

Student ID Card Administration at the Pázmány Péter Catholic University

How to Apply for a Student ID Card (Summary)

1. GET YOUR NEK ID

Request a **NEK datasheet** at any [Government Office](#) free of charge.

2. APPLY FOR A STUDENT ID CARD IN NEPTUN

Create a new request in your Neptun account under **Administration > Student Card request**:

- In the **NEK identifier** field, enter the 16-character ID from your NEK datasheet.
- Uploading an image of the NEK datasheet is optional.
- You only need to enter a **secondary institution** if you are also studying at another Hungarian university or at another campus of PPKE.

3. GET A TEMPORARY STUDENT CARD CERTIFICATE

Until your student ID card is ready, you can request a free student card certificate at the Academic Administrations Office. The certificate can only be issued to a student enrolled for an active semester.

4. PICK UP YOUR STUDENT CARD

You will receive a message via Neptun when your Student Card is ready. After that, you can pick it up at the Academic Administrations Office.

Detailed information for students

1. GETTING YOUR NEK ID

First, you need to visit any Hungarian **Government Office** to request a **NEK datasheet** free of charge.

- 'NEK' refers to the Hungarian Unified Card System.
- Government Office: called '*Kormányablak*' in Hungarian (contact details [HERE](#))

After your photo and signature are recorded at the Government Office, you will receive a datasheet containing your 16-character **NEK identifier** ('*NEK-azonosító*' in Hungarian). The NEK datasheet is valid for 5 years and can be used for new applications within this period. (If the datasheet is lost, it can be replaced free of charge at the Government Office.)

2. APPLICATION FOR A STUDENT CARD IN NEPTUN

- Before submitting the application form, compare your personal information in Neptun with the details on your NEK datasheet. (*The student card will not be issued unless the information matches exactly.*)
- If there are any discrepancies, the incorrect information must be corrected at the Academic Administrations Office or in the Government Office. Once the information is corrected, you can proceed with the application.

After selecting your current training program, fill out the following fields after clicking on **Start a new request** under **Administration > Student Card request**:

- **NEK identifier**: enter the 16-character NEK identifier ('*NEK-azonosító*' in Hungarian) from your NEK datasheet without any hyphens.
- **NEK datasheet**: Uploading an image of the datasheet is optional. (Note: Uploading the datasheet may be required if there is an issue with the validation process. In such cases, you will be notified via a Neptun message.)

- **Reason for request:** Select the appropriate option from the drop-down menu (e.g. 'First application').
- **Training program:** This field is filled automatically, but can be modified if you are enrolled in more than one training program.
- **Address:** In general, foreign students must select their (foreign) address in their home country. If the student has an official Hungarian address card (a residence registration form does not qualify as such!), the Hungarian address indicated on the address card may also be provided.
- **Secondary institution:** You only need to choose a secondary institution if you are studying at another university or at another campus of Pázmány University simultaneously and would like to indicate it on the requested student card.
 - Institution: select the relevant secondary institution
 - Printing code ('*Nyomdai kód*' in Hungarian): enter the printing code of the campus of your secondary institution, which you can ask for at that institution. Printing codes of Pázmány University:

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
 - Student Status Certificate: If another higher education institution is indicated, a certificate of student status issued by the other institution must be uploaded. If another campus of PPKE is indicated, uploading a certificate of student status is not required.

By clicking the **Save** button, the application will be created, which will be forwarded to the manufacturer by the institution if the following conditions are met: *the student has an Education ID number, is enrolled as active for the semester, their student status is reported in the FIR system, and, if a secondary institution is indicated, their student status is verified.*

The status of ongoing applications can be tracked in the Neptun system under **Administration > Student Card request**.

3. TEMPORARY STUDENT CARD CERTIFICATE

After your application has been forwarded to the manufacturer, you can request a free certificate from the Academic Administrations Office. This serves as a temporary student card and is valid until the permanent card is issued (for a maximum of 60 days).

4. PICKING UP THE STUDENT ID CARD

The completed card is delivered by post to the University's address and can be collected at the Academic Administrations Office. Students will be notified by an automatic Neptun message when the student ID card is ready to be picked up.

5. RECEIVING A VALIDATION STICKER

The validation sticker is issued to the student by the student car administrator when the student card is first collected. In subsequent semesters, the sticker has to be requested from the academic coordinator or student car administrator after the registration request for the semester has been

approved. The administrator will affix the sticker directly to the student card. The validation sticker cannot be issued without a student card, or during a period of suspended status (passive semester).

6. REPLACEMENT OF A LOST CARD/STICKER

Replacement for a lost or damaged validation sticker can be requested at the Academic Administrations Office upon payment of a 3,500 HUF surcharge. (If the student ID card is lost or damaged, a new student card application must also be submitted in Neptun.) The surcharge fee must be generated in Neptun by clicking the “**New item**” button under **Finances > To be paid**. In the pop-up window, select the 'Service title' category and the '**Student card surcharge**' service type. The surcharge is waived if the student provides a police report or court decision proving that the student card was stolen.

7. RETURNING THE STUDENT CARD

After the termination of the student status, the student is entitled to use the student card until the following dates:

- In the case of termination in the autumn semester, until **March 31** of the following year,
- In the case of termination in the spring semester, until **October 31** of the same year.

Students will receive a notification about the expiration of their entitlement via a Neptun message. Once the entitlement to the student card expires, the student must return their student card to the faculty's student card administrator.