

## **Applying for a student card**

Government directive 362/2011. (XII.30.) regulates the application process for permanent and temporary student cards used in higher education.

### **REQUEST FOR PERMANENT STUDENT ID CARD:**

1. A photograph and a sample signature must be taken at the Government/Document Office (here the National Unified Card System is prepared - NEK data sheet).
2. The personal and address data on the NEK form received from the Government/Document Office must correspond with the existing data in Neptun. (PLEASE, look at the sheet you are receiving at the Government/Document Office and check the data before you leave!) It is absolutely necessary to report any discrepancies and provide the correct data in the Study to your Academic Administrator.
3. The student ID card application must be started in the Neptun system with the NEK ID on the NEK form - Administration / Student ID card application. In the case of a first year student, it is ONLY possible to start the application after enrolment (after establishment of student status.)
4. If, after the termination of the legal relationship entitling a student to the use of the card and during the period of validity of the card, you establish a new legal relationship with the same cooperating body, and with the data content of the card still corresponding to reality - your student card remains valid.
5. Application for a student card is free of charge.
6. The completed student card is mailed by the Office of Education to the address of the University's Academic Registry (TO). The administration officer in the Academic Registry will inform you in a message in the Neptun system of the student ID card and how to obtain the sticker required for the card's validation for the active semester in accordance with current epidemiological rules.

### **APPLICATION FOR A TEMPORARY STUDENT CERTIFICATE:**

1. If your previous student ID is no longer valid (e.g. from high school), lost or damaged, you will need to apply for a temporary student card.
2. An application for a permanent student card must be initiated on the basis of the above information.
3. Following application for a permanent student card, upon request, the TO will issue a temporary ID card valid for 60 days.

Contacts: <https://neptun.sze.hu/images/angol/Academic%20Registry.pdf>