

How to apply for a permanent student card

This card has to show your personal data (name, place and date of birth, address, type of student status), the name of the university (Károli Gáspár Református Egyetem), and the period of validity.



To receive the plastic card, you are requested to follow these steps:

Step 1: Go to a Government Office (in Hungarian: Okmányiroda/Kormányablak) and apply for a student card.

Select an office, go there with your passport / ID-card + residence permit/ address card and draw a number for the topic *diákigazolvány* (= student card). Some examples of the closest offices:

Central Municipality office: 1133 Budapest, Visegrádi utca 110.

VII. district mun. office: 1073 Budapest, Erzsébet körút 6. fszt.

VI. district mun. office: 1062 Budapest, Andrássy út 55.

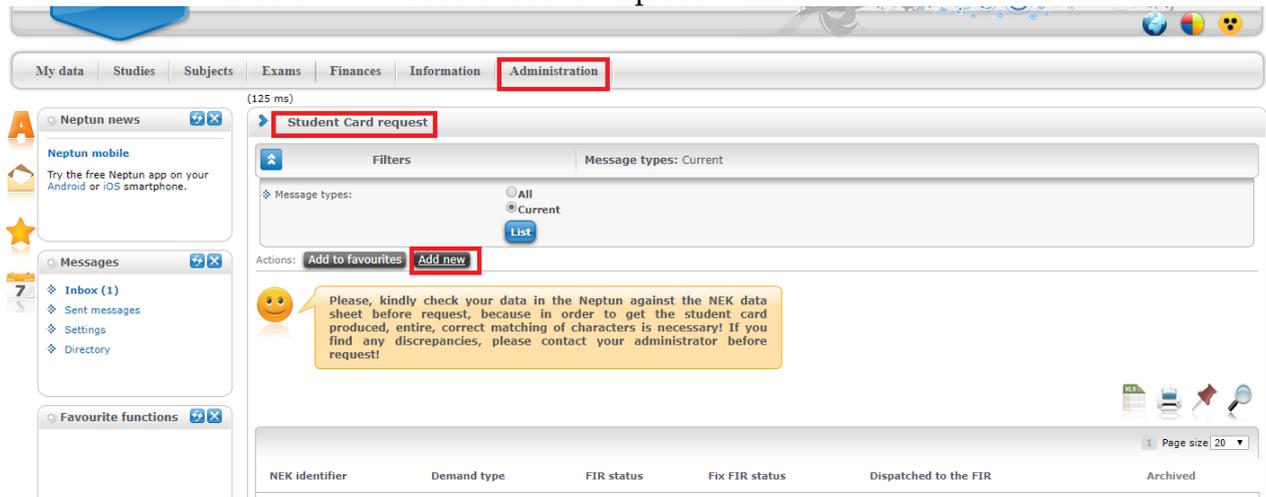
V. district mun. office: 1051 Budapest, Erzsébet tér 3.

For more info on opening hours, please check:

<https://kormanyablak.hu/hu/kormanyablakok/budapest/1>

There you will have your personal data registered and your photo will be taken. You will get a form with a unique code in the top right hand corner, called NEK identifier. Please double check all your data on the issued NEK-sheet! The data on the NEK sheet, e.g. the way your name is spelled have to be exactly the same as the data registered in the Neptun system (if not, your student card request will be rejected)!

Step 2: You need to register your application electronically in the Neptun system. Go to “Administration” -> “Student card request” -> “Add new”



Here you need to type in:

(1) your NEK identifier (mandatory)

Type in your NEK identifier correctly by using capital letters. Do not use any hyphens.

(2) demand type (mandatory)

Here you can select the reason for your request (e.g. first application, due to data change, lost, new request due to false data).

(3) your address (mandatory)

Select your home address (i.e., your permanent address in your home country) from the drop-down menu. If you select your home address during the process, the manufactured student card will contain the phrase “Külföldi cím” (= foreign address).

(4) second institution

Do NOT fill in this field (even though you are probably still a student of your former school or your home institution) because in that case some further administration would be necessary.

It usually takes a couple of weeks to have your student card delivered. Do check Neptun meanwhile for possible error-messages.

Step 3: Your student card is ready and you can collect it: When your student card is ready you will receive a Neptun message. You can pick up your student card at the Student Contact Services (Ügyfélszolgálat) at Reviczky Street 4. Ask your buddy’s assistance to collect your student ID. Your student card is valid only with the sticker of the current semester.