



STUDENT CARD APPLICATION PROCESS

The student card is an orange-brown plastic card, resembling in size to a credit card. This card contains your data (name, place, and date of birth, address, type of student status), name of the university (Állatorvostudományi Egyetem), and period of validity.

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

Step 1:

Go to an Office of Government Issued Documents (short term: Registration Office/Municipality Office; in Hungarian: Okmányiroda/Kormányablak) and apply for a student card.

Select an office, arrive with your passport/ID-card and residence permit/address card, and take a number for the topic 'diákigazolvány' (= student card) service.

Some examples of the closest offices:

- Central Municipality Office: 1133 Budapest, Visegrádi utca 110.
(open: weekdays: 8.00 – 20.00, weekends: 8.00 – 14.00)
- VII. district Municipality Office: 1073 Budapest, Erzsébet körút 6. fszt.
- VI. district Municipality Office: 1062 Budapest, Andrássy út 55.
- V. district Municipality Office: 1051 Budapest, Erzsébet tér 3.

For more info on opening hours, please check:

<https://1818.hu/home>

You can register your main data and have a photo taken at any of the municipality offices. **You will receive a form with a unique code in the top right-hand corner called a 'NEK identifier'.**

Please double-check that all the data on the NEK-sheet is correct! The data on the NEK sheet must be the same as the data registered in the Neptune system, e.g. the spelling of your name (if not, your request for a student card will be rejected)!



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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):

Enter your NEK identifier correctly, using capital letters and without hyphens.

2. Demand type (mandatory):

Select the reason for your request here (e.g. first application, data change, lost card, new request due to incorrect 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 if you are still a student at your former school, because further administrative steps would be necessary in that case.

It usually takes a couple of weeks for your student card to be delivered. In the meantime, check Neptun system for possible error messages.

Step 3: Your student card is ready for collection.

Student cards are posted to the University of Veterinary Medicine. The Doctoral School Secretariat will inform you via email as soon as the card is available.