Student card administration - student tasks

(Pázmány Péter Catholic University)

The student card is a secure document that meets the specifications of the National Single Card System (NEK).
Only students with active student status may request student cards. The application can be lodged via the Neptun system.
Student cards are issued either to the student's registered address (shown on the address card) or the student's permanent place of residence.

Tasks before applying for a student card

- Students should **request a NEK datasheet** at an office of government issued documents or a government window, which requires a photograph and signature. This datasheet contains the 16-character "NEK identifier".
- Before submitting the application form, students are obligated to compare their personal information registered in Neptun with that on the NEK form. Unless the information on both are exactly the same, the student card will not be issued. If there is any difference between the information, the incorrect information has to be corrected at the Registrar's Office or in the government office. The application can then be submitted.
- Before submitting their applications, students studying in the same type of full-time or correspondence education at more than one institution at the same time and who wish to indicate the secondary institution on their student cards should request a student status certificate from the secondary institution, which should be uploaded under the menu point **"Information / Documents"** in the Neptun system. When uploading the document, select the type *"Student Status Certificate for Student Card Request"*.

Submitting the application via Neptun

- After selecting the applicable education type, students should fill out the following fields by selecting **"New record"** in the **"Administration / Student Card"** request menu point:
  - **NEK identifier:** enter your NEK identifier as indicated on the datasheet provided by the office of government issued documents, without any hyphens.
  - **Type of request:** select the appropriate request from the drop-down menu (e.g. first request).
  - **Training:** automatically populated.
  - **Address:** select the permanent or resident address as indicated on the address card. If the selected address is not the same as the student's officially registered (permanent or resident) address, the conducted check will deny issuance of the student card.
  - **Secondary institution:** to be filled in by students who are also studying at another institution or at more than one campus in the same type of full-time or correspondence education and wish to indicate this fact on their student cards. To fill in this field, select the appropriate institution from the drop-down list. At this point, the **"Attach document"** button will appear at the bottom. Click it to attach the student status certificate uploaded previously under the **"Information / Documents"** menu point. A document must be attached unless the secondary institution is a PPCU campus.

- **Secondary institution printing press code:** to be filled in for secondary institutions. Students can obtain the printing press code from the given institution. PPCU printing press codes:

Faculty of Humanities and Social Sciences, Piliscsaba: F00945

Faculty of Humanities and Social Sciences, Budapest: F05579

Faculty of Humanities and Social Sciences, Esztergom: F05580

Faculty of Theology, Budapest: F02644

Faculty of Information Technology and Bionics, Budapest: F02936

Faculty of Law and Political Sciences, Budapest: F00170

- Press the **Save** button to create the request, which the institution forwards electronically to the Student Card Center if the conditions for submitting the application are met.
- After the application has been electronically forwarded, students can request a free certificate from the student card administrator. This qualifies as a temporary student card and is valid until the permanent card is issued (for a maximum of 60 days).
- The status of pending applications can be tracked in the Neptun system under the **"Administration / Student card request"** menu point.
- **Finished student cards are delivered to the Registrar's Office** and are handed over by the student card administrators. Students receive an automatic Neptun message when their cards are ready.

The first **validation sticker** is issued to students by the administrator when handing over the student card. In subsequent semesters, the stickers have to be requested from the educational administrator after approval of the registration request for the semester. The administrator affixes the sticker directly to the card. The sticker can only be issued in possession of a student card. Validation stickers are not issued while the student status is suspended (i.e. for passive semesters).

Replacements for **lost, stolen, or damaged** validation stickers can be requested for a fee of HUF 3,500. If the student card is also lost or damaged rendering it useless, a new application has to be submitted via Neptun after payment of the fee. Students issue the fee for themselves in the Neptun system by clicking on **"Transcribe item"** under "Finances / Pay in". Select the **"Student card surcharge"** item within the Service type in the pop-up window.

After the termination of their student status, students are authorized to continue using their student cards until the following deadlines:

- **March 31**, if the status was terminated during the **fall semester**,
- **October 31,** if the status was terminated during the **spring semester**.

Students receive an automatic Neptun message notifying them of the end of their authorization to use their student cards. Students are obligated to submit their student cards to the student card administrator at the end of the authorization period, unless they establish a new student status with the University and the information on the card remains valid. Such student cards can be revalidated.

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