**Administrative information for FAO students**

**1. Contract with the Szent István University - Budapest**

→ necessary to sign at the beginning of your program

useful information: <http://hort.sziu.hu/future-students/other-useful-information>

Local contact: Luca Molnár (molnar.luca@kertk.szie.hu), Building ’K’

**2. Temporary Student Card**

→ necessary so that you can use the public transport system of Budapest for a discount price

→ makes also other kinds of discounts for students available in Hungary

→ *valid only for 60 days!*

Local contact: Luca Molnár (molnar.luca@kertk.szie.hu), Building ’K’

**3. Monthly Budapest pass for students** (3 450 Ft)

→ necessary so that you can use the public transport system of Budapest

→ *valid only with the Student Card!*

→ see also (public transport in Budapest): http://www.bkk.hu/en/main-page/news/

Local contact: Your Tandem partner can help buy the pass

**4. Permanent Student Card**

→ you have to use it when the Temporary Student Card expires (after 60 days)

→ you have to contact the Central Office for Administrative and Electronic Public Services as soon as possible because of the long administrative procedure (<http://www.okmanyirodak.hu/en/>

or

<http://11.kerulet.ittlakunk.hu/holmi/legfontosabbak/xi-keruleti-okmanyiroda>)

Local contact: Your Tandem partner can accompany you to the Office and ask for the document containing the NEK code. This document has to be taken to Luca Molnár, who will make the necessary registration in the NEPTUN system. The Permanent Student Card will be posted to your temporary address after that. (Note that this may take several weeks.)

**5. Open a bank account**

→ obligatory because your grant will be transferred to this account. *Cash payment for students from the University is not possible!*

→ the bank account should be opened at the OTP Bank (opening an OTP Junior account is free of charge if you prove your student status)

Local contact: Luca Molnár can give you the document which proves your student status at the University. Your Tandem partner/mentor can then accompany you to the bank and help you fill in the necessary forms. Note that a cell phone (with a SIM card) will be necessray to buy so that you can manage banking affairs.

**6. Tax identification number**

→ it is obligatory to have an official card indicating your tax identification number

Local contacts: First Ask Luca Molnár for a document which proves your student status at the University. After that ask your Tandem partner to accompany you to the regional NAV Office (See: <http://en.nav.gov.hu/contact/tax_contact/chrd.html>) where you will have to fill in a no. T34 form. Your card will be prepared after that.)

**7. Social Security Card**

→ for any health care services it is obligatory to have an official card indicating your Hungarian social security number

Local contact: Your Tandem partner can accompany you to the regional OEP Office (see: <http://www.oep.hu/portal/page?_pageid=34,59120255&_dad=portal&_schema=PORTAL>)

**8. Contact the Office of Immigration and Nationality**

→ *You must go to the Office of Immigration and Nationality within 30 days after your arrival!* Do not forget to take the necessary documents, partly received from the University (ask Luca Molnár for them).

Local contact: Your Tandem partner can accompany you to the regional office (see: <http://www.bmbah.hu/jomla/index.php?lang=en>)

**9. NEPTUN system**

→ necessary to use in the case of several academic and administrative affairs at the University

Local contact: Luca Molnár

**10. Internet access at the dormitory**

→ You have to bring an UTP cable. This is necessary for using the Internet from the hostel. Local contact: Ildiko Fedor, acting managerof the dormitory (fedor.ildiko@fh.szie.hu)