



ELTE

FACULTY OF
INFORMATICS

About the Student Card

About the Permanent Student ID card

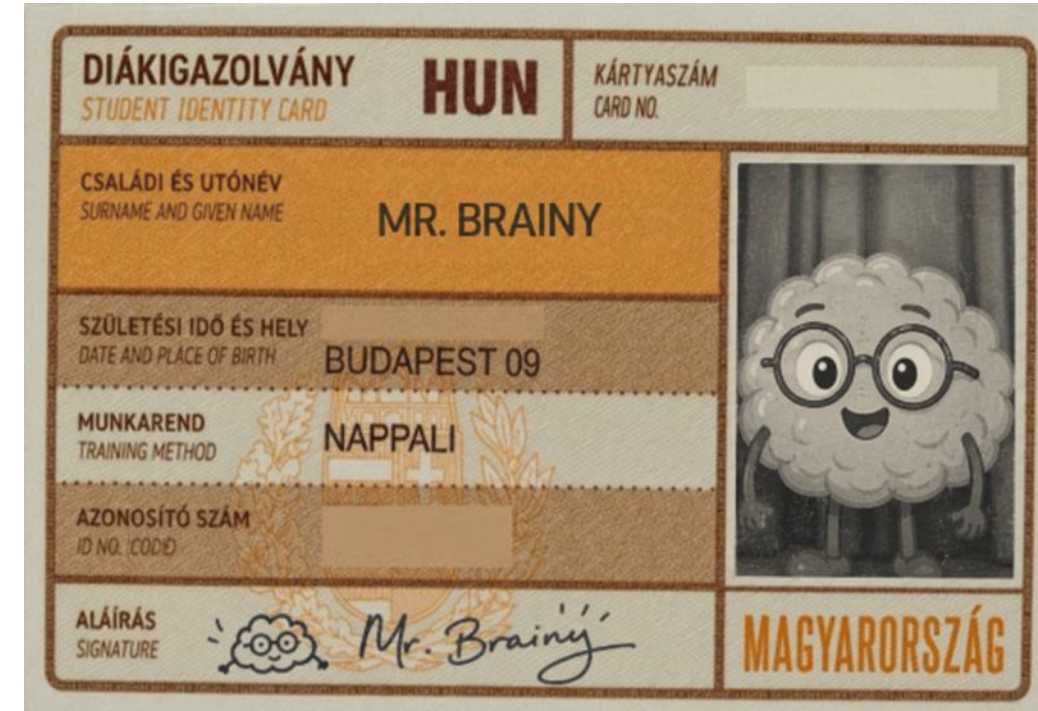
- If you are a student staying at ELTE longer than 12 months, (e.g. full-time students), you can't have a temporary student certificate without making an application for a permanent student card (a plastic card).
- **We recommend you to initiate the process right after your the visit to the Immigration Office.** Sooner you apply, the sooner you will get your card. Do not forget: in September, thousands of students apply for student ID which slow down the process. Submit your application in time before the crowd.
- **Once your application is in process (your NEK number is uploaded in Neptun, you may request a temporary student ID – a document which is equivalent to the permanent student ID- that enables you to use the discounts of the permanent student ID for 60 days.**
- For further information about the discounts please visit the following website:

[public transport discounts](#)



(Permanent) Student Card

- The student card is a **plastic orange-brown card**, in size similar to a bank card. The card contains your data (name, place and date of birth, address, type of student status), name of the university (*Eötvös Loránd Tudományegyetem*), and period of validity. The card is only valid with a validation sticker for the actual semester.
- **You are eligible for** a plastic student card, if
 - you are a student **staying at ELTE longer than 12 months**;
 - your **status for the semester is active** and your **Education ID has already appeared in Neptun**: Check My data > Personal Information menu
 - **you initiated a student card request.**



The Temporary Student Certificate = Temporary student Card

- The temporary student certificate is an **A4-sized CERTIFICATE** ("Igazolás"). It contains your data (name, place and date of birth, address, type of student status). This document is **valid for 60 days** and you need to renew it every 60 days, you need to go back to **Quaestura Office** after each 60 days.
- **Always keep the original, stamped, and signed document with you!** Without the certificate your monthly pass is invalid, you are not entitled for discounts. Copies, scans, or photos of the actual document are not accepted!
- **When you purchase your monthly pass add your Education ID number as your student ID number** (see on the picture). By using the Education ID number **you will can use your monthly pass continuously once your student ID arrives.**
- In case you travel without a valid Student ID, your monthly pass will be considered invalid and the controllers can fine you.

Keeping track of the expiry date is your responsibility!

Igazolás

Igazolás sorozáma: NUMBER OF THE CERTIFICATE

Érvényességi ideje: **EXPIRY DATE**

Igazolás típusa: Diákigazolvány elkészültéig kiállított igazolás

Intézményi adatok

Intézmény neve: .

Feladatellátási hely címe:

Második intézmény neve:

Feladatellátási hely címe:

Gyakorlati képzési hely neve:

Gyakorlati képzési hely címe:

Személyes adatok

Név: **YOUR NAME**

Oktatási azonosító: **YOUR EDUCATION ID NO.**

Születési hely és idő: PLACE AND DATE OF BIRTH

Lakcím: HUNGARIAN ADDRESS

Munkarend: NAPPALI

Igazolás kiállításának oka: az oktatási igazolvány kiállítása folyamatban van

Igazolás kiállításának célja: igazolja, hogy a fent nevezett személy az oktatási igazolványokról szóló kormányrendeletben meghatározott kedvezmények igénybevételére az igazolás érvényességi idejéig jogosult.

Igazolás kiállításának helye és ideje: Budapest

Aláírás: *[Signature]*

Bélyegző helye:



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About the Quaestura Offices

Quaestura Office – Egyetem tér 5.

Address: [Budapest, Egyetem tér 5., 1053](#)



- [Opening hours](#)
- E-mail address: quaestura@elte.hu
- Phone number:
 - 36-1-381-2353 or
 - 06-1-41-6500/8253
- You can book an appointment [HERE](#) (optional, you can come without an appointment).
- Our telephone customer service is available during the following time intervals:
 - **Mon-Thurs:** 9:00-16:00
 - **Fri:** 8:00-14:00

QUAESTURA POINT - LÁGYMÁNYOS CAMPUS

ADDRESS: [PÁZMÁNY PÉTER STNY. 1/A, 1117](#)

NORTHERN BUILDING 1ST FLOOR



[Opening hours](#)

How to apply for a Permanent Student ID card

1.

Go to one of the offices of the Hungarian Integrated Customer Service (Kormányablak in Hungarian) and apply for a so-called NEK document.

2.

Make an electronic copy of your NEK form (by scanning it or taking a photo of it) and upload it in the Neptun system.

3.

Register your application electronically in the Neptun system.

4.

Wait for your student card to be manufactured.

5.

Pick up your student card.



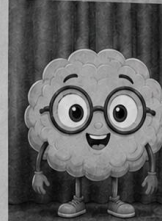
1.

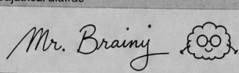
Go to one of the offices of the Hungarian Integrated Customer Service (Kormányablak in Hungarian) and apply for a so-called NEK document.

1. Select an office nearby from [this list](#) and go there with your passport and a valid Certificate of Student Status.
2. At the office tell the officer that you would like to apply for a student card and they will help.
3. There they will take a photo of you and have your main data registered. You get a NEK form with a unique code in the top right corner called NEK identifier.

Please double-check all your data on the issued NEK document! The data on the NEK document has to be exactly the same as the data registered in the Neptun system (if not, your student card request will be rejected)!

NEMZETI EGYSÉGES KÁRTYARENDSZER - ADATLAP

Arckép 

Sajátkézi aláírás 

NEK-azonosító NEK-7XQ9-L4D2-RK3M-8Z1P


Viselt név
MR. BRAINY

Igénylő családi neve BRAINY
Utónév 1. MR. Utónév 2. -
Születési családi neve BRAINY
Születési 1. utóneve MR. Születési 2. utóneve -
Születési 2. utóneve -
Születési helye BUDAPEST Neme AGYACSKA
Születési ország MAGYARORSZÁG
Születési dátum 2021. 12. 08. Születési hely magyar megfelelője BUDAPEST
Anyja születési neve AGYACSKAI
Anyja 1. utóneve NEURÓNA Anyja 2. utóneve -
Állampolgársága MAGYAR Jogállása HALLGATÓ
Személyazonosítás alapjául szolgáló okmány száma BRAINY-20211208-IK





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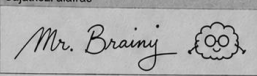
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INFORMATICS

2.

Make an electronic copy of your NEK form (by scanning it or taking a photo of it) and upload it in the Neptun system.

Make an electronic copy of your NEK form (by scanning it or taking a photo of it). You will need this document during the application process.

NEMZETI EGYSÉGES KÁRTYARENDszer - ADATLAP

Arckép	Sajátkézi aláírás	NEK-azonosító
		NEK-7XQ9-L4D2-RK3M-8Z1P 
	Viselt név	
	MR. BRAINY	

Igénylő családi neve	BRAINY	Utónév 2.	-
Utónév 1.	MR.	Születési családi neve	BRAINY
Születési családi neve	BRAINY	Születési 1. utóneve	MR.
Születési 1. utóneve	MR.	Születési 2. utóneve	-
Születési 2. utóneve	-	Születési helye	BUDAPEST
Születési helye	BUDAPEST	Neme	AGYACSKA
Születési ország	MAGYARORSZÁG	Születési hely magyar megfelelője	BUDAPEST
Születési dátum	2021. 12. 08.	Anyja születési neve	AGYACSKAI
Anyja születési neve	AGYACSKAI	Anyja 1. utóneve	NEURÓNA
Anyja 1. utóneve	NEURÓNA	Anyja 2. utóneve	-
Állampolgársága	MAGYAR	Jogállása	HALLGATÓ

Személyazonosítás alapjául szolgáló okmány száma BRAINY-20211208-IK





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In Neptun (Student web) click on **Menu / Administration / Student Card request** then **Start a new request**.

Fill out the application form:

- Type in your NEK identifier (mandatory) from the top right corner of the NEK form using capital letters, make sure to type it in **without any hyphens (-)**.
- Upload your NEK datasheet by
 - clicking on **Upload file** and uploading the file directly from your device's storage;
 - clicking on **Document storage** and selecting the file from your Neptun storage (if you have previously uploaded the file to your Neptun storage).
- **Select the request type** (mandatory) from the drop-down menu (e.g. first application, due to data change, lost, new request due to false data).

Arckép

Sajátkézi aláírás

Mr. Brainy

Viselt név

MR. BRAINY

NEK-azonosító

NEK-7XQ9-L4D2-RK3M-8Z1P

NEK identifier

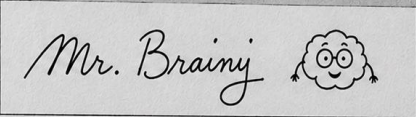
3.

Register your application electronically in the Neptun system.

Fill out the application form:

- Check if the application form shows your current program or not. If not, you can modify it by clicking on **Edit**.
 - Check whether your address shows up on the form correctly or not. You can click on Edit to correct it if necessary. **If you do not have a plastic address card, only a paper-based accommodation certificate, you MUST choose your address from your home country.** In this case, your card will list 'Külföldi cím' (Foreign address) as your address. If you have a plastic address card, you can choose your Hungarian residential address.
 - If you study at another university besides ELTE, you can add a secondary institution (optional) to your request by selecting the university from the drop-down menu, typing in the printing code of the secondary institution and uploading a student status certificate from this other university.
3. Click on the **Save** button to finish the process.

The image shows a sample application form for NEK registration. It includes a photo of a brain character with glasses, a signature 'Mr. Brainy', a printed name 'MR. BRAINY', and a barcode with the identifier 'NEK-7XQ9-L4D2-RK3M-8Z1P'. A blue arrow points to the barcode with the text 'NEK identifier'.

Arckép	Sajátkézi aláírás	NEK-azonosító	NEK-7XQ9-L4D2-RK3M-8Z1P
			
	Viselt név		
	MR. BRAINY		

4.

Wait for your student card to be manufactured.

Once your application is in process (your NEK number is uploaded in Neptun, you may request a temporary student ID- a document which is equivalent to the permanent student ID- that enables you to use the discounts of the permanent student ID for 60 days. To receive a temporary student certificate, you need to **go to the Quaestura Office and request the document in person**. Make sure to bring your ID card (EU members) / passport (outside EU) with you.

Igazolás



Személyes adatok
Név: **YOUR NAME**

Oktatási azonosító: **YOUR EDUCATION ID NO.**

Születési hely és idő: PLACE AND DATE OF BIRTH

Lakcím: HUNGARIAN ADDRESS

Munkarend: NAPPALI

Igazolás sorszáma: NUMBER OF THE CERTIFICATE

Érvényességi ideje: **EXPIRY DATE**

Igazolás típusa: Diákigazolvány elkészültéig kiállított igazolás

Intézményi adatok
Intézmény neve: .

Feladatellátási hely címe:

Második intézmény neve:

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Gyakorlati képzési hely neve:

Gyakorlati képzési hely címe:

Igazolás kiállításának oka: az oktatási igazolvány kiállítása folyamatban van

Igazolás kiállításának célja: igazolja, hogy a fent nevezett személy az oktatási igazolványokról szóló kormányrendeletben meghatározott kedvezmények igénybevételére az igazolás érvényességi idejéig jogosult.

Igazolás kiállításának helye és ideje: Budapest

Aláírás: 

Bélyegző helye:





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5.

Pick up your student card.

- After you've initiated the student card request, your card will be ready hopefully in 2 months if there are no complications **(Make sure the data on the NEK document are correct!)**
- Manufactured student cards are sent to the central Quaestura Office. Quaestura will send you a Neptun message when your student card arrives at the office and can be picked up.



Frequently asked questions

I have lost my validated Student Card. What should I do?

In case you lost your validated student card or somebody stole it, you need to report it in [this case category](#). The date of loss is the date of submission, thus make sure that you report the loss as soon as possible. After processing your case, **you will be charged for not returning the card with the validation sticker (3500 HUF)**. However, in case you have a **police report** about the theft of the student card, please upload it to the submitted case and the Office will delete the charge. In this case, the date of loss will be the issue date of the police report.

The loss of the student card is immediately reported to the Educational Authority and the lost student card is invalidated so it can't be used any longer. In case the student card is found you have to hand it in at Quaestura Office.

I found my lost student card. What should I do?

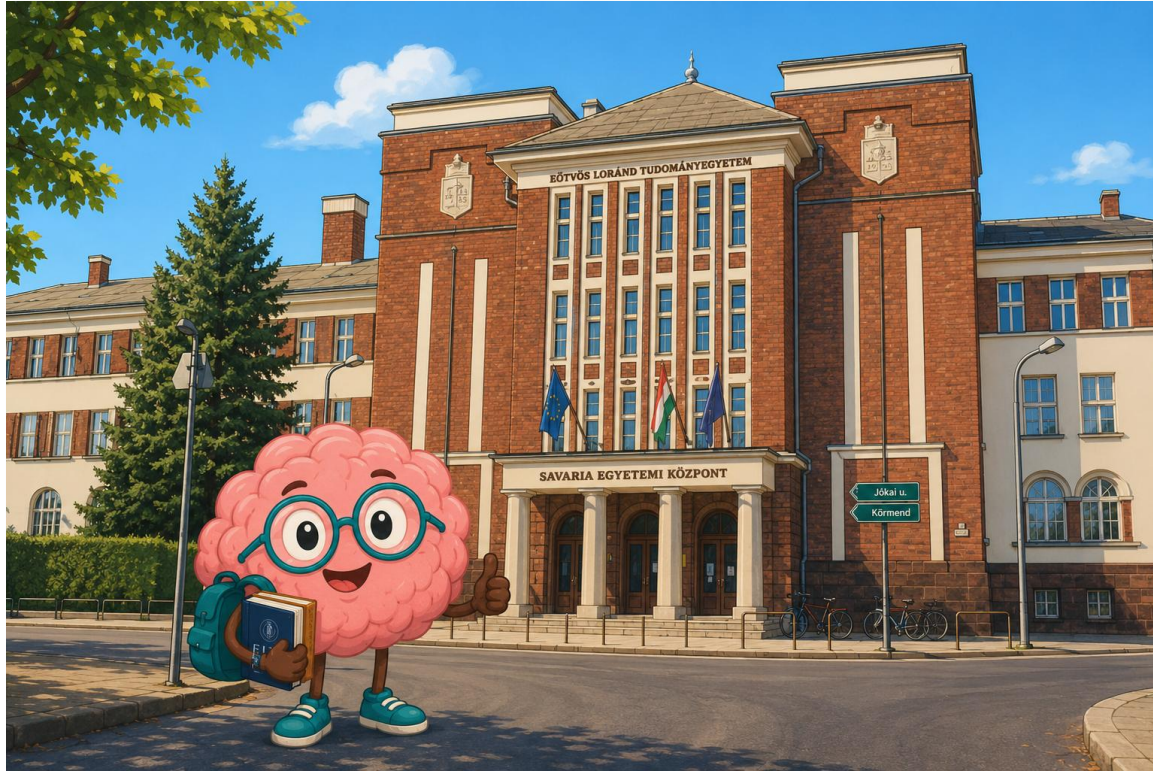
If you found the card, **you need to show it in person**. As the card had been registered as invalid, it cannot be used anymore.

Loss of the valid Temporary Student Certificate

In case you lost your valid Temporary Student Card, or it is damaged, it has no charges. You can ask for a new copy issued at Quaestura.



Student ID - FAQ



I study in Szombathely at Savaria Campus. Should I go to Budapest in order to apply for a student card or report my lost student ID?

The Registration Office of Savaria Campus deals with your student card management.

If you have any other questions, please contact them.

Webpages (only in Hungarian): [Savaria Campus](#) can help you.

Address: H-9700 Szombathely, Károlyi Gáspár tér 4., A building

E-mail address: tanulmanyi@sek.elte.hu

Validating the Student Card

When can the ID card be validated?

From the first day of each study term, continuously until the last day of its validity period (31 October/ 31 March).

If it is not urgent, please do not do the validation in the first few days to avoid long queues.

In which cases can the student card be validated?

The student ID can be validated if

- the student has an active student status in the given semester (i.e. not passive) in the same mode of study as that shown on the ID (evening, full-time, correspondence)
- the student card is physically intact
- The student ID has not expired.
- The student card can be used in higher education until March 31 of the 9th year from the date of issue, i.e. they can be validated with a sticker for the last time in the year the certificate expires. (Please note: You can see the end of the validity of the ID in Neptun in the data of your student ID or on the back of the student ID.)
- The ID can be validated free of charge at the [Quaestura Office](#) and the [SEK Education Office](#) throughout the year (subject to the abovementioned conditions). Based on the provisions of Section 134 (1) of the HKR, the repeated validation of the same student card in the same semester entails a service fee.
- The address on the student card of students with Hungarian citizenship must be an official address, such as the "permanent" or "residence" address on the residential address card as well as in Neptun. This also applies to students with dual citizenship.



Validating the Student Card

 **Deadline for the autumn semester**
 **Deadline for the spring semester**

What should I bring with me for the validation?

In case of administration in person: official photo ID, permanent student card.
In the case of administration by an authorized person: the permanent student card to be validated, and an authorization signed by two witnesses. A downloadable authorization form can be found [here](#). In this case, the authorized person can act in the administration.

Please do NOT remove the validation sticker from the previous semester! Upon request, our colleagues will remove the sticker from the ID after the inspection.

What should I do if my sticker is damaged (torn, washed out)?

The service fee for the repeated validation of the same student card in the same semester is HUF 3,500. The condition for issuing a new sticker is the payment of this fee. You must report damage to the validation sticker on the qter.elte.hu website under the menu item **Online administration, Student ID card > Other questions regarding the Student Card.**



Tips and Tricks for student card application

- **Initiate the procedure as soon as you can.** You will be able to apply for a student card once you visit the Immigration Office and your status is active. In September there are thousands of students applying for student ID, which slows down the process. The sooner you submit your request in Neptun, the sooner you receive your card.
- **Do not leave the Municipality Office until you check your data on the NEK document!** Make sure the data on the form and the data in Neptun My data > Personal information menu is matching by the letter! If it is not, your application will not go through, you have to go back to the Municipality Office and request another NEK document.
- **Keep your NEK document until the end of your studies:** in case you lose your student ID, you can reapply with the same NEK identifier.
- **In case you studied at ELTE in your BSc and you continue your studies in MSc without, or with only a year of gap in your studies, you do not have to apply for a student card,** you can continue to use your BSc card. In case your personal data changes (new address, name change etc.), you have to submit a request for a new ID though.

