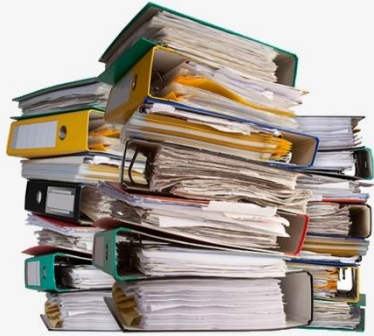


**Welcome to
Hungarian University of
Agriculture and Life Sciences**

**Orientation week
Administration Day
13 September, 2024**





NON-EDUCATIONAL ADMINISTRATIVE ISSUES

<https://en.uni-mate.hu/practical-matters>

Ms. Judit Tallárom Czingili

International Relations Office Gödöllő,
Main building, Second floor, Room 2070

Tallaromne.Czingili.Judit@uni-mate.hu

Student hours: Mon-Wed: 1.30pm-3pm

Back office, internal meetings: In the mornings and on Thurs-Fri



Our official partner

SH / SCYP / DFP / FAO

Checklist for opening a bank account:

- Hungarian cell **phone number**
- **Student status certificate**
- Copy of **passport and visa/residence permit**
- **Address certificate** sent by the Immigration Office/embassy/consulate

If you do not have any of the above:

- You can still start administration
- You will receive an appointment now



**Further opportunities
to open a bank account:**

27 September (TK Building)

4 October (TK Building)

11 October (TK Building)



Downloadable material about OTP offers:

- **Basic-S account package**
- **Junior account package**

<https://en.uni-mate.hu/web/hungarian-university-of-agriculture-and-life-sciences/bank-information>

**Record your bank account number in your NEPTUN under
Finances / Settings / Add bank account number / Save**

Welcome Pack



- **Your welcome pack includes an Administration checklist.**
- **Your Registrar's Officer is responsible for:**
 - **educational issues**
 - **monthly stipend transfer!**
 - **Neptun problems**
 - **student ID requests**

RESIDENCE PERMIT



IF YOU ARE SUBJECT TO VISA to travel to Hungary

You **automatically** receive your residence permit from your non-educational coordinator (**notification** is sent to you).

You get your address certificate via email from the Immigration Office / embassy / consulate directly.

IF NOT, notify your coordinator.

After receiving your visa, it takes 3-4 weeks for your residence permit to arrive to MATE central address.

Address determines which campus coordinator gets our residence permit:

Gödöllő, central address > Budapest and Gödöllő (all Pest County addresses)

Coordinators cooperate: residence permits are available at the campus you belong to

Your residence permit is valid for max. 3 years

Extension – min. 1.5 months before its expiry

RESIDENCE PERMIT 2

IF YOU ARE NOT SUBJECT TO VISA : EnterHungary interface at
<https://enterhungary.gov.hu/eh/?en>

Documents to be submitted:

- **Application form + Appendix 9.13 (Studies or student mobility)** filled in electronically and as the system generates a pdf file: supplemented with a colour photo, signed and scanned back, submitted.
- 1 passport size photo
- **Notification of Accommodation** (issued by the dormitory coordinator or by the owner of the flat you rent); if you rent a flat or room, your **lease contract** is needed as well)
- **Reservation confirmation** from your dormitory
- copy of passport
- **Letter of Acceptance / Admission** (sent by MATE via e-mail or post)
- Student status certificate (in Hungarian) – from MATE Registrar’s Office

If you are a scholarship holder:

- **Letter of Award** (e.g. SH: from TEMPUS, FAO: from Ministry of Agriculture) / **Certificate of Scholarship** - Erasmus

If you are a self-financing student:

- bank statement proving that you have enough money to live in Hungary
- health insurance

RESIDENCE PERMIT 3

IF YOU ARE NOT SUBJECT TO VISA : EnterHungary interface at
<https://enterhungary.gov.hu/eh/?en>

Personal appearance in the Immigration Office within 15 days for **biometric data recording!**

MATE appointments:

Date and time:

23 September at 9:00 am

25 September at 9:00 am

Meeting point:

at the front gate of **Szegedi út Immigration Office**
Customer Service II., („Twin building”)

Address:

1135 Budapest, Szegedi út 35-37.

Register at: <https://forms.gle/tyWHZ4Zf5VUZvy7aA>

Your coordinator arranges your application for a TAJ number and you will be informed in an email about

- what your number is
- when your card is available in IR Office

Checklist:

- Copy of **address cert.** sent by the Immigration Office, **residence permit** and **passport**
- **student status certificate issued within 30 days**
- **authorization**
- **application form**

Validity >> harmonised with your residence permit

Health Assistance System



Your coordinator arranges your becoming a beneficiary.

<https://en.uni-mate.hu/web/hungarian-university-of-agriculture-and-life-sciences/health-insurance> at HEALTH ASSISTANCE SYSTEM
(from 2024/25/1)

Who are entitled?

- SH / SH-Dissertation / SCYP / DFP scholars

How to apply, how it works:

- Coordinator arranges it from Neptun.
- List of beneficiaries
- Central call service system – English-speaking doctors

TAX number

- Those who receive money from the state (**state scholarship**) or **have student jobs** have to have a Hungarian tax number.
- It does not expire.
- **Your coordinator arranges your application** for a TAX number and you will be informed in an email about
 - what your number is
 - when your card is available in IR Office

Info: Under '*Practical matters*' > Tax number

Checklist:

- Application form (available at tax authority or in IR Office, Gödöllő)
- Address certificate
- Student Status certificate (in Hungarian)
- Copy of passport

It has to be registered in your NEPTUN account.

Student ID



<https://en.uni-mate.hu/web/hungarian-university-of-agriculture-and-life-sciences/student-id>

Temporary Student ID paper (Igazolás) - from Registrar's Office.

- public transportation incl. monthly tickets, student entrance fees in exhibitions, museums, concerts etc.
- valid for 2 months! Before its expiry, please go to the Registrar's Office to ask for a new one.

KEEP IT WITH YOU & CHECK ITS VALIDITY

Student ID application



Permanent Student ID card at Governmental Offices (Kormányhivatal – Okmányiroda) for free.

- Address: Gödöllő, Kotlán Sándor u. 1-3.

TODAY & 27 Sept: OFFICE BUS outside!

Required documents:

- passport;
- student status certificate with CORRECT DATA;
- (electronic address certificate)

Student ID application 2

STEP 1: a **NEK data sheet** with a so-called **NEK code** which should **be registered in your NEPTUN account** under

Administration / Student card request / "Add new"

STEP 2: Visit your educational coordinator who uploads your NEK data sheet into your Neptun account (pdf/jpeg):

Information > Documents > Upload document >> Choose "NEK adatlap" from the drop-down menu >> Upload file > Save

STEP 3: Please **bring the NEK data sheet to your Registrar's Office**

- MSc, BSc – Ms. Judit Gordos

Doctoral School Secretariat

- PhD – Ms. Edit Dolányi.

Other important issues



- Our homepage: <https://en.uni-mate.hu/>
- Facebook group: **International students at MATE (former SZIU)**
- Non-educational issues:
<https://en.uni-mate.hu/practical-matters>
- Neptun:
<https://en.uni-mate.hu/neptun-system>
- Rules and procedures:
<https://en.uni-mate.hu/rules-and-procedures>

How to write effective emails

- Importance of **subject line!**

No emails will be read with empty subject lines!

- An example:

Concise description of your problem_Family
Name Given names_Scholarship Type

How to write effective emails

- Words **to be avoided** in the subject line:
Urgent, request, information, question, important
- Words **to be included** in the subject line:
Deadline_month day, Application for..., Arrival_month, day, Change in..., Extension of TAJ/residence permit etc...
- Do **NOT** use **the same subject line of earlier correspondence** for new issues!
 - misleading and makes it more difficult to find your current problem



*To lose patience is to lose the
battle.*

by Mahatma Gandhi

Thank you for your attention!

