Office of International Education staff in the Central Academic Office (CAO)

Front Office

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  General Course for Faculty of Architecture

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Organised and managed by
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Contact

• Home page: http://www.kth.bme.hu/en/

• For preparatory, BSc and MSc students:
  Office: building R, ground floor, room No.1
  Address: Műegyetem rkp. 7–9., H–1111 Budapest, Hungary

• For PhD students:
  at Dean’s Offices of the Faculties (please contact them for registration)
If you need help or have a question

- At first please submit an *E101SH request in Neptun* and classify your question or problem in it

- Visit us during only office hours
  Monday –Thursday: 12:00–15:30, Friday: 8:30–12:00

  (after drawing a number from a customer terminal in the main hall of bg. R)

- Contact your mentors
Days–off, periods of the term

- 27 – 31 August: registration period
- 3 September: first day of study period
- 20 September: BME Sport Day
- 13 October: Thursday schedule on Saturday
- 22 October: day–off instead of 13 October
- 23 October: National holiday
- 1 November: All Saints’ Day
- 2 November: day–off instead of 10 November
- 10 November: Friday schedule on Saturday
- 14 November: BME Student Research Conference
- 30 November: BME Open Day for highschool students
- 1 December: Rector’s day–off
- 7 December: last day of study period
- 10 – 14 December: week of repeats
- 18 December – 22 January: exam period
Internet and computer use at BME

Please visit the following website and follow the instructions there:

hszk.bme.hu
NEPTUN
Electronic administration system

• to register for your subjects and courses
• to check your schedule
• to check your classrooms
• to submit requests (E101SH, E100, E066, E018)
• to set your temporary address (in Hungary)
• to submit request for student ID
• to register for your exams (from the beginning of December)
To enter NEPTUN for the first time

You need your

• NEPTUN code (see your Letter of Acceptance)

and

• your date of birth (as your initial password):

    in NeYYYYYMMDD format

please change this initial password and do not forget your new one!!!
Subject/course registration in Neptun

- Under *Subjects/Register for subjects*

- Terms: 2018/19/1

- **Subject type:** *Subjects from curriculum ONLY!!!*
  from *All subjects* not OK, your registered subjects from here will be cancelled without any notice

- Choose courses in English (not in Hungarian!)

- Until 23:59:59 pm on 2 September

- Submit request E018 P (to further register for or deregister subjects paying fee of 5,500 HUF/course) until 23:59:59 on 9 September

- **From 10 September there is no way to change your subject portfolio!**
Extra fees for special instances

<table>
<thead>
<tr>
<th>Instances</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>term registration in Neptun after 2 September (E100P, paid in advance)</td>
<td>5.500 HUF</td>
</tr>
<tr>
<td>late subject registration/cancellation after 2 September (E018P, paid in advance)</td>
<td>5.500 HUF/course</td>
</tr>
<tr>
<td>late submission of home assignment</td>
<td>2.500 HUF/assignment</td>
</tr>
<tr>
<td>repeated retake of a test (paid in advance)</td>
<td>4.500 HUF/retake</td>
</tr>
<tr>
<td>unauthorized absence from an examination</td>
<td>5.500 HUF/absence</td>
</tr>
<tr>
<td>3rd and further exam in the same subject (paid in advance)</td>
<td>4.500 HUF/exam</td>
</tr>
</tbody>
</table>

The above fees should be paid in HUF transfer from your bank account in HUF or by money order (no cash payment at CAO!)
(details: [https://kitekinto.neptun.bme.hu/hallgatoi/Login.aspx](https://kitekinto.neptun.bme.hu/hallgatoi/Login.aspx)
Finances in Neptun v9.pdf)
Registration in person

Necessary documents
• valid passport and its photocopy
• Letter of Award and its photocopy
• Letter of Acceptance and its photocopy
• last school report (secondary or BSc or MSc diploma) and its photocopy
• 2 pieces of passport size photo

Groups in the hall according to the faculties

What you receive
• student status certificate (for Immigration Office)
• accommodation reporting form (for Immigration Office)

Health insurance management
• health insurance form
Health insurance program provided by BME
- free of charge
- not obligatory
- starting from 1st September, 2018

Social security number provided by the Hungarian government
- application should be submitted by the help of mentors
Accommodation

Declaration in E005NEW request in Neptun
• placement in dormitories by the help of mentors

Finding proper rented apartment by the help of mentors
Thank you for your kind attention!

Budapest University of Technology and Economics, BME
http://www.bme.hu/?language=en