

For International Students about Administration Office

FOR EVERYONE, IF YOU WRITE TO US, PLEASE PUT YOUR **NEPTUN CODE/ID** IN THE
EMAIL SOMEWHERE!!

Student card

First go to the **Government Office** for a **NEK document**. When you receive the document look it through for any mistakes, miss-spells, wrong data. Then sit down with your Neptun and compare the data on the NEK document with Neptun data. If everything's good then **apply for a student card (Menu/Administration/Student card request) with the NEK number** (don't put in a secondary institute!), if not, write to your administrator. You can only apply for a student card if the educational number is in Neptun. After you applied for a card, you can ask for a temporary student card in the office. After your permanent card will arrive to the office, we will send out a message in Neptun and you can come in to pick it up.

Student status certificate

You can **request it in Neptun** (Hungarian or English): Student status certificates can be requested by submitting the "**Request for student status certificate (in Hungarian/in English)**" application on the **Neptun system Administration/Requests** interface. The application must indicate the purpose for which the status certificate is requested. When the application status changes to "Accepted", the completed certificate can be **downloaded from the User menu / Document library / TR documents menu item**. The status certificate can be downloaded as a pdf document at any time, so if you are requesting it for a specific purpose, it is sufficient to submit 1 application.

As a **first semester student** you do not have any other subjects but those, we put you on. If you are a first semester MA/MSc student you can apply the request in Neptun for additional elective course/courses, if any available.

Every semester (except the first) you have to apply as an **active or passive** student and **take on subjects**. Please note that subjects, and their limit of students/per subjects does not belong to the Administration office. Every subject has a department, so you have to look for them with these problems.

There is always info on our homepages **to.sze.hu** or **neptun.sze.hu** about everything.

Also, it is useful to **read your messages in Neptun**. Yes, you will receive a lot, but among them will be the one you will really need to read for info.

If you have any problem with password or you have a new phone and you need to do the two-factor access to Neptun you can write to your administrator. The only thing we can do is delete your previous two-factor access and give you a new password. For any other problem please go to help.sze.hu and write to them.

Size-learning (moodle) does not belong to the Administration Office. Here's the link where you can find info and email.

<https://szelearning.sze.hu/?lang=en>

Accommodation does not belong to the Administration Office. Here's the link where you can find info and email.

https://kollegium.sze.hu/en_GB/home

Internship does not belong to the Administration Office. Here's the link where you can find info and email.

<https://karrier.sze.hu/>

About **thesis** you can get help from the **departments** where you will pick a consultant and do your work, the Administration Office cannot help you with thesis or its administration.

If you want to **terminate your studies** and you are self-founded, please go to International Office about the refund request. For Stipendium Scholarship Students please look for your administrator in the International Office or look at the Tempus site.

<https://tka.hu/>

If you need **proof of or order of payment**, please look for the administrators at the **International Office**.