



ELTE
EÖTVÖS LORÁND
UNIVERSITY

ELTE University Faculty of Law
H-1053 Budapest, Egyetem tér 1-3.
Tel.: [+36 1411 6500](tel:+3614116500)

Information guide for international students



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PRACTICAL INFORMATION FOR INTERNATIONAL STUDENTS

1. Payments

Tuition fee

- The tuition fee of the programme is: 1500 EUR/semester for EU/EEA students, 3500 EUR/semester for Non-EU/EEA students.
- The tuition fee is paid per semester, through our online electronic system, Neptun. Your letter of acceptance includes the exact amount and detailed payment information, with an indicative 15-day deadline to pay the first semester's tuition fee.
- For third-country nationals, the first semester's tuition fee must be paid before attending your visa appointment. Make sure to schedule your visa appointment at least one month before your expected arrival date and transfer the tuition fee at least one week before the appointment. After receiving the tuition fee, we shall send you a residence visa supporting certificate stating that the tuition fee has been paid.
- If you are from an EEA or visa-waiver country, the tuition fee deadline is October 15 for the Autumn semester and March 15 for the Spring semester. This will appear as the deadline in the university's electronic system, but for visa-required students, an earlier payment is necessary.

Reservation fee

- Tuition fee refunds are subject to the official regulations of Eötvös Loránd University and are only granted under specific conditions.
- Newly admitted students may request a refund by 15 October (autumn semester) or 15 March (spring semester). Refunds are primarily granted in cases of visa refusal or residence permit rejection, provided that official documentation is submitted.
- From the 2026/27 academic year, a reservation fee applies:
 - In case of visa refusal: 10% of the tuition fee is retained
 - In other cases: 100% is retained, but may be reduced to 10% upon request and faculty approval
 - If a programme is cancelled by the university: full refund (0% retention)
- Application fees are non-refundable. Tuition fees are non-transferable and non-deferrable.
- Refund requests must be submitted in writing with supporting documents. The decision process may take up to 12 weeks, and the transfer itself may take up to 120 days.



Where can I get information about my payment obligations?

Please log in to your Neptun account. On the Student web please click on Menu/ Finances/ To be paid. Here you can find all payment obligations listed. You can sort these payments based on term, earliest to latest deadline, lowest to highest amount etc. by clicking on the arrows icon.

Do I have the same options for paying if I have an obligation in HUF or in EUR?

No, there are differences in payment options and transfer details depending on whether your fee is transcribed in HUF or EUR. Before making a payment, please carefully read the information provided in section 1.5.1 (EUR) and 1.5.2 (HUF) for the necessary details on initiating transfers."

CAUTION! If you have an obligation in HUF you can not pay the fee from your EUR Neptun account, and if you have an obligation in EUR you can not pay the fee from your HUF Neptun account!

Using the incorrect bank account number and data can result in a significant delay in fulfilling your obligation, potentially leading to late payment fees!

What are my payment options?

The available payment options may vary based on the type of obligation.

Tuition fee transcribed in EUR

For tuition fees transcribed in EUR, you can use the following payment method:

- Bank transfer: Transfer funds to the specified EUR joint bank account. Please find the bank details below.
- Payment by bank card is not available for this type of transaction!

Bank details

IBAN Account Number: HU68 1003 2017 0142 6201 0603 0012

Account currency: EUR

Name and Address of the Account Provider Bank: Magyar Allamkincstar
Hungary, 1054 Budapest, Hold utca 4.

BIC (SWIFT) Code: HUSTHUHB

Account Holder Name: Eotvos Lorand Tudomanyegyetem

Account Holder Address: Hungary, 1053 Budapest, Egyetem ter 1-3.

Notice/topic: NK-YOUR NEPTUN CODE (e.g. NK-ABCD12)

When making a transfer, please make sure to include your Neptun code in the payment details. This code is essential for us to correctly identify your payment and ensure it is credited to your account. Without your Neptun code, we cannot verify who made the transfer, which could delay the processing of your payment. Including this information helps us serve you more efficiently and accurately. Please write your Neptun code in capital letters and take care not to mix up the following characters: O-0, I-1, Z-2, U-V, G-6, etc.



Correspondent Bank Details

When paying your tuition fee from an international bank, you may need to use our university's correspondent bank (Magyar Nemzeti Bank) if your bank does not have a direct relationship with our bank (Magyar Allamkincstar). Please check with your bank to see if this is necessary, and if so, make sure to use the following correspondent bank details provided by our university. This will help ensure that the payment is processed smoothly and reaches our account without any delays.

Name and Address of the Correspondent Bank:

Magyar Nemzeti Bank
Hungary, 1013 Budapest, Krisztina krt. 55.
BIC (SWIFT) Code: MANEHUHB

International transfer fees

Banks may apply various types of fees for international transfers.

Before initiating an international transfer, we recommend using an online bank calculator or contacting your bank to determine the transfer fee(s) and calculate the total amount you need to transfer.

Skipping this step may result in a shortfall in your Neptun account, as the deducted fees could leave you with less money than expected to fulfill your obligation.

Fulfillment

Once the funds have been deposited into your Neptun account, you need to manually settle your payment obligations through Neptun. Open the *Student web* and click on *Menu/ Finances/ To be paid*. Choose the item you want to pay and click on *Payment*.

Another option is the "Auto-Payment" feature. For more information, please go to the 1.17 menu.

Other fees transcribed in HUF

For other fees transcribed in HUF, you have several payment options

- Bank card payment: In Neptun, go to Menu/ Finances / To be paid, check the box in front of the item you want to pay, then click on *Payment*. Select payment by card and follow the instructions. A pop-up window and a notification email will confirm the successful payment.
- Bank transfer: Transfer funds to the specified HUF joint bank account. Please find the bank details below.
- In-Person at a Bank: If you don't have a bank account, you can make the payment in person at a Hungarian bank branch. The bank staff will guide you through the transfer process. Please note that the University does not accept Hungarian postal receipts, often referred to as 'pink receipts'.

Bank details

Account Number for Domestic Transfers (from a Hungarian Bank Account):

10032000-01426201-01120008

IBAN Account Number:

HU22 1003 2000 0142 6201 0112 0008

Account currency: HUF

Notice/topic: NK-YOUR NEPTUN CODE (e.g. NK-ABCD12)

When making a transfer, please make sure to include your Neptun code in the payment details. This



code is essential for us to correctly identify your payment and ensure it is credited to your account. Without your Neptun code, we cannot verify who made the transfer, which could delay the processing of your payment. Including this information helps us serve you more efficiently and accurately. Please write your Neptun code in capital letters and take care not to mix up the following characters: O-0, I-1, Z-2, U-V, G-6, etc.

Name and Address of the Account Provider Bank:

Magyar Allamkincstar
Hungary, 1054 Budapest, Hold utca 4.
BIC (SWIFT) Code: HUSTHUHB
Account Holder Name:
Eotvos Lorand Tudomanyegyetem
Account Holder Address:
Hungary, 1053 Budapest, Egyetem ter 1-3.

Fulfillment

Once the funds have been deposited into your Neptun account, you need to manually settle your payment obligations through the *Menu/ Finances/ To be paid* menu. Choose the item you want to pay and click on *Payment*.

Another option is the "Auto-Payment" feature. For more information, please go to the 1.17 menu.

How long does it take to receive an international bank transfer?

The time it takes to receive an international bank transfer can vary. It typically ranges from a few business days to up to a week, depending on the banks and the countries involved. However, please keep in mind that some factors can influence the transfer time, including intermediary banks and the chosen transfer method. To get a more accurate estimate for your specific situation, it's advisable to check with your bank, as they can provide more precise information based on the details of your transfer.

Please remember that on weekends and official holidays, the university doesn't process payments. This means that any money you transfer won't show up in your Neptun account until the next regular business day.

How long does it take to receive a domestic bank transfer (initiated from a Hungarian bank account)?

Please note that it may take 1-2 business days to receive your payment in your Neptun account when transferred (HUF) from a Hungarian bank account.

Please remember that on weekends and official holidays, the university doesn't process payments. This means that any money you transfer won't show up in your Neptun account until the next regular business day.

What should I do if I haven't received the transferred amount?

If the transferred amount does not appear in your Neptun account within a few business days (check 1.5.3. or 1.5.4. menu), please open a support ticket [HERE](#).

Don't forget to attach a bank statement or screenshot of your transaction with all the details



(amount, transfer date, names, bank account numbers - both yours and the university's) to assist us in identifying and verifying the transaction.

What happens if I do not submit my payment by the deadline?

If you have not paid your fees and are in debt to the University we may take some or all of the following actions unless and until the debt is cleared:

- charge you a late payment administration fee (4500 HUF)
- you will be unable to register for exams, register for your next semester or receive an official diploma

I have a query about my charges - who should I contact?

If you have questions/complaints on your charges, please contact the Student Affairs and Registrar's Office of the relevant institute that requested the payment.

Why did I receive a late payment fee even though I transferred the money before the deadline?

If you initiated the transfer in time (with the processing time in mind (see 1.9.)) and the transferred amount arrived to your joint account on the final day of the deadline at the latest, the fee is paid automatically due to Neptun's automatic payment function. Thus, a late payment fee is not registered for you.

If you transferred the amount in time and you still received a late payment fee, please contact the Student Affairs and Registrar's Office of the relevant institute that requested the payment.

How do I know if the University have received my payment?

You can check the status of your obligation by logging into your Neptun account and selecting the *Menu/ Finances/ Overview menu*. Scroll down and choose *Paid in items* on the left side menu. If the paid fee appears here, the payment was successful. If it does not appear, you can check the current status of the fee by going to *Menu/ Finances / To be paid* and clicking on *Details* besides the fee you would like to check.

IMPORTANT: Transferring money to your Neptun account alone doesn't fulfill your payment obligations! You need to either manually or automatically fulfill them. For further information, please refer to sections 1.5.1.2, 1.5.2.2, or 1.17.

Can I keep money on my Neptun account?

In general, you have to pay only your tuition fee in EUR, so in your EUR Neptun account you will need to place that certain amount. But you can place money on your HUF Neptun account in advance if future charges are expected. If you have any charges due you can make immediate payment arrangements.

Unused balance can be refunded any time upon request (both HUF and EUR), if you do not have any outstanding obligations.



How can I refund my overpayments?

Overpayments on Neptun both accounts (HUF or EUR) will be refunded to your bank account, if you have cleared all remaining charges.

The transfer can be initiated only to a bank account in Hungarian format (3x8 digits) and in HUF currency. Transferring to a bank account in other formats (e.g. IBAN), EUR or other currency, or which requires unique notice or code is not possible. Bank accounts at online financial service providers that fulfill these requirements are accepted.

You can ask for transferring the money back here:

on the Neptun Student web, go to *Menu/ Finances /Overview - Manage collective accounts*. Here, you can choose the University's joint account that has your overpayment. Click on details beside the account. Click on *Transfer back from collective account*. You can choose here the bank account you would like the money to be transferred to.

IMPORTANT! The refund request is registered by the Neptun system, but the actual transfer will happen

- within a maximum of 10 working days during the academic and exam period,
- within 20 working days during summer.

The transfer to the bank account is initiated by the university's Department of Student Finances.

What is Neptun's 'Auto-Payment'?

If you have sufficient funds in your Neptun account, and any of your liabilities are due, this system will automatically fulfill those obligations, preventing them from becoming overdue.



2. Neptun password

How can I acquire an initial/new Neptun password?

You can request an initial/new Neptun password

- in person at [Quaestura customer services](#) during [opening hours](#) or
- online using the [New password](#) service

What should I look out for when entering the requested data in the New password service?

The data provided must match the data registered in Neptun, otherwise the process will fail!

Please note that:

- you have to enter your mother's FULL name at birth (surname and first name)
- you have to enter the post code of your permanent address (if you do not have a Hungarian plastic address card, your permanent address is the one in your home country)

The system locked me for 24 hours. What should I do?

Please note that after 3 unsuccessful password attempts within 24 hours, the system will automatically lock for 24 hours. If this happens, contact Quaestura Office. Visiting the office (during opening hours) and requesting a Neptun password in person is the easiest way of acquiring a password.



3. Student card

Plastic student card

This student card is a [plastic orange-brown card](#), in size similar to a bank card.

This card contains your data (name, place and date of birth, address, type of student status), name of the university (*Eötvös Loránd Tudományegyetem*), and period of validity. The card is only valid with a validation sticker for the actual semester.

You are eligible for a plastic student card, if

- you are a student staying at ELTE longer than 12 months;
- your status for the semester is active and you already have an Education ID registered in Neptun; and
- you started a student card request.

Temporary student certificate

The temporary student certificate is an A4-sized paper ("igazolás"). It contains your data (name, place and date of birth, address, type of student status). This document is valid for 60 days and you need to renew it after 60 days. To receive a renewed document, you need to go back to the Quaestura Office after each 60 days.

You are eligible for a temporary student certificate, if

- you are a student staying at ELTE shorter than 12 months (e.g., Erasmus students); and
- your status for the semester is active and you already have an Education ID registered in Neptun

Always check the date of expiry on the document, under *point 6* ("Az igazolás érvényességének ideje")!

I am going to stay for shorter than 12 months at ELTE. Can I get a student card?

If you are a student staying at ELTE shorter than 12 months (e.g., Erasmus students), your status for the semester is active and you already have an Education ID registered in Neptun, you can receive a temporary student certificate.

(However, you are allowed to request a plastic student card, in case you prefer it.)

To receive a temporary student certificate, you need to go to the [Quaestura Office](#) and request the document in person. Make sure to bring your ID card (EU members) / passport (outside EU) with you. Our administrators can issue the certificate for you there and then.

Always check the date of expiry on the document, under *point 6* ("Az igazolás érvényességének ideje")!

I am going to stay for longer than 12 months at ELTE. Can I get a student card?

If you are a student staying at ELTE longer than 12 months (e.g. full-time students), you can't have a temporary student certificate without making an application for a permanent student card (a plastic one).

Thus, you are eligible for a plastic student card, if

- you are a student staying at ELTE longer than 12 months;
- your status for the semester is active and you already have an Education ID registered in Neptun; and



- you started a student card request.

To receive a plastic student card, you need to start your request (see *Steps 1-4* below).

It takes a few months until you receive this plastic student card. Therefore, we strongly advise you to request also a temporary student certificate (valid for 60 days) at Quaestura Office while your request for the plastic student card is being processed (*Steps 1-3*).

What should I do in order to request a plastic student card?

To receive the plastic card, you need to follow these steps:

Step 1: Go to one of the offices of the Hungarian Integrated Customer Service (Kormányablak in Hungarian) and apply for a so-called NEK document.

Select an office nearby from [this list](#) and go there with your passport.

At the office tell the officer that you would like to apply for a student card and they will help.

There they will take a photo of you and have your main data registered. You get a NEK form with a unique code in the top right corner called NEK identifier.

Please double check all your data on the issued NEK-document! The data on the NEK document have to be exactly the same as the data registered in the Neptun system (if not, your student card request will be rejected)!

Step 2: Make an electronic copy of your NEK form (by scanning it or taking a photo of it). You will need this document during the application process.

Step 3: Register your application in the Neptun system.

1. In Neptun (Student web) click on *Menu / Administration / Student Card request* then *Start a new request*.

2. Fill out the application form.

(1) Type in your NEK identifier (mandatory) from the top right corner of the NEK form using capital letters, make sure to type it in without any hyphens (-).

(2) Upload your NEK datasheet by

a) clicking on *Upload file* and uploading the file directly from your device's storage;

b) clicking on *Document storage* and selecting the file from your Neptun storage (if you have previously uploaded the file to your Neptun storage).

(3) Select the request type (mandatory) from the drop-down menu (e.g. first application, due to data change, lost, new request due to false data).

(4) Check if the application form shows your current program or not. If not, you can modify it by clicking on *Edit*.

(5) Check whether your address shows up on the form correctly or not. You can click on *Edit* to correct it if necessary. If you do not have a plastic address card, only a paper-based accommodation certificate, you MUST choose your address from your home country. In this case, your card will list '*Külföldi cím*' (*Foreign address*) as your address. If you have a plastic address card, you can choose your Hungarian residential address.

(6) If you study at another university besides ELTE, you can add a secondary institution (optional) to



your request by selecting the university from the drop-down menu, typing in the printing code of the secondary institution and uploading a student status certificate from this other university.

3. Click on the *Save* button to finish the process.

Step 4: Wait for your student card to be manufactured.

After you've started the student card request, your card is hopefully ready in 2 months if there are no complications.

Manufactured student cards are sent to the central Quaestura Office. Quaestura will send you a Neptun message when your student card arrives at the office and can be obtained.

Please note: The student card can be used for 9 years after manufacturing, thus it can be last validated with a sticker in the year of expiration. You can find the year of expiration on the back of the student card.

[Does Quaestura have a posting service?](#)

In case you need a Temporary Student Certificate, and you would like to receive it by post, you shall submit a case [here](#).

If you would like to have your student card validated by post, you just need to post your card to us. After we get the card, we will validate and post it back in five days.

Please note that the delivery requires paying a service fee, and mail sent to international students often returns to our office with a note of unsuccessful delivery.

The Office cannot post to a foreign address, hence we kindly ask you to register a Hungarian mailing address, or write your Hungarian mailing address in a comment at your case.

[I have lost my validated Student Card. What should I do?](#)

In case you lost your validated student card or somebody stole it, you need to report it in [this case category](#). The date of loss is the date of submission, thus make sure that you report the loss as soon as possible. After processing your case, you will be charged for not returning the card with the validation sticker (3500 HUF).

However, in case you have a police report about the theft of the student card, please upload it to the submitted case and the Office will delete the charge. In this case, the date of loss will be the issue date of the police report.

The loss of the student card is immediately reported to the Educational Authority and the lost student card is invalidated so it can't be used any longer. In case the student card is found you have to hand it in at Quaestura Office.

I found my lost student card. What should I do?

If you found the card, you need to present it to our administrators in person. If the card has already been invalidated, it cannot be used anymore so it needs to be handed in.

I lost my temporary student card. What should I do?

In case you lost your valid Temporary Student Card, or it is damaged, you do not need to pay any fees. You can just ask for a new copy issued at Quaestura.



4. Recording or modifying personal data

What are the data that I can modify in my Neptun?

Some data of yours can be modified on the user interface of the Neptun Electronic Registration System. If you would like to change your mailing address, e-mail address, or phone number, you should open the Student web and click on your *name* (top right corner) and choose *Personal information* from the drop-down menu. You can add all three under the section *Contact information*. In order to register your bank account number, you should select *Menu - Finances - Data and settings - Bank accounts*.

Educational data can be registered only by your Faculty administrators.

What are the data that I can change at Quaestura Office of Student Services in person or online by submitting a case on the website (Q-space)?

The Office can modify a student's personal data (e.g. name, name at birth, date and place of birth, mother's maiden name), permanent and residential address and details of official documents (e.g. passport number).

What are the data that I can change at the Office of Educational Affairs at the faculty?

Educational and personal data.

What kind of documents do I need to have a data modification?

In case of changing your

- name, name at birth, place of birth, date of birth, sex, ID number, or mother's maiden name
 - Hungarian citizens: ID card
 - Hungarian or other citizens: Passport or ID card
 - citizenship
 - Hungarian citizens: ID card
 - Hungarian or other citizens: Passport or ID card
 - permanent address
 - official address card
 - tax ID
 - Hungarian tax card
 - social security (TAJ) number
 - social security (TAJ) card or certificate of social security (TAJ) number (issued by the National Health Insurance Fund of Hungary)
 - passport number
 - passport
 - residence permit number
 - residence permit
-



5. Social security (TAJ) card

Who are entitled for the Hungarian social security number and TAJ card?

Those full-time students are entitled for the social security number and TAJ card (national health insurance) who belong to one of the following types:

Those are regarded as "inlander" who

- have a Hungarian citizenship, and has a permanent accommodation in Hungary, or
- have "refugee" residence status and has a permanent or temporary accommodation in Hungary, or
- have a "beneficiary of subsidiary protection" status and has a permanent or temporary accommodation in Hungary, or

Those are regarded as "foreigner" who

- have a Hungarian or foreign citizenship, who have no permanent accommodation in Hungary but have a temporary Hungarian accommodation and belong to one of these categories:

1. who have scholarship provided by the minister for 10 or 12 months and has a non-European citizenship, or
2. who have scholarship provided by the minister for 10 months and has a European citizenship, or
3. who have scholarship provided by the minister for 10 or 12 months, and live in a neighbouring country having a Hungarian citizenship
4. who have Stipendium Hungaricum scholarship and a foreign citizenship (The Stipendium Hungaricum Scholarship program is based on bilateral agreements between the Hungarian government and other countries (see the full list of countries here: <https://stipendiumhungaricum.hu/partners/>)
5. who are part of the Scholarship Programme for Christian Young People
6. who have FAO scholarship
7. who have come to study based on an international agreement (scholarship is provided by the foreign institution) and have a foreign citizenship
8. who are studying in a state funded programme, and fall under the Act LXII of 2001 on Hungarians living in neighbouring countries (who have Croatian, Romanian, Serbian, Slovak, Slovenian, Ukraine citizenship and have a Hungarian citizenship, or a Hungarian Card or a Hungarian Relative Card)
9. who have Márton Áron scholarship

For more information, please contact the [National Health Insurance Fund of Hungary](#).

TAJ-card request

All entitled foreign students (Stipendium Hungaricum Scholarship; Scholarship Programme for Christian Young People, or Hungarian Diaspora Scholarship) have the opportunity to request a TAJ card in this [case category](#).

You need to upload the listed documents' coloured scanned copy, or a photo taken of these documents (we prefer PDF format) in the mentioned case category.

Only those attachments are accepted that are perfectly viewable.

Required documents for TAJ card (Stipendium Hungaricum, Hungarian Diaspora Scholarship and



Scholarship for Christian Young People)

I. Documents required for every student

3. Both sides of your Letter of Award
 - issued by...
 - o either the Tempus Public Foundation (in case of Stipendium Hungaricum and Hungarian Diaspora Scholarship Programme),
 - o or the Hungary Helps Agency (in case of Scholarship for Christian Young People)
4. Passport pages that include your personal data and the date of expiry of the document
5. Both sides of your valid residence permit
 - it has to contain ELTE as host institution (back side)
6. Both sides of your Accommodation reporting form or the copy of the certificate of accommodation (click [here](#) for a sample)
7. [Authorization](#) ([HERE](#) you can find a guide on how to fill the document properly)
 - filled and signed

II. Additional documents required for students from Albania, Northern Macedonia, Montenegro, Serbia or Turkey

1. E-104 form
 - issued, filled and stamped by the health insurance authority of your home country, issued less than 1 month ago.
 - if you do not have this document, you have to fill and upload the [Request sheet for E-104](#) ([HERE](#) you can find a guide on how to fill the document properly)
2. [Declaration](#) ([HERE](#) you can find a guide on how to fill the document properly)
 - filled and signed

III. Additional document required for students from Ukraine

1. [Declaration](#) ([HERE](#) you can find a guide on how to fill the document properly)
 - filled and signed

IMPORTANT!

When you fill the forms,

- print them out first,
- get a blue pen
- fill in all the lines by hand,
- use only CAPITAL LETTERS

This is the only official way, otherwise your application will not be valid, and you have to restart the whole process from the beginning.

from citizens of neighbour countries: [Form E 104](#) (not older than a month), ID or passport) (both the one from the neighbour country and the Hungarian one), Hungarian address card

- from EEA nationals: [Form E 104](#) (not older than a month)+Registration certificate ("regisztrációs igazolás")+Official address card ("lakcímet igazoló hatósági igazolvány")

According to the Hungarian Law (Tbj. 39.§ (2)), EEA nationals with permanent Hungarian



accommodation (at least existing for a year) are requested to pay a flat-rate contribution. From 1st January 2026 the flat-rate contribution amounts to 12,300 HUF/month (410 HUF/day) and entitles you to the full range of health care services. The payment of this flat-rate contribution is bound to Hungarian residence of at least one year preceding the date of registration.

IMPORTANT! If you do not apply for a TAJ card through the Quaestura Office, but directly at NEAK Customer Service, please bring the document containing your completed TAJ number and the documents required for the application to the Quaestura Office so that we can record all necessary data in the Neptun system! Please note that the TAJ number will remain invalid until the required data are recorded and the TAJ card will not be issued!

What should I do if my TAJ number is invalid?

In this case, please submit a case in the [Other](#) category. Please include these information: when and where you got the information that the number is invalid.

What should I do if my TAJ card expires?

In this case you have to submit a case and request a new card, in this [case category](#).

Please write in the comment section that you already have a TAJ-number. You will have to upload all the listed documents to your case.

What should I do if I lose my TAJ card, or it is damaged?

In this case go to the [National Health Insurance Fund of Hungary](#) and request a new card in person. The process might have a service fee.

Where are the regional offices of the National Directorate-General for Aliens Policing?

http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en

Where can I find my TAJ number?

In Neptun, among your personal data. Open your Neptun account (*Student web*) and click on your *name* (top right corner). Click on *Personal information*. Below *Details*, click on *Show more*. Your TAJ number will be listed as your *Social security number*. If the number does not appear, you do not have a TAJ number registered in Neptun yet.

tax ID1. What should I do in order to have a Tax ID and card?

All information in connection with the TAX ID can be found on the website of the National Tax and Customs Administration. We recommend you to request the Tax ID in person so that the administrators could help you.

Here are the [contact information](#) of the Tax and Customs Directorates of the NTCA.

[HOW TO APPLY FOR A TAX CARD](#)

Should I notify the Tax Authority about the changes?

In the case of private individuals, the data recorded by the tax administration contains the ones displayed on the address cards issued to taxpayers by Document Offices.



Taxpayers are obliged, using form No. 'T34, to make available the data displayed on their residence permit issued by the immigration authority (Office of Immigration and Nationality) to the Hungarian tax administration.

Taxpayers may, in order to be able to liaise with the tax administration, provide the administration with a mailing address on the above-mentioned 'T34 form.

As private individual taxpayers not pursuing regular economic activities are not obliged to file a mailing address, no default penalty may be imposed upon them if they fail to notify the tax authority of any such change. In respect of any legal consequences related to the delivery or otherwise of official documents, in the absence of a known permanent address, the mailing address provided by the taxpayer shall always be used.

Please remember that notifying the tax administration of any change in your address is our common interest.



6. Visa procedure

EEA Students

Citizens of EU/EEA member states (EU member states as well as Norway, Switzerland, Iceland, and Liechtenstein) do not need a residence permit, but must obtain a registration certificate to notify the Hungarian authorities of their stay.

More information for EEA students: [EEA students - Registration certificate](#).

2. Non-EEA Students

If you are a third country national who is not a citizen of an EEA country, you will need to apply for a residence permit to stay in Hungary and may also require a visa to enter the country. (You can check if you need a visa [here](#).)

1. Visa-free non-EEA students can enter Hungary with their passports and need to apply for a residence permit online after their arrival in Hungary.
2. Those non-EEA students that require a visa must apply for a D-visa and a residence permit for the purpose of studies at a Hungarian embassy/consulate responsible for their home country or country of residence. The application process should be started immediately after you receive your Letter of Acceptance, otherwise you may not arrive on time for the start of the semester.

More information for all non-EEA students: [Non-EEA students – Visa/residence permit](#).

3. Non-EEA Students with EU Residence Permits

Special rules may apply to third country nationals who study in any EU member state country and possess an EU residence permit for the purpose of studies, as they may be eligible for a Student Mobility Certificate. Those students who are not eligible and do not have a visa-waiver passport need to apply for a residence permit in the EU country of their residence.

More information for non-EEA nationals with EU residence permits: [For non-EEA citizens with EU residence permit](#).

Important information (address – work – extension – passive semester – leaving Hungary)

- In order to receive a registration certificate or a residence permit, students must notify the authorities of their address in Hungary.
 - As such, proof of accommodation (eg.: a lease/rental agreement or [courtesy lease contract](#)) is required during the application process.
 - In case your address changes from the one that you reported to the authorities when you applied for your card, you must fill a [Notification of Accommodation](#) form. You may find our guide on filling and submitting it [here](#). Submission happens through the Enter Hungary platform of the immigration authorities, we have another [guide](#) that shows how to register and navigate the website.
- Students with a residence permit for the purpose of studies may engage in work for not more than 30 hours a week during semesters, and may work full time for a maximum of ninety days a year outside semester.
- Be aware that those staying in Hungary with a residence permit for the purpose of employment cannot apply for a residence permit for the purpose of studies without returning to their home country if they are non-EEA students who require a visa to enter Hungary.



- Non-EEA students must ensure that they have a valid residence permit at all times. When your residence permit is about to expire, you will need to apply for an extension. More information on the extension process: [Extension of residence permit](#).
 - The authorities may refuse the extension of the residence permit for the purpose of study or may revoke the permit if the student fails to obtain a degree within one and a half times the period of study as set out in the training and the exit requirements.
 - If you have been granted a residence permit for the purpose of attending a preparatory course, the permit can only be extended if you have been admitted to a state-recognised higher education institution or a foreign higher education institution authorised to operate in Hungary and you provide proof of this by means of an admission certificate or a student status certificate.
- Non-EEA students must make sure that they always have an active student status as residence permits are invalidated during passive semesters. More information on passive semesters: [Passive student status](#).
- Those non-EEA students that require a visa to enter Hungary must make sure that they do not leave the country without their residence permit cards as it is not possible to reenter the country without them. Those with visa-waiver passports can reenter Hungary with their residence permits or leftover visa-free days within the Schengen-zone (90 days within any 180 day period) to reenter the country.

For students with shorter stays

In case your stay in Hungary does not exceed 90 days, you do not need to arrange for a long-term solution. EEA students may enter Hungary with their travel documents and stay here without obtaining a registration certificate. Non-EEA students with visa-waiver passports may enter the Schengen-zone (including Hungary) and stay here for 90 days within any 180 day period without obtaining a visa or a residence permit. (Note that your stay within the entire Schengen-zone cannot exceed 90 days within any 180 days period.) Non-EEA students who need a visa to enter Hungary may apply for a C-visa at the Hungarian embassy/consulate in their country of residence. The C-visa is valid for maximum 90 days and cannot be changed into a residence permit. It only allows students to enter Hungary for the maximum duration of 90 days, they are obliged to leave Hungary after that. (This may be a solution for students who have completed their studies but postponed their thesis/graduation.)

If you have questions

Please check our webpage dedicated to frequently asked questions here: [FAQ for visa matters](#).

If you cannot find a clear answer to your question or still have something else to ask, feel free to reach out to us.

ELTE's Visa Coordinator

dr. Zoltán Kalácska

Email: visa@elte.hu

Please include your full name, Neptun code (if available), and nationality for efficient processing.

National Directorate-General for Aliens Policing (Budapest)

Visiting address: 1135 Budapest, Szegedi út 35-37, Twin Office Building, Ground Floor

Email: bp2@oif.gov.hu

Web: <https://oif.gov.hu>

Phone: +36 1 463 9100



7. Arrange housing

As an international student, you also need to arrange a place to stay in Budapest during your studies at ELTE.

The university offers several options to get accommodation during your stay in Budapest.

You can choose from [dormitories](#) available for both Hungarian students and international students. [Here](#) you can find more information about the dormitories.

If you need help with finding accommodation from the private market, [Housing Office](#) gives you a helping hand during the process.

If you need temporary accommodation in Budapest, we recommend you to choose the services of [partners hotels of ELTE](#).
