

- Purchase a **Monthly Budapest-pass** for students (3450HUF) to travel



- Use your Educational ID as an identification number for the pass.
- Always **keep your valid pass and Student card/the Temporary Student card Certificate together. (Original copy required!)**

GENERAL INFORMATION ON STUDENT CARDS

by government decree published on 30 December 2011 (No. 362/2011)

PERMANENT STUDENT CARD

1

Simply visit (or get an appointment) the "**Okmányiroda**"/"**Kormányablak**" (Office of Government Issued Documents/ Local Government Office).



2

Take your passport/ ID and address card with you.



3

At the Okmányiroda/Kormányablak your official photo will be taken and a sample of your signature stored. Please make sure that your personal data is registered correctly!



4

Send a copy of the NEK datasheet (NEK adatlap) to the following e-mail address: studentadmin@ibs-b.hu (only then may we start processing your student card application).



5

You will be informed by e-mail when your student card arrives at the school.

Make sure you validate your student card at the Student Centre with a semester sticker in every semester. **Not valid without a sticker!**

VALIDATION OF PERMANENT (**BROWN**) PLASTIC STUDENT CARDS

The semester-sticker system continues; we will inform you by e-mail when you can come to the Student Centre to receive the sticker for the upcoming semester.

TEMPORARY STUDENT CARD CERTIFICATE

Until you have received the permanent student card the Student Centre may issue a **temporary student card certificate**, which is **valid for 60 days** and may be **renewed on one occasion** if required. However due to some technical reasons beyond our control, it may happen that we can only issue such a certificate a bit later (for example in case of newly registered students, until the Educational Authority confirms their student status).

Students who do not have a valid student card nor a temporary certificate advised to purchase a full price BKK monthly Budapest pass to avoid any inconveniences.

Office of Government Issued Documents in Budapest/ (Okmányiroda)

Local government offices (Kormányablak)

The closest office to IBS:

3rd district

1033 Budapest, Harrer Pál u. 9-11.

+36 (1) 896-3572

kormanyablak@03kh.bfkh.gov.hu

Monday: 07.00-17.00

Tuesday: 08.00-16.00

Wednesday: 12.00-20.00

Thursday: 08.00-16.00

Friday: 08.00-14.00

Other offices:

<p>1st district 1013 Budapest, Attila út. 12. +36-1-795-7774 kormanyablak@01kh.bfkh.gov.hu Monday: 07.00-17.00 Tuesday: 08.00-16.00 Wednesday: 12.00-20.00 Thursday: 08.00-16.00 Friday: 08.00-14.00</p>	<p>7th district 1073 Budapest, Erzsébet körút 6. +36 1 795-8884 kormanyablak@07kh.bfkh.gov.hu Monday: 07.00-17.00 Tuesday: 08.00-16.00 Wednesday: 12.00-20.00 Thursday: 08.00-16.00 Friday: 08.00-14.00</p>
<p>2nd district 1024 Budapest II., Margit krt. 47-49. +36-1-550-1858 kormanyablak@02kh.bfkh.gov.hu Monday: 07.00-17.00 Tuesday: 08.00-16.00 Wednesday: 12.00-20.00 Thursday: 08.00-16.00 Friday: 08.00-14.00</p>	<p>8th district 1082 Budapest, Baross u. 59. +36-1-550-1858 kormanyablak@08kh.bfkh.gov.hu Monday: 07.00-17.00 Tuesday: 08.00-16.00 Wednesday: 12.00-20.00 Thursday: 08.00-16.00 Friday: 08.00-14.00</p>
<p>6th district 1062 Budapest VI. Andrásy út 55. +36-1-550-1858 kormanyablak@06kh.bfkh.gov.hu Monday: 07.00-17.00 Tuesday: 08.00-16.00 Wednesday: 12.00-20.00 Thursday: 08.00-16.00 Friday: 08.00-14.00</p>	<p>13th district 1139 Budapest, Teve utca 1/a. +36 (1) 896-3518 kormanyablak@13kh.bfkh.gov.hu Monday: 07.00-17.00 Tuesday: 08.00-16.00 Wednesday: 12.00-20.00 Thursday: 08.00-16.00 Friday: 08.00-14.00</p>