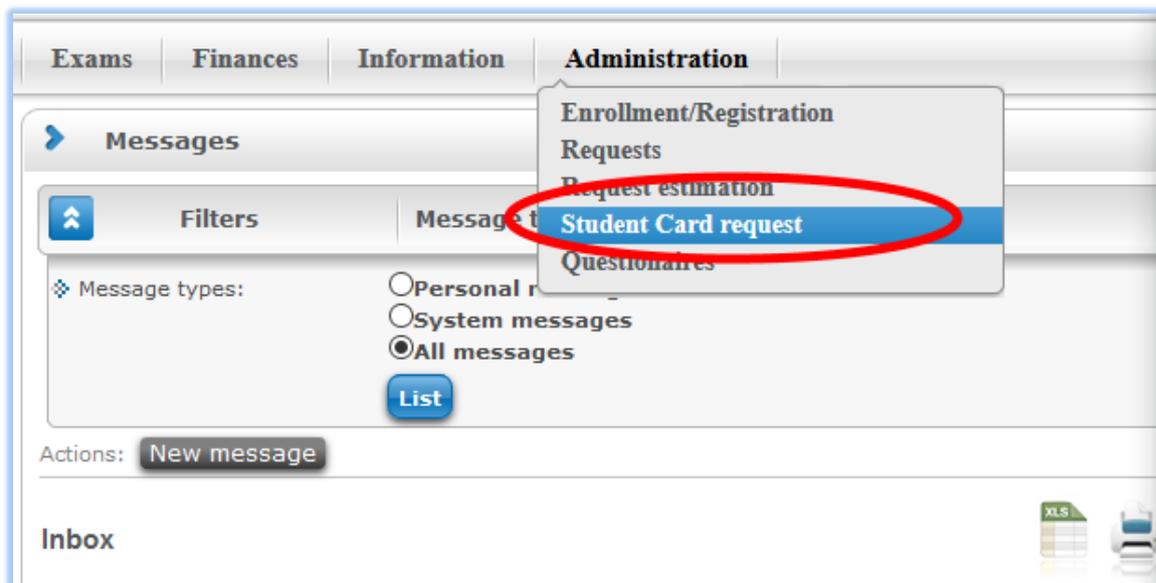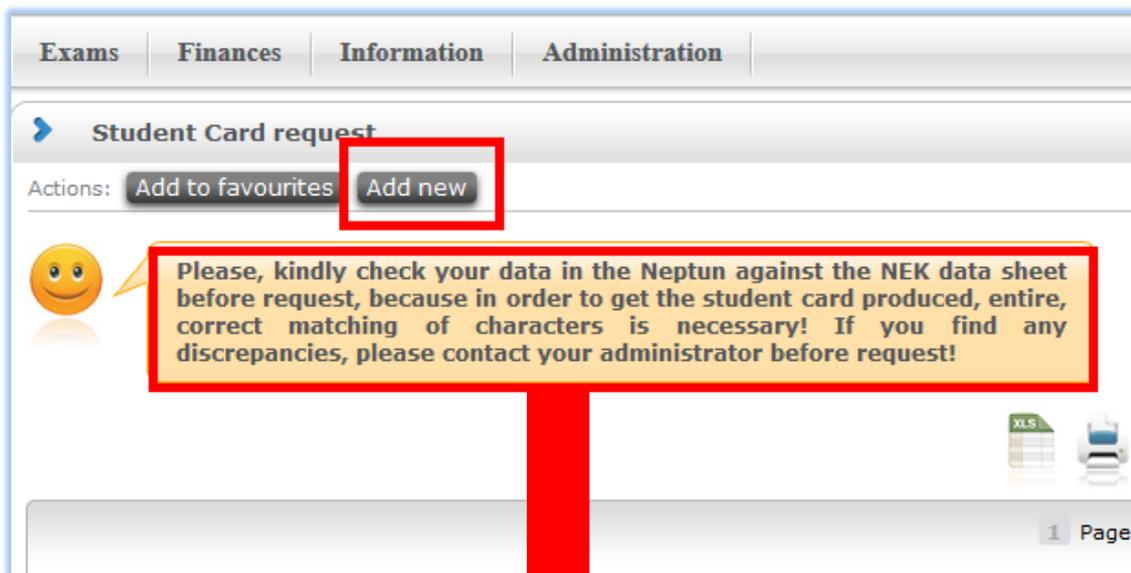# How to Apply for a Student Card in Neptun

1. Get a NEK datasheet at the nearest Office of Government Issued Documents. (for details see the Practical Guide for New Students)

2. Submit your application in your Neptun account:

Go to *Administration > Student Card request…*

…click on "*Add new*"…

(If you have any problems related to the student card application process, please turn to the study administrators at Room 014.)

…and click on "Save" after filling in the required fields.

Fill in the *NEK identifier* ("NEK azonosító" on your NEK datasheet), the *Street address*, and the *Demand type* fields. Please choose your Hungarian address (Temporary address).

In case of international students, make sure that your permanent address in your Neptun account is entered, international students can only apply for a student card with their foreign permanent address! If necessary, go to *My data > Contact information*, and update your address before submitting your student card application.

You can only edit the data concerning the *Secondary institution* if you have an active student status at another (Hungarian) university. In that case, both institutions are written on the student card.

24 hours after submitting the application in Neptun you can request a temporary student card (certificate) from a study administrator at Room 014. The temporary student certificate is valid for 60 days, after which a new one is to be requested if necessary.

In case of having an old student card from another Hungarian educational institution where the studies ended in the previous semester, the validity sticker of the old card is valid until 31 October in the Autumn Semester, and 31 March in the Spring Semester. The issued student cards are sent to the Liszt Academy, and when they arrive, administrative staff will contact you by e-mail.