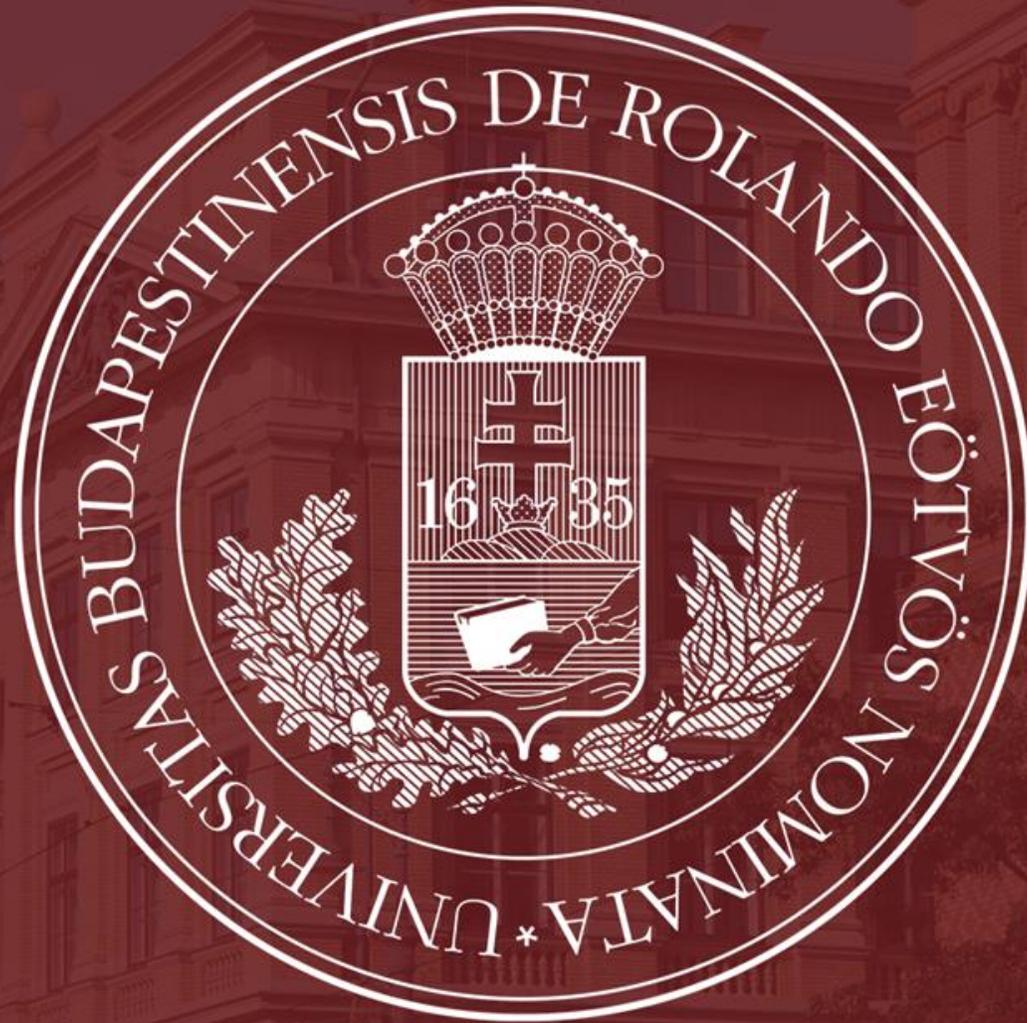


FACULTY OF HUMANITIES



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

# ELTE BTK Welcome Week

Useful information for the start of  
the semester

Erasmus+ and exchange students

**Monday, 4th February 2019**

**Department of International Affairs**

# Contents

- Legal stay
- Student ID
- Bank account
- Campus
- Documents during the semester
- Courses
- Academic regulations
- Technical and practical issues





# Chapter 1

Stay here legally

# Keeping your stay legal

Immigration and Asylum Office (BMH)

**Registration at the Immigration and  
Asylum Office is a MUST!**



# Keeping your stay legal

## Immigration and Asylum Office (BMH)

Address: 1135 Budapest XIII., Szegedi út 35-37., ground floor (Twin Office Center)

Tel: +36 1 463 9100

E-mail: [nef@bah.b-m.hu](mailto:nef@bah.b-m.hu), [bp2@bah.b-m.hu](mailto:bp2@bah.b-m.hu)

Call Center: +36 1 463 9292 (Mo-Thu: 8.30-16.30, Friday: 8.30-14.00)

### Office hours:

Monday	08:30-13:00
Tuesday	13:00-17:00
Wednesday	08.30-12.00
Thursday	08:30-13:00
Friday	08.30-12.00



# Keeping your stay legal

Immigration and Asylum Office (BMH)

- Students from the **European Economic Area** (EEA: member states of the EU and Norway, Switzerland, Iceland, and Lichtenstein)

**registration card.**

- Students from the **non-European Economic Area (EEA):**

**residence permit,**

and after your arrival in Hungary you need to register your accommodation.



# Keeping your stay legal

## EEA students – Report to the Office of Immigration and Nationality

- Obtain a Registration Card
- **Within 90 days after your arrival latest**
- Make sure you have all required documents, so you won't have to go back

*More information:*

<https://www.elte.hu/en/visa-procedure/eea>



## Keeping your stay legal

# Non-EEA students – Report to the Office of Immigration and Nationality

- Obtain your Residence Permit ASAP
- **Within 30 days after your arrival latest**
- Make sure you have all required documents, so you won't have to go back

*More information:*

<https://www.elte.hu/en/visa-procedure/non-eea>



# Keeping your stay legal

## The Residence Permit







# Chapter 2

## Student ID (Student card)

# Quaestura Office

## Services

- Neptun Password help
- Certificate of Student Status (active / passive)
- Processes Student Identification
- Arranges Health Insurance



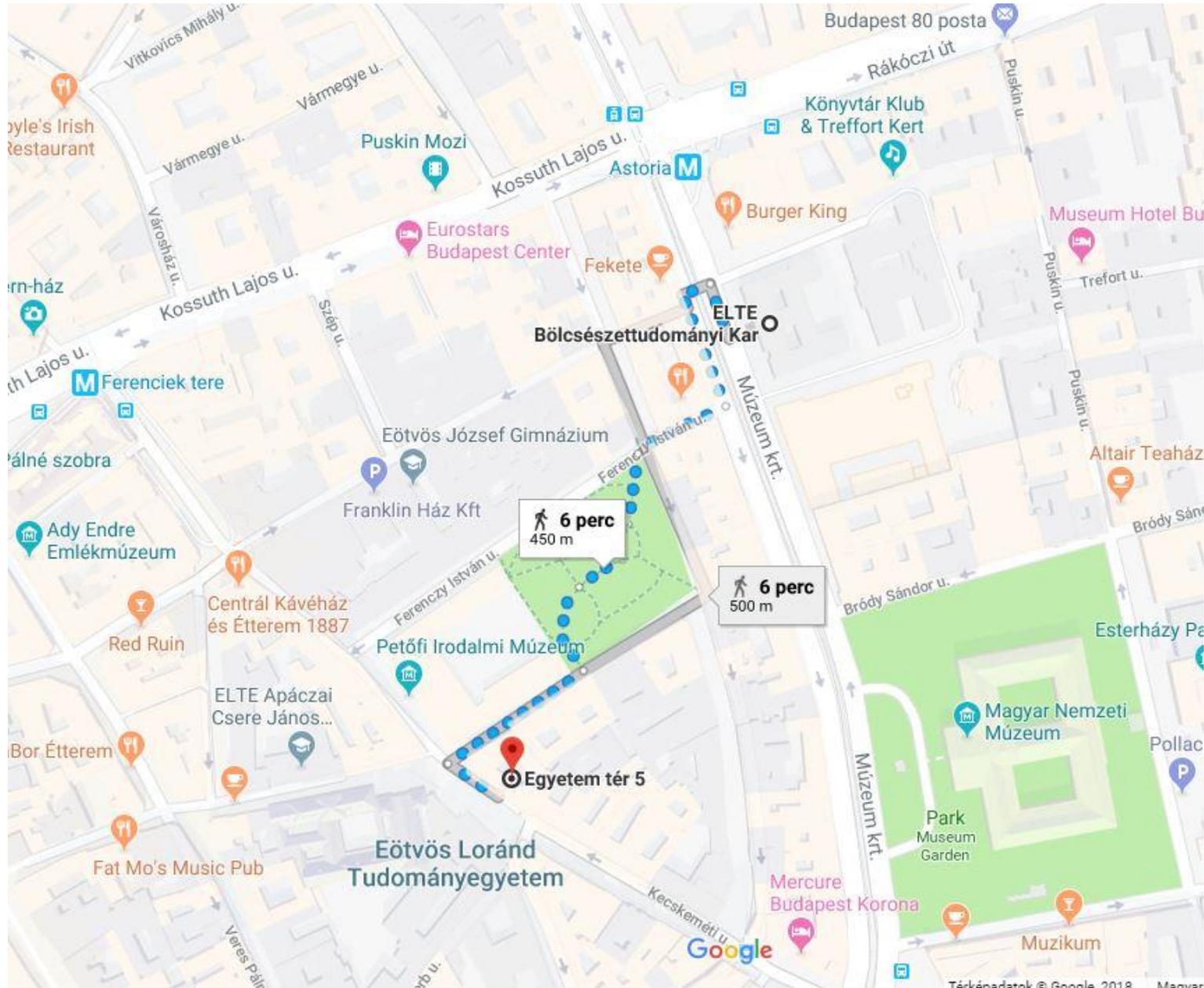
# Quaestura Office

## Location

**Egyetem tér 5**  
**1053 Budapest**

About a 10 minutes  
walk from the  
Faculty of  
Humanities





# Quaestura Office

## Opening hours

<b>Monday:</b>	9:00 - 16:00
<b>Tuesday:</b>	9:00 - 16:00
<b>Wednesday:</b>	12:00 - 19:00
<b>Thursday:</b>	9:00 - 16:00
<b>Friday:</b>	8:00 - 14:00

During the **Registration Period** and the **first week of classes** it is likely to get busy.

Please reserve enough time and come early to escape the crowds.



# Student Identification

Students staying shorter than 12 months

## **Temporary Student ID paper**

**(A/4 format paper sheet document)**

- Issued by Quaestura Office
- Know your Neptun Code
- **IMPORTANT:** the ID (paper A/4) is valid only for 60 days, do not forget to go back to Quaestura Office to renew it
- *Available around the 3rd week of February*



## Student Identification

Students staying shorter than 12 months

### **Temporary Student ID paper**

**(A/4 format paper sheet document)**

- **IMPORTANT:** the ID (paper A/4) is valid only for 60 days, do not forget to go back to Quaestura Office to renew it before the expiry date.



# Student Identification

## Discounted transportation in Hungary

**Temporary Student ID paper** is valid to be used for discounted transportation in Budapest and any other means of travel in Hungary (bus, train, etc).

Always check for student discounts at other places (e.g. museums, cultural events, sport facilities)



# Student Identification

## Discounted transportation in Budapest

- ALWAYS carry your student ID with you
- **Monthly discounted pass: 3.450 HUF**
- Your student ID card number is necessary for the pass



# Student Identification

## Discounted transportation in Budapest

- You must have a validated ticket or a valid pass before boarding the vehicles.
- **BKK officials are authorized to check the validity of your ticket or pass any time during or after your trip.**
- Passengers without valid ticket or pass are to pay a heavy fine - 16.000,- HUF (approx. 55 EUR) if paid by check.



# Chapter 3

## Bank account



# Open a bank account in Hungary

## State-scholarship holders (Tempus Foundation):

you have to own a bank account in Hungary in order to get the scholarship.

## Erasmus+ and exchange students:

it is recommended to open one, especially if you stay for a whole year.



# Open a bank account in Hungary

You can open the account at any banks.

Recommended bank:



near Astoria (campus): Károly krt. 1

OTP ATM:

in building 4/A, next to the Dept. Of International Affairs





# Chapter 4

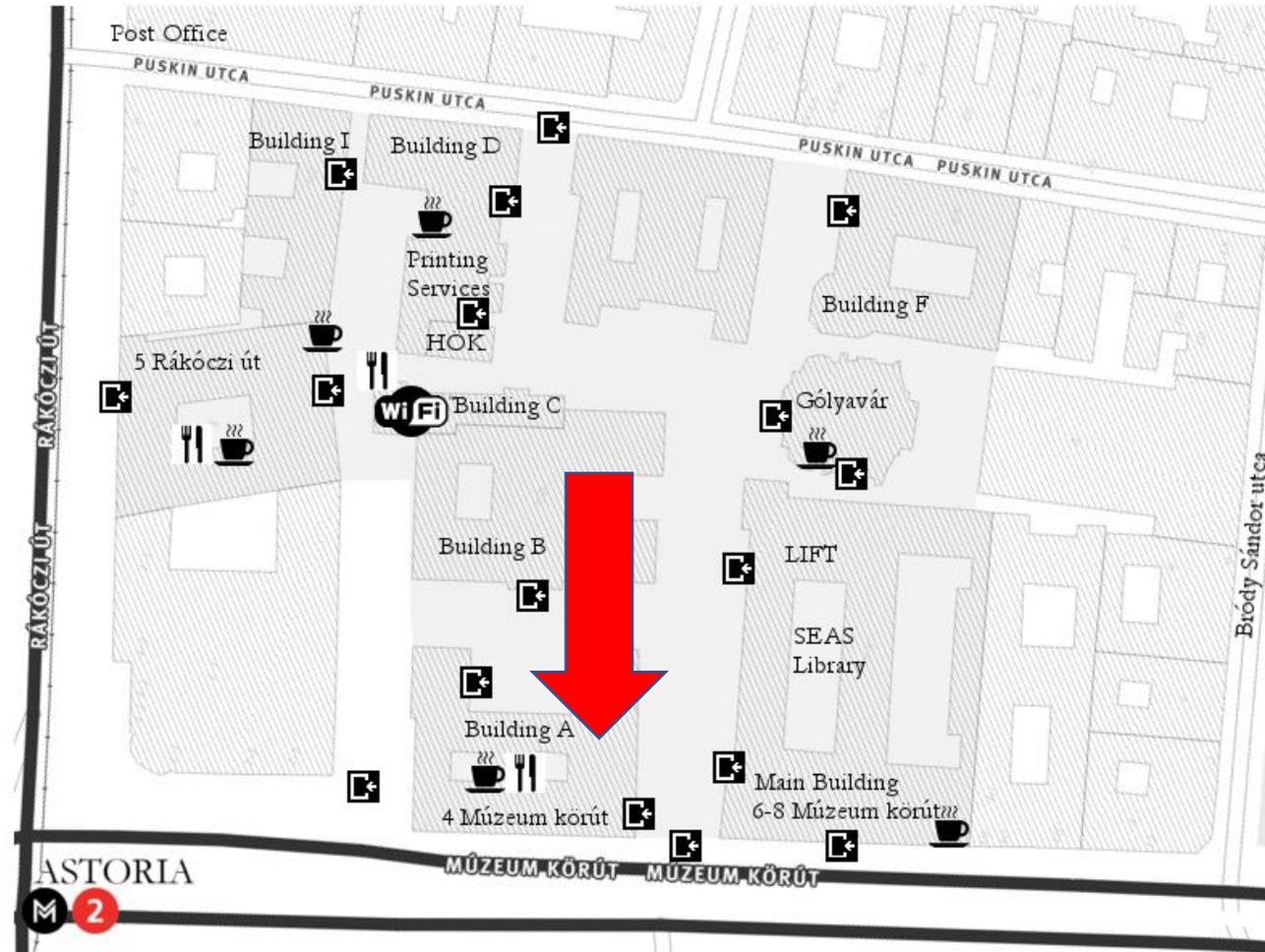
## Campus

# Department of International Affairs (DIA)

Múzeum krt. 4/A  
1088 Budapest  
Ground floor, room 44



# Department of International Affairs (DIA)



SEAS: School of English and American Studies  
HÖK: Hallgatói Önkormányzat (Student Union)



# How do I contact the DIA?

## Walk-in Office Hours

**Monday**

13:00-16:00

**Wednesday**

9:00 – 12:00, 13:00-16:00

**Friday**

9:00 – 12:00

**Tuesday and Thursday: *closed***

***Please respect our Office Hours!***



# How do I contact the DIA?

By appointment

In case of an extreme situation or an emergency, you are welcome even out of the Office hours.



# Chapter 5

Documents during the semester





# Learning Agreement (for Erasmus+)

Always the departmental coordinators signs (not Andrea!)

- *Before the mobility* part: if it is not signed yet, have it signed
- *During the mobility* part: if your courses change compared with the *Before* part, fill it in, and have it signed
- *After the mobility*: needed only if your home university asks



# Confirmation of Arrival (for Erasmus+)

Please use the form given by your home university or downloadable from your home university website.



# Transcript of Records

EÖTVÖS LORÁND TUDOMÁNYEGYETEM  
Bölcsészettudományi Kar  
DÉKÁNI HIVATAL  
NEMZETKÖZI KAPCSOLATOK IRODÁJA  
1088 Budapest, Múzeum krt. 4. 44-45. terem  
Tel.: (36-1) 411-6500  
E-mail: incoming@btk.elte.hu



EÖTVÖS LORÁND UNIVERSITY  
Faculty of Humanities  
DEAN'S OFFICE  
DEPARTMENT OF INTERNATIONAL AFFAIRS  
H-1088 Budapest, Múzeum krt. 4. Room 44-45  
Phone: (36-1) 411-6500  
E-mail: incoming@btk.elte.hu

## TANULMÁNYKÍSÉRŐ LAP List of Courses and Transcript of Records

Név: Name:	Allampolgárság: Citizenship:
Születési idő és hely (város, ország): Date and place of birth (including the country):	Otthoni egyetem: Home institution:

A tanegység adatai. Information about the course unit.							
Kód Code	Tanegység címe / heti óraszám Title of course unit / hours per week	Tanár neve Name of the teacher	Minősítés /Grade obtained			Időpont Date of the exam	Tanár aláírása Signature of the teacher
			Betűvel In letter:	Számmal With number:	Kreditpont Number of Credits:		

*Igazolom, hogy nevezett a fenti tanegységeket megszerezte.  
I hereby certify that the above mentioned student has completed the course units listed above.*

A jegyek magyarázata a lap túlsó oldalán található!  
Explanation of the grading system can be found on the reverse side of this page!

Budapest, .....

Nemzetközi Titkárság / International Secretariat

Before you leave,  
have it signed by  
the teachers, then  
by Sándor or  
Andrea.

Except for the  
signatures,  
everything should  
be typed!

# Confirmation of Stay

Please use the form given by your home university or downloadable from your home university website.

If it is not available, we will use the ELTE form.





# Chapter 6

## Courses

# Departmental coordinators

With study issues, always contact your departmental coordinator!

(teacher, academic staff member of the department/institute, who confirmed your acceptance and LA)

If you do not know, ask your administrative coordinator (Andrea or Sándor 😊) or use the first pdf you got in November.



# How to sign up for the courses?



You can sign up for your courses in Neptun system.

Further info on courses and signing up on the Neptun Training Day.



# Hungarian Language Courses for Erasmus+ and other exchange students

Department of Hungarian as a Foreign Language  
building „I”, 2nd floor, room 209

## Erasmus+ students:

From 18th February, please visit in person the department to find out the schedule of classes and further details, this information will be displayed by the Department of Hungarian as a Foreign Language.



# Hungarian Language Courses for Erasmus+ and other exchange students

Language level assessment (language test):

The time and venue will also be announced in mid-February, check in person please

Department of Hungarian as a Foreign Language

Department of Hungarian as a Foreign Language  
building „I”, 2nd floor, room 209



## Sport courses

You can sign up for sport courses in Neptun system.

OR

You can choose other courses offered by BEAC (Budapest University Athletic Club).

You have to pay for all of the courses.

More info:

<https://www.beac.hu/in-english/>



# Chapter 7

## Academic Regulation



# Academic Regulation

## Plan things ahead...

Academic calendar:

<https://www.elte.hu/en/academic-calendar>



# Academic Regulation: Absence Policy

- if you miss **more than 30% of your classes** (= 30 times 90 minute slots in your timetable), you will not get a grade and have no credits





## Chapter 8

Technical issues, and other practical matters

# Use Wi-fi at the campus



- You can use wi-fi at the university if you ask for a username and password.
- For requiring a username and a password, you need your Neptun ID (code) and password you have already generated.

- Steps how to ask for the wi-fi:

[http://iig.elte.hu/file/Setting\\_WIFI\\_connection.pdf](http://iig.elte.hu/file/Setting_WIFI_connection.pdf)



# Copy shop

On Campus: CopyGuru, Building „D” in the basement

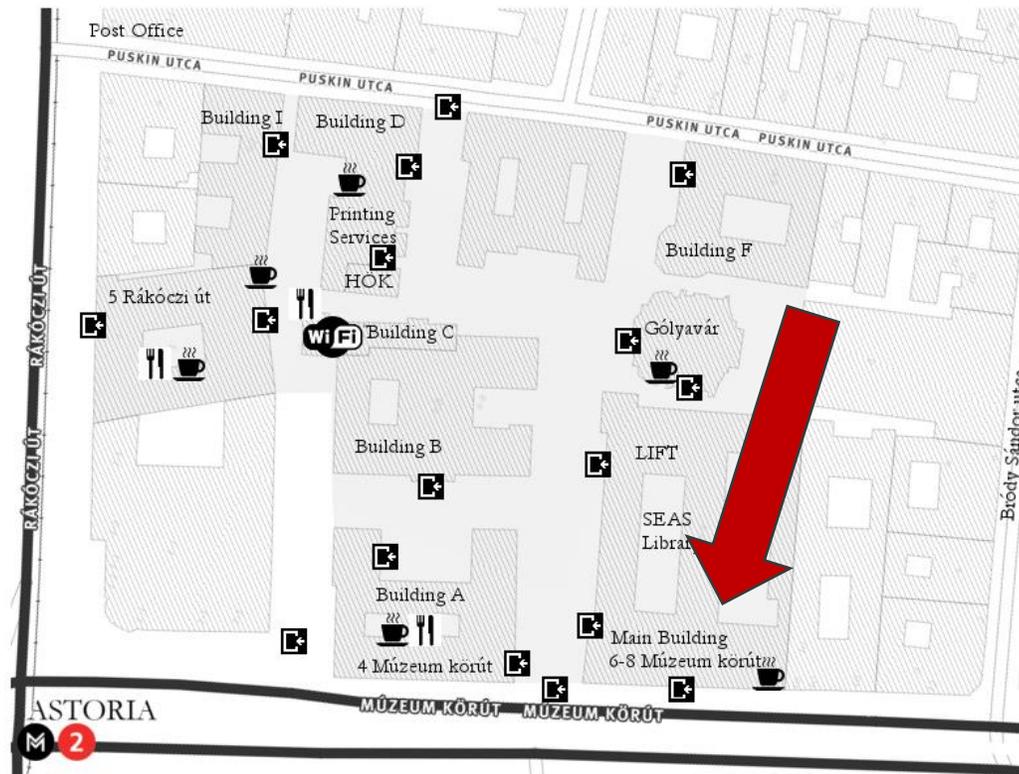
Nearby the campus:

Copying and printing at Kálvin square  
(MINI Copy, CopyGURU)



# Book shop

Book shop at the campus: main building, basement

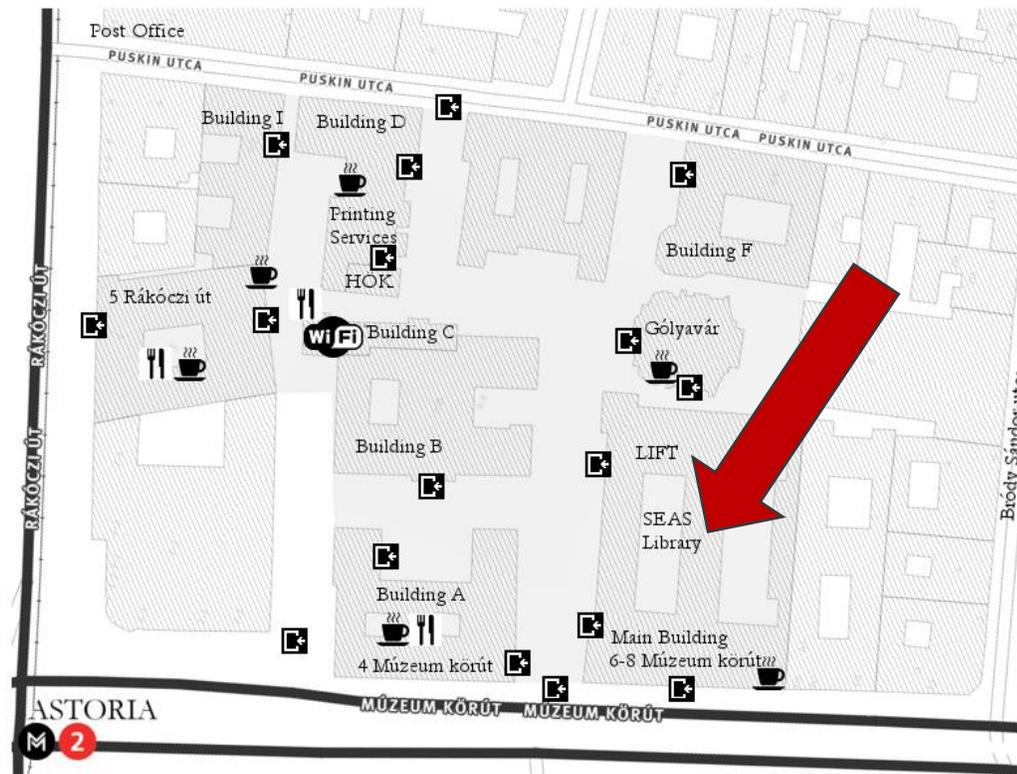


SEAS: School of English and American Studies  
HÖK: Hallgatói Önkormányzat (Student Union)

Open:  
Monday-Thursday 10:00-18:00  
Friday: 10:00-15:00

# Libraries

English and German language library: main building



SEAS: School of English and American Studies  
HÖK: Hallgatói Önkormányzat (Student Union)

Open:

Monday: 9:00-16:00

Tuesday: 9:00-16:00

Wednesday: 12:00-18:00

Thursday: 9:00-16:00

Friday: 9:00-14:00

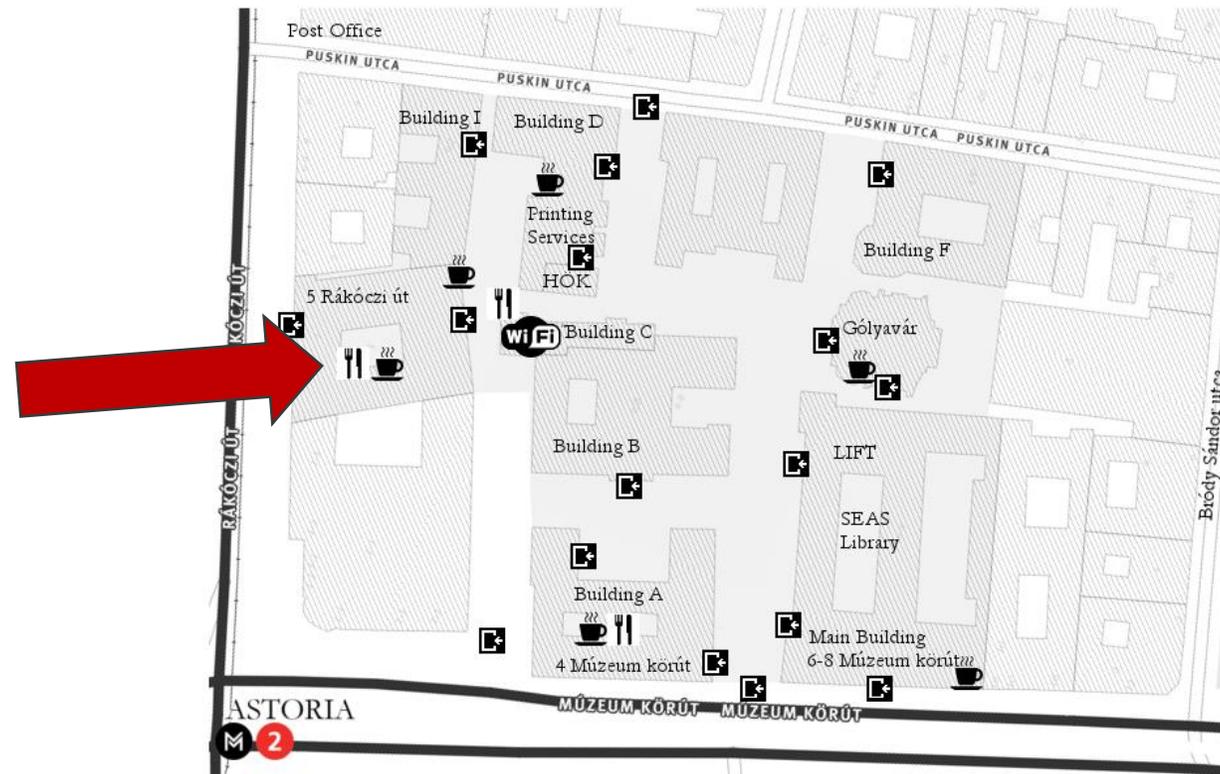
# Libraries

Every department has its own library. Ask your departmental coordinators or course lecturers for information, other suggestions.



# Eating facilities near the campus

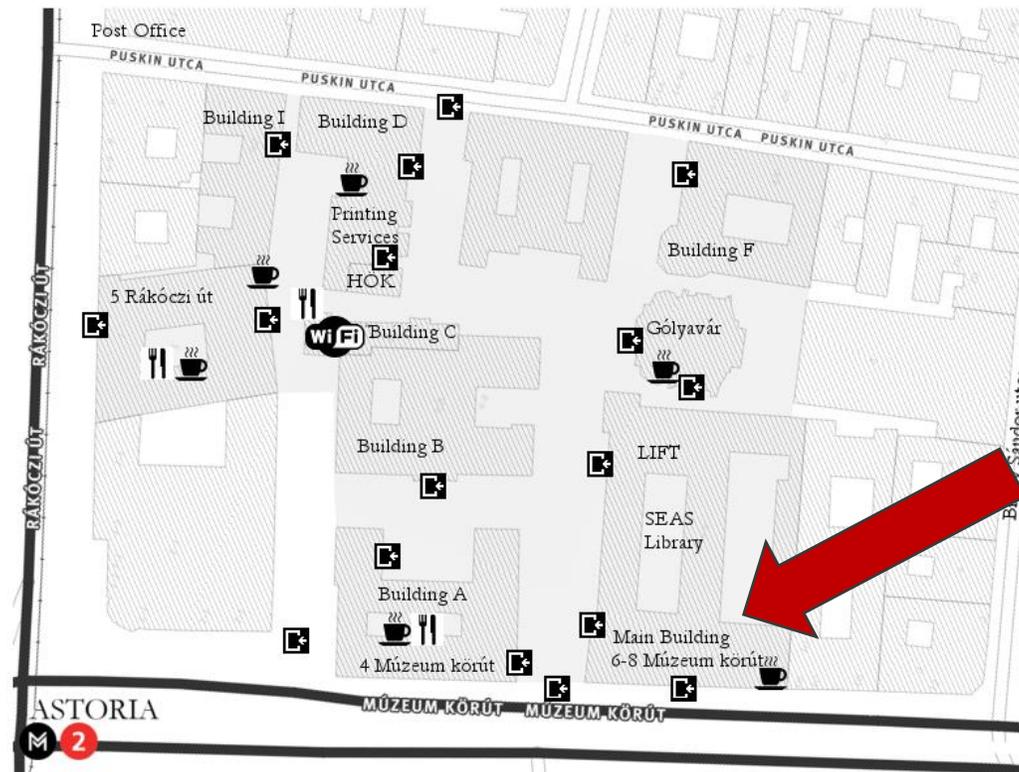
- Aula Étterem (at the campus): whole meals, menus, salads, desserts



SEAS: School of English and American Studies  
HÖK: Hallgatói Önkormányzat (Student Union)

# Eating facilities near the campus

- Műhely Egyetem Café (at the campus): soups, salads, sandwiches, coffee, tea, desserts



SEAS: School of English and American Studies  
HÖK: Hallgatói Önkormányzat (Student Union)

# Eating facilities near the campus

- Vega City: Múzeum krt. 23. (vegan food, menus, burgers)
- McDonald's: Astoria
- Burger King: Astoria
- Tesco Express: Astoria (supermarket)
- Lipóti bakery: Rákóczi út 4-6.
- Black Cab burger: Rákóczi út. 19.
- Zoska: Ferenczy István utca 28. (breakfast and café)
- Belvárosi Disznótoros: Király utca 1d (Hungarian food)
- Mir Kebab: Király utca 1d (fine Turkish food)



Have a nice semester!

