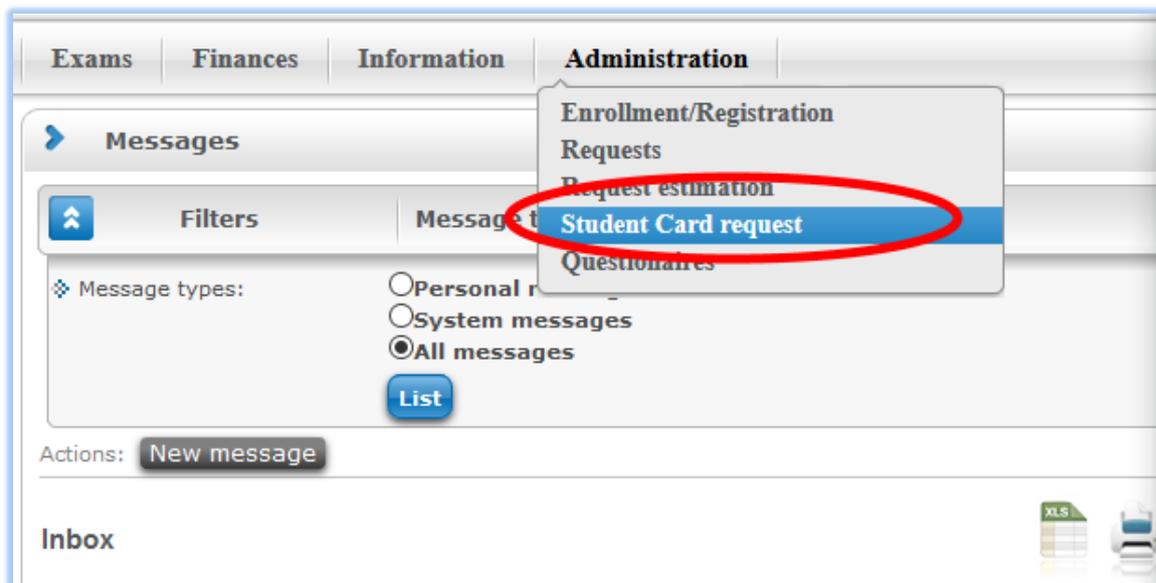


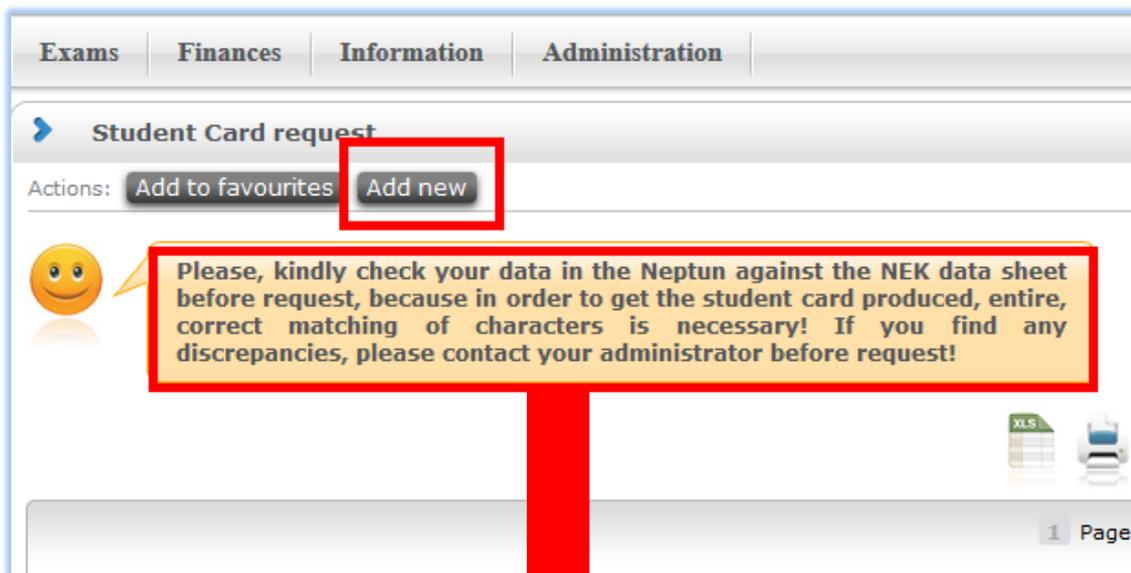
## How to Apply for a Student Card in Neptun

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.

The screenshot shows the 'Student Card request' form. A yellow warning box at the top states: 'The NEK identifier must be entered without hyphens!'. The form fields are: NEK identifier (empty), Demand type (dropdown menu), Training (empty), Street address (empty), Secondary institution (empty), and Printing code of the secondary institution (empty). The dropdown menu for 'Demand type' is open, showing options: 'Please choose!', 'Please choose!', 'First application', 'Due to data change', 'Lost', 'New request due to false data', and 'Előző diákigazolvány sérülése miatt'. Two red arrows point to the 'Demand type' dropdown and the 'NEK identifier' field. At the bottom, there are 'Save' and 'Back' buttons.

The screenshot shows the 'Student Card request' form with the 'Demand type' dropdown menu open. The 'Demand type' is set to 'First application'. The 'Training' field is filled with 'előadó-művészet alapképzési szak klasszikus zongora szakirány (angol nyelvű képzés)'. The 'Street address' field is filled with a redacted address, and a red arrow points to it. The 'Secondary institution' field is filled with a redacted name, and a red arrow points to it. The 'Printing code of the secondary institution' field is empty. At the bottom, the 'Save' button is circled in red. A yellow warning box at the top states: 'The NEK identifier must be entered without hyphens!'. The form also includes a note: 'It is necessary to fill in the s you would like to indicate it'. At the bottom, there are 'Save' and 'Back' buttons.

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.