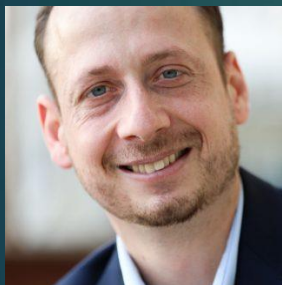


Welcome to UVMB



Students' Secretariat:



Dr László REINITZ

Head of
International
Secretariat



Miss Zita ARANY

Students'
Secretary for
1st and 2nd year



Mrs Mónika
CSINTALANNÉ
STEINER

5th year,
11th semester



Ms. Csilla
MÁRFÖLDI

3rd, 4th year



Ms Dóra
KOVÁCS

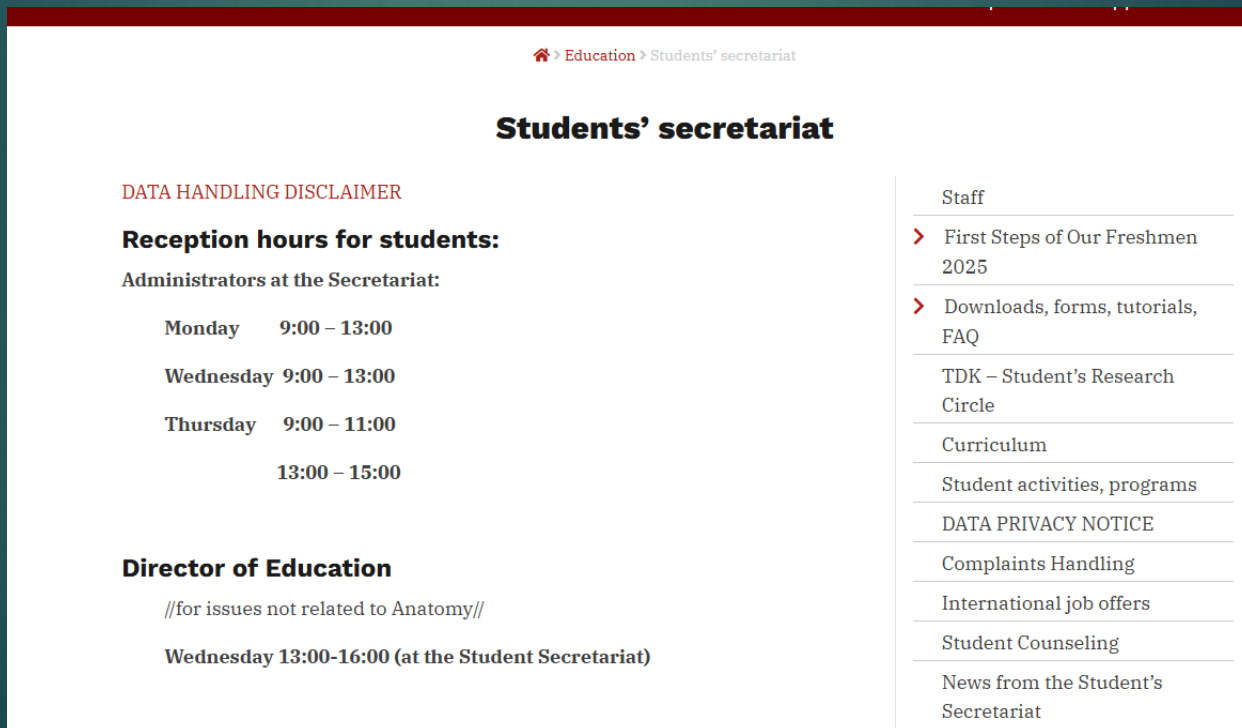
German
programme

Our website: Education > Students' secretariat

<https://univet.hu/en/education/students-secretariat/>

Calendar, regulations, general- and academic information, eg.

- visa information
- student card registration
- health insurance



The screenshot shows the 'Students' secretariat' page on the univet.hu website. The page has a dark red header with the breadcrumb 'Home > Education > Students' secretariat'. The main title is 'Students' secretariat'. Below this, there is a 'DATA HANDLING DISCLAIMER' in red. The 'Reception hours for students:' section lists the hours for Monday, Wednesday, and Thursday. The 'Director of Education' section includes a note about issues not related to Anatomy and the office hours on Wednesday. A right-hand sidebar contains a list of links: Staff, First Steps of Our Freshmen 2025, Downloads, forms, tutorials, FAQ, TDK – Student's Research Circle, Curriculum, Student activities, programs, DATA PRIVACY NOTICE, Complaints Handling, International job offers, Student Counseling, and News from the Student's Secretariat.

Home > Education > Students' secretariat

Students' secretariat

DATA HANDLING DISCLAIMER

Reception hours for students:

Administrators at the Secretariat:

Monday	9:00 – 13:00
Wednesday	9:00 – 13:00
Thursday	9:00 – 11:00 13:00 – 15:00

Director of Education

//for issues not related to Anatomy//

Wednesday 13:00-16:00 (at the Student Secretariat)

Staff

- > First Steps of Our Freshmen 2025
- > Downloads, forms, tutorials, FAQ
- TDK – Student's Research Circle
- Curriculum
- Student activities, programs
- DATA PRIVACY NOTICE
- Complaints Handling
- International job offers
- Student Counseling
- News from the Student's Secretariat

Opening hours

Building H, 1st floor

- ▶ **Monday** **9:00 – 13:00**
- ▶ **Wednesday** **9:00 – 13:00**
- ▶ **Thursday** **9:00 - 11:00**
 13:00 – 15:00



➡ arany.zita.csilla@univet.hu
Phone: (1) 478 4100 / 8322



student@univet.hu



The Secretariat is
CLOSED during the
weekend and in the
evening




Never email to the rector or
vice rector!



complaints@univet.hu

Neptun messages

Please always read the messages from your secretary
Reply via email: arany.zita.csilla@univet.hu

 Messages » Inbox

Messages

Inbox

Sent

Archived

Settings

Search

AZ

Zita Csilla Arany

Passport for registration

6 hours ago

1

AZ

Zita Csilla Arany

Opening ceremony (Friday)

12 hours ago

1

AZ

Zita Csilla Arany

Student Support & Counseling Services

5 days ago

1

AZ

Zita Csilla Arany

Boat trip + info

5 days ago

Passport for registration

AZ

Arany Zita Csilla

2 September 2025 a

Dear Students,
Please bring your passport (or a copy of it) for the registration tomorrow.
Kind regards,
Zita Arany

Communicating with the Secretariat Staff

Use a polite greeting

Address them by name (e.g., “Dear Zita” or „Dear Dr. Reinitz”), or use “Dear Student Secretary,”

Introduce yourself

State your full name, Neptun code, year

State your purpose clearly

Be concise about what you need (e.g., scheduling a meeting, requesting a document, clarifying information).

„Dear Zita”



I would like to register for the Biology exam on 16th December 8AM, however when I try to register, neptun says the registration period has finished. Could you help me?

*Kind regards,
Amanda Madeup BGHJJ3, year 1*



Hi

Can you register me for Biology
Thanks

Be efficient!

Please don't send several emails about the same subject. Think through what you need and write it in one email.

This saves time for both of us.

Hi,

Could you send a transcript?



Thanks. I need a student status certificate as well.

I need a proof of payment for my residence permit as well.

Check:

What do you need for your residence permit application?

Dear Zita,



I'm renewing my residence permit. Could you provide

- a transcript
- a student status certificate
- Certificate that I have paid the tuition fee for the upcoming semester

Kind regards,
Amanda Madeup
HFDZ23, 1st year

Student Representatives

- ▶ Student representatives act as intermediaries between students and university administration. They collect feedback, concerns, and suggestions from their peers and communicate it with the Students' Secretariat.
- ▶ We are looking for 2 volunteers: if you are a good communicator and have an outgoing personality, please email your secretary.
- ▶ We need 2 volunteers for the opening ceremony on Friday
 - ▶ Reads the oath
 - ▶ Shakes hand with the Rector

Anatomy & Histology Dept. - Bldg. E

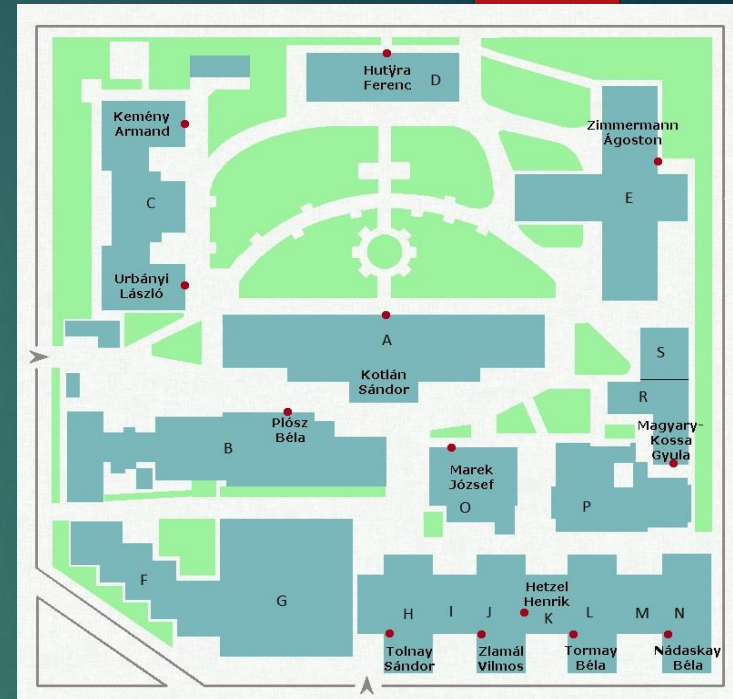
(Anatomy, Histology, Biology lessons

- incl. Histology practice hall

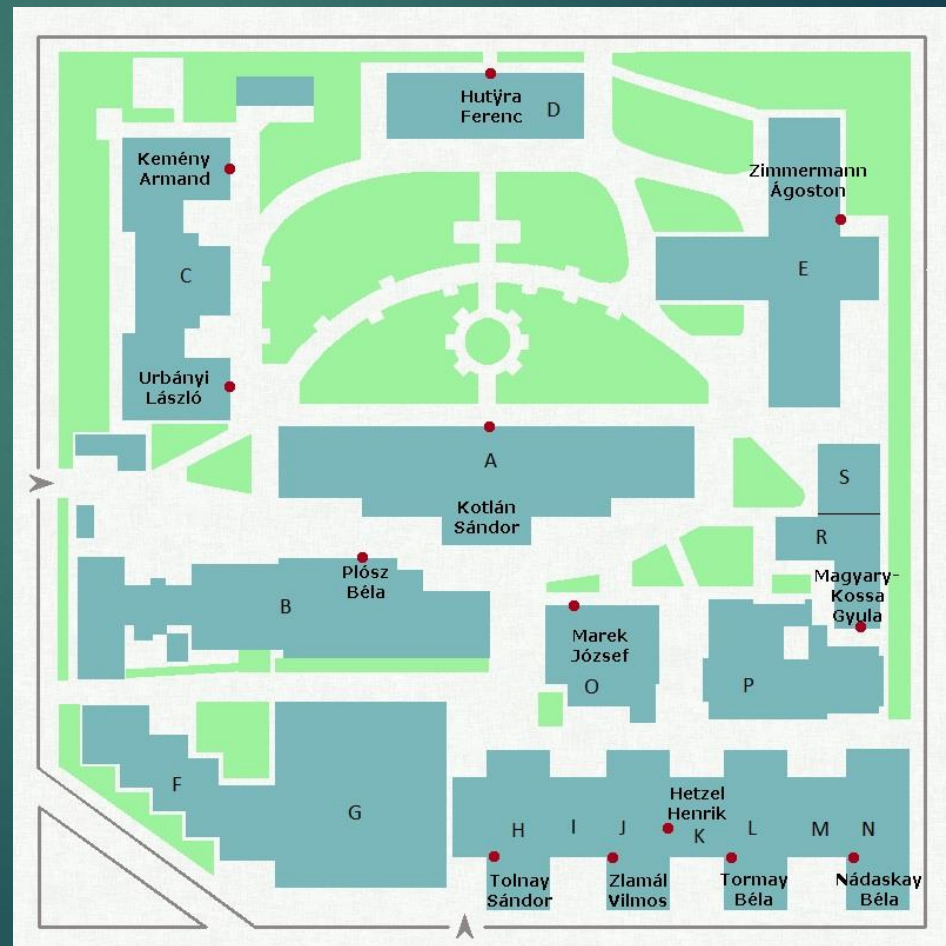


Building
E1

Building P:



Department of Chemistry (left wing) Department of Physiology and Biochemistry (right wing) – at Building C (Chemistry, Biophysics, Physiology and Biochemistry lessons)



Botany and Animal Nutrition Department at Rottenbiller street 50.

(for practicals only! – lectures are at
István utca).

Poisonous plants elective is at
Rottenbiller street 50,
1st floor, Botany practice hall)

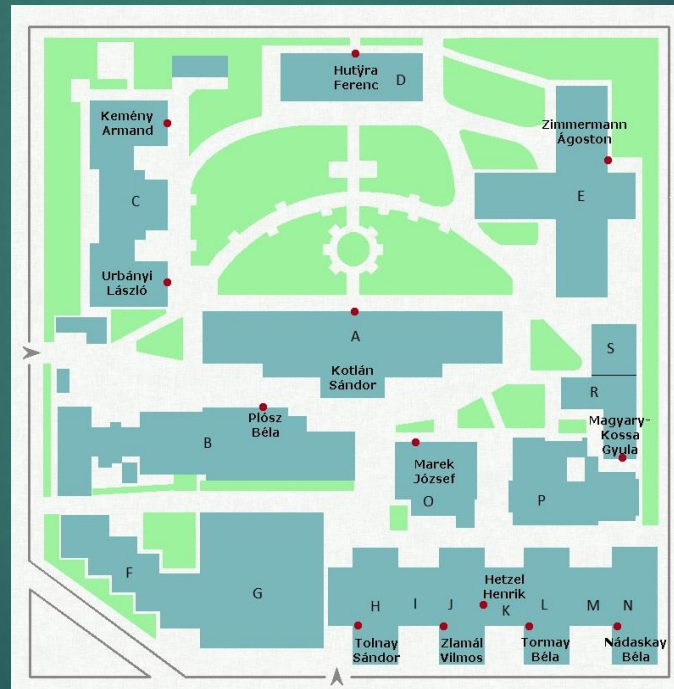


Building D: Library (reading room – entrance from Rottenbiller street side)

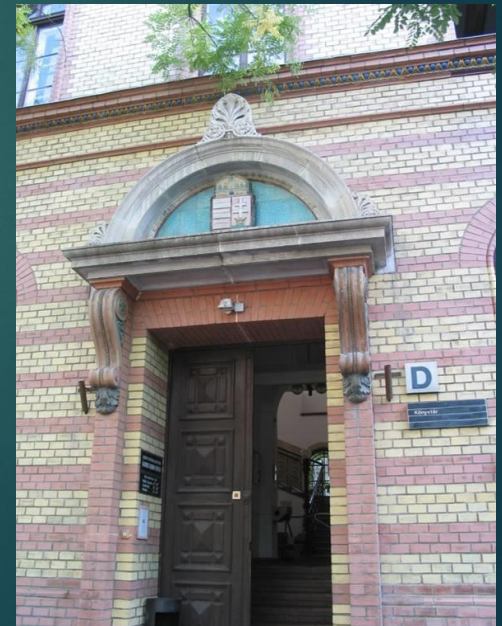
Equus club: study room, disco on Thursdays, concerts, quizzes



Equus Club



Library entrance

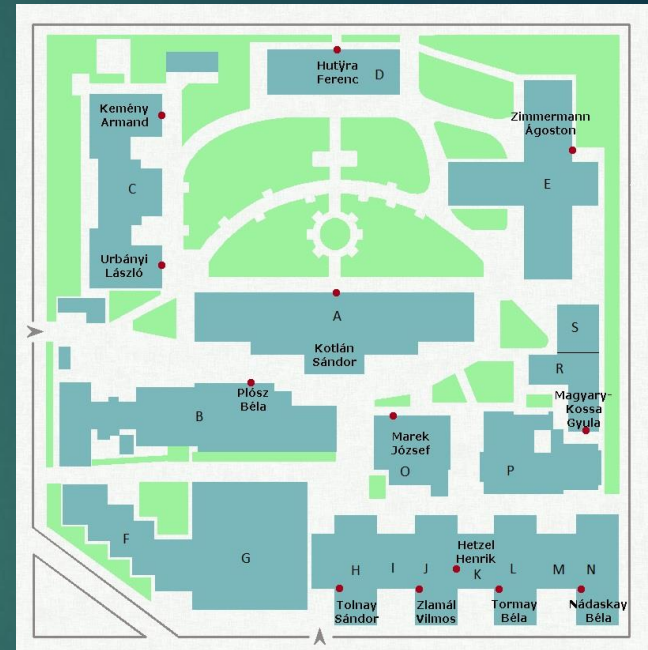


Building G: book store + gym (weight lifting room in the basement + sauna)



Student center – Building P.

7.30 – 21.00 (cafeteria + lounge)



Clinics

Small animal clinic and Exotic animal clinic are on campus

Farm animal and Equine Clinic is at Üllő (shuttle bus)



Biking: Bike-parking next to Bldg. C (Chemistry) or at the Cafeteria



Schedule

Opening Ceremony:

Friday, September 5, 2025, at 10:00
a.m.

Start of the Academic Year:

Monday, September 8, 2025

Enrolment in NEPTUN (for all students):

August 27 – September 12, 2025

Course Registration in NEPTUN:

From Wednesday, August 27, 2025, 8:00
a.m. to Friday, September 12, 2025,
11:00 p.m.

Teaching Period:

September 8 – December 12, 2025

Thursday evening Boat-trip on River Danube

Meeting on Thursday, 4th of September, 2025, Boarding: 5:30 p.m.

Pest side, half way between Elizabeth & Chain Bridge,
Vigadó tér /Vigadó square/, ship station nr. 5, Ships name: Budapest

Departure: 6 p.m. - Arrival: 8 p.m.

Soft drinks and food are offered on the boat at the beginning of the trip which are free of charge. After that if you want more drinks and food, you can buy yourself at the buffet.

Students only - please leave friends and family at home!



Opening ceremony

- ▶ School opening ceremony on 5th Sept.
- ▶ Friday from 10.00 (elegant clothes)
- ▶ Head-phones pick up from 9.30
(name of student only)
- ▶ Sitting upstairs
- ▶ Entrance from Bethlen Gábor street
- ▶ Online streaming:
<https://univet.hu/en/ceremonial-opening-2025/>



[illegible]

Timetable – first week – Monday – Anatomy

- ▶ Monday:
 - ▶ English extra lecture: 4-5.00 PM
 - ▶ English Equine plenary: 5-6.00 PM
 - ▶ both in the Aula Maxima, Bldg. G
 - ▶ 1st group Hungarian lab => Friday 12.15
- ▶ Later on during the week:
- ▶ Tuesday: NO Anatomy lecture
- ▶ Wednesday-Thursday-Friday: regular Anatomy 1 practicals (dissection) will be held in the
 - ▶ first week also! Building E1, groundfloor, Dissection hall
 - ▶ (Anatomy 3 practicals for 2 in 1 students are NOT held during the 1st week)
 - ▶ Anatomy: exam on the dissection room and exam regulations
 - ▶ (material available in moodle) will be required!
 - ▶ Deadline: 09th September 8:00



Timetable - Monday

Anatomy Lecture

Assembly Hall

16.00--17.00 by László Reinitz

Horse demonstration

Assembly Hall

17.00-18.00 by Mátyás Kapiller





Lab-coats for Anatomy and Chemistry

<https://mediwears.hu/en/>

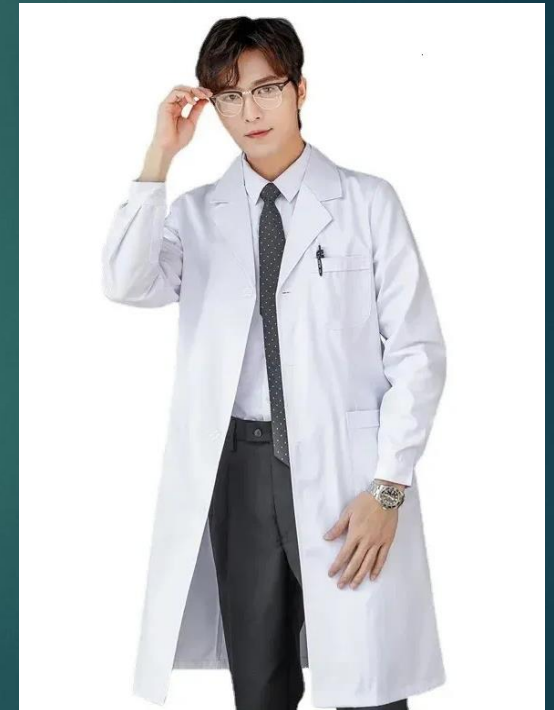
<https://www.samtex.hu/index.php/en/>

Student Council: ate.hok@gmail.com

Long coat: up to
knees

Arms are covered

Must be white



Library introduction

Next week (8th-12th of September)

Building D,
Library entrance



Group #1 - Friday - 12:15
Group #2 - Friday - 12:40
Group #3 - Friday - 10:40
Group #4 - Wednesday - 10:15
Group #5 - Wednesday - 10:40
Group #6 - Wednesday - 11:15
Group #7 - Wednesday - 11:40
Group #8 - Tuesday - 10:40
Group #9 - Tuesday - 14:15
Group #10 - Tuesday - 14:40

Residence permit

INFORMATION ON THE WEBSITE: UNIVET.HU

30/60 DAYS TO ARRANGE (NON-EU/EU)

WHAT YOU NEED TO SUBMIT: SCHOOL ENROLLMENT CERTIFICATE, LEASE CONTRACT, PASSPORT COPY, HEALTH INSURANCE, BANK STATEMENT, PHOTO (NON-EU)

IMMIGRATION OFFICE WEBSITE:

[HTTPS://ENTERHUNGARY.GOV.HU/EH/?EN](https://enterhungary.gov.hu/eh/?en)

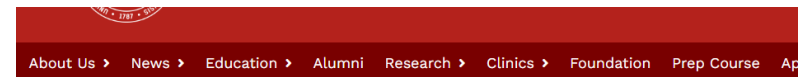
ONLINE APPLICATION

REQUIREMENTS MAY VARY FROM COUNTRY TO COUNTRY

▶ ADDRESS: 1135 BP. SZEGEDI ÚT 35-37.

▶ EMAIL: BP2@OIF.GOV.HU

▶ PHONE: +361 5501165



🏠 ▶ Education ▶ Students' secretariat ▶ First Steps of Our Freshmen 2025 ▶ Residence permit information

Residence permit information

Residence permit application for 2025 September entry:

[Some information on visa application June 2024](#)

online pre-application for the Enterhungary site:

[Enterhungary.com_residence permit application info](#)

[Residence permit application_Exemption from paying the administration fee](#) (for Stipendium Hungaricum students etc.)

The residence permit card arrives at the university. We email you to come and pick it up.

Student card



Information on our website:

<https://univet.hu/en/student-support-services-at-univet-budapest/admin-help-for-freshers/permanent-student-card/>

The student card certifies your student status. Entitles you to discounts on public transportation tickets, entrance fees (library, museums, cinemas etc.), restaurants among others.

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

- 1 - Go to a **Registration Office** (in Hungarian: Okmányiroda/Kormányablak) and apply for a student card;
- 2 – Bring your **passport/ID-card + residence permit** (bear in mind you should **already have** one before applying) with you for the application;

(Take a number for „**Diákigazolvány**”=student card and wait to be called)

- 3 – Once there ask for „**Diákigazolvány ügyintézés** (Student card management) and they will give you a „**NEK-adatlap (NEK-sheet)**

Fill out the sheet. Please note that all information **must match the info in Neptun** (address, mother's name etc.);

- 4 – Hand in the **NEK-sheet** at the Student Secretariat's Office

It can take weeks, months for the plastic card to arrive.

- 6 – In the meantime apply for a **temporary card** until the official card arrives (Please note – You can only apply for a temporary card once you already applied for the official card)

The temporary card is valid for **2 months**;

- 7 – Once the official plastic card arrives **you will get an e-mail** from us to pick it up (only valid with a sticker, ask from the Secretary);

1st semester stickers are valid until the end of March, 2nd semester stickers are valid until the end of October.



Student card registration offices: (‘okmányiroda’)

► Some examples of the closest offices:

► VIII. District reg.office: 1087 Budapest,
Kerepesi út 2-6. (Keleti Train Station)

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

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

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

► Central Registration Office: 1133
Budapest, Visegrádi utca 110. (open:
weekdays: 8.00 – 20.00, weekends: 8.00 –
14.00)

► For more info on opening hours, please
check:

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

NEPTUN
unified education system:
neptun.univet.hu

Neptun.Support@univet.hu



University of Veterinary Medicine

EN ▾

Student login

Login name
|ABC123

● This field must be filled!

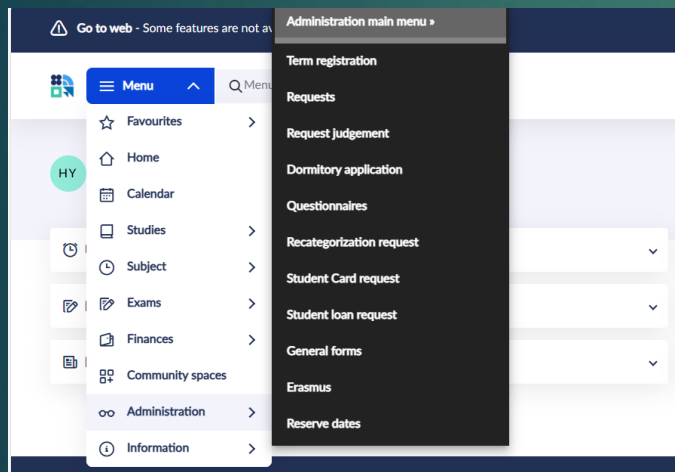
Password
●●●●●●●●

Login



Registering to the term





Menu > Administration > Term registration



Administration » Term registration

Term registration

Next term

 2025/26/1 term	 Admitted term status	 New registration status	 2025/26/1 admission year
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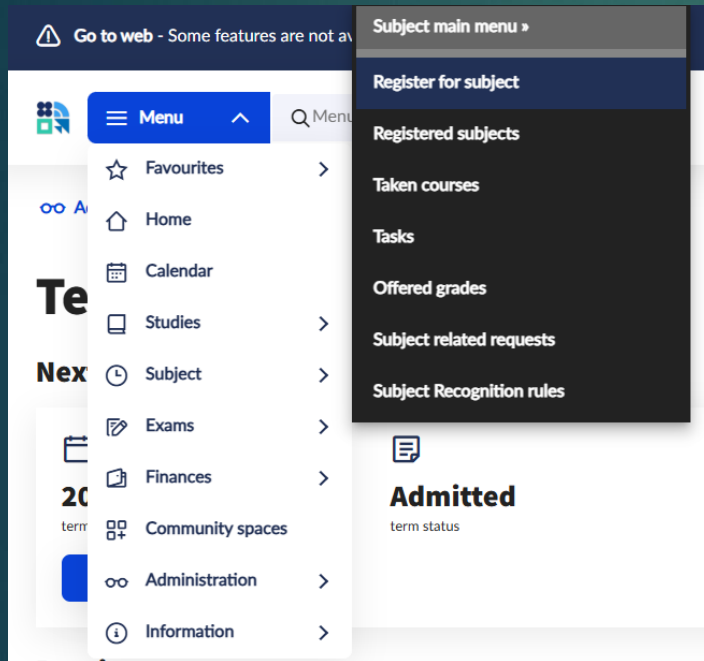
[Enroll](#)

Click on the Enroll button

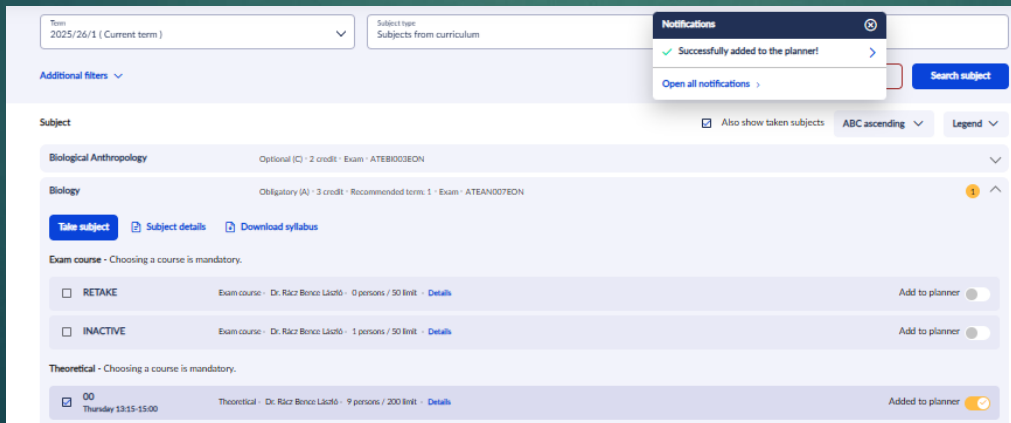
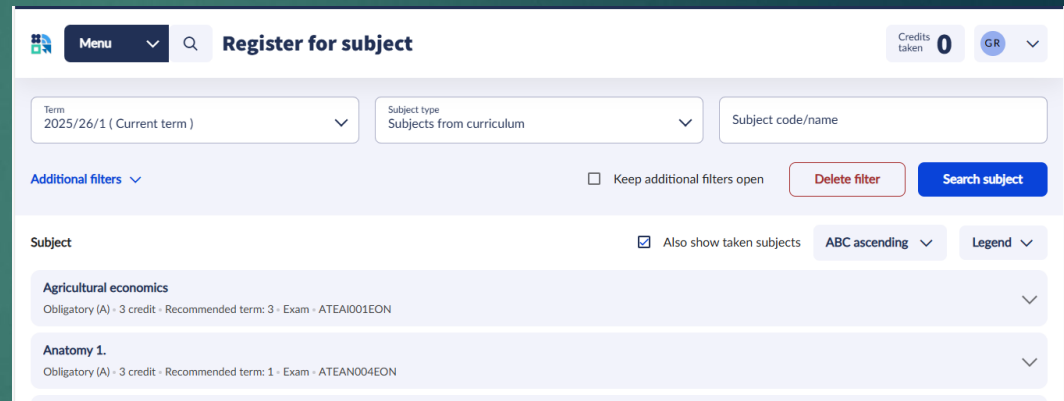
Fill out the form

Registering to subjects (until 12th of September)

Menu > Subject (Object) > Register for subject



Make sure you are on the current term 2025/26/1



Anatomy: you need to register to 2 subjects!

You need to register for the subject called „**Anatomy 1 practical exam**”(00) first!

Then you can Register to „**Anatomy 1**”: select Plenary, Practical (group) and Theoretical 00 course

The screenshot shows the registration interface for 'Anatomy 1'. At the top, it indicates the course is 'Obligatory (A)', worth '3 credits', with a 'Recommended term: 1', and the exam code 'ATEAN004EON'. Below this are three buttons: 'Take subject' (highlighted in blue), 'Subject details', and 'Download syllabus'. The page is divided into four sections, each with a heading and a list of course options. Each option includes a checkbox, the course name, a brief description, the number of persons and the limit, a 'Details' link, and an 'Add to planner' button with a toggle switch.

- Exam course** - Choosing a course is mandatory.
 - ☐ **RETAKE** Exam course · Dr. Heinzmann Andrea, Dr. Kapiller Mityás Dávid, Dr. Kondor... · 9 persons / 50 limit · [Details](#) Add to planner ☐
 - ☐ **INACTIVE** Exam course · Dr. Heinzmann Andrea, Dr. Kapiller Mityás Dávid, Dr. Kondor... · 11 persons / 50 limit · [Details](#) Add to planner ☐
- Plenary** - Choosing a course is mandatory.
 - ☐ **Plenary 2** Tuesday 15:15-16:00 Plenary · 12 persons / 100 limit · [Details](#) Add to planner ☐
 - ☐ **Plenary 1** Tuesday 14:15-15:00 Plenary · 11 persons / 100 limit · [Details](#) Add to planner ☐
- Practical** - Choosing a course is mandatory.
 - ☐ **09-10** Friday 14:15-16:00 Practical · 1 persons / 40 limit · [Details](#) Add to planner ☐
 - ☐ **11** Tuesday 16:15-18:00 **Full** · Practical · 18 persons / 18 limit · [Details](#) Add to planner ☐
 - ☐ **05-06** Thursday 08:15-10:00 Practical · 0 persons / 40 limit · [Details](#) Add to planner ☐
 - ☐ **07-08** Wednesday 16:15-18:00 Practical · 1 persons / 40 limit · [Details](#) Add to planner ☐
 - ☐ **01-02** Friday 10:15-12:00 Practical · 2 persons / 40 limit · [Details](#) Add to planner ☐
 - ☐ **03-04** Friday 12:15-14:00 Practical · 1 persons / 40 limit · [Details](#) Add to planner ☐
- Theoretical** - Choosing a course is mandatory.
 - ☐ **00** Tuesday 12:15-14:00 Theoretical · Dr. Heinzmann Andrea, Dr. Kapiller Mityás Dávid, Dr. Kondor... · 23 persons / 200 limit · [Details](#) Add to planner ☐

Anatomy 1 (complete)

1. step:
Anatomy 1 practical
exam course: 00 code
ATEAN011EON

2.step
ATEAN004EON - theory: 00
course - practical: 01-10
(according to which
group you are in) -
plenary 1 (if you are in
group 1-5) and plenary 2
(if you are in group 6-10)

Chemistry: ATEKE003EON - theory: 00 course - practical: 01-10
(according to which group you are in)

Histology 1: ATEAN002EON - theory: 00 course; - practical: 01-10
(according to which group you are in, two or three groups are together)

Biology ATEAN007EON - theory: 00 course (no practical course)

Biophysics: ATEKE002EON - theory: 00 course (no practical course)


Informatics: ATEBM002EON - theory: 00 course - practical: 01-10
(according to which group you are in)

Zoology: ATEPA001EON - theory: 00 course (no practical course)

Basics of Hungarian Veterinary Communication 1: ATEIL024EON -
practical: 01-10 (according to which group you are in)

(+ if you are a Stipendium/Diaspora scholarship holder:
ATEIL008EON SH Hungarian A1/1.)

Thank you for your
attention!



Students for registration:

- **A-E: Ms Zita Arany**
- **F-K: Ms Dóra Kovács**
- **L-R: Ms Mónika Csintalanné Steiner**
- **S-Z: Ms Csilla Márfoldi**