

APPLICATION PROCEDURE FOR PERMANENT STUDENT

CARD

If you intend to study at BME for more than 2 terms and would like to receive your permanent student card valid in Hungary to be eligible to student discounts then please follow the steps below:

1. In order to get the student card manufactured in time, and not to take for months, it is necessary to **check your personal data in Neptun** (your first name, family name, your mother's first name and family name, the city of birth, date of birth)! At the Customer Service Office you have to give the **same data as in Neptun**. It is also important, that you must have a permanent (home) address in Neptun! Please **visit the Customer Service Office** (Kormányablak in Hungarian) of the Budapest 11th district local government (Budapest, 11th district, Bocskai str. 39-41, during office hours: M:8-18, Tu:8-16, W:11-19, Th:8-16, F:8-14) and **take your passport** to identify yourself. At the Reception **push the button *Diákigazolvány/NEK adatlap*** to have a call number to the window where **a photo will be taken of you, and your data will be recorded**. After taking your photo **you will be given a data sheet (*NEK Adatlap*) which has to be kept carefully** for later use in Neptun, and in case the application is incorrect.
2. Please **enter Neptun** and under "*Administration*" choose "*Student Card request*". Among the "*Actions*" click "*Add new*". In the opening window please enter the numbers and letters without dashes, in capital letters of the **barcode** (called *NEK-azonosító*) on the upper right corner on your data sheet you received in the Customer Service Office, select your proper "*Demand type*" and your **permanent address** at home for "*Street address*". After completing the "*Student Card request*" window please close it by clicking the "*Save*" button.
3. If you wish to have a **temporary certificate (valid for 60 days)** while your student card request is under its way then please at first **check if you have your Education ID in Neptun under *My data/Personal information*** (if not then please wait for it until you receive it automatically which can take upto a week) and then **submit an „E066 Request for temporary student certificate”** under "*Administration/Requests*". **Please do not forget to attach the copy of your NEK data sheet to it**. If the status of your E066 request (under *Administration/Requests/Submitted requests*) is *Approved and closed* then you can pick up your temporary student certificate from the next working day on from us during our office hours: see our website kth.bme.hu/en.
4. If your **permanent ID application is rejected**, and you **did not attach the NEK Adatlap to your E066 OR you did not submit any E066**, then please send an email to the following address: ruszin.dorottya@bme.hu of the subject: **NEK data sheet – your Neptun code** and **attach the copy of your NEK data sheet to it**. It has to be checked by us to help you receive your permanent student card as soon as possible.
5. When your permanent student card is done **you will receive an email from the CAO to pick it up at CAO during office hours**.
6. **When you have your permanent student card and your status is active, please come to CAO to receive your sticker to validate your card each semester until 31st of March or 31st of October, respectively.**

BME Central Academic Office (CAO)