

NEPTUN GUIDE TO CHANGING PERSONAL DATA, ADDRESSES, PASSPORT NUMBER ETC.

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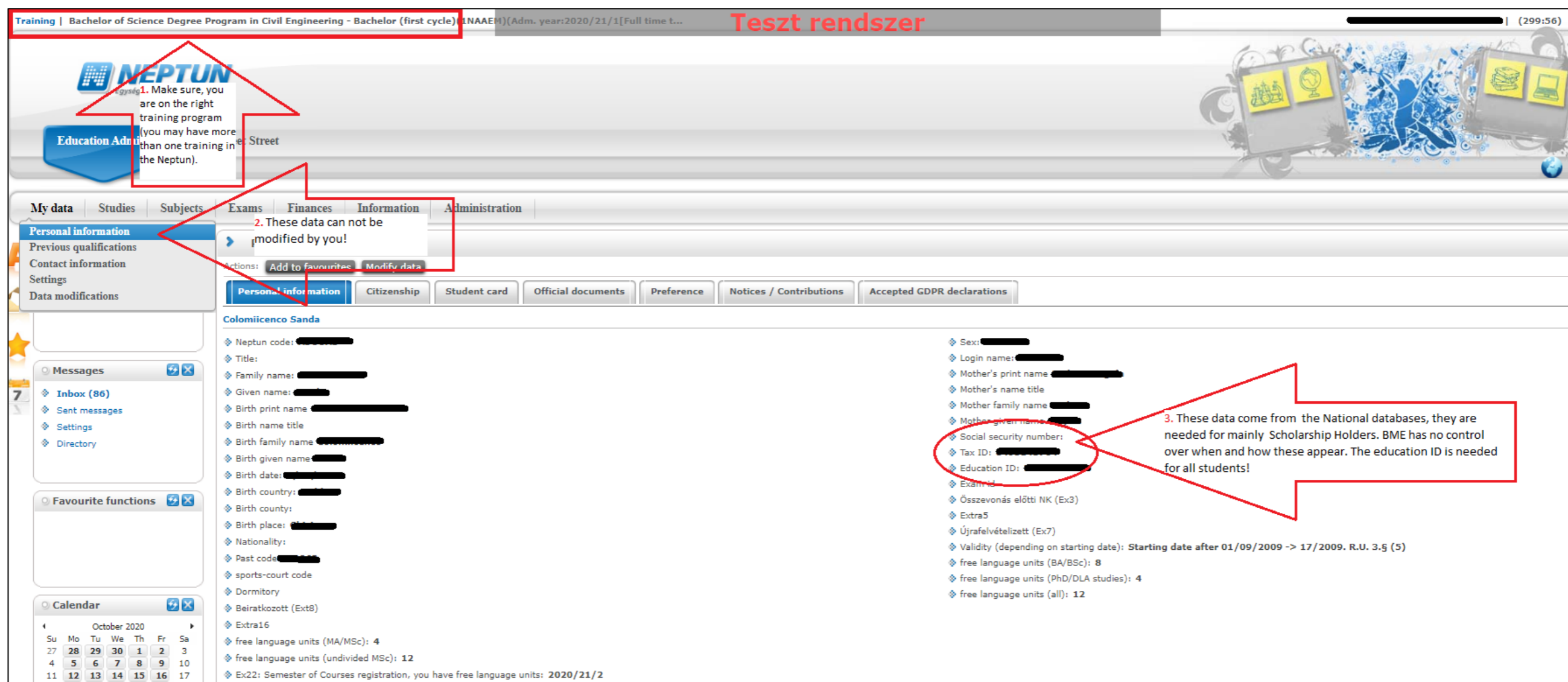
Once you have entered into the Neptun system, please make sure, that in the upper left hand corner you are on the right training program – this only concerns those students, who have more than one training program in the system. To see and change your personal information go to *My data/Personal Information*.

There are **three categories of data, that cannot be changed nor by the students nor by the university, they come from national systems**, namely:

1. **Social security number:** needed for scholarship holders' health insurance – the International Mentor Team can help with the National Authority where you get this number from.
2. **Tax ID:** needed for financial transactions, payments such as scholarships – the International Mentor Team can help with the National Authority to receive this ID.
3. **Education ID:** needed for ALL students.

All other information may be corrected, changed, please see below how. Please note that **NOTHING SHOULD BE DELETED from the system**, the DEFAULTS have to be set right!

It is very important to note, that **some modifications will not be visible right away**, for the **CAO colleagues have to approve them based on official documents**, namely: your **Personal information** (name, birth date, etc.), **passport number** (official document), **addresses**. So **PLEASE do not modify these data again and again, just because you do not see the change!** The colleagues at the CAO receive these as requests, and have to approve them one by one, not mentioning that they have to see the official documents before they approve the changes.



1. Make sure, you are on the right training program (you may have more than one training in the Neptun).

2. These data can not be modified by you!

3. These data come from the National databases, they are needed for mainly Scholarship Holders. BME has no control over when and how these appear. The education ID is needed for all students!

Changing your personal information

Click on *Modify data* at *My data/Personal information*

Personal information

Actions: [Add to favourites](#) [Modify data](#)

Personal information | [My data](#) | [Student card](#) | [Official documents](#) | [Preference](#) | [Notices / Contributions](#) | [Accepted GDPR declarations](#)

Colomiicenco Sanda

- ◆ Neptun code: [REDACTED]
- ◆ Title:
- ◆ Family name: [REDACTED]
- ◆ Given name: [REDACTED]
- ◆ Birth print name [REDACTED]
- ◆ Birth name title
- ◆ Birth family name [REDACTED]
- ◆ Birth given name [REDACTED]
- ◆ Birth date: [REDACTED]
- ◆ Birth country: [REDACTED]
- ◆ Birth county:
- ◆ Birth place: [REDACTED]
- ◆ Nationality:
- ◆ Past code: [REDACTED]
- ◆ sports-court code
- ◆ Dormitory
- ◆ Beiratkozott (Ext8)
- ◆ Extra16
- ◆ free language units (MA/MSc): 4
- ◆ free language units (undivided MSc): 12
- ◆ Ex22: Semester of Courses registration, you have free language units: 2020/21/2

- ◆ Sex: [REDACTED]
- ◆ Login name: [REDACTED]
- ◆ Mother's print name [REDACTED]
- ◆ Mother's name title
- ◆ Mother family name [REDACTED]
- ◆ Mother given name [REDACTED]
- ◆ Social security number:
- ◆ Tax ID: [REDACTED]
- ◆ Education ID: [REDACTED]
- ◆ Exam id
- ◆ Összevonas előtti NK (Ex3)
- ◆ Extra5
- ◆ Újrafelvételizett (Ex7)
- ◆ Validity (depending on starting date): **Starting date after 01/09/2009 -> 17/2009. R.U. 3.§ (5)**
- ◆ free language units (BA/BSc): 8
- ◆ free language units (PhD/DLA studies): 4
- ◆ free language units (all): 12

Personal information

Actions: [Add to favourites](#) [Modify data](#)

Personal information | [My data](#) | [Student card](#) | [Official documents](#) | [Preference](#) | [Notices / Contributions](#) | [Accepted GDPR declarations](#)

Colomiicenco Sanda

- ◆ Neptun code: [REDACTED]
- ◆ Title:
- ◆ Family name: [REDACTED]
- ◆ Given name: [REDACTED]
- ◆ Birth print name [REDACTED]
- ◆ Birth name title
- ◆ Birth family name [REDACTED]
- ◆ Birth given name [REDACTED]
- ◆ Birth date: [REDACTED]
- ◆ Birth country: [REDACTED]
- ◆ Birth county:
- ◆ Birth place: [REDACTED]
- ◆ Nationality:
- ◆ Past code: [REDACTED]
- ◆ sports-court code
- ◆ Dormitory
- ◆ Beiratkozott (Ext8)
- ◆ Extra16
- ◆ free language units (MA/MSc): 4
- ◆ free language units (undivided MSc): 12
- ◆ Ex22: Semester of Courses registration, you have free language units: 2020/21/2

- ◆ Sex: [REDACTED]
- ◆ Login name: [REDACTED]
- ◆ Mother's print name [REDACTED]
- ◆ Mother's name title
- ◆ Mother family name [REDACTED]
- ◆ Mother given name [REDACTED]
- ◆ Social security number:
- ◆ Tax ID: [REDACTED]
- ◆ Education ID: [REDACTED]
- ◆ Exam id
- ◆ Összevonas előtti NK (Ex3)
- ◆ Extra5
- ◆ Újrafelvételizett (Ex7)
- ◆ Validity (depending on starting date): **Starting date after 01/09/2009 -> 17/2009. R.U. 3.§ (5)**
- ◆ free language units (BA/BSc): 8
- ◆ free language units (PhD/DLA studies): 4
- ◆ free language units (all): 12

Personal information

Actions: [Add to favourites](#) [Modify data](#)

Personal information | [My profile](#) | [Student card](#) | [Official documents](#) | [Preference](#) | [Notices / Contributions](#) | [Accepted GDPR declarations](#)

Colomiicenco Sanda


- Neptun code: [redacted]
- Title: [redacted]
- Family name: [redacted]
- Given name: [redacted]
- Birth print name: [redacted]
- Birth name title: [redacted]
- Birth family name: [redacted]
- Birth given name: [redacted]
- Birth date: [redacted]
- Birth country: [redacted]
- Birth county: [redacted]
- Birth place: [redacted]
- Nationality: [redacted]
- Past code: [redacted]
- sports-court code: [redacted]
- Dormitory: [redacted]
- Beiratkozott (Ext8): [redacted]
- Extra16: [redacted]
- free language units (MA/MSc): 4
- free language units (undivided MSc): 12
- Ex22: Semester of Courses registration, you have free language units: 2020/21/2

- Sex: [redacted]
- Login name: [redacted]
- Mother's print name: [redacted]
- Mother's name title: [redacted]
- Mother family name: [redacted]
- Mother given name: [redacted]
- Social security number: [redacted]
- Tax ID: [redacted]
- Education ID: [redacted]
- Exam id: [redacted]
- Összevonas előtti NK (Ex3): [redacted]
- Extra5: [redacted]
- Újrafelvételizett (Ex7): [redacted]
- Validity (depending on starting date): **Starting date after 01/09/2009 -> 17/2009. R.U. 3.§ (5)**
- free language units (BA/BSc): 8
- free language units (PhD/DLA studies): 4
- free language units (all): 12

Edit basic data

[Edit basic data](#)

- Title: [redacted]
- Social security number: [redacted]
- Tax ID:** [redacted]
- Birth country: [redacted]
- Birth place: [redacted]
- Birth county: [redacted]
- Birth print name: [redacted]
- Birth name title: [redacted]
- Birth given name: [redacted]
- Birth family name: [redacted]
- Mother's print name: [redacted]
- Mother's name title: [redacted]
- Mother given name: [redacted]
- Mother family name: [redacted]


 I assume legal responsibility for the accuracy of the data that I hereby submit.

[Send modification request](#) [Back](#)

comes from National systems

As written before, the Social security number and the Tax ID can't be changed, added, etc. Please, correct the information based on your official documents, namely your passport! Since these information about you are official, the **changes will not appear right away**, your Neptun administrator/program coordinator has to approve it based on your official documents. Once you fill out and corrected the information click on *Send modification request*, and the following message will appear:

Success

 The modification will take place when an authorized person approves it

[Back](#)

Changing your DEFAULT Passport number

Along with many other data in the system, the **passport numbers can't get deleted**, even if that passport has expired.

If your passport number is not correct in the system (there is a typo), or it has expired you have to enter the correct/new one. **DO NOT CHANGE THE ONE ALREADY IN THE SYSTEM!**

At *My data/Personal information/ Official documents* you can see all the official documents you have in the system. As an International student, here **you ONLY need your passport**, but some scholarship holders may have their social security card here, it does not cause any problems if it is missing.

Click on *Add new*.



Personal information

Actions:

Personal information Citizenship Student card **Official documents** Preference Notices / Contributions Accepted GDPR declarations

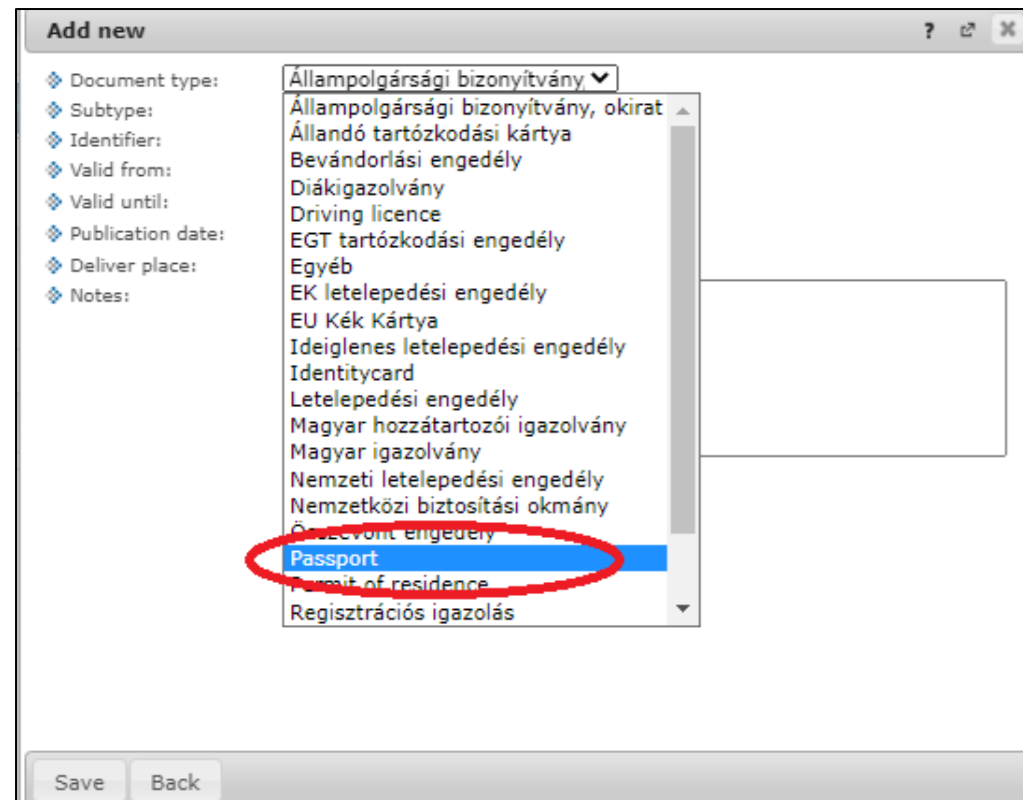
Actions: Add new Page size 20

Document type	Identifier	Expiry date	Notes
Passport	██████████	██████████	

Number of results: 1-1/1 (16 ms)

Actions: Add new

In the window that appears, the Hungarian documents are in Hungarian, so you need to find 'Passport' in the list. **You have to fill out the Identifier (passport number) ONLY**, but you may add the validity dates also, and click on Save. This information is also something **the CAO has to approve based on the original passport**, as you can see in the message, so **please do not modify it again and again just because you don't see the changes right away!**

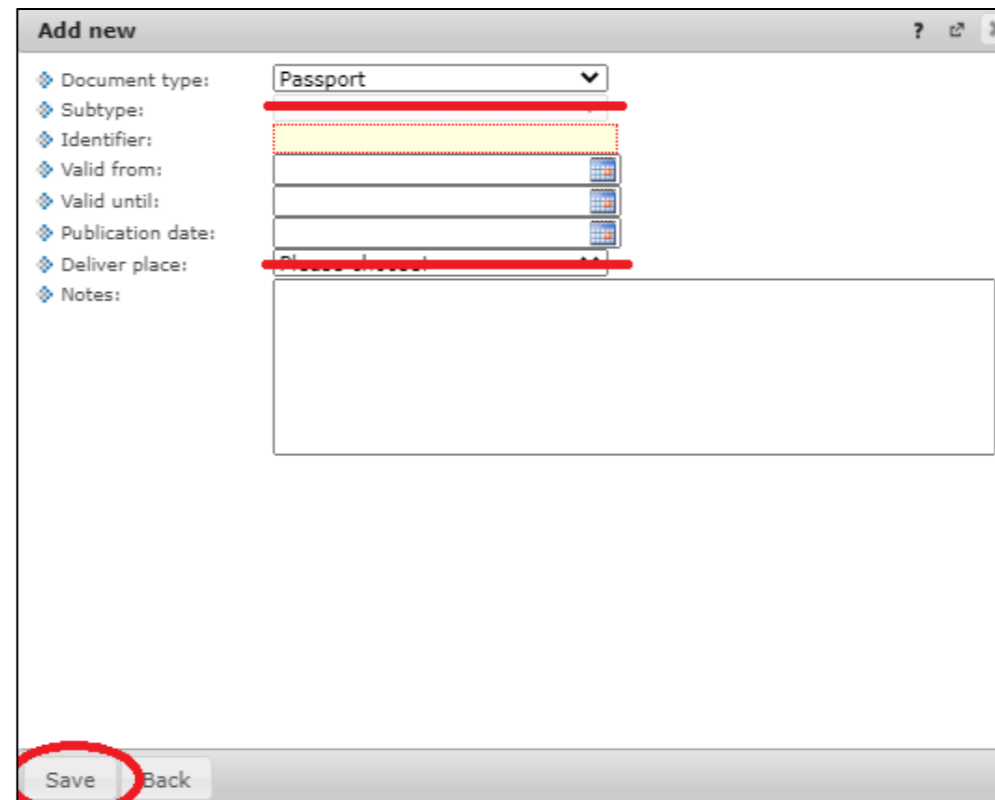


Add new

- Document type: **Állampolgársági bizonyítvány**
- Subtype: Állampolgársági bizonyítvány, okirat
- Identifier: Állandó tartózkodási kártya
- Valid from: Bevándorlási engedély
- Valid until: Diákigazolvány
- Publication date: Driving licence
- Deliver place: EGT tartózkodási engedély
- Notes: Egyéb

Other options in list: EK letelepedési engedély, EU Kék Kártya, Ideiglenes letelepedési engedély, Identitycard, Letelepedési engedély, Magyar hozzátartozói igazolvány, Magyar igazolvány, Nemzeti letelepedési engedély, Nemzetközi biztosítási okmány, Államviszony megőrzési engedély, **Passport**, Permit of residence, Regisztrációs igazolás

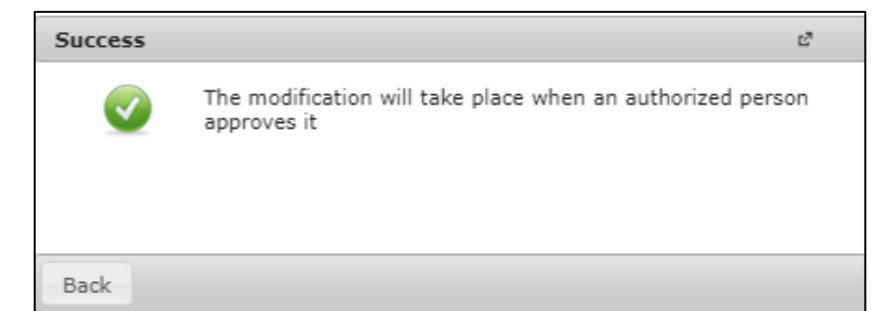
Save Back



Add new

- Document type: **Passport**
- Subtype: ██████████
- Identifier: ██████████
- Valid from: ██████████
- Valid until: ██████████
- Publication date: ██████████
- Deliver place: ██████████
- Notes: ██████████

Save Back



Success

✓ The modification will take place when an authorized person approves it

Back

Changing your Contact information

To change your contact information – e-mail and other addresses, phone numbers etc. – go to *My data/Contact information*, and you will see the tabs.

Valid and live e-mail addresses are very important for you receive every message you get through the Neptun, you also have an obligation to check this e-mail address every week. Please do not delete e-mail addresses either, always add a new and set the default settings.



My data | Studies | Subjects | Exams | Finances | Information | Administration

Personal information
Previous qualifications
Contact information
Settings
Data modifications

Messages
Inbox (86)
Sent messages
Settings
Directory

Contact information
Actions: Add to favourites

Email addresses | Addresses | URL addresses | Phone numbers

Email addresses
Actions: New email address | Delete

Email address	Type	Default	Delete
[Redacted]	official	✓	<input type="checkbox"/>

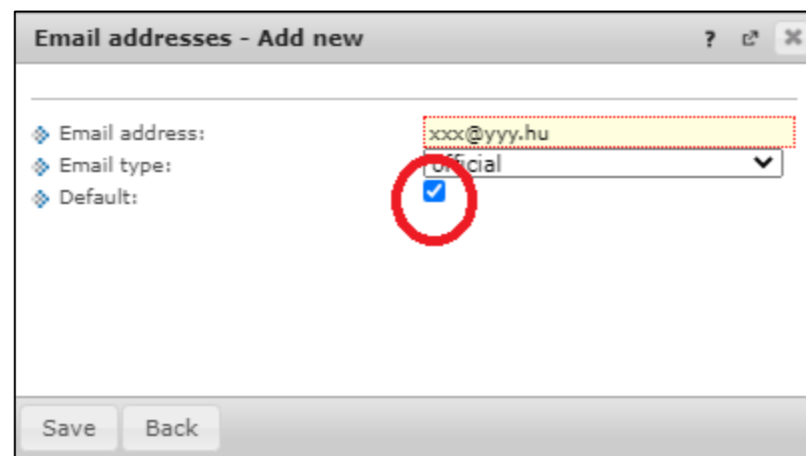
Number of results: 1-1/1 (47 ms)

Page size: 20

Actions: **New email address** | Delete

Go to *My data/Contact information/Email addresses* and click on *New email address*.

A window will appear where you can give your correct, live e-mail address, its type and the default checkmark, then click on *Save*. It is **very important to set the living e-mail address as DEFAULT**, because you will receive messages to the default address.



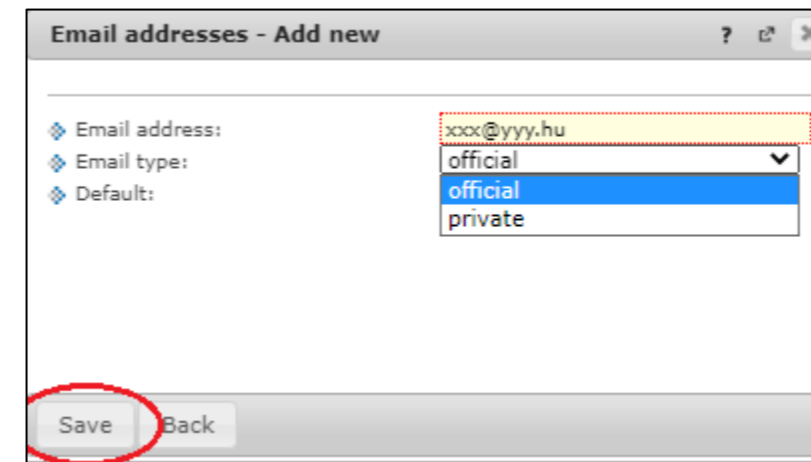
Email addresses - Add new

Email address: xxx@yyy.hu

Email type: official

Default:

Save | Back



Email addresses - Add new

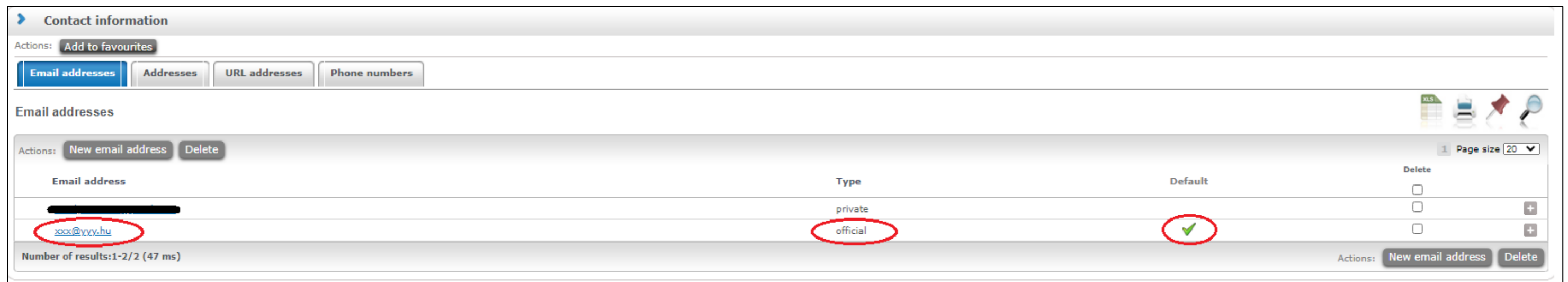
Email address: xxx@yyy.hu

Email type: official

Default: official

Save | Back

This modification will appear right away, the CAO does not have to approve it. As you can see below, you will have a green checkmark next to the Default e-mail address, and you will automatically receive every Neptun message to this address.



Contact information
Actions: Add to favourites

Email addresses | Addresses | URL addresses | Phone numbers

Email addresses
Actions: New email address | Delete

Email address	Type	Default	Delete
[Redacted]	private		<input type="checkbox"/>
xxx@yyy.hu	official	✓	<input type="checkbox"/>

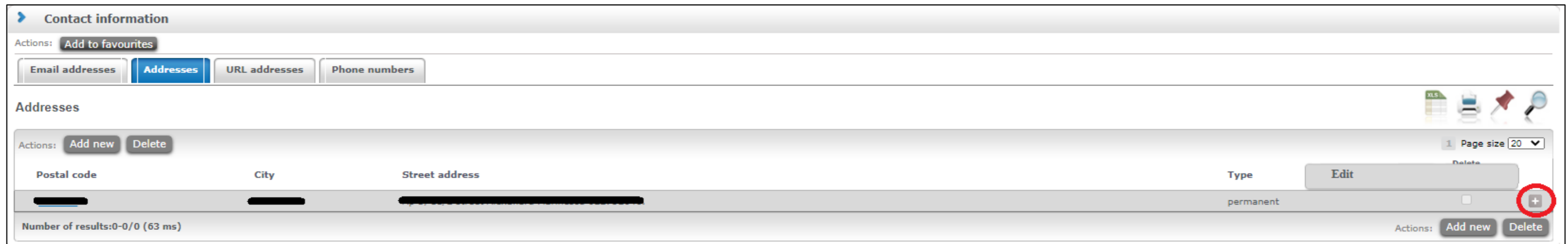
Number of results: 1-2/2 (47 ms)

Page size: 20

Actions: New email address | Delete

Setting your postal addresses in the system

As a basic rule, the **International students have to have two addresses in the system**. Their **PERMANENT address at home** (is entered in the system based on the data given during application, and need corrections more often than not), and a **TEMPORARY address in Hungary**. You can change/correct and add new addresses in the Neptun at *My data/Contact information/Addresses*. If you click on the + sign next to the address, you can choose to edit it. Please also note, that scholarship payments cannot be transferred without the Hungarian, temporary address.



Actions: Add to favourites

Email addresses | **Addresses** | URL addresses | Phone numbers

Addresses

Actions: Add new | Delete

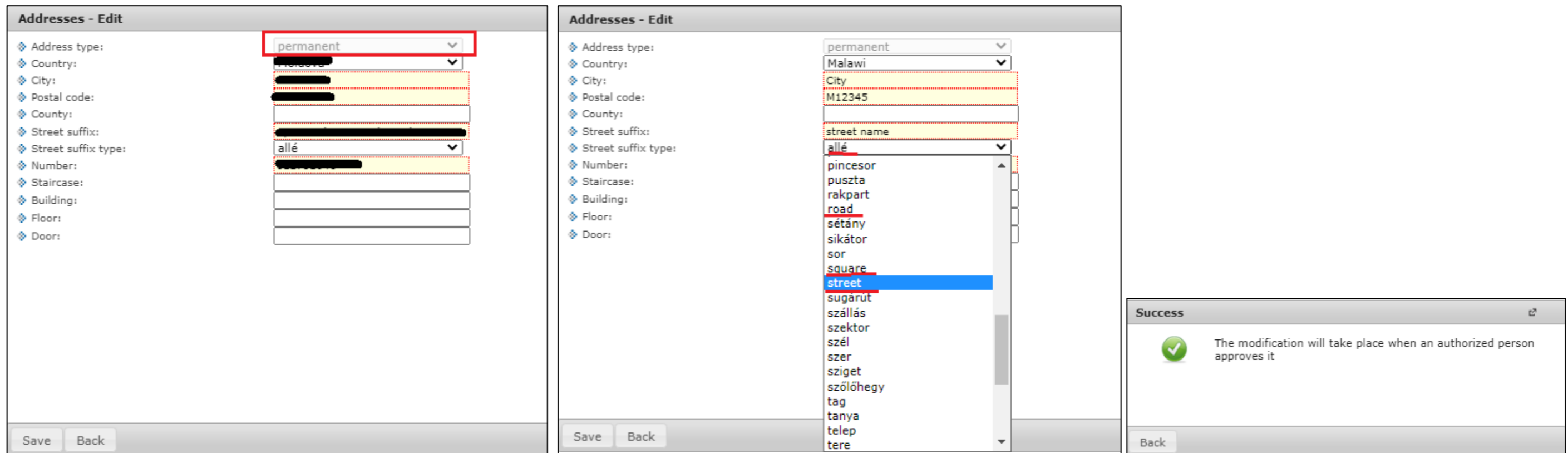
Page size: 20

Postal code	City	Street address	Type	Edit	Delete
[redacted]	[redacted]	[redacted]	permanent	[+]	[x]

Number of results: 0-0/0 (63 ms)

Actions: Add new | Delete

First let's see how to correct your home, non-Hungarian address. Since international address systems differ, **please use your logic in filling out the boxes**. The street suffix refers to the actual street name. At street suffix type, the list has both Hungarian and English words, please use the English one that best fits reality. This data is again of the category, where **the CAO has to approve the changes before you can see it in the system, please do not repeat the corrections just because you don't see the change right away!**



Addresses - Edit

- Address type: permanent
- Country: [redacted]
- City: [redacted]
- Postal code: [redacted]
- County: [redacted]
- Street suffix: [redacted]
- Street suffix type: allé
- Number: [redacted]
- Staircase: [redacted]
- Building: [redacted]
- Floor: [redacted]
- Door: [redacted]

Save | Back

Addresses - Edit

- Address type: permanent
- Country: Malawi
- City: [redacted]
- Postal code: M12345
- County: [redacted]
- Street suffix: street name
- Street suffix type: allé
- Number: [redacted]
- Staircase: [redacted]
- Building: [redacted]
- Floor: [redacted]
- Door: [redacted]

Save | Back

Success

The modification will take place when an authorized person approves it

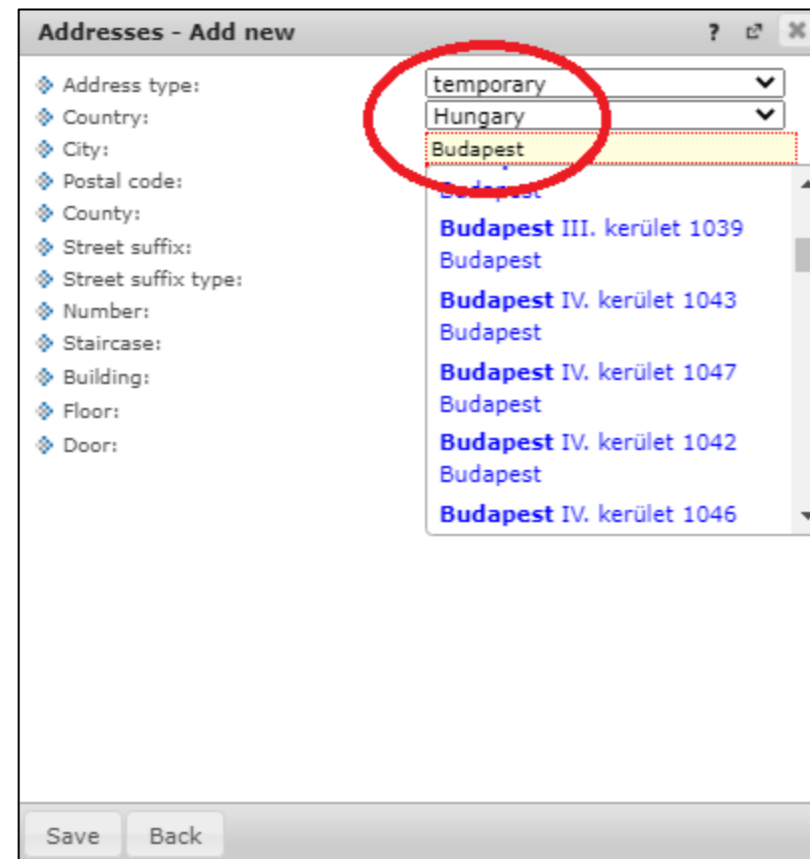
Back

As an international student, you will have to have a **Hungarian temporary address as well** (you will need this address for your residence permit also). To enter your Hungarian address go to *My data/Contact information/Addresses*, where you will see your permanent home address. Click on *Add new*.

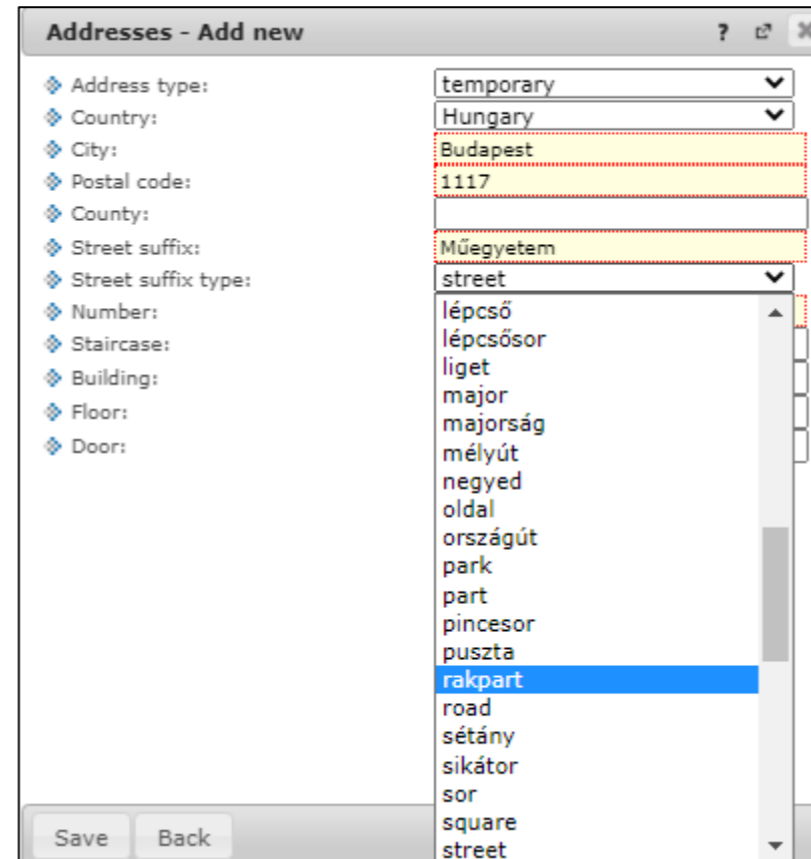


The screenshot shows the 'Contact information' interface. At the top, there are tabs for 'Email addresses', 'Addresses', 'URL addresses', and 'Phone numbers'. The 'Addresses' tab is active. Below it, there are 'Add new' and 'Delete' buttons. A table displays one address with columns for 'Postal code', 'City', 'Street address', and 'Type'. The 'Type' column shows 'permanent'. At the bottom right, the 'Add new' button is circled in red.

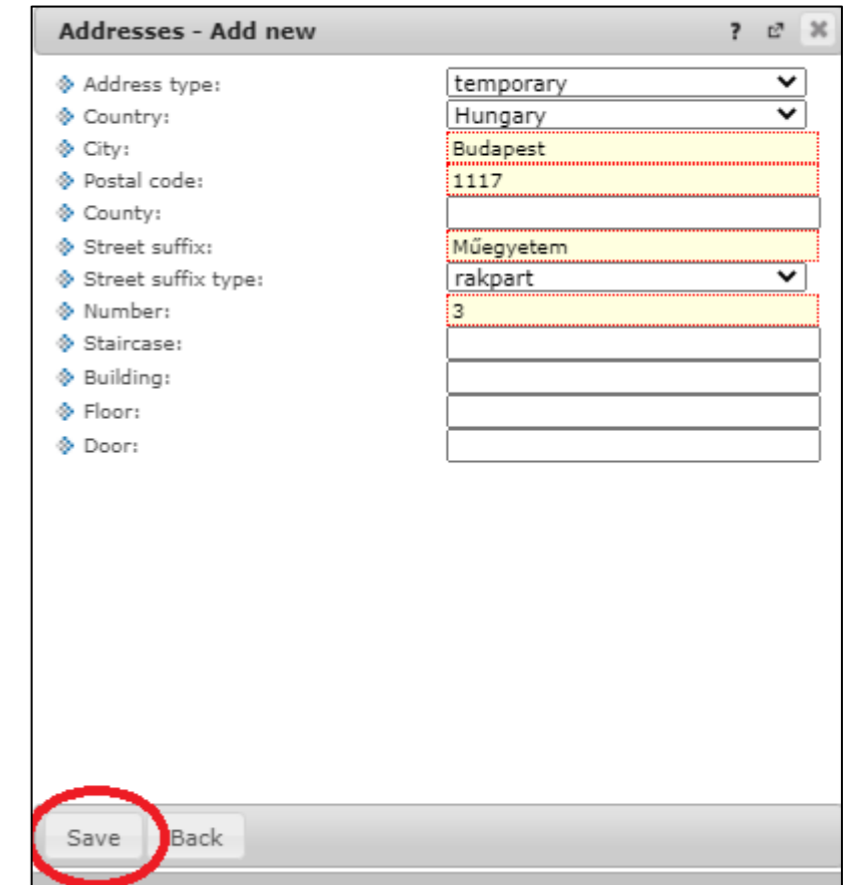
Here, please see your lease contract or any other official paper where you can see the exact address, and fill out the window. In your Hungarian address the street suffix type is important. You can see an example with the university address below. Once you filled it out, click on *Save*. **This modification will not appear until the CAO approves it, please do not enter it again and again!**



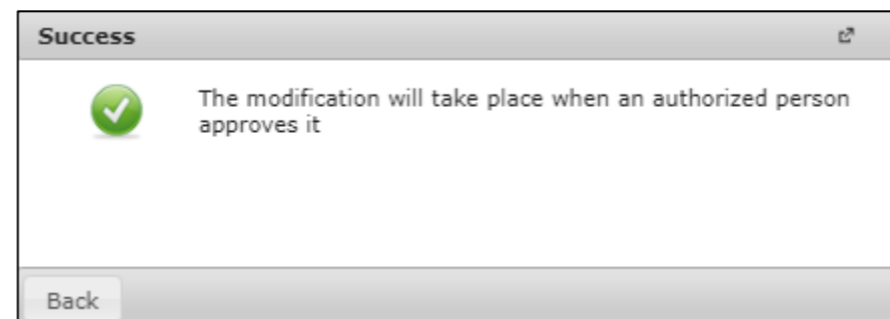
This screenshot shows the 'Addresses - Add new' form. The 'Address type' dropdown is set to 'temporary' and is circled in red. The 'Country' dropdown is set to 'Hungary'. The 'City' dropdown shows 'Budapest' selected. Other fields like 'Postal code', 'County', 'Street suffix', 'Street suffix type', 'Number', 'Staircase', 'Building', 'Floor', and 'Door' are visible but empty.



This screenshot shows the 'Addresses - Add new' form. The 'City' dropdown is set to 'Budapest III. kerület 1039'. The 'Street suffix' dropdown is set to 'Műgyetem'. The 'Street suffix type' dropdown is set to 'street'. The 'Number' field is set to 'lépcső'. Other fields are empty.



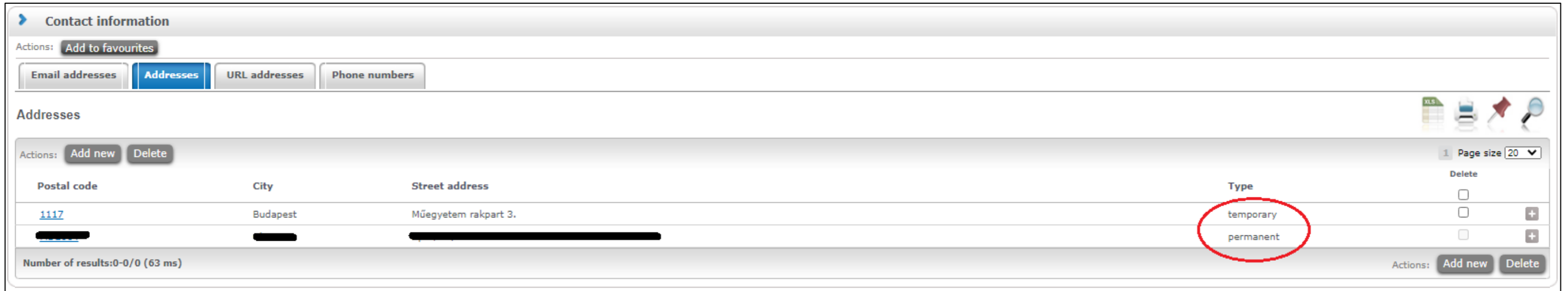
This screenshot shows the 'Addresses - Add new' form. The 'Street suffix type' dropdown is set to 'rakpart'. The 'Number' field is set to '3'. The 'Save' button is circled in red. Other fields are empty.



The screenshot shows a 'Success' message box with a green checkmark icon. The text reads: 'The modification will take place when an authorized person approves it'. There is a 'Back' button at the bottom.

This modification will not appear until the CAO approves it, please do not enter it again and again!

Once the modification is approved, you will be able to see your two addresses in the system as seen below. **If you move and get a new address, do not delete the old one, do not modify the old one, always enter a new one!**



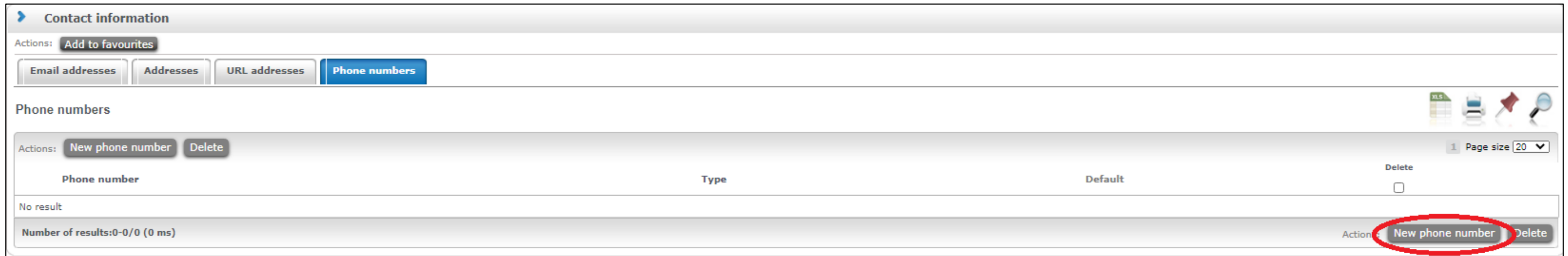
The screenshot shows a web interface for managing contact information. At the top, there are tabs for 'Email addresses', 'Addresses', 'URL addresses', and 'Phone numbers'. Below these is a table of addresses. The table has columns for 'Postal code', 'City', 'Street address', 'Type', and 'Delete'. The 'Type' column contains 'temporary' and 'permanent'. The 'temporary' entry is circled in red. The 'Delete' column has checkboxes and plus signs for each row. At the bottom right, there are 'Add new' and 'Delete' buttons. The status bar at the bottom left shows 'Number of results:0-0/0 (63 ms)'.

Postal code	City	Street address	Type	Delete
1117	Budapest	Műgyetem rakpart 3.	temporary	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	permanent	<input type="checkbox"/>

If you would like to have your temporary address registered, first add it in Neptun in the above mentioned way and present the part of your address card certified by the National Directorate General for Aliens (OIF) that you still have with you during CAO office hours.

Entering/changing your phone numbers

It can be done at *My data/Contact information/Phone numbers*. It works much like the e-mail addresses. **Here again do not delete anything.** To add a new phone number, click on *New phone number*.



Actions: Add to favourites

Email addresses | Addresses | URL addresses | **Phone numbers**

Phone numbers

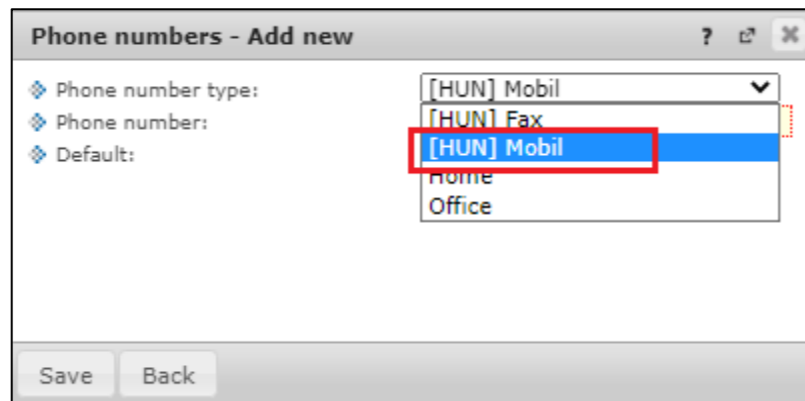
Actions: New phone number | Delete

Phone number	Type	Default	Delete
No result			<input type="checkbox"/>

Number of results: 0-0/0 (0 ms)

Actions: **New phone number** | Delete

Fill out the page and press *Save*. Please note, that if you enter a Hungarian number, the system will send you in an Error message if the format is not correct.



Phone number type: [HUN] Mobil

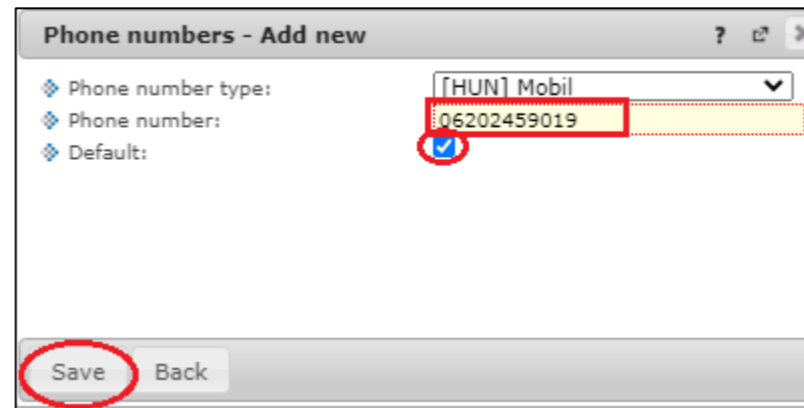
Phone number: [HUN] Fax

Default: [HUN] Mobil

Home

Office

Save | Back

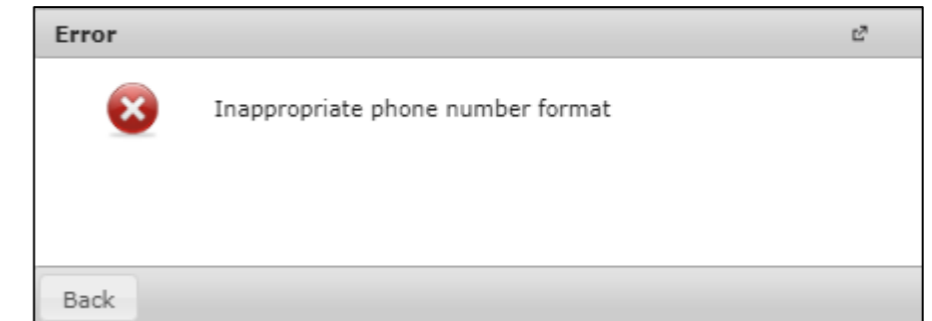


Phone number type: [HUN] Mobil

Phone number: 06202459019

Default:

Save | Back



Error

Inappropriate phone number format

Back

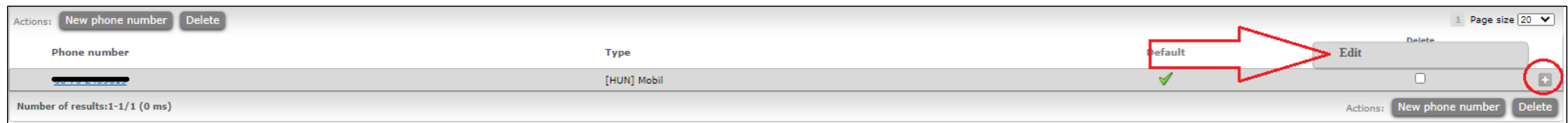
The new phone number will always appear as the default, but you can change it by clicking on the + sign, then *Edit* and *Save* as can be seen below.



Phone number	Type	Default	Delete
06702459019	[HUN] Mobil	✓	<input type="checkbox"/>

Number of results: 1-1/1 (94 ms)

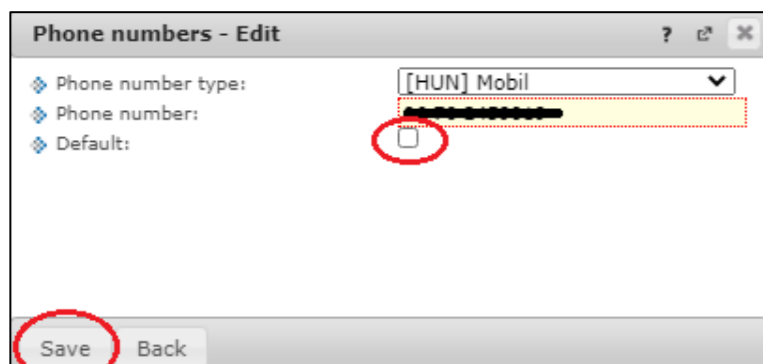
Actions: New phone number | Delete



Phone number	Type	Default	Delete
06702459019	[HUN] Mobil	✓	<input type="checkbox"/>

Number of results: 1-1/1 (0 ms)

Actions: New phone number | Delete



Phone number type: [HUN] Mobil

Phone number: 06702459019

Default:

Save | Back

These changes will appear right away, the CAO doesn't need to approve it.