

## Student ID procedure

What is necessary for requesting a permanent Student ID?

### 1. Government office administration

To apply for a student ID for new enrollees, first go to the government office (kormányablak) a request for a so-called NEK data sheet must be initiated, a photograph and by recording a signature. In order to apply for a NEK ID, it is absolutely necessary, that the applicant presents his or her official identification card (i.e. it can be an identity card, passport or driver's license) and your residence card. You most definitely must retain the paper sheet, as this data sheet contains those 16 characters long identification code, which is essential for applying for a student ID.

#### IMPORTANT!

- NEK data sheets can be used with unchanged data for 5 years, so if you already have a NEK data sheet issued no more than 5 years ago and the personal data are correct and match those recorded in Neptun data, it is not necessary to request a new NEK data sheet, even with the previous ID a new request can be started in Neptun.
- If you lost the NEK data sheet, you can request a copy at a government office.
- In case of data changes, it becomes necessary to issue a new data sheet.
- The government office photography service is free for all eligible persons!
- Request for the NEK data sheet at any government office can be initiated by the student, it is not mandatory to visit the government office that has competent authority at your place of residence.

### 2. Checking personal data in the Neptun system.

It is expedient above all, for the student to go to <https://neptun.uni-obuda.hu/hallgato> and clicking the menu item "Personal data" in the "My data" menu on the left-side and checks once more that the data sheet received at the government office and the data in Neptun matches, because in case of any discrepancy, your request for a Student ID will be unsuccessful. (e.g. if a students' mother has 2 forenames, but there is only one recorder in the Neptun or if there is a hyphen in her name, but it is not indicated in the system, than the request will be incorrect.)

#### IMPORTANT!

- For those with Hungarian citizenship, **the residential address on your student ID can only be the same address as the data shown on your residence card!** This applies also for students with dual-citizenship. The University only forwards the residential address type (permanent or residence), not the address; during production, the students' address will be recorded on the Student ID, which is registered in the central address registry. **In case of residence** address the residence card has a validity period. If the validity period has expired, please renew your residence card, because your Student ID will not be issued with an expired address.
- Those students who do not have a Hungarian residence card, than your address abroad must be listed in the Neptun system. In this case, "Foreign address" will be written on the student ID card.

- **In the case of rejected requests, the Student ID will not be issued until the data is reconciled.**

### 3. Requesting your Student ID

By logging into Neptun go to “Administration” menu and then “Student Card request” menu item then by clicking “Add new” button the student can start their request.

#### IMPORTANT!

- In Neptun the **newly enrolled students** can only start their request **from the first day of the term the earliest.**
- In the case of two or more courses the student must make sure, that they start their request for a Student ID from the course that is more advantageous for them. (e.g. have a correspondence and a full-time course at the same time)

#### Data to be filled in the interface:

- **NEK identifier:** You have to fill in the 16 character long NEK identifier that you can find on the data sheet you received from the government office. **The NEK identifier have to be recorded without hyphens.**
- **Demand type:** From the drop-down menu can be chosen – “First application”, “Due to data change”, “Lost”, “New request due to false data”, “Előző igazolvány sérülése miatt”, (Due to damage on the previous ID)
- **Training:** This field is not filled by the student. The training will automatically appear here which the student entered. If you do not wish to apply for this training, then you must change training before applying.
- **Street address:** Can be selected from the drop-down menu, based on the data in the system. You do not need to mark the type separately, those are matched with the addresses the student recorded in Neptun. It is important that the student ID card has the officially declared address be it your permanent or residence address, therefore before starting the application check and, if necessary, change your address information!
- **Secondary institution:** It is only necessary to fill out this filled, if you are a student of another institution, or within the institution your course, or courses are at more sites (cities), and you want this to be indicated on the requested Student ID.
- **Printing code of the secondary institution:** The related printing code is indicated in this row.

#### Printing codes of Óbuda University:

- Alba Regia Technical Faculty: **F05557**
- Bánki Donát Faculty of Mechanical and Safety Engineering: **F00125**
- Kandó Kálmán Faculty of Electrical Engineering: **F00136**
- Keleti Károly Faculty of Business and Management: **F02835**
- John von Neumann Faculty of Informatics: **F02846**
- Rejtő Sándor Faculty of Light Industry and Environmental Engineering: **F00024**
- Ybl Miklós Faculty of Architecture and Civil Engineering

The request will be recorded after clicking the **“Save” button!**

### 4. Checking and forwarding.

The administrators working in the institution will check, than will approve the request. After that they compile the request package, than they send it through the Neptun system to the Central Processing System (OKTIG) for electronic signature.

### 5. Tracking the request.

The students can find up-to-date information about the status of their request on our interface.

You can see the “NEK identifier” and the “Demand type” (reason) under the “Administration” menu “Student card request” menu item. You can find the delivery date at the “Dispatched to the FIR” column. The “FIR status” field informs you about the status of the request.

Statuses:

Normal statuses	
Description	Final status
Student ID request received	No
Passed data check	No
Personal data checked	No
Student Status checked	No
Checked by NEK	No
Authenticated	No
Given to NEK production	No
ID manufactured	No
NEK production declined	No
Request data have been updated	No
Successful Student ID request	Yes

The final state of the process is normally: “Successful Student ID request”. Besides one statuses above there is no further things to do. **There are necessary steps to be taken if the status is “NEK production declined”.**

**In case of an error the request can be at the following statuses:**

Error statuses	
Description	Final state
General data-check of the request	Yes
Request date-checking error in the printing code of the primary institution	Yes
Non-existent education ID	Yes
In the personal registry, different data belongs to the specified education ID	Yes
In the personal registry, student status cannot be found for the primary institution	Yes
Inadequate NEK identifier (NEK inspection)	Yes
Personal data is different in the NEK registry	Yes
Other error in NEK	Yes
Invalidated request	Yes
Unknown error	Yes

These statuses can all be seen as final states. If the student experience either of the statuses above they should contact the Registrar’s Office.

### NEK production declined status

If the request changes to the “NEK production declined” status, the error description can be found in the Neptun system by choosing the Options/Error description option.

The error description contains the type of the error, as well as the personal data recorded by NEK. If you experience this status during your Student ID request, please contact your academic lecturer.

## **6. Posting and authenticating**

**Since the 15<sup>th</sup> of February 2017 the posting of Student IDs ceased**, the produced Student IDs will be delivered to the higher education institutions, and we inform our students through Neptun message about its arrival and the possibilities of taking it over.

Student who have foreign nationality the Student IDs can be taken over at the government office where the ID photo was taken.

### **IMPORTANT!**

In any case, the students can only take advantage of the discounts if they have a **valid sticker for the current semester!** After receiving the Student ID, the validation sticker can also be collected at the Registrar’s Office!

### **Further information:**

- **Verification:** Based on the provisions of the Government decree the temporary Student IDs are replaced by numbered, individually printed certificates provided by the institution, which are free for the entitled students.

These certificates can only be possible to print from request data with the “Submitted” status in the administrative system of the institution.

The certificate can be taken over at the Registrar’s Office!

### **Frequently asked questions**

**If a student who has been already attending a given faculty re-admits, do they need to request a new Student ID, or can they use the old one and can they have a new sticker on it?**

If the data on the old Student ID are correct (personal/institution data, address), than it is not necessary to request a new ID, it is enough to validate it with a new sticker.

**What to do in case the student continues their Master’s degree at the same faculty where they attended for the Bachelor’s degree?**

If the data on the old Student ID are correct (personal/institution data, address), than it is not necessary to request a new ID, it is enough to validate it with a new sticker.

### **How long is the Student ID valid for?**

The validity period of a Student ID sticker is: 31<sup>st</sup> of October, 31<sup>st</sup> of March respectively (Autumn, and Spring semester). The new type of higher education Student IDs can only be validated until the “Validated Until” date, the old type of IDs (produced until January 2012) can be validated indefinitely. **IMPORTANT!** Validations are affected by the data indicated on the Student ID! In case any indicated data of the student changes on the Student ID (e.g. name, address), the Student ID that contains the earlier data cannot be validated further.

### **How long does it take to prepare the Student ID?**

Generally it takes under 60 days to prepare the Student ID from submitting the request in the Neptun system. If any error occurs during the request (e.g. the request is declined due to data discrepancy), the production of the Student ID can take more time. For this period it is expedient to request a temporary certificate. If the Student ID is not produced within the validity date of the temporary certificate, the student can request new a certificate/certificates.

### **What to do in case of data changes?**

The Student ID with invalid data must be submitted to the Registrar's Office, and request a new Student ID through the process written above. /In this case a new NEK data sheet have to be requested too./

### **IMPORTANT!**

- The request for the new Student ID will not be given to the manufacturer, until the Student ID with the invalid data was submitted.

### **What expenses may arise when applying for a Student ID?**

In case the sticker was lost the entitled must pay 3500 HUF for the contributing institution. The contributing institution will not forward the Student ID request, or will not validate it, until the fee was not payed.

### **What to do if the Student ID is lost or stolen?**

In case the student lost the Student ID, it must be reported at the Registrar's Office. It is necessary to report this because if it is misused, you can prove it you did not use the ID card in the given period, because the **date of the report is changed to be recorded as the date of loss**. The student can then apply for a new ID card.

The student must pay 3500 HUF for the University (in the case if it is also lost with the Student ID together) as it is stated in the 40. § (1) paragraph of Government decree 362/2011. (XII.30.) about education certificates.

In the event that **the fact of embezzlement, theft and the police report clearly lists the student ID as a stolen document**, the person concerned is **exempt from paying the reimbursement fee**. For this, however it is absolutely necessary, that you **attach a copy of the police report** while reporting the case of misappropriation at the same time. In this case, the date of loss will be the date indicated in the police report.

### **IMPORTANT!**

- **After the student's report the loss of the Student ID will be forwarded to the Educational Authority, so the ID cannot be used further, and a request for a new Student ID is necessary.**

### **What kind of higher education Student IDs are valid?**

- Old type of Student IDs: blue coloured plastic card, which are only valid with a sticker
- New type of Student IDs: brown-orange and white coloured plastic card, which are only valid with a sticker
- Temporary Certificate: Substitutes the Student ID, A/4 sized, authenticated certificate
  - Those who are entitled for temporary certificate:
    - Foreign students who study in another HEI not exceeding 1 year course.

- Every students with an active status until their Student ID is issued.
- If the location of the internship is different from the headquarters of the higher education institution and affects the use of travel discounts.
- Eligibility for a Student ID ceases for a graduate student, whose student status is terminated on the following 31<sup>st</sup> of October, 31<sup>st</sup> of March respectively, and it validity of the certificate is 60 days.