

# SH/SCYP ADMINISTRATION STEP-BY-STEP

Next workday after arrival

- 1** **Registration (Centre of International Programmes and Alumni) IG Building, Office 103**
  - Complete and sign the Arrival Sheet
- 2** **Academic Registry Office (IG Building Ground Floor)**
  - Submit the signed documents of the online Enrolment
- 3** **Student Service Centre (ÚT Building, 106)**
  - Obtain your University Card
- 4** **Accommodation Office (K1 Ground Floor)**
  - Sign your Rent Contract for the University's Halls of Residence

- 5** **Immigration Office (9026 Győr, Szövetség u. 15-17)**
  - Apply for a Residence Permit for the purpose of study - Non-EU citizens

- 6** **Academic Registry Office (IG Building Ground Floor)**
  - Obtain your Student Status Certificate

- 7** **Government Office (9021 Győr, Árpád út 32)**
  - Apply for a Student Card

- 8** **National Health Insurance Card**
  - Only for Scholarship awarded students!

- 9** **Open a Hungarian bank account**

- 10** **Apply for a TAX Card (9021 Győr, Szent István út 15-17)**  
Scholarship awarded students apply for card

- 11** **Scholarship Contract**  
For scholarship awarded students (SH/SCYP)  
Upload it to the online application system by the end of October

After receiving your  
Residence Permit