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WELCOME TO CORVINUS UNIVERSITY OF BUDAPEST (CUB)

Being a student in a foreign and unknown country can be stressful. You may have worries about your studies, financial situation and life in general. As a foreign student you may experience a culture shock or you may simply miss being away from home. We hope that this guide will help you to settle down as smoothly and quickly as possible.

WHERE TO FIND THE BUILDINGS OF CORVINUS

building C. (aka new building): 1093 Budapest, Közraktár u. 4-6.
YOUR COORDINATORS AT CORVINUS

You will have several coordinators while you study here and we are all here to help you getting through the difficulties that can happen in your life.

The Stipendium Hungaricum (SH) office in room E.167 is responsible for any scholarship related issues such as scholarship payment, accommodation, insurance. Ms Szilvia Strack is your scholarship coordinator.

You also have a study program coordinator, who is responsible for any study related issues eg. how to get a Neptun code, how to activate your semester in Neptun, how many credits you need to collect etc.

The working hours of the coordinators are Mon-Thu 08.00-16.30 and Fri 08.00-14.00. It's not typical that they answer the e-mails outside working hours. Please note that the working hours are not the same as the office hours. The coordinators do a lot of back office work when the offices are not open for students.

Working hours: when the coordinators are physically at the university.

Office hours: when the students can visit the coordinators.

You probably know who your study program coordinators are, but just in case please have a look at the list below.

Regardless who you need to contact please send an e-mail to student.office@unicorvinus.hu.
# THE STUDY PROGRAM COORDINATORS

<table>
<thead>
<tr>
<th></th>
<th>Study level</th>
<th>Study program coordinator (any study related issue)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applied Economics</strong></td>
<td>BSc</td>
<td>Ms Dorottya Gyory</td>
</tr>
<tr>
<td><strong>Business and Management</strong></td>
<td>BA</td>
<td>Ms Anna Szombathelyi</td>
</tr>
<tr>
<td><strong>Business and Management</strong></td>
<td>PhD</td>
<td>Ms Monika Herman</td>
</tr>
<tr>
<td><strong>Business and Management</strong></td>
<td>PhD</td>
<td>Ms Monika Herman</td>
</tr>
<tr>
<td><strong>Business Informatics</strong></td>
<td>PhD</td>
<td>Ms Monika Herman</td>
</tr>
<tr>
<td><strong>Business Informatics</strong></td>
<td>MSc</td>
<td>Ms Katalin Gelencser</td>
</tr>
<tr>
<td><strong>Communication and Media Science</strong></td>
<td>BA</td>
<td>Ms Dorottya Gyory</td>
</tr>
<tr>
<td><strong>Communication and Media Studies</strong></td>
<td>MA</td>
<td>Ms Nikolett Menyhart</td>
</tr>
<tr>
<td><strong>Economic Analysis</strong></td>
<td>MSc</td>
<td>Ms Katalin Gelencser</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>MSc</td>
<td>Ms Katalin Gelencser</td>
</tr>
<tr>
<td><strong>General and Quantitative Economics</strong></td>
<td>PhD</td>
<td>Ms Monika Herman</td>
</tr>
<tr>
<td><strong>Health Policy, Planning and Financing</strong></td>
<td>MSc</td>
<td>Ms Nikolett Menyhart</td>
</tr>
<tr>
<td><strong>International Business Economics</strong></td>
<td>BA</td>
<td>Ms Emese Boros</td>
</tr>
<tr>
<td><strong>International Economy and Business</strong></td>
<td>MA</td>
<td>Ms Nikolett Menyhart</td>
</tr>
<tr>
<td>program</td>
<td>Study level</td>
<td>Study program coordinator (any study related issue)</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>International Relations</td>
<td>BA</td>
<td>Ms Anna Szombathelyi</td>
</tr>
<tr>
<td>International Relations</td>
<td>MA</td>
<td>Ms Nikolett Menyhart</td>
</tr>
<tr>
<td>International Relations</td>
<td>PhD</td>
<td>Ms Eszter Viragh</td>
</tr>
<tr>
<td>Marketing</td>
<td>MA</td>
<td>Ms Katalin Gelencser</td>
</tr>
<tr>
<td>MBA</td>
<td>MSc</td>
<td>Ms Emese Szilagyi</td>
</tr>
<tr>
<td>Political Science</td>
<td>PhD</td>
<td>Ms Eszter Viragh</td>
</tr>
<tr>
<td>Public Policy and Management</td>
<td>MSc</td>
<td>Ms Katalin Gelencser</td>
</tr>
<tr>
<td>Regional and Environmental Economic Studies</td>
<td>MA</td>
<td>Ms Nikolett Menyhart</td>
</tr>
<tr>
<td>Social Communication</td>
<td>PhD</td>
<td>Ms Eszter Viragh</td>
</tr>
<tr>
<td>Sociology</td>
<td>BA</td>
<td>Ms Emese Boros</td>
</tr>
<tr>
<td>Sociology</td>
<td>MA</td>
<td>Ms Nikolett Menyhart</td>
</tr>
<tr>
<td>Sociology</td>
<td>PhD</td>
<td>Ms Eszter Viragh</td>
</tr>
</tbody>
</table>
## Office Hours of the Coordinators

<table>
<thead>
<tr>
<th>Study Program</th>
<th>Coordinator</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stipendium Hungaricum Office</strong></td>
<td>Ms Szilvia Strack E.167</td>
<td>14.00-16.00</td>
<td>closed</td>
<td>09.00-12.00</td>
<td>closed</td>
<td>09.00-12.00</td>
</tr>
<tr>
<td><strong>BA/BSc programs</strong></td>
<td>Ms Emese Boros&lt;br&gt;Ms Dorottya Gyory&lt;br&gt;Ms Anna Szombathelyi E.181</td>
<td>13.00-15.00</td>
<td>closed</td>
<td>09.00-12.00 and 13.00-16.00</td>
<td>closed</td>
<td>10.00-12.00</td>
</tr>
<tr>
<td><strong>MA/MSc programs (except for MBA)</strong></td>
<td>Ms Reka Szabo&lt;br&gt;Ms Nikolett Menyhart E.154</td>
<td>13.00-15.00</td>
<td>closed</td>
<td>09.00-12.00 and 13.00-16.00</td>
<td>closed</td>
<td>10.00-12.00</td>
</tr>
<tr>
<td><strong>MBA</strong></td>
<td>Ms Katalin Gelencser E.3003</td>
<td>13.00-15.00</td>
<td>closed</td>
<td>09.00-12.00 and 13.00-16.00</td>
<td>closed</td>
<td>10.00-12.00</td>
</tr>
<tr>
<td><strong>Doctoral programs</strong></td>
<td>PhD Office E.231-233</td>
<td>13.00-15.00</td>
<td>closed</td>
<td>09.00-11.00</td>
<td>13.00-15.00</td>
<td>closed</td>
</tr>
</tbody>
</table>
STIPENDIUM HUNGARICUM WEBSITE OF CORVINUS

We have a website for the SH students at Corvinus, where you can find the most important SH related information. The website is updated every time when there is a major change.

ACADEMIC CALENDARS OF THE FACULTIES

Corvinus Business School
Corvinus School of Economics
Faculty of Social Sciences and International Relations

TRANSFER OPTIONS FROM THE AIRPORT

1. Public transport
   a) Bus 200E stops at the airport every 7-10 minutes. It takes you to Kőbánya-Kispest metro station. From here you can travel to the city center with metro replacement bus (metro line 3 is under renovation). At the airport you can buy a transfer ticket at one of the vending machines for about 2,50,-EUR. You will get two tickets. Validate the one with nr. 1 on the bus at one of the machines and then validate the one with nr. 2 at the entrance of the metro. You can use your debit/credit card when you buy the tickets.
   b) Bus 100E stops at the airport every 30 minutes. It takes you directly to the city center. A single bus ticket is about 3,-EUR.

2. Taxi
   You can take a taxi at the airport. The official taxi company of the airport is Főtaxi. They have a booth in front of the arrival terminal. It is a good and reliable company and the ride to the city center is about 30,-EUR.

3. Airport shuttle
   One ride to the city center is about 16,-EUR/person.
Change some money at the airport as debit/credit cards and foreign currencies are not acceptable on the bus and metro. Don’t change too much though as the exchange rates are not very customer friendly at the airport. The taxi and shuttle companies may accept debit/credit cards.

**Please note that the scholarship program doesn’t cover your flight ticket and airport transfer.**

**ARRIVAL DATE**

In 2020 the tuition in the Fall semester starts on 7 September 2020. The week before this date is the orientation week, therefore it would be wise to arrive at the very end of August or very beginning of September. The last possible registration date in the study program coordinator’s office is 5 October 2020. Unfortunately we can’t accept you as a student if you arrive after this date.

**MENTOR PROGRAM**

You get a mentor in August, who helps your integration in the everyday life in Hungary. You will get information on the mentor program in August.

**THINGS THAT YOU MUST DO AFTER ARRIVING IN BUDAPEST**

1. registration at your study coordinator’s office
2. registration in the Stipendium Hungaricum office (E.167)
3. application for the residence permit at the “Immigration and Asylum Office” if you don’t travel with a D visa, see details under “[How to apply for the residence permit](#)”
4. opening a Hungarian bank account
5. requesting a tax number
6. getting a student id code

You can fulfill these tasks in any order.
REGISTRATION IN YOUR STUDY COORDINATOR’S OFFICE

Your study program coordinator will send you information on this via e-mail at the end of August. This registration must be done only at the beginning of the first semester of your studies. Your study coordinator will send you the exact details of this registration in August.

REGISTRATION IN THE SH OFFICE

Registration in the SH office is a must at the beginning of each semester. The SH office will send you information on this via e-mail twice a year, at the end of August and at the end of December. Please note that you have to sign your scholarship agreement in your first year at the first visit and no scholarship transfer can be done without a signed scholarship agreement.

HOW TO APPLY FOR THE RESIDENCE PERMIT

You must have a valid residence permit allowing you to study in Hungary during the whole period of your studies.

There are two possible scenarios.

1. You are entering the Schengen Area with a D-visa and a Non-EU/EEA passport.
2. You are entering the Schengen Area as a tourist and without a visa – Non-EU/EEA passport.

Scenario 1. You are entering the Schengen Area with a D-visa and a Non-EU/EEA passport. In this case you DON’T have to go to the Immigration Office, because the representatives of the office will come to the university on certain days in September and October. Your study program coordinator will inform you via e-mail about when and where exactly you can pick up your residence permit.

In order to pick up the residence permit card from the representatives of the Immigration Office you MUST give them the following documents.
• Original PASSPORT and its FULL PHOTOCOPY (from the first to the last page, including the cover page)

• One passport-size, coloured PHOTO (glued on the attached Data Sheet)

• Proof of Accommodation **SELECT ONE OPTION:**
  ✓ **Students staying at the dormitory:** DORMITORY CERTIFICATION (with dormitory stamp and dormitory coordinator's signature and date) **OR**
  ✓ **Students renting a flat:** RENTAL CONTRACT (with legal signatures: signed by you and the owner of the flat / housing agency PLUS two witnesses - with their names and addresses -., date, it should also contain the address of the property and the duration of rent) and its FULL PHOTOCOPY **OR**
  ✓ **Students staying in somebody’s flat as a favour (for free):** CONTRACT OF COURTESY USE OF FLAT (the owner of the property should write it for you, it should contain the address of the property and the duration of rent, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -. , date) and its FULL PHOTOCOPY **OR**
  ✓ **Students staying with family member / relative reside in Hungary:** DECLARATION FROM THE FAMILY MEMBER (the relative should officially declare that you will stay with them for the duration of your Corvinus study period, it should contain the address of the property and the duration of accommodation, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -. , date) and its FULL PHOTOCOPY

• Fully (until point 25.) filled out ACCOMMODATION REPORTING FORM FOR THIRD COUNTRY NATIONALS (see the sample at the SH website of CUB, it must be filled out and signed by you AND must also be signed at the "Signature of the person providing
accommodation" by the dormitory coordinator / owner / provider of accommodation. 

You can get the blank accommodation reporting form even outside office hours from the board on the wall next to the SH office (E.167).

✓ **Students staying at the dormitory:** signed and stamped by the dormitory's coordinator

✓ **Students renting a flat:** signed by the owner of the flat (Important: If the flat is provided not by the owner, but from an agency/relative/friend etc., then an Authorisation between the owner and the trustee with two witnesses will be required. If the flat’s owner is a company then a Master Signature (‘Aláírási címpéldány’ in Hungarian) will also be required.)

✓ **Students staying in somebody’s flat as a favour (for free):** signed by the owner of the flat

✓ **Students staying with family member / relative reside in Hungary:** signed by the family member / relative, who is the owner of the flat

- Fully filled out and signed **DATASHEET FOR ISSUING THE RESIDENCE PERMIT** (‘Adatlap a tartózkodási engedély kiadásához’). You have to print out the form and fill it out. You can find the form attached. Please, ignore the already written text in the document.

**Scenario 2. You are entering the Schengen Area as a tourist and without a visa – Non-EU/EEA passport.**

In this case you have to apply for a residence permit at the Immigration Office. The application must be done within 30 days of your arrival in the Schengen Area, but of course as soon as possible.

**Address:** 1135 Budapest, Szegedi út 35-37., e-mail: bp2@bah.b-m.hu, Website

**Call Center:** +36 1 463 9292 (landline, Mon-Thu 08.00-16.00, Fri 08.00-13.30)

**e-mail:** callcenter@bah.b-m.hu

**Office hours**
Mon 07.30-13.00, Tue 12.00-18.00, Wed 08.00-13.30, Thu 07.30-13.00, Fri 08.00-11.00

You MUST collect the following documents and give them to the representatives of the Immigration Office.

- Original PASSPORT and its FULL PHOTOCOPY (from the first to the last page, including the cover page)
- One passport-size, coloured PHOTO
- Certificate of Education – from your study coordinator
- Appendix 14 – from the SH website of Corvinus University
- Application for residence permit – from the SH website of Corvinus University
- Proof of Accommodation **SELECT ONE OPTION:**
  - Students staying at the dormitory: DORMITORY CERTIFICATION (with dormitory stamp and dormitory coordinator’s signature and date) OR
  - Students renting a flat: RENTAL CONTRACT (with legal signatures: signed by you and the owner of the flat / housing agency PLUS two witnesses - with their names and addresses -, date, it should also contain the address of the property and the duration of rent) and its FULL PHOTOCOPY OR
  - Students staying in somebody’s flat as a favour (for free): CONTRACT OF COURTESY USE OF FLAT (the owner of the property should write it for you, it should contain the address of the property and the duration of rent, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its FULL PHOTOCOPY OR
  - Students staying with family member / relative reside in Hungary: DECLARATION FROM THE FAMILY MEMBER (the relative should officially declare that you will stay with them for the duration of your Corvinus study period, it should contain the address of the property and the duration of
accommodation, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its FULL PHOTOCOPY

- Fully (until point 25.) filled out ACCOMMODATION REPORTING FORM FOR THIRD COUNTRY NATIONALS (see the sample at the SH website of CUB, it must be filled out and signed by you AND must also be signed at the "Signature of the person providing accommodation" by the dormitory coordinator / owner / provider of accommodation. You can get the blank accommodation reporting form even outside office hours from the board on the wall next to the SH office (E.167).

  ✓ Students staying at the dormitory: signed and stamped by the dormitory's coordinator

  ✓ Students renting a flat: signed by the owner of the flat (Important: If the flat is provided not by the owner, but from an agency/relative/friend etc., then an Authorisation between the owner and the trustee with two witnesses will be required. If the flat’s owner is a company then a Master Signature (‘Aláírási cimpéldány’ in Hungarian) will also be required.)

  ✓ Students staying in somebody’s flat as a favour (for free): signed by the owner of the flat

  ✓ Students staying with family member / relative reside in Hungary: signed by the family member / relative, who is the owner of the flat

- Letter of Award – from Tempus Foundation
HOW TO RENEW YOUR RESIDENCE PERMIT

The application for a new residence permit can be done anytime, but latest 30 days before the expiry date. For example if the expiry date of your residence permit is 01.05.2020, then you can apply for a new residence permit anytime up until 01.04.2020.

Address: 1135 Budapest, Szegedi út 35-37., e-mail: bp2@bah.b-m.hu, Website
Call Center: +36 1 463 9292 (landline, Mon-Thu 08.00-16.00, Fri 08.00-13.30)
e-mail: callcenter@bah.b-m.hu

Office hours
Mon 07.30-13.00, Tue 12.00-18.00, Wed 08.00-13.30, Thu 07.30-13.00, Fri 08.00-11.00

You MUST collect the following documents and give them to the representatives of the Immigration Office.

- One coloured passport sized photo (no glasses, no smile)
- Certificate of Education (not older than 30 days) – from your study coordinator
- Transcript of records about the finished semesters – from your study coordinator
- Passport and its copy (all pages, including the cover pages)
- Appendix 14 – from the SH website of Corvinus University
- Application for residence permit – from the SH website of Corvinus University
- Proof of Accommodation SELECT ONE OPTION:

✓ Students staying at the dormitory: DORMITORY CERTIFICATION  (with dormitory stamp and dormitory coordinator’s signature and date) OR
✓ Students renting a flat: RENTAL CONTRACT (with legal signatures: signed by you and the owner of the flat / housing agency PLUS two witnesses - with their names and addresses -, date, it should also contain the address of the property and the duration of rent) and its FULL PHOTOCOPY OR
✓ Students staying in somebody’s flat as a favour (for free): CONTRACT OF COURTESY USE OF FLAT (the owner of the property should write it for you, it should contain the address of the property and the duration of rent, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its FULL PHOTOCOPY OR

✓ Students staying with family member / relative reside in Hungary: DECLARATION FROM THE FAMILY MEMBER (the relative should officially declare that you will stay with them for the duration of your Corvinus study period, it should contain the address of the property and the duration of accommodation, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its FULL PHOTOCOPY

• Fully (until point 25.) filled out ACCOMMODATION REPORTING FORM FOR THIRD COUNTRY NATIONALS (see the sample at the SH website of CUB, it must be filled out and signed by you AND must also be signed at the "Signature of the person providing accommodation" by the dormitory coordinator / owner / provider of accommodation. You can get the blank accommodation reporting form even outside office hours from the board on the wall next to the SH office (E.167).

✓ Students staying at the dormitory: signed and stamped by the dormitory's coordinator

✓ Students renting a flat: signed by the owner of the flat (Important: If the flat is provided not by the owner, but from an agency/relative/friend etc., then an Authorisation between the owner and the trustee with two witnesses will be required. If the flat’s owner is a company then a Master Signature (‘Aláírási címpéldány’ in Hungarian) will also be required.)
✓ **Students staying in somebody’s flat as a favour (for free):** signed by the owner of the flat

✓ **Students staying with family member / relative reside in Hungary:** signed by the family member / relative, who is the owner of the flat

- **Letter of Award** – from Tempus Foundation

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### HOW TO OPEN A BANK ACCOUNT IN HUNGARY

You have to have a Hungarian HUF account in any bank in Hungary in order to get any kind of payment eg. scholarship, accommodation money etc. from the university. The branches of the big banks near the university (the followings are rather examples and most students have accounts in these banks) are:

- **CIB Bank:** [1094 Budapest, Ferenc körút 15.](#)
- **Erste Bank:** [1082 Budapest, Baross utca 1-3.](#)
- **K&H Bank:** [1053 Budapest, Kálvin tér 3.](#)
- **OTP Bank:** [1085 Budapest, Kálvin tér 12-13.](#)

Please send your bank account number to your CUB study program coordinator, who will register it in Neptun. Please note that the scholarship transfer is not possible if your bank account is not registered in Neptun!!!

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### HOW TO REQUEST A TAX ID

Only your passport is needed for the [tax id](#) application.

**Address:** [1097 Budapest, Vaskapu u. 33-35.](#) [Website](#)

**Office hours**

Mon 08.30-18.00, Tue 08.30-12.00, Wed 08.30-18.00, Thu 08.30-12.00, Fri 08.30-11.30
The card will be sent to you several months after the application, but you get the number immediately when you apply for it.

Please send your tax id number to your study program coordinator, who will register it in Neptun. Please note that the scholarship transfer is not possible if your tax number is not registered in Neptun!!!

**HOW TO APPLY FOR THE PERMANENT STUDENT ID**

You have to visit the Document Registering Office (Okmányiroda in Hungarian), where you have to sign the application form and your photo will be taken. You have to identify yourself with your passport.

**Address:** 1051 Budapest, Erzsébet tér 2-3.

You will receive a NEK-code that you must register in NEPTUN system.

**Steps of the registration**

1. Go to Neptun/Administration/Student card request/click on "Add new".
2. Register your NEK code (right side of the NEK paper, numbers and letters only).
3. Choose: First application
4. Confirm your permanent address and save.

You can get a temporary student card from your study program coordinator until you get the permanent plastic card, which takes about 2-4 months. Please note that the temporary student card is valid only for 60 days and you must ask for another one if you don’t get your permanent id during this period.

When you receive your permanent student card, please have it validated by picking up a sticker at your study program coordinator’s office. The permanent card is NOT valid without a sticker and it must be validated each semester.
SCHOLARSHIP TRANSFER

Steps that lead to your first scholarship transfer. These can be done in a different order of course.

1. In September, at the beginning of your first semester you sign the Stipendium Hungaricum scholarship agreement during the scholarship registration. **This must be done only once.**

2. You register for the scholarship in person during the Enrollment/Registration week. In the first semester identifying yourself with your passport, later either with your passport or with your residence permit. **This registration must be done at the beginning of each active semester until the end of your active student status. The SH office sends you a reminder on this in August and in December.**

3. You apply for a tax id and your tax id is registered in Neptun.

4. You open a HUF account in a Hungarian bank and your bank account number is registered in Neptun.

5. You activate your student status in Neptun.

The first scholarship and accommodation contribution (if applicable) transfer will be done only if all of the above are fulfilled.

If you are a first-year student you have a chance to get the first scholarship in October but only if you activate your Neptun by 10 September at the latest and your bank account and tax numbers are registered in Neptun by 25 September at the latest.

Registration in person for the scholarship is a **must at the beginning of each semester.** Please note that due to technical issues we are **not be able to transfer** any scholarship and accommodation contribution **in September and in February.**

You receive the **September and October amounts** due to you **in a single installment in October** and the **February and March amounts** due to you **in a single installment in March.**

**IMPORTANT:** the October and March scholarship amounts (and any further amounts due to you in the course of the Fall and Spring semesters) will be transferred **ONLY IF you register for**
the scholarship in person during the Enrollment/Registration week and you activate your Neptun status by the 10th of September/February at the latest.

Should you miss these deadlines for any reason whatsoever, your scholarship transfer will be delayed by a month and you will get the first transfer (including the September, October, November amounts) only in November/ (including the February, March, April amounts) only in April. After the first instalment of each semester, you get the scholarship at the beginning of each month, by the 15th of the given month.

**ACCOMMODATION**

**DORMITORY**

According to the *Stipendium Hungaricum Rules and Regulations* you are entitled to get a dormitory place depending on the capacity of the university OR 40,000,-HUF accommodation contribution per month until the end of your active student status. However Corvinus also has a dormitory rule for SH students. “(6) For students participating in the Stipendium Hungaricum Scholarship Programme (hereinafter “SH students”), up to 110 places can be distributed in the Kinizsi Dormitory and the Tarkaréti Dormitory each (altogether 220). The basic principles of place distribution are as follows:

a) The altogether 220 places must be distributed among first-year (newly admitted) and PhD (newly admitted and senior) SH students in the order of arrival of their application.
b) If from among the first-year and PhD SH students the number of students applying for a dormitory place does not reach the altogether 220 places available, the remaining places can be distributed among the senior SH students applying for a dormitory place. In this case, the places are distributed among the senior SH students having the best scholarship average of grades. If the averages of grades are equal, the SH student having submitted his application first should be granted the dormitory place.”

The SH office will send you the dormitory application link at the end of July 2020. Please note that application doesn’t mean acceptance. We can’t promise you a dormitory place for sure. The application result will come at the end of August 2020. The dormitory coordinators will
inform you via e-mail about the result of your application. In the info letter you will get a dormitory welcome letter (only if you get a place) that you must read very carefully. Moving in is possible only on 06.09.2020 (or later if you don’t arrive by that date) but not before. **However we can’t guarantee that you get a place in the dormitory you choose. You may get a place only in the other one or in none of them at all.**

We have two dormitories where you can stay. Both buildings have been partially renovated, but not all the rooms are renovated. **Please note that we can’t guarantee that you get a renovated room if you get a dormitory place.**

**IMPORTANT**

**Please apply for the dormitory only if you accept the following rules:**

- The dormitories accept male and female students as well. Genders are not mixed in the rooms, but the common areas are mixed and there can be a male room next to a female room. This is totally common and accepted in Hungary.
- You cannot request to be placed or not placed in the same room with a person of a certain nationality. The room distribution is done by the dormitory manager before your arrival in Budapest.
- You cannot ask to be placed or not placed in the same room with someone of a given religion. You have decided to live in a foreign country. Part of this experience is to achieve cultural understanding, e.g. acceptance of the fact that someone may have a culture and religion different from yours. Everyone is, of course, allowed to practice their religion, but, at the same time all are expected to respect the customs and religion of others.
- In case of any problems or disagreements, you must accept the decision of the dormitory manager.
Kinizsi dormitory 1092 Budapest, Kinizsi u. 2-6.

Tarkarét dormitory 1106 Budapest, Tarkarét u. 6.

DORMITORY FACILITIES

**Kinizsi Dormitory**

- The rooms can be occupied mostly by 2 people but there are some rooms at each floor that can be occupied by 3-5 people.
- There are common kitchens and common bathrooms on each floor.
- There is one washing machine on each floor, free of charge.
- You need to buy/bring utensils e.g. cutlery, mug, glass, plate etc.
- You have to buy/bring your bed sheets, but the blanket and pillow is provided.
- There is a fridge in the room.
- There is a microwave oven and a gas oven in each kitchen.
- You can borrow the vacuum cleaner and the iron at the reception.
- There is an internet cable connection but you have to by the adapter once in Hungary.
- There is a small study room in the building but Corvinus library is only 2 minutes away.
- There is NO tumble dryer.
- There are fire alarms and an entrance control system in the building. (Please check the information that you get on this topic when you move in.)
- You can accept visitors, but again you have to check and follow the rules of accepting visitors.

**Tarkarét Dormitory**

- There are only triple rooms in Tarkarét.
- There are 3 huge washing machines on the ground floor and a tumble dryer. You have to pay for using them.
- There are two common kitchens and common bathrooms on each floor.
- You need to buy/bring utensils e.g. cutlery, mug, glass, plate etc.
- You have to buy/bring your bed sheets, but the blanket and pillow is provided.
• There is a fridge in the room.
• There is a microwave oven and a gas oven in each kitchen.
• There is a small library.
• There is an IT room.
• There are fire alarms and an entrance control system in the building. (Please check the information that you get on this topic when you move in.)
• You can accept visitors, but again you have to check and follow the rules of accepting visitors.

You have to stay in the dormitory for the whole semester (5 months) from the beginning of September/February until the end of January/June if you get a place, sign the dormitory agreement and move in. Moving in and out during the semester is NOT allowed (of course you can move out at the end of the semester if you feel like it.)

**ACCOMMODATION CONTRIBUTION**

Please note that you get 40,000,-HUF accommodation contribution if you don’t stay in any of the university dormitories. Please note that this amount is a contribution only as renting a place costs a lot more in Budapest.

Here is a [Housing Guide](#) that can help you getting information about the available private places in Budapest. You may google private dormitory options in Budapest, but be quick as the private dormitory places are also very popular.

Please note that Corvinus University of Budapest does NOT take any responsibility for your choices.
TEMPORARY ACCOMMODATION / HOSTELS IN THE CITY

You may arrive at the end of August and even if you get a place in the dormitory you won’t be able to move in before 06.09.2020. You can stay in a hostel for some nights. Please check the following websites for suggestions. Note that we collected these websites via google search and Corvinus University of Budapest does NOT take any responsibility for the content of the websites or your choices.

Hostels near Corvinus

- Hostel Budapest Center
- Hello Budapest Hostel
- Flow Hostel
- Kálvin Ház

Booking pages

- Hostelworld
- Budgetplaces
THE APPROXIMATE AMOUNT OF MONEY TO LIVE ON

You get the following amount of money each month in the framework of the Stipendium Hungaricum scholarship program. This amount will not cover all your needs as this is only a contribution. You can check below how much money you actually need to live on.

- **BA/BSc and MA/MSc students**
  - ✓ 43.700,-HUF scholarship plus 40.000,-HUF accommodation contribution per month if you don’t stay in the dormitory. Please note, that you don’t get any accommodation contribution if you live in the dormitory. **All in all you get either 43.700,-HUF or 83.700,-HUF per month depending where you live.**

- **PhD students**
  - ✓ In the 1st and 2nd year of your studies - 140.000,-HUF scholarship plus 40.000,-HUF accommodation contribution per month if you don’t stay in the dormitory. Please note, that you don’t get any accommodation contribution if you stay in the dormitory. **All in all you get either 140.000,-HUF or 180.000,-HUF per month.**
  - ✓ In the 3rd and 4th year of your studies - 180.000,-HUF scholarship plus 40.000,-HUF accommodation contribution if you don’t stay in the dormitory. Please note, that you don’t get any accommodation contribution if you stay in the dormitory. **All in all you get either 180.000,-HUF or 220.000,-HUF per month.**

If you stay in the dormitory, which is paid by the scholarship program, you will need about 100.000-150.000,-HUF/month based on your needs.

If you rent a room, you will need the same amount to live on plus the rent. Renting one room costs about 85.000-100.000,-HUF/month + utility (25.000-30.000,-HUF). All in all you will need about 210.000-280.000,-HUF/month and again based on your needs.

In the first month you will probably spend more money as you have to buy some basic things.

HEALTH INSURANCE
You are entitled to the following two health insurances free of charge. You are entitled to get both of them.

1. Hungarian social security card called **TAJ card**
2. Private insurance with insurance company UNIQA

<table>
<thead>
<tr>
<th>TAJ card (Hungarian social security card)</th>
<th>UNIQA private insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You have to apply for the card in the Stipendium Hungaricum office (E.167).</strong>&lt;br&gt;The SH coordinators visit the health insurance office regularly and apply for your card.</td>
<td><strong>You get a form from your scholarship coordinator via e-mail at the beginning of September and beginning of January</strong></td>
</tr>
<tr>
<td>All you have to do is <strong>present the followings.</strong>&lt;br&gt;✓ Letter of Award from Tempus Foundation&lt;br&gt;✓ copy of your passport&lt;br&gt;✓ copy of your residence permit (both sides)&lt;br&gt;✓ copy of your Address card (both sides)</td>
<td><strong>You have to</strong>&lt;br&gt;✓ Print out in 2 copies.&lt;br&gt;✓ Fill out both copies in blue ink.&lt;br&gt;✓ Sign both copies 3 times per copy.&lt;br&gt;✓ Hand in the papers in the Stipendium Hungaricum office (E.167).</td>
</tr>
<tr>
<td>You have to bring the documents in person as you have to sign a form that allows the SH coordinators to arrange the card for you in the Health Insurance Office.</td>
<td></td>
</tr>
</tbody>
</table>

You have to have a valid TAJ card in order to get any medical service provided by the Hungarian state. Having only a TAJ number is not enough.

- You must have a valid TAJ card if you would like to work in Hungary.
<table>
<thead>
<tr>
<th>TAJ card (Hungarian social security card)</th>
<th>UNIQA private insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The TAJ card can be used <strong>FREE of CHARGE</strong> at Hungarian hospitals, surgeries and clinics <strong>operated by the Hungarian government.</strong></td>
<td>• Can be used in the surgeries and hospitals that the insurance company recommends.</td>
</tr>
<tr>
<td>• The hospital/surgery staff most probably speaks only Hungarian.</td>
<td>• The doctors speak English.</td>
</tr>
<tr>
<td>• <strong>The TAJ card covers all health related costs with no limitation.</strong> E.g. surgery, X-ray, plaster bandage, staying in a hospital etc.</td>
<td>• <strong>Covers health issues up to 2 million HUF (during the insurance period).</strong> For specifications please check “UNIQA Insurance product profile”.</td>
</tr>
<tr>
<td>• <strong>Basic dental services</strong> (checking, filling, root canal treatment, tartar removal) are <strong>FREE of CHARGE</strong> at surgeries and clinics operated by the Hungarian government.</td>
<td>• <strong>The dentist is NOT COVERED at all!</strong></td>
</tr>
<tr>
<td>• You get the TAJ card in the Stipendium Hungaricum office (E.167) once it’s ready. <strong>It takes about 6 months to get the TAJ card.</strong> The countdown starts on the day when you apply in the SH office.</td>
<td>• Your insurance is valid from the following day once you gave the above mentioned form to the scholarship coordinator in the Stipendium Hungaricum office (E.167), but no earlier than September 1 or February 1.</td>
</tr>
<tr>
<td>TAJ card (Hungarian social security card)</td>
<td>UNIQA private insurance</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>• The expiry date of the TAJ card equals to the expiry date of the residence. The expiry date is stamped in the right hand corner at the bottom of the TAJ card, in Hungarian date order (Date format in Hungary). It’s your responsibility to apply for the TAJ card renewal!!!</td>
<td>• The insurance is valid from September 1 until January 31 the next year and from February 1 until August 31.</td>
</tr>
<tr>
<td>• How to get a new TAJ card? You have to visit the Stipendium Hungaricum office (E.167) and apply for a new TAJ card (once you have a new residence permit) within 30 days before the expiry date of the old one. All you have to do is present the followings. ✓ Letter of Award from Tempus Foundation ✓ copy of your passport ✓ copy of your NEW residence permit (both sides) ✓ copy of your Address card (both sides) You have to bring the documents in person as you have to sign a form that allows the SH coordinators to arrange the card for you in the Health Insurance Office. It takes about 1 month to get the new TAJ card.</td>
<td>• How to get the new insurance? You get a form from your scholarship coordinator via e-mail at the beginning of September and beginning of January. You have to ✓ Print out the form in 2 copies. ✓ Fill out both copies in blue ink. ✓ Sign both copies 3 times per copy. Hand in the papers in the Stipendium Hungaricum office (E.167).</td>
</tr>
</tbody>
</table>
• **Serbian citizens**

Hungary and Serbia has an agreement and you can have a state health insurance in **only one of the two countries**. In order to apply for the Hungarian one you have to withdraw your Serbian insurance. The Serbian authorities must confirm this on a form named E104. The form is necessary even if you are not insured in Serbia. Of course you don’t have to withdraw the Serbian insurance, in which case you will be insured by UNIQA only.
HOW TO CONTACT UNIQA IF YOU HAVE A HEALTH PROBLEM

You can call the medical call center that operates 24 hours a day at +36 1 461 1526, providing that you have a valid UNIQA insurance. You can make a phone call every day of the year.

You can discuss your medical problem with a practicing doctor on:

- the availability of medical services, pharmacies, medical institutions
- health and disease,
- healthy nutrition,
- healthy lifestyle and prevention,
- diagnosis and treatment requests,
- medicines, their effects, side effects, applicability, interactions and substitutability,
- time coordination.

What you have to do in case of a medical problem:

first step: calling +36 1 461 1526

identifying yourself (name, birth date, education ID)
brief description of your problem
telephone consultation with a doctor
getting the doctor’s name, address and the date and time of your appointment

second step: on-site appearance at the doctor
identifying yourself with your residence permit or passport (student ID is not acceptable)

You don’t have to pay for the medical examination. The insurance company UNIQA Insurance Co. and the service provider Teledoc Hungary Ltd. will settle the bill.
HOW TO CLAIM MONEY FROM UNIQA

If you go to the pharmacy and purchase medicines, bandages or medical devices you can claim the money back if

1. You are insured by UNIQA.
2. You hand in your request within 15 days of the issue of the invoice.
3. You submit an invoice issued for your name (called “ÁFÁS számla” in Hungarian).
4. You submit a copy of the medical documents that you got from your doctor (called “Ambuláns lap” in Hungarian). Only if you went to the doctor of course.

Please check UNIQA Terms and Conditions, page 7, paragraph 82 and 83 on the SH website.

In order to get the money back, you have to write a letter to the insurance company and enclose the original invoice and the copy of the medical documents (if you have any).

The letter should contain the following information:

- your name
- your education id e.g. 75858856972
- you TAJumber (if you have one)
- your Hungarian bank account number where the money should arrive
- the medical service you had and its date
- you have to let the insurance company know that you are insured via Corvinus University

The letter must be sent to Teledoc Hungary Ltd. (1092 Budapest Köztelek u. 6., City Gate irodaház, 1 torony) via regular post as registered mail. Check how to send registered mail in Hungary in the A to Z section of this guide.

If you have any question regarding your claim please contact operation@advance-medical.hu.
INFORMATION ON HOW TO USE THE UNIVERSITY’S IT SYSTEM

NEPTUN SYSTEM

Your data will be registered into the central academic system called NEPTUN. You will get your Neptun ID from your study program coordinator in August before the beginning of your studies. Your study program coordinator will give you specific instructions on how to log in, change your password, how and when to register for the courses and later for the exams. For practical information please check the Neptun guide of the university. You may also read how to pay fees via Neptun.

CUSMAN IDENTIFIER

For using further information systems of Corvinus (computer rooms, university e-mails, the e-learning systems Moodle etc.) you need a central user ID (CUSMAN) and a password. Your Neptun ID and CUSMAN ID are the same, but the passwords are different. Your study program coordinator will give you specific instructions on how to change your password.

IT CENTER

You can check the information on the IT services of the University here.

MOODLE, THE E-LEARNING SYSTEM

Moodle is an open-source contemporary e-learning management system. It is a collaborative platform supporting the learning process of students and providing an easy-to-use interface between professors, students and administration. You can find your courses, learning materials, homework assignments, and occasionally even your exams on the system. All students can access Moodle, with their CUSMAN user name and password. If you have any problem with Moodle, don’t hesitate to contact the helpdesk at moodlehelpdesk@uni-corvinus.hu.

Office: Salthouse, room 16, ground floor,

Office hours: Mon-Thu 08.00-16.30, Fri 08.00-14.00
CLASS SCHEDULE OF CORVinus

Corvinus have a set class schedule and you can have courses anytime in-between these timeframes. Your specific schedule depends on the given semester.

**Timeframes**

- 08.00-09.30
- 09.50-11.20
- 11.40-13.10
- 13.40-15.10
- 15.30-17.00
- 17.20-18.50
- 19.10-20.40

**TIME FORMAT IN HUNGARY**

A 24 hour time format is used in Hungary. 12.00 is always noon and 24.00 or 00.00 is always midnight. We don't use am or pm.

**BEING ON TIME**

Time is an important and huge issue in Hungary and being late is unacceptable especially in the classroom. Please be careful and always be on time. For example **09.50 always means 09.50 and not any time after that.** Of course you can be in the classroom some minutes earlier than the start of the class but never later than that.
HOW TO WRITE AN E-MAIL AND HOW TO ADDRESS THE STAFF OF THE UNIVERSITY

Please always use the proper forms when you write a letter. Your letter should look something like this.

“Dear Madam/Sir/Ms Strack/Szilvia/Professor/Coordinator etc.

Here comes the information or question that you would like to share with the person.

Best regards,

Here comes your official full name”

Please do not use the e-mail as if it was a chat line. "Hey" or "Hi" are not proper ways of addressing someone officially. Always start your e-mail with Dear..., say goodbye at the end and always sign your letter.

WAITING FOR AN ANSWER FOR YOUR E-MAIL

Once you sent an e-mail to a university staff member please do NOT send them a reminder in less than 48 hours on weekdays and less than 96 hours at the weekends. Remember, each staff member is dealing with hundreds of students and problems at the same time. Please give them time to get around and respond to your e-mail. If you send an e-mail at 11 p.m. in the evening, do not expect a reply by 8 a.m. even in the most optimal case. Always plan and think ahead.

USING FACEBOOK AS A CORRESPONDENCE PLATFORM WITH THE UNIVERSITY STAFF

Please note that Facebook, Snapchat, Viber, WhatsApp etc. are not official platforms of communication with the university staff members. If you need anything from a coordinator or a professor please send them a letter to their official e-mail address that ends with “uni-corvinus.hu” instead of sending them private messages via Facebook.
LIBRARY

The library is located in building C. You can check the opening hours and facilities on the library’s website. The use of the library is free of charge. You can register once you are here and your student status is active. You have to pay a small fee of 1.000,-HUF (about 3,-EUR) for the library card, but it must be paid only once.

CAFETERIA

There is a self service restaurant in the new building (C.) You can find two buffets in the student lounge of the main building (E.) and there is a buffet on the ground floor of the new building (C.).

MOBILE PROVIDERS

There are four big mobile service providers in Hungary. You can check their websites for more information.

- Telenor
- T-mobile
- UPC
- Vodafone

STUDENT ORGANISATIONS AT CORVINUS

STUDENT COUNCIL (HALLGATÓI ÖNKORMÁNYZAT, HÖK)

The Student Union is a special unit among university bodies. Its central responsibility is to represent the students’ interests. Its members are elected annually.

The Student Union has the responsibility of informing students about university news and changes in regulations. The Student Union also has an International Team, which is committed to help incoming international students with any trouble they might have. You can contact them at kulugy@bcehok.hu. Student Union is located on the ground floor of the Main Building in E.17.
**ESN - ERASMUS STUDENT NETWORK**

The goal of ESN is to make the bonding easier and faster between international and Hungarian students. ESN guides the foreign students during the whole semester and also helps them in any case of problems.

ESN is located on the ground floor of the Main Building in E.7.

**AIESEC**

AIESEC is the world’s biggest international non-profit organisation which is run by students. It is present in more than a 100 countries, on 1600 universities, with 50000 members. Hungary joined this network in 1972, and now we have 12 offices in 8 cities. The profile includes a young, dynamic team, improving their skills and managing the International Internship Programme. There are two kinds of membership at AIESEC. As a long term member, students have the opportunity to explore their potentials and enhance their skills for the benefit of their future career. During the AIESEC years, they are going to be able to participate in internships and tasks that allow them to improve and test their theoretical knowledge in practice. AIESEC is located on the ground floor of the Main Building in E.21.

**BUDAPEST BLEND**

Budapest Blend is a growing, vibrant student initiative founded in March 2017. The goals of the organization are to promote diversity within Corvinus, represent and support the interests of the international students. BB founded and run 4 different departments that offer engagement opportunities in extra-curricular activities.

In collaboration with CUB students’ union, administration and other student organizations they work to make our university a more international-friendly environment. They are here to help others, build community, have fun and challenge themselves by applying the skills they learn in the classroom to real life.
STUDENT WELFARE

Sometimes having real freedom and being away from home can lead you to making bad decisions. Please take care of yourself and read the following lines very carefully.

ACCOMMODATION

- Always lock the door of your flat / house when leaving and after arriving home.

BEING LONELY AND DEPRESSED

- Being away from home can be lonely and depressing and it is not always easy making new friends. If you feel sad and lonely you can contact any of the following people:
  - Szilvia and Blanka in the SH Office
  - your study program coordinator
  - the Student Counseling Center of Corvinus
  - your mentor
  - your favourite professor etc.

DRINKING

- Beware of the dangers of drinking. If you are drunk by any chance, do not walk the streets late at night on your own, and do not go home alone. In general, it is not a good idea in any large city to walk alone late at night.
  - Never leave your drink unattended!

DRUGS

- Drugs in Hungary are illegal. Avoid them.

PARTIES

- Inform your friends, roommates where you are going. Always ask one of your friends to escort you home or take a taxi if you leave late at night.
SEX AND PREGNANCY

- Practice safe sex. Always use a condom available in the drug stores eg. DM, Müller. Sexually transmitted diseases can be found all over the world. Take care of yourself.
- If you had unprotected sex, you can get morning-after pill, but note that you MUST visit a doctor and get a prescription. You can buy the pills only in pharmacies, and don’t forget, you must have the prescription.
- If you think you are pregnant get a pregnancy test. You can choose from a number of over-the-counter pregnancy tests in the drug stores. Do not be shy in such cases and ask for someone’s help.

THIEVES / PICKPOCKETS

- Budapest is generally very safe and pickpocketing in not that common, but it can happen. Please never carry your passport with you, have a photo of it in your phone. Residence permit should be good enough identification if needed somewhere.
- Always carry your bag in front of you, especially on the public transport, and never on your back, even if it is a rucksack. Your phone and wallet should never be in the back pocket of your jeans/trousers.
- If you sit down somewhere, make sure that you keep an eye on your stuff rather than put it next to yourself or behind you. It can be stolen in a second. Take care even at the university as anyone can enter the buildings and do not leave your things in an empty classroom if you don’t stay there.

TRAFFIC RULES

- Make sure that you cross a street only at green light. Before stepping off the curb make sure that all the cars have stopped. Please use the official pedestrian crossings only.
## EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General emergency number</td>
<td>112</td>
</tr>
<tr>
<td>Police</td>
<td>107</td>
</tr>
<tr>
<td>Ambulance</td>
<td>104</td>
</tr>
<tr>
<td>Fire service</td>
<td>105</td>
</tr>
</tbody>
</table>

To call the numbers above is free of charge.

### 24-hour English-language crime hotline

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>English language telephone directory service</td>
<td>191</td>
</tr>
<tr>
<td>International operator</td>
<td>199</td>
</tr>
</tbody>
</table>

### BLUE POINT DRUG AMBULANCE

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1095 Budapest, Gát utca 25, I/8</td>
<td><a href="mailto:bluepoint@t-online.hu">bluepoint@t-online.hu</a></td>
<td>+36 1 215 7833 or +36 70 607 4969</td>
</tr>
</tbody>
</table>

### ANONYMOUS AND FREE HIV TESTING (AIDS ASSOCIATION)

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Availability</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1113 Budapest, Karolina út 35/b</td>
<td>+36 1 466 9283</td>
<td><a href="mailto:segitseg@anonimaids.hu">segitseg@anonimaids.hu</a></td>
</tr>
</tbody>
</table>

### A FEW RELIABLE TAXI COMPANIES (ENGLISH IS SPOKEN)

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Taxi</td>
<td>+36 1 211 1111</td>
</tr>
<tr>
<td>Főtaxi</td>
<td>+36 1 222 2222</td>
</tr>
</tbody>
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STUDENT COUNSELING CENTER

Free consultation in English. Our psychologists in the Student Counseling Center offer a supportive and sympathetic atmosphere with strict confidentiality. Please check the website and the info sheet of the counseling center for further details.

PUBLIC HOLIDAYS IN HUNGARY

The major grocery stores, shops, shopping centers, market halls and the university buildings (including the library) are closed on the following days.

New year’s day January 1
National holiday March 15
Good Friday, Easter Sunday and Monday March/April depending on the year
Labour day May 1
Whit Sunday and Monday May/June depending on the year
National holiday August 20
National holiday October 23
All saint’s day November 1
Christmas day and boxing day December 25-26

A TO Z - USEFUL THINGS FOR EVERYDAY LIFE

ADDRESS CARD

The address card is the small part of the “Accommodation reporting form”. The Immigration Office representative stamps and signs the form and you get back that small part that serves as your address card. It is signed when you pick up your residence permit. Take very good care of it as it is a legal document that can be asked for by the authorities.

Also don’t forget that whenever you move to another place you have to report your new address to the “Immigration and Asylum Office”. According to your scholarship contract this reporting must be done latest 3 days after the change.
You can get the blank accommodation reporting form even outside office hours from the board on the wall next to the SH office (E.167).

**BANK CARD (DEBIT CARD/CREDIT CARD) VS BANK ACCOUNT NUMBER**

You have to be careful to whom you give your personal data, most specifically, your debit/credit card number. **This information MUST NOT be given to anyone.** If you give this number to someone, that person can use your card sometimes even without having your CVV code (3 digits), which can be found at the back of your card.

Never give your PIN number to anyone and never carry it together with your debit/credit card.

**The bank account number is not the same as the debit/credit card number.**

The card numbers contain 16 digits looking like 1234 5678 1234 5678. The Hungarian bank account numbers contain 16 or 24 digits looking like 12345678-12345678-00000000 or 12345678-12345678 or 12345678-00000000-12345678 depending on the bank.

If you transfer money from your bank account to another bank account or receive money from another bank account, you need to use your bank account number. If you buy anything online, you need your card number and possibly CVV code.

You can always check your bank account number online if you have the application of your bank on your mobile phone.

**CLOTHING AND SECOND HAND SHOPS**

Hungary is a country of extremes regarding the weather.

September can be still quite warm during the day (+25-27 Celsius) and the weather gets colder and colder as we enter October and November. November can be cold with temperature under +10 Celsius. Winter months can be really cold. In winter the average temperature is zero to -10 Celsius. In extreme circumstances and at night the temperature can go below -15 Celsius.

We would like to encourage you either to bring warm winter clothes, a coat, scarf, hat, gloves and boots or buy them here. Buying them here is not a problem either as we have a lot of shopping malls with all the major fashion chains.
If you want to save some money try the second hand chains Háda, Cream and Humana. All have several shops all around Budapest. Alternatively you can try the Chinese shops that are available all over Budapest, but if you need a lot of different shops at the same place try Monori Center.

**COPY SHOP**

You can find a copy shop on the ground floor of the main building opposite the aula. **Opening hours:** Mon-Thu: 08.00-16.30, Fri: 09.00-14.00, Sat-Sun: closed.

**DATE FORMAT IN HUNGARY**

A yyyy.mm.dd. date format is used in Hungary. For example 2018.01.08. or 2018. január 8. or 2018. jan. 8.

**DISTRICTS OF BUDAPEST**

Budapest has 23 districts and the city is divided by the River Danube into Buda and Pest. Buda is hilly, Pest is rather flat and the city center is on the Pest side. Corvinus University is located at the edge of district 9 on the Pest side. The most central and most expensive districts are 5, 6, 7 and 9 and they are all on the Pest side. District 8 is also near the city center, but most parts of it can be dangerous, therefore please avoid this district if you can, except for Corvin-negyed which is at the border of district 8, but it’s considered safe.

**ELECTRONICS**

You may need to buy some electronic stuff after arrival such as an adapter or an internet cable etc. This you can do in the electronic stores that you will definitely find in all the shopping malls. The biggest ones are MediaMarkt and Euronics.

**EXCHANGING MONEY**
Some grocery stores accept EUR but otherwise you have to pay in HUF when you buy something anywhere in the country. There are several legal places in the city and near the university where you can exchange your currency into Hungarian Forint (HUF). You can choose an exchange booth or any bank but never ever accept an offer from somebody on the street. Exchanging money on the street is highly illegal in Hungary.

GROCERY STORES IN THE CITY

There are some big grocery store chains that are worth a visit. Some of them can be found in the city center as well but some of them only in the suburban area. The most known and popular ones are Aldi (there is one at the Market Hall next to the university), Lidl, Spar, Tesco, Auchan.

HUNGARIAN LANGUAGE

Hungarian is said to be complex and difficult but it’s useful to learn some basic expressions. Here are some links that can be interesting for you.

Learn the top 25 Hungarian phrases
Learn Hungarian - Essentials
The Hungarian alphabet
36 useful Hungarian phrases

Prepare yourself as it can be difficult to communicate with people in the shops or on the street. Unfortunately a lot of Hungarians don’t speak English. Even in the cafeteria or in the buffet of the university you can have difficulties if you don’t speak some basic Hungarian.

HUNGARIAN RAILWAYS

Magyar Államvasutak aka MÁV = Hungarian Railways company
You can check the prices and timetables on the website of the company and you can by your ticket online if you wish. Buying the ticket at the cashier at the railway station is also an option of course.

METRIC UNITS
Please note that the metric system is used in Hungary such as liter, centimeter, kilogram etc.

**MOTHER’S MAIDEN NAME**

Why is your mum’s maiden name so important for the Hungarian authorities?

You probably realized that it is asked on all the official papers like your scholarship application, your rental contract, your scholarship agreement, Neptun etc.

In Hungary the following data can identify you 100%, if they are used together.

- your name
- the place where you were born
- the date when you were born
- your mum’ maiden name (the family name and first name she was born with)

**NAME ORDER IN HUNGARY**

Hungarians use a reverse name order.

For example in English Ms Szilvia is called Szilvia Strack, given name first and last name second

BUT in Hungarian her name order is Strack Szilvia. Family name first and given name second.

Her family name is her dad's family name and like most people in Hungary she doesn't have a middle name.

**PARCEL COMPANIES**

- DHL
- UPS
- FedEx

**PHARMACY**
Prescribed medicines can only be bought in pharmacies (Gyógyszertár or Patika in Hungarian). Pharmacies are usually open on weekdays from 08.00 to 18.00. Some pharmacies are also open on Saturdays. There are at least three pharmacies near the university buildings.

Fővám téri Gyógyszertár, 1056 Budapest, Fővám tér 4.
Corvinus Gyógyszertár, 1093 Budapest, Közraktár u. 2/a

**POST OFFICE**

Hungarian Postal Service

Nearest post office, 1056 Budapest, Fővám tér 5.

In case you send an important letter and you would like to know if the recipient received it, send it as registered mail. This is a special postal service by which an official record of posting and delivery is obtained for a letter. The post office will provide you an official record (‘return receipt’) of the fact that your letter has been posted and delivered. You have to pay an extra fee for this service, but it will guarantee, that you posted the letter.

**POSTAL CODES OF BUDAPEST**

The 2nd and 3rd numbers of the Budapest postal codes show the district.

For example the uni’s postal code is 1093 and it is in the 9th district. Kinizsi dormitory's postal code is 1092 and it is also in the 9th district. Tarkarét dormitory's postal code is 1106 and it is in the 10th district. And so on...
PUBLIC TRANSPORT

Public Transport company of Budapest
Transportation maps
Map of the Metro and Suburban Railway network

Monthly Transportation pass for students
Please make sure that your valid student ID is with you when you use your monthly transportation pass. The penalty is very high if you are caught using the student pass without a valid student ID. The price of the student pass is very reasonable only 3.450,-HUF/month compared to the full pass which is 9.500,-HUF/month. It can be used unlimited on all kind of transportation in the city like metro, bus, tram, suburban railway (HÉV), trolley etc within the administrative boundaries of Budapest. You can buy the pass at any ticket vending machine. Your Education ID (eg. 71822563945) must be printed on the pass.

Single transportation ticket
If you live in the city center, you may don’t need the monthly transportation pass, but be careful as you mustn’t travel on any public transport vehicle without a valid ticket at least.

RELIGIOUS PLACES IN BUDAPEST

Nearest Baptist Church, 1084 Budapest, József utca 12.
Nearest Buddhist centre, 1082 Budapest, Baross u. 80. (doorbell 22.)
Nearest Greek Catholic Church, 1074 Budapest, Rózsák tere 10.
Nearest Mosque, 1119 Budapest, Fehérvári út 41.
Nearest Reformed Church, 1092 Budapest, Ráday u. 28.
Nearest Roman Catholic Church, 1056 Budapest, Váci utca 47/b.
Nearest Synagogue, 1075 Budapest, Síp utca 12.
SHOPPING CENTERS

There are several Shopping Malls in the city where you can find almost all the big trademarks of the world. The biggest shopping malls are Westend, Corvin Plaza, Allee, Árkád, KÖKI Terminál. The shops are usually open from 10.00 until 21.00 even on Sunday.

SMALLER SHOPS

There are also a lot of small grocery shops around the city that have longer opening hours even 24/7.

SMOKING

Smoking in public buildings, shops, shopping centers, restaurants, pubs etc. and 5 meters within their entrance is strictly forbidden and heavily fined. Smoking on public transportation vehicles and at public transportation stops is also prohibited.

SPORT

GYM

There are a lot of gyms all around the city and we collected only some of them.

- Life1 Fitness Corvin – 1082 Budapest, Futó u. 48-50.
- Megafitness KÖKI – 1191 Budapest, Vak Bottyán u. 75/a-c, 2nd floor of KÖKI Terminal shopping center
- Nr1 Fitness – 1053 Budapest, Kecskeméti u. 14. (near Kálvin tér)
- Nr1 Fitness – 1062 Budapest, Aradi u. 8. (near Oktogon)

SWIMMING POOLS

- Summary of the best swimming pools in Budapest

YOGA

- Summary of the English speaking yoga centers in Budapest
STATIONERY

Every shopping mall has at least one stationary shop where you can buy your pens, pencils, booklets etc.

TOBACCO SHOPS

You can buy cigarettes and any tobacco related products only in the National Tobacco shops called Nemzeti Dohánybolt in Hungarian. These shops have very long opening hours, sometimes 24/7, and usually sell beer, soft drinks, water and chewing gum as well.

TRANSLATION OFFICE

If you need an official and attested translation of your documents please contact the Hungarian Office for Translation and Attestation Ltd.

TRAVEL INSURANCE

Your TAJ card and your UNIQA private insurance are valid only in Hungary. You are not insured at all as soon as you leave the territory of the country. You are NOT entitled to get the blue EU card unless you have a permanent address in Hungary or in any of the EU countries. I recommend that you buy a travel insurance at any travel agency even if you leave Hungary only for one day. Buying the insurance online is unfortunately not an option for you as all the websites are available only in Hungarian. The most reliable travel insurance companies are Európai Utazási Biztosító (EUB), Allianz, Aegon, Union, UNIQA, Mondial. Take your residence permit, passport and address card with you when you buy the insurance.

WHERE TO BUY THINGS THAT MAKE YOUR LIFE EASIER

You probably need a lot of things when you arrive such as iron, ironing-board, drying rack, mugs, cutlery, plates etc. You can buy all these things in stores like KIKA, IKEA or Möbelix. Alternatively you can try the Chinese shops that are available all over Budapest, but if you need a lot of different shops at the same place try Monori Center.
You can join several Facebook groups. These are only examples and we don’t take responsibility for the information provided in these groups. Some of the groups operate only in Hungarian.

Free Your Stuff Budapest
Used stuff for free in Budapest
Used stuff to sale and buy in Budapest
Used furniture from IKEA
Second hand from IKEA
Used furniture
Enjoy your stay in Budapest and at Corvinus and let us know if you have any question. 😊

The staff of Corvinus University of Budapest.