/downloadable-documents/> Finances in Neptun)



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
- in case you study at MSc level the proof of your knowledge of the English language and its photocopy
- 1 piece of passport size photo

Groups in the hall according to the faculties

What you receive

- student status certificate (for Immigration Office) – **only if you have submitted your E100 registration form request by 12:00 on 4th September**
- accommodation reporting form (for residence permit application at the Immigration Office [contract and property certificate are also needed!])

Health insurance

Necessary to receive or extend residence permit at the Immigration Office

Generali Studium health insurance package

- can be arranged at CAO during office hours (after drawing a number from a customer terminal in the main hall of building R for *Health insurance management*)
- price: 35.000 HUF/term paid in cash or by card in any Raiffeisen bank office
- bank account number and necessary remark can be found in the information letter

Generali Information Desk during registration in person

Thank you for your kind attention!



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<http://www.bme.hu/?language=en>