

Dear Student,

greetings from Budapest, Hungary! We are pleased to welcome you to the Budapest University of Technology and Economics (BME) for the autumn term of the 2021/2022 academic year.

Please carefully read our detailed information letter about the most important issues related to your studies at BME.

About the rules to enter Hungary in relation with COVID-19 pandemic situation please read the [guidelines](#) published on the website of BME Central Academic Office (CAO).

Also please be informed about university life, rules and regulations etc. through the [University](#) and [Central Academic Office \(CAO\)](#) websites.

Classes will start on September 6th in person.

E022 request in Neptun (see it below) is a designated one through which you can request the participation in asynchronous way of learning in the beginning of the term but please note that you are not allowed to request it for the whole term. Your BME Faculty Study Committee decides about your case.

Accommodation information

Unfortunately BME cannot offer dormitory for the incoming exchange and study abroad international students therefore please make your own arrangements in time to find a permanent place for your time in Budapest.

For the time until you find a permanent solution you can find offers for hostels, rents, shared flats [on the homepage of the Erasmus Student Network BME](#) and your mentors will also help you to find your final accommodation during the registration week.

Please try to make your own booking at least for your temporary accommodation from home.

Arrival information

From September 1st, 2020 **all countries of the world are classified unsafe** to travel to/from by the Hungarian authorities and as such, foreign citizens can only enter Hungary under special conditions. This measure is to protect all residents from the spread of the Coronavirus.

Students at Hungarian universities can still enter Hungary despite the ban.

However, there are strict rules regarding it! Also, in these volatile times, rules and regulations may change overnight, so please keep an eye on Hungarian news.

General procedure:

- If visa is required from you, apply for a D-type visa.
- Print out and bring with you your letter of acceptance.
- Download, print out, fill out and bring with you the 'Certificate to enter Hungary' in Neptun, according to this [page](#).
- Submit E100 or E100P request in Neptun to which your student status certificate will be attached (for the Hungarian immigration authorities). Please also bring it with you.
- Submit a [leniency form](#) on the Hungarian Police's website and upload your student status certificate here. [This guide](#) will help you.
- Please also read: <http://www.police.hu/en/content/information-on-general-rules-of-border-crossing>

If you arrive by plane, you will fly to Budapest Liszt Ferenc International Airport Terminal 2A or 2B. The city is approximately 20 km-s from the airport. There is an [Airport Minibus Service](#) available at both terminals, which takes you to the address you provide. There is also taxi service, which is safe with fixed price and also cheap public transportation (bus line 200E) directly between the airport terminals and the city centre but it may be inconvenient for you if you have much luggage. Please do not change money at the airport since the exchange rate there is quite bad! Use ATMs instead. More information on Budapest Liszt Ferenc International Airport can be found [on its website](#).

Student ID, public transportation in Budapest

If you have EU (European Union) or EEA (European Economic Area) citizenship then please bring your home university's valid student ID card with you (if the dates of both issue and expiry are written on it and includes a photo of you!) or buy an International Student Identity Card (ISIC) at home (before your arrival) since *students of citizenship of any EU or EEA member state or Switzerland* attending university courses can enjoy student discounts with them.

If the above cases do not apply to you then you can receive your temporary student ID to buy student monthly pass for Budapest public transportation and enjoy other student discounts, too if you submit an E066 request in Neptun (please read the details below about this request).

Please read the details of the public transportation in Budapest [on the website of the Budapest Transportation Co. \(BKK\)](#)

Residence permit, registration certificate

Please be aware that once you have been registered at BME **you are obliged to register yourself (for EEA citizens) or apply for residence permit (for non-EEA citizens) in Hungary** depending on your citizenship. Your **student status certificate** valid for the autumn term and needed for your registration or residence permit application will be issued from Neptun after **submission of your „E100 Registration Form” or “E100P Request for late registration” attaching its signed copy to itself**. If the status of your E100 or E100P request is **‘Approved’ or ‘Approved and closed’** then as its second attachment **your student status certificate will be issued in English (for the Hungarian immigration authorities) and signed digitally on its lower left corner** and can be downloaded (please read the details below). **Please note that BME CAO’s digital signature is as valid as the coordinator’s handwritten signature and stamp.**

Please read the details of [your registration](#) or [application for residence permit](#) on the website of the National Directorate-General for Aliens Policing carefully and act according to the instructions written there.

Health insurance information

Please note that for your registration or application for residence permit at the National Directorate-General for Aliens Policing you have to purchase a local health insurance package if you have no health insurance coverage (health insurance package or EU health insurance card) valid in Hungary during your studies at BME. If you prefer buying a health insurance package recommended by BME then please read **health insurance information on our website**.

Whenever you experience the symptoms of SARS-CoV-2 coronavirus on you please fill out the “E088 COVID-19” request in Neptun.

Registration

Registration at BME is only online and in two steps: at first term registration then course (subject) registration.

Term registration to BME is a pre-requisite to do your course registration and to start your studies and immigration procedure by submitting your „E100 Registration Form” attaching its signed copy to itself in Neptun from June 1st until 23:59:59 (CET) on September 12th and “E100P Request for late registration” attaching also its signed copy to itself in Neptun from September 13th until 23:59:59 (CET) on October 14th even from home

Course registration is in Neptun (see its details later) electronically from June 1st until 23:59:59 (CET) on December 10th even from home.

Please note that you do not need to postpone or cancel your studies if you cannot arrive to Hungary until September 6th (the first day of classes), since you will be able to start your

studies through **asynchronous learning mode** (please submit your E022 request in Neptun for this purpose) until you arrive at BME!

Confirmation of arrival (or stay) certificates (if your school needs any) **can be validated from September 6th by submitting an E027 request in Neptun** (under *Administration/Requests/Available request forms/E027 Request for a certificate*) selecting *Confirmation of stay* in *Type of certificate*. If the certificate issued by BME is sufficient for you then please do not attach any document to your request but if you ask us to fill out your university's version then please attach it to your request (please note that its size can be at most 2 Mb). When the status of your request is either '*Approved*' or '*Approved and closed*' then the digitally signed certificate can be downloaded under *Administration/Requests/Submitted requests* by clicking on the + sign at the end of the given request's line, selecting *Download attachments as a zip*. The downloaded ZIP file contains the digitally signed PDF file. The certificate can be printed in PDF format from the attachment of the application, too. The digitally signed certificate can also be found and downloaded in the *Information/Documents* menu. **Please note that BME CAO's digital signature is as valid as the coordinator's handwritten signature and stamp.** You can also validate your certificate in person in the main hall of building R during opening hours (please see [our website for more information on our opening hours](#)). **Please also note that certificates sent in emails will not be processed!**

ESN BME

[Erasmus Student Network BME \(ESN BME\)](#) will also contact you soon. ESN students, your mentors will guide you during **in person or online Orientation Week** (between August 30th and September 3rd). They also help you in flat searching and will contact you about the time and place to meet them. Please follow their requests and instructions.

Neptun

It is **BME's database managing students' personal, academic and financial data and the courses** (subjects) which they study at BME.

Your initial login name in Neptun is the *Student ID code* sent in your letter of acceptance and your initial password includes your birthdate of the following format: NeYYYYMMDD. It is recommended to change your initial password.

Courses also have codes in Neptun like BMEVITMAK47, BMEGEENMWCT or BMEGT658151, where the fourth and fifth characters (EO, GE, EP, VE, VI, KO, TE or GT) are specific to the faculties and the eighth for the level of the course (A or B for BSc level, M or N for MSc level and neither A nor B nor M nor N for general purpose courses). **Please refer to these codes in any communication.**

Short description about how to register for your courses in Neptun

1. Login Neptun [on its website](#) (please save this page for future works in Neptun) after clicking the *English flag* to switch the language from Hungarian to English. Your Neptun login name is in your **Letter of Acceptance** on the right hand side of the top of the sheet (*Student ID code*), your initial password includes your birthdate of the following format: NeYYYYMMDD

2. At first please change your initial password and check your registered email address in Neptun as we use that registered email address for all communication.

3. To do your **course registration** please choose *Register for subject* option under *Subjects* menu and do the settings in the following way:

Terms: 2021/22/1

Subject type: Subjects from curriculum

Curriculums: All

Subject group: All

Language: English

Period start: blank

Period end: blank

Click on *List subjects*.

If you wish to search for the name or code of a certain course please click on the *magnifier (search icon) on the right top*, choose *Subject name* or *Subject code* and type or copy the name or code of the course and click on *Search*.

After finding the course click *Register* in its row and the square at the course in the new opening window (you have to take all types of lessons like lecture, practice and laboratory if the course has different types of lessons) then click on *Save*.

Always check the language of the course. It should be *English* (except for Hungarian language courses).

After choosing all your courses **please check your schedule**. Under *Studies* menu choose *Class schedule* option and do the necessary settings (Classes, Normal, Weekly view, proper time interval) to see your schedule.

You can check the chosen course's schedule info before registering it if you click on the course's line on *the gray square with + in it* and choose *Subject details*.

Some of the departments have not uploaded the timetable information to Neptun yet so please check it regularly.

Please note that you can register for courses of at most 55 credits in Neptun.

It is very important to do your course registration as soon as possible not to run into full courses. Please do not leave your course registration for the time when you are at BME to do it with us since the capacity of our staff and the ESN students is limited to do it instead of or with you. We can only assist you in solving technical problems and prefer to do it in email as soon as possible.

If you wish to deregister from a course:

Choose *Subjects* menu and click *Registered subjects* option under it.

Choose the proper term (2021/22/1), click on *List* button then on *the gray square with + in it* at the course you want to cancel, choose *Deregister subject* option and confirm your decision.

The very final deadline to register/deregister for courses is at 23:59 on September 3rd. It is impossible for you to directly register or deregister courses after this date and time in Neptun.

If you miss the registration/deregistration of a subject until the above date then until 23:59 on September 12th you can submit „E018 Request to register for subjects and/or to drop subjects” at Administration/Requests/Available request forms/E018 Request to register for subjects and/or to drop subjects **free of charge.** Please note that you have to submit as many E018 requests as many subjects you would like to register or deregister.

Between September 13th and December 10th you can still submit the above E018 request but you have to pay 5.500 HUF/course in Neptun (to see the details of your payment please read [Finances in Neptun](#)). Your requests will be considered and accepted by the staff of the faculties.

About the learning agreements of Erasmus+ exchange students

Your preliminary learning agreement signed by a BME representative according to your course registration in Neptun until July 4th will be issued and a link will be sent you from where your preliminary learning agreement can be downloaded from BME homepage **until July 7th**. It will become final and come into effect if there is no change in your course portfolio in Neptun after July 4th. **Please download this preliminary learning agreement, sign it, ask your home coordinator to sign it, scan the signed preliminary learning agreement and upload it until November 30th in Neptun** under *Information/Documents/Upload document*

Type: LEARNING AGREEMENT

Language: English

Notes: you can leave it blank or can submit any note

then click *+Upload*, select your file and then click *Save*.

If you change your mind after July 4th or you are still on the waiting list of a subject then **between June 21st and 23:59 (CET) on September 3rd you will have the chance to change your course portfolio in Neptun directly and between 4th and 23:59 (CET) on December 10th by submitting an E018 request in Neptun.** If your course portfolio in Neptun changes after July 4th then **your final learning agreement will be issued until October 22nd according to your final course portfolio in Neptun which will be included in your transcript at the end of the term. Please download this final learning agreement, sign it, ask your home coordinator to sign it, scan the signed preliminary learning agreement and upload it until November 30th in Neptun under *Information/Documents/Upload document***

Type: LEARNING AGREEMENT

Language: English

Notes: you can leave it blank or can submit any note

then click *+Upload*, select your file and then click *Save*.

If your university does not accept the learning agreement issued by BME then please submit an E027 request in Neptun (under *Administration/Requests/Available request forms/E027 Request for a certificate*) and at *Type of certificate* choose *Learning agreement*, click *Attachments* and upload your learning agreement to be signed by BME (please note that its size can be at most 2 Mb). When the status of your request is either '*Approved*' or '*Approved and closed*' then the digitally signed learning agreement can be downloaded under *Administration/Requests/Submitted requests* by clicking on the + sign at the end of the given request's line, selecting *Download attachments as a zip*. The downloaded ZIP file contains the digitally signed PDF file. The learning agreement can be printed in PDF format from the attachment of the application, too. The digitally signed learning agreement can also be found and downloaded in the *Information/Documents* menu. **Please note that BME CAO's digital signature is as valid as the coordinator's handwritten signature and stamp and learning agreements sent in emails will not be processed!**

Please also note that without having uploaded your fully signed final learning agreement into Neptun your credit certificate (transcript) will not be issued at the end of the term.

Problems you may face with:

1. **The course has been registered but doesn't appear in the timetable** >> this means that the department has not uploaded the timetable in Neptun yet so please check it later again.

2. **You cannot see the language of the course or you can find only Hungarian courses though it has been listed [in the Course offers on our website](#)** >> please submit „E018 Request to register for subjects and/or to drop subjects” at *Administration/Requests/Available request forms/E018 Request to register for subjects and/or to drop subjects*.

3. **You cannot find the course you need** >> check [the Course offers on our website](#) if the course has been offered for exchange students, if yes, please submit „E018 Request to register for subjects and/or to drop subjects” at *Administration/Requests/Available request forms/E018 Request to register for subjects and/or to drop subjects*.

4. **The course is full** >> please submit „E018 Request to register for subjects and/or to drop subjects” at *Administration/Requests/Available request forms/E018 Request to register for subjects and/or to drop subjects* to ask the department if it is possible to increase the limit (though there is very little chance so it is better to choose another course as soon as possible!).

5. **In case of any other problems** please send us (incoming@bme.hu) an email.

To submit your registration form (E100 request) in Neptun, please look for the „E100 Registration Form” request at *Administration/Requests/Available request forms/ E100 Registration Form*, read it carefully, modify your data in Neptun if it is necessary and click *Next* and then *Submit request* at the bottom from **June 1st until 23:59:59 (CET) on September 12th and “E100P Request for late registration” from September 13th until 23:59:59 (CET) on October 14th even from home**. Then **please print out the submitted request from Neptun** (under *Administration/Requests/Submitted requests*), **sign it, scan it and attach it to the already submitted request. If you have already submitted your E100 or E100P registration form without attaching its signed copy then please submit it again**. Without this signed attachment your registration form (E100 or E100P request) will not be accepted and your student status certificate will not be issued for you. **If the status of your E100 or E100P request is ‘Approved’ or ‘Approved and closed’ then as its second attachment your student status certificate will be issued signed digitally on its lower left corner and can be downloaded from Neptun** (under *Administration/Requests/Submitted requests/E100 Registration Form* or *Administration/Requests/Submitted requests/ E100P Request for late registration* clicking the *gray square with a + in it* then *Request attachment* and downloading the corresponding file). **Please note that BME CAO’s digital signature is as valid as the coordinator’s handwritten signature and stamp.**

If you need a temporary student ID certificate (temporary student card) then please submit an „E066 Request for temporary student certificate” request at *Administration/Requests/Available request forms/ E066 Request for temporary student certificate* and click *Submit request* at the bottom.

If the status of your E066 request in Neptun (under **Administration/Requests/Submitted requests**) is **'Approved'** or **'Approved and closed'** then your student ID certificate signed digitally is attached to your request and can be downloaded from there. **Please note that BME CAO's digital signature is as valid as the coordinator's handwritten signature and stamp.** Please also note that the first certificate cannot be issued earlier than August 30th and **the issued certificates are valid for 60 days and you have to submit a new request for a new one.**

Extra fees for special instances

Instances	Fees
late (between September 13 th and December 10 th) registration/dropping of a subject (5500 HUF paid in advance) (E018 request)	5500 HUF/course
late (between September 13 th and October 14 th) submission of registration form (5500 HUF paid in advance) (E100P request)	5500 HUF
late submission of home assignment	2.500 HUF/assignment
repeated resitting of a test	4.500 HUF/resitting
unverified absence from an examination	5.500 HUF/absence
3 rd and further exam in the same subject	4.500 HUF/exam
late payment of an inflicted fee	1.400 HUF/fee

If you have to pay any one from the above fees please read **Finances in Neptun** on [our website](#) among the downloadable documents to see the details of your payment.

Please note that dates for the academic year and the campus map can be found [on our website](#) under **Academic calendar** and **Campus map**, respectively.

We are looking forward to cooperating with you before and during your studies at BME. Please do not hesitate to contact us via email (incoming@bme.hu) if you have any questions, we do our best to reply as soon as possible.

Best regards,

László Kunsági, Nikolett Rozbora, Dorottya Ruszin

BME Central Academic Office

Staff for Incoming International Exchange and Study Abroad Students