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

Front Office

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  Faculty of Civil Engineering
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  Faculty of Architecture
  General Course for Faculty of Architecture

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  Faculty of Mechanical Engineering

Organised and managed by
Ms. Barbara Mag (mag.barbara@kth.bme.hu)
Mr. László Kunsági (kunsagi.laszlo@kth.bme.hu)
Contact


- 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 send an email to your coordinator

• 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)
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
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 (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 information letter)

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 Acceptance and its photocopy
• last school report (secondary or BSc or MSc diploma) and its photocopy
• 1 piece 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

Necessary to receive or extend residence permit at the Immigration Office

Generali Studium health insurance package

• can be arranged at CAO during office hours (after drawing a number from a customer terminal in the main hall of building R for Health insurance management)
• price: 35.000 HUF/term paid in cash or by card in any Raiffeisen bank office
• bank account number and necessary remark can be found in the information letter
Thank you for your kind attention!

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