



UNIVERSITY
OF PUBLIC
SERVICE
LUDOVIKA

SURVIVAL GUIDE

FOR THE STUDENTS OF THE STIPENDIUM HUNGARICUM
SCHOLARSHIP PROGRAMME
2025



WELCOME TO LUDOVIKA UNIVERSITY OF PUBLIC SERVICE (LUPS)

Dear Students,

*Congratulations on being awarded a place at our university!
The International Office of Ludovika University of Public Service is here to help you make your stay as pleasant and academically rewarding as possible. One of our aims is to facilitate your settling-in process and support your adaptation to life in Hungary.*

In this guide, you will find a general introduction to our university, academic information, accommodation options, student support services, and other useful resources.

Every year, we proudly welcome many international students from diverse backgrounds and nationalities. You play an important role in shaping the university's culture and contributing to its academic achievements.

*We wish you the very best as you embark on your own unique LUPS experience!
Warmest Regards,*



Pier Paolo Pigozzi
Vice-Rector for International Affairs

WHERE TO FIND THE BUILDINGS OF OF THE FACULTIES AND DOCTORAL SCHOOLS?

FACULTY OF PUBLIC GOVERNANCE AND INTERNATIONAL STUDIES

1083 Budapest, Üllői út 82.

DOCTORAL SCHOOL OF PUBLIC ADMINISTRATION SCIENCES

1083 Budapest, Üllői út 82.

FACULTY OF WATER SCIENCES

6500 Baja, Bajcsy-Zsilinszky utca 12-14.

DOCTORAL SCHOOL OF MILITARY SCIENCES

1101 Budapest, Hungária körút 9-11.

DOCTORAL SCHOOL OF MILITARY ENGINEERING

1101 Budapest, Hungária körút 9-11.

COORDINATORS OF THE LUDOVIKA WELCOME CENTER DEPARTMENT

Whenever you have a question regarding the Stipendium Hungaricum Scholarship Programme, the Hungarian Diaspora Scholarship, or the Scholarship Programme for Christian Young People, you can turn to the members of the Ludovika Welcome Center Department of the International Office. They help you get through the difficulties that can occur during your studies at the University.

The Department is located in the Ludovika Side Building, office 121.

(1083 Budapest, Ludovika tér 1.).

LUDOVIKA WELCOME CENTER DEPARTMENT:

e-mail: welcomecenter@uni-nke.hu

Ms Éva Dudás *Head of the Department*

e-mail: dudas.eva@uni-nke.hu

Ms Katalin Marton-Andrássy *international coordinator*

e-mail: marton-andrassy.katalin@uni-nke.hu

Mr Balázs Kornél Kostenszki *international coordinator*

e-mail: kostenszki.balazs.kornel@uni-nke.hu

Ms Szkárosi Agapé *international coordinator*

email: szkarosi.agape@uni-nke.hu

OFFICE HOURS:

Monday: 14:00-16:00

Wednesday: 10:00-12:00

Friday: 10:00-12:00

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.

STUDY PROGRAM COORDINATORS

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

FACULTY OF PUBLIC GOVERNANCE AND INTERNATIONAL STUDIES

Contact: **Gergő Drahota** *faculty coordinator*

Address: Budapest, Ludovika Campus, Educational Building, office 135.

Phone: +36 (1) 432-9000/20822

E-mail: drahota.gergo.adam@uni-nke.hu

OPENING HOURS: M-F 9:00 AM – 1:00 PM, or by appointment via e-mail

DOCTORAL SCHOOL OF PUBLIC ADMINISTRATION SCIENCES

Contact: **Krisztina Hartai** *coordinator*

Address: Budapest, Educational Building, 0340 office

Phone: +36 (1) 432-9000/20197

E-mail: kdi@uni-nke.hu

OPENING HOURS: Wednesday: 10:00-12:00

FACULTY OF WATER SCIENCES

Contact: **Dr. Enikő Anna Tamás** *Head of International Department*

Address: 6500 Baja, Bajcsi-Zsilinszky street 12-14.

Educational Building ground floor: Office 4.

E-mail: international.fws@uni-nke.hu

OPENING HOURS:

Monday-Thursday: 8.30-11:30; 14:00-15:00; Friday: 8:30-11:30

DOCTORAL SCHOOL OF MILITARY SCIENCES

Contact: **Tímea Szilágyi-Katona** *coordinator*

Address: 1083 Budapest, Ludovika tér 2.

Phone: +36 (1) 432-9000/29286

E-mail: szilagyi-katona.timea@uni-nke.hu

OPENING HOURS: 7:30-16:00, Friday: 7:30-13:30

ACADEMIC CALENDAR

2025/2026

	2025/2026/I. Fall semester	2025/2026/II. Spring semester
	Registration period	
LUPS	21.08.2025. – 31.08.2025.	26.01.2026 – 01.02.2026.
Faculty of Military Science and Officer Training (FMS)	18.08.2025 – 24.08.2025.	19.01.2026 – 01.02.2026.
	Study period	
Faculty of Military Science and Officer Training	21.08.2025 – 13.12.2025.	02.02.2026 – 22.05.2026.
FMS – BA/MA in International Security and Defence policy	01.09.2025 – 13.12.2025.	02.02.2026 – 16.05.2026.
Faculty of Public Governance and International Studies	08.09.2025 – 12.12.2025.	09.02.2026 – 15.05.2026.
István Nemeskürty Faculty of Teacher Training and Institute for Disaster Management	08.09.2025 – 13.12.2025.	09.02.2026 – 15.05.2026.
Faculty of Law Enforcement (FLE)	21.08.2025 – 13.12.2025.	26.01.2026. – 16.05.2026.
Faculty of Water Sciences	01.09.2025 – 13.12.2025.	02.02.2026 – 16.05.2026.
BA/MA in National Security	01.09.2025 – 12.12.2025.	02.02.2026 – 15.05.2026.
Institute of Continuing Education and Executive Training	01.09.2025 – 13.12.2025.	02.02.2026 – 16.05.2026.
Doctoral Schools	01.09.2025 – 13.12.2025.	02.02.2026 – 16.05.2026.
	Examination period	
Faculty of Military Science and Officer Training	15.12.2025 – 16.01.2026.	26.05.2026 – 27.06.2026.
LUPS	15.12.2025 – 23.01.2026.	26.05.2026 – 27.06.2026.
Faculty of Law Enforcement	15.12.2025 – 16.01.2026	02.06.2026 – 27.06.2026.

Faculty of Law Enforcement	16.12.2024 – 17.01.2025/ 20.01.2025-31.01.2025	02.06.2025 – 27.06.2025.
Faculty of Water Sciences	16.12.2024 – 24.01.2025.	19.05.2025 – 28.06.2025
FLE - Institute of Disaster Management	16.12.2024 – 17.01.2025/ 20.01.2025-31.01.2025	02.06.2025 – 27.06.2025.
BA/MA in National Security	16.12.2024 – 24.01.2025.	19.05.2025 – 28.06.2025
Institute of Continuing Education and Executive Training	16.12.2024 – 24.01.2025.	19.05.2025 – 28.06.2025
Doctoral Schools	16.12.2024 – 24.01.2025.	19.05.2025 – 28.06.2025

OFFICIAL HOLIDAYS AND SCHOOL BREAKS (no class days):

- University Sports Day. 18.09.2025.
- The Day of FLE. 20.11.2025.
- Central Open Day. 21.11.2025
- Christmas. 25-26.12.2025.
- New Year's Day. 01.01.2025
- Ludovika Day 30.01.2025
- 1848 Revolution Memorial Day . . 15.03.2026
- World Water Day 18.03.2025
- Easter Holidays 03.04.2025-06.04.2025
- Saint George's Day. 24.04.2025
- Labour Day 01.05.2025
- Saint Florian's Day 04.05.2025
- Ludovika Festival 07-09.05.2026.
- Ludovika Picnic 15.05.2026

TRANSFER OPTIONS FROM THE AIRPORT

- a) Bus 200E stops at the airport every 7-10 minutes. It takes you to Nagyváradi tér metro station, where the Ludovika Campus, the Diószegi and the Orczy Dormitory are located. From here you can travel to the city centre by the M3 metro. At the airport, you can buy a ticket at one of the vending machines. You can use your debit/credit card when you buy the ticket.
- b) Bus 100E stops at the airport every 30 minutes. It takes you directly to the city centre. The ticket costs 2 200 HUF.
- c) 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 centre is about 30 EUR.
- d) Airport shuttle: You can get more information about this traveling option from the following link: <https://www.minibud.hu/>

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

ARRIVAL DATE

In the next academic year, the fall semester is going to start on the 30th of August 2024 but the first day at university is going to be on the 2nd of September 2024.

The registration period starts on the 21st of August 2024, therefore we advise you to arrive in Hungary around the end of August in order to have enough time to settle down and to do the first steps regarding your studies.

At every beginning of a new academic year, the University organises a Welcome Day and an Orientation Day for the freshmen.

MENTOR PROGRAM

In August, you are going to receive a mentor, who is going to help your integration in the everyday life in Hungary. You are going to get more information about the mentor programme in August.



THINGS THAT YOU MUST DO AFTER ARRIVING IN BUDAPEST OR BAJA

1. Check in to the dormitory or your rented flat!
2. Activate your semester at the Registrar's Office and apply for a student card at the Government Office (your SH mentor will help you)!
3. Receive your residence permit card from the International Office!
4. Apply for medical insurance – TAJ CARD – in the Ludovika Welcome Center Department (your SH mentor will help you)!
5. Obtain a mobile phone number, open your bank account, and add your account number to Neptun (your SH mentor will help you)!
6. Open your Tax Identification Number (your SH mentor will help you)!
7. Sign your SH contract in the International Office!
8. Pick up your student card at the Registrar's Office!
9. Enjoy your stay at the University!



REGISTRATION IN YOUR FACULTY COORDINATOR'S OFFICE

Your faculty coordinator will send you information regarding the procedure of registration via e-mail.

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 INTERNATIONAL OFFICE

Registration in the Ludovika Welcome Center Department (Ludovika Side Building, first floor, room 121) is a must at the beginning of each semester. The 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 must sign your scholarship agreement in your first year at the first visit because the scholarship transfer cannot be done without a signed scholarship agreement.

APPLYING FOR THE RESIDENCE PERMIT

Please note that it is the students' own responsibility to do all residence permit administration!
We would like to share a new process for Resident permits; please read it carefully.

1. step:
D” type of visa picking up the first residence permit
Please visit <http://oif.gov.hu/index.php?lang=en> website. You will have to click STUDENT icon (on the top right corner) and pick from the list / “D” type of visa picking up the first residence permit http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=2059&Itemid=2331&lang=en

Third-country nationals who submitted their application at Hungarian Consulate abroad and hold a type D visa must do the following:

1. Apply at the Consulate
2. Travel to Hungary with the type “D” visa
3. Please do not start any resident permit application online, because you have already done it at the Consulate before!
4. You can claim the issued residence permit only at the Educational Institute.
We cannot give you a residence permit at our client service; please do not appear there for this cause.
5. Your e-certificate accommodation will be sent electronically
6. If your accommodation has changed since you applied for the residence permit, you must report the change

EnterHungary
<https://enterhungary.gov.hu/eh/?en>
7. For reporting the change of accommodation, please do not visit the client service in person. You will get the e-certificate of accommodation electronically.

2. step:
How to extend your residence permit for the purpose of studies: know-how
http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=2060&Itemid=2332&lang=en

1. You are obligated to submit your application for an extension of residence permit through EnterHungary, so first register or sign in to your account at EnterHungary.
2. Select “Application for residence permit”, then click, „Study or student mobility”
3. Fill out all the obligatory fields: The validity of a residence permit for the purpose of studies is 3 years. Please do not apply for more, because we cannot issue the permit for a longer time.
4. Upload all the mandatory attachments to your Enter Hungary case.
5. Pay the procedural fee if not exempted (see Procedure fees) through EnterHungary.
6. After submitting your application, you must visit the client service of the regional directorate according to your accommodation within 15 days to give biometrical data. (Check regularly your ‘to do/ storage’ menu points at the Enter Hungary)
7. The authority might upload the decision to the EnterHungary. The residence permit will be handled by the educational institution. Therefore, we recommend that after getting information about the decision, get in touch with the coordinator of the educational institution.

HOW TO OPEN A OPENING A BANK ACCOUNT IN HUNGARY

In order to receive your monthly Stipendium Hungaricum allowances, you must open a Hungarian bank account. We would encourage you to open a bank account with some major banks in Hungary and be familiar with the special conditions for students.. Please check affiliate bank withdrawal charges because they will charge more than your own bank ATMs.

Steps you need to do in order to open a bank account in Hungary:

1. Ask your mentor to accompany you and help you with translation if necessary.
2. Take all personal documents with you, including passport, student status certificate, residence permit, and "address paper".
3. After you have opened your new bank account, log in to Neptun and upload your Hungarian bank account number.

Exchange rates may vary, so you are advised to check them in advance. They are always available on the websites of banks as well. Smaller shops also accept bank cards, and paying with PayPal is becoming more and more widespread, mainly in the capital and in larger cities. Banks are usually open from 8.00 am to 16.00 pm. At weekends and on national holidays banks are closed. You will need to have your passport.

What does ATM stand for?

ATM stands for Automatic Teller Machine. The use of ATM machines is common in the country; cash can be withdrawn at post offices as well. It is necessary to pay attention to which ATM you use because ATMs not affiliated with your bank can charge higher commissions. Furthermore, you can change money in banks or private money exchange offices.

8. Please do not visit our client service to get your residence permit. The residence permit cannot be handled by the client service.
9. Please also check the Mandatory enclosures for the extension of the residence permit section!
10. Any notifications (e.g. notification of missing documents, etc.) will be sent via EnterHungary, so check the „To do list / Storage” in your account as often as you can.
11. You can only extend your residence permit within 45 days before the expiration date of your current permit. If your residence permit has expired, there is no option for an extension.

3. step: EH manual for case uploading

This is a step-by-step guide to registration and extension and uploads all the mandatory enclosures. Please read it carefully!

http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=2061&Itemid=2333&lang=en

The procedure is free of charge:

The application for issue or extension of residence permit for the purpose of studies of those who receive Hungarian State Scholarship, e.g. Stipendium Hungaricum or the ones who have study purpose ministerial sponsorship.

4. step: Client service

http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=2055&Itemid=2327&lang=en

Address: National Directorate-General for Aliens Policing (Budapest)

1135 Budapest, Szegedi út 35-37.

1115 Budapest, Budafoki road 60.

Office hours:

Monday-Thursday: 8:00-14:00

Friday: 8:00-12:00

If you have any questions, please contact to regional offices:

The contact details of regional offices:

http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en

If you require further information, please dial our Call Center.

CALL CENTER:

+36 1 463 9292 (MO-THU: 8.00-16.00, FR: 8.00-13.30)



REQUESTING A TAX IDENTIFICATION NUMBER

The tax identification mark is required for all students, given that the University cannot transfer scholarships and housing allowances without this.

Please note that the scholarship transfer is not possible if your tax number is not registered in the Neptun system!

Please send the TAX ID number to your faculty coordinator, who will register it in Neptun and send it to the International Office as well.

Documents to be submitted to claim the TAX ID:

- passport;
- residence permit;
- accommodation application form (proof of address from the dormitory/flat).
- student status certificate
- Letter of Award about the scholarship

Office in Budapest

Address: NAV Dél-budapesti Adó- és Vámigazgatósága - Vaskapu u. - Központi ügyfélszolgálat
1097 Budapest, Vaskapu u. 33-35.;
https://nav.gov.hu/igazgatosagok/igazgatosagok/del_budapest/ugyfelszolgalatok/customerservices_1_210445

Opening hours:

- Monday: 8:30-18:00
- Tuesday: 8:30-12:00
- Wednesday: 8:30-18:00
- Thursday: 8:30-12:00
- Friday: 8:30-11:30

Office for students studying in Baja:

Address: 6500 Baja, Bezerédj utca 14.
E-mail: bacsavig@nav.gov.hu

Opening hours:

- Monday: 8:30-12:00; 12:30-18:00
- Wednesday: 8:00-12:00; 12:30-15:00
- Thursday: 8:00-12:00
- Friday: 8:00-12:00

APPLYING FOR THE PERMANENT STUDENT CARD IN NEPTUN

1) Get a NEK datasheet at the nearest Government Office

2) Submit your application in your Neptun account: Go to **Administration > Student Card request**, click on **Add new** and click on **Save** after filling in the required fields.

Fill in the NEK identifier ("NEK azonosító" on your NEK datasheet), the Street address, and the Demand type fields. Please choose your Hungarian address (Temporary address).

In the case of international students, make sure that your permanent address in your Neptun account is entered, international students can only apply for a student card with their foreign permanent address! If necessary, go to My data > Contact information, and update your address before submitting your student card application.

24 hours after submitting the application in Neptun you can request a temporary student card at the Educational Office. The temporary student certificate is valid for 60 days, after which a new one is to be requested if necessary.

In case of having an old student card from another Hungarian educational institution where the studies ended in the previous semester, the validity sticker of the old card is valid until 31 October in the Autumn Semester, and 31 March in the Spring Semester. The issued student cards are sent to the Educational Office, and when they arrive, administrative staff will contact you by e-mail.

When you receive your permanent student card, please validate it 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-STIPENDIUM HUNGARICUM, HUNGARIAN DIASPORA SCHOLARSHIP AND SCHOLARSHIP PROGRAMME FOR CHRISTIAN YOUNG PEOPLE

Steps you need to take in order to get your first scholarship transfer:

1. In September, at the beginning of your first semester, you have to sign the Scholarship Agreement during the scholarship registration. This must be done only once.
2. You have to register for the scholarship in person during the Enrolment/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 International Office will send you a reminder on this via email.
3. You have to apply for a TAX ID, and it has to be registered in Neptun.
4. You have to open a Hungarian (HUF) bank account in a Hungarian bank and your bank account number has to be registered in Neptun.
5. You have to 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 the 10th of September at the latest and your bank account and tax numbers are registered in Neptun by the 25th of September at the latest.

Registration in person for the scholarship is a must at the beginning of each semester.

Should you miss these deadlines for any reason whatsoever, your scholarship transfer will be delayed by a month. After the first instalment of each semester, you get the scholarship at the beginning of each month, by the 15th of the given month.

ACCOMODATION

Whether you would like to live on-campus or off-campus, there are a number of options you can explore to find housing to suit your needs. You will be an incoming freshman who can choose to live in the University's dormitory or rent a flat independently.

Dormitories of the LUPS:

Ludovika Residence Hall for Students of the Faculty of Public Governance and International Studies
address: 1089 Budapest, Orczy út 1.

Beszédes József Residence Hall for Students of the Faculty of Water Sciences
6500 Baja, Bajcsy-Zsilinszky utca 16. (170 km south of Budapest)

Features of the dormitories:

- there are blocks, and each block includes two double rooms, and in a double room, two students can live;
- comfortable and well-furnished rooms contain two single beds, two desks, two side tables with a lamp and two wardrobes for your clothes;
- for each block, one bathroom is attached;
- self-catering kitchens are commonly shared on each floor;
- washing machines are common and located on the ground floor;
- a common area can be found in the central hall;

According to the scholarship 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.

The International Office will send you the dormitory application email before starting the new academic year.

Please note that the application doesn't mean acceptance. We cannot promise you a dormitory place for sure. The application result will come at the end of August each year. The 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.

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 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, 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.

For further information regarding the University's dormitories open the following link: <https://en.uni-nke.hu/student-life/student-services/accomodation>

HOUSING ALLOWANCE

If you do not stay in one of the University's dormitories, then you receive a 40.000 HUF/month housing allowance. Please note that this amount of money is only a contribution, renting a flat in Budapest, in the capital city of Hungary, costs a lot more. Looking for private dormitories in Budapest can also be an option, but be quick as the private dormitory places are also very popular among students.

Please note that the Ludovika University of Public Service does not take any responsibility for your choices.

THE APPROXIMATE AMOUNT OF MONEY YOU NEED FOR LIVING IN HUNGARY

You receive 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 students

43 700 HUF - scholarship
40 000 HUF - housing allowance

MA students

43 700 HUF - scholarship
40 000 HUF - housing allowance

PhD students

in the 1st and 2nd year of your studies: 140 000 HUF
+ 40 000 HUF housing allowance
in the 3rd and 4th year of your studies (after completing the complex exam):
180 000 HUF + 40 000 HUF housing allowance

If you stay in the dormitory, which is paid for 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.

- 1. Hungarian Social Security card – TAJ card- which is free of charge
- 2. Private insurance – please contact the Ludovika Welcome Center Department about the options

TAJ card (Hungarian social security card)

You have to apply for the card in the International Office. You have to present the following documents:

- Letter of Award from Tempus Public Foundation;
- copy of your passport;
- copy of your residence permit (both sides);
- copy of your accommodation reporting form (both sides)
- student status certificate

You have to bring the documents in person as you have to sign a form that allows the SH coordinator to arrange the card for you.

You must 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.

The TAJ card can be used FREE OF CHARGE at Hungarian hospitals, surgeries and clinics operated by the Hungarian government.
The hospital/surgery staff most probably speaks only Hungarian.

The TAJ card covers all health-related costs with no limitation: f. e. surgery, X-ray, plaster, bandage, staying in a hospital etc.

Basic dental services (checking, filling, root canal treatment, tartar removal) are FREE OF CHARGE at surgeries and clinics operated by the Hungarian government.
You can pick up your TAJ card in the International Office, once it is ready. It takes approximately 3 months to get the TAJ card. The countdown starts on the day when you apply in the International Office.
The expiry date of the TAJ card equals the expiry date of your residence. The expiry date is stamped in the right-hand corner at the bottom of the TAJ card, in Hungarian date order. It is your responsibility to apply for the TAJ card renewal



How to get a new TAJ card?

First of all, make sure that your residence permit is valid!
Please collect a copy of the following documents and show the original documents to the TAJ Office:

- copy of your passport;
- copy of your residence permit (both sides, valid at least 3 months);
- copy of your accommodation reporting form from third-country nationals (both sides);
- TAJ card;
- Letter of Award and Stipendium Hungaricum Scholarship contract;
- student status certificate which was issued no longer than 30 days;
- TAJ card request sheet, which can only be filled by hand, with blue pen and capital letters.

TAJ Office in Budapest:
Address: Kormányablak, 13. kerület, 1139 Budapest, Teve utca 1/A-C
Opening hours:
Monday: 8:00-18:00
Tuesday: 8:00-16:00
Wednesday: 11:00-19:00
Thursday: 8:00-16:00
Friday: 8:00-14:00

TAJ Office in Baja:
Address: 6500 Baja, Deák Ferenc utca 11-13.
Opening hours:
Monday: 7:00-17:00
Tuesday: 8:00-16:00
Wednesday: 8:00-16:00
Thursday: 8:00-18:00
Friday: 8:00-12:00

Public general practitioner for the district of Orczy Dormitory (Budapest):

Dr. Zsófia Ajtay

Address: 1089 Budapest, Kálvária tér 18.

Opening hours:

Monday	08.00–12.00
Tuesday	15.00–19.00
Wednesday	08.00–12.00
Thursday	15.00–19.00
Friday on even weeks	08.00–12.00
Friday on odd weeks	15.00–19.00

Medical service in case of emergency:

Address: 1096 Budapest, Haller u. 29/A.
Telephone: +36 1 215 1644 / +36 1 215 6983
Consultation hours: each day: 00.00–24.00
In this case it is also mandatory to take your documents with you.

Nearest pharmacy:

Nagyvárad Pharmacy
Address: 1091 Budapest, Üllői út 121.
Telephone: +36 1 215 3900
Opening hours: Monday-Friday: 7.30 – 19.30;
Saturday: 8.00 – 14.00 Sunday: closed

Pharmacy on night duty:

Teréz Pharmacy
Address: 1067 Budapest, Teréz krt. 41.
Telephone: +36 1 311 4439
Opening hours: 08.00 – 20. 00 (service in the pharmacy); outside these hours ring the bell (the 24/7 window is located left from the main door)

Public general practitioner for students in Baja:

Dr. Gábor Csötönyi

Address: 6500 Baja, Kölcsey utca 49.
Phone: +36 79 325 546

Opening hours:

Monday	08.00–12.00
Tuesday	08.00–11.00
Wednesday	13.00–16.00
Thursday	13.00–16.00
Friday	08.00–10.00

Important to know:

The dormitory must be registered as the temporary place of residence and the Residence Card must show this address as well in order to receive basic medical treatment.

It is advised to arrive on time to the general practitioner (GP), which means at least 30 minutes before the end of consultation hours.

Take your documents with you (ID card/passport, Residence Card, Health Insurance Card: it can be a private health insurance, the European Health Insurance Card).

HOW TO CLAIM MONEY FROM GENERALI

Submission of invoices for services prepaid by the insured and their payment.

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.

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 username and password. If you have any problem with Moodle, don’t hesitate to contact the helpdesk at moodle@uni-nke.hu.

CLASS SCHEDULE OF LUDOVIKA

Ludovika has 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
 - 10.00–11.30
 - 12:00–13.30
 - 14.00–15.30
 - 16.00–17.30
 - 18.00–19.30



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.

WAITING FOR AN ANSWER TO 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 on 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. Furthermore, please note that Facebook, Snapchat, Viber, WhatsApp, Linkedin, etc., are not official platforms for 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 instead of sending them private messages via Facebook.

LIBRARIES

International students can use the library free of charge after registration. The library is equipped with computers, internet access, and copy machines. Printing and photocopying are – fee based services for all students.

1. Central University Library

Address: 1083 Budapest, Ludovika tér 2.
Phone: +36 (1) 432 9000/20143 or 20146
E-mail: ekk.konyvtar@uni-nke.hu
Opening hours:
Monday-Thursday: 9:00–16:00
Friday: 9:00–14:00

2. Library at the Faculty of Military Science and Officer Training

Address: 1101 Budapest, Hungária körút 9–11. Building No. 2, room 025–027
Phone: +36 (1) 432–9000/29–143 or 214
E-mail: hhk.konyvtar@uni-nke.hu
Opening hours:
Monday-Thursday: 9:00–16:00
Friday: 9:00–13:30

3. Library at the Faculty of Water Sciences

Address: 6500 Baja, Bajcsi-Zsilinszky utca 12–14.
Phone: +36 1 432–9113
Opening hours:
Monday-Thursday: 9:00–16:00
Friday: 9:00–14:00

CAFÉS

The main campus has two restaurants and four cafés. The biggest restaurant is situated on the ground floor of the Educational Building, and the other restaurant can be found in the Ludovika Main Building.

- The four cafés are located in:
- 1st floor of the Educational Building
 - underground floor of the Ludovika Main Building
 - ground floor of the Ludovika Side Building
 - Buttler Terrace (at the lakeside in the park)

TELEPHONE AND MOBILE PROVIDERS

The international code for Hungary is +36. Making a phone call within the country: 06 – [regional number] – [telephone number]

The regional number of Budapest: 1.

Telephone numbers in Budapest consist of 7 digits while countryside numbers are 6-digits. Hungarian cell phones have mobile dialling codes: 20, 30, 70.

- Making a phone call within the same region or Mobile Network Operator: without prefix. There are three big mobile service providers in Hungary. You can check their websites for more information:
- Yettel - <https://en.yettel.hu/>
 - Vodafone - <https://www.vodafone.hu/english/home>
 - Telekom - <https://www.telekom.hu/lakossagi/english>



STUDENT ORGANISATIONS AT LUPS

Student's Union (in Hungarian: Hallgatói Önkormányzat, abbreviated: 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. You can contact them through: ehok@uni-nke.hu.



Erasmus Student Network - ESN

The Erasmus Student Network (ESN) is an umbrella organisation of ESN sections operating at different higher educational institutions. The ESN sections are organisations consisting of and operated by national students with the aim of helping international students to integrate into the student life of their respective universities and to find their way in a new country. The goal of ESN is to make bonding easier and faster between international and Hungarian students. ESN guides foreign students during the whole semester and helps them in any case of problems.

You can contact them through: president@ups.esn.hu.

Stipendium Hungaricum Mentor Network – SHMN

If you are a first-year Stipendium Hungaricum student and about to arrive in Hungary, do not worry! The HÖK SHMN mentor program registration is open from the 17th of August until the 31st of October.

The SHMN is operated by national and international students with the aim of helping international students integrate into the student life of their respective universities and find their way in a new country.

Please register here to apply for a helping mentor at LUPS:

<https://shmentor.hu/>

BEING LONELY AND DEPRESSED

Being away from home can be lonely and depressing, and it is not always easy to make new friends. If you need mental health service, contact the Ludovika Welcome Center Office (Budapest, Ludovika square 2. Ludovika Side Building, ground floor, room 11.) through the following e-mail address: welcomecenter@uni-nke.hu.

Emergency numbers

General emergency number: 112
 Police: 107
 Ambulance: 104
 Fire service: 105

To call the numbers above is free of charge.
 24-hour English-language crime hotline: +36 1 438 8080
 English language telephone directory service: 191
 International operator: 199

Blue Point Drug Ambulance

Address: 1095 Budapest, Gát utca 25. I/8
 Opening hours: Monday-Friday 10:00-18:00
 E-mail: bluepoint@t-online.hu
 Phone: +36 70 607 4969
 Client reception only by appointment!

Taxi companies

City Taxi: +36 1 211 1111
 Főtaxi: +36 1 222 2222

Or try one of the car-sharing apps:

<https://bestofbudapest.hu/transportation/vehicle-sharing/>
 MOL Limo: <https://mollimo.hu/en/>
 Green Go: <https://greengo.com/hu/index-en>
 Drive Now: <https://www.share-now.com/hu/en/budapest/>
 MOL Bubi: <https://molbubi.hu/en/>
 Donkey Republic: <https://www.donkey.bike/>
 Scooters: <https://www.li.me/>

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 Immigration Office developed an online platform for processing your application, and you can now simply upload your documents to enterhungary.gov.hu. From 2023, it is not possible to renew your Address Card in person, you must apply through this platform. When your application is approved, you can download the Address Card from the website. From 2023 there is a new format of Address Card. The new one doesn't have a stamp and signature on it, only a QR code which will verify your address; however, if you have the old format, it is still valid.

Whenever you move to a new place, you are legally obliged to report it to the Immigration Office within 3 workdays.

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

You must 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 on 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 different from 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 SECONDHAND SHOPS

Hungary is a country of extremes regarding the weather. September can still be 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 temperatures 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 or Humana.

DATE FORMAT IN HUNGARY

A yyyy.mm.dd. date format is used in Hungary. For example, 2021.01.08. or 2021. január 8. or 2021. 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 centre is on the Pest side. The most central and most expensive districts are 5, 6, 7, 9 (Pest side), 1, 2, and 11 (Buda side).

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 Best Byte, MediaMarkt and Euronics.

EXCHANGING MONEY

Some grocery stores accept EUR, but otherwise, you must 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. We recommend you read the following article about the 5 best places to exchange money in Budapest: <https://getsegway.hu/blog/the-5-best-places-to-exchange-money-in-budapest/>. In District 8, you can also find places where you can exchange money:

Exclusive Change – Corvin Plaza

address: 1082 Budapest, Futó utca 37-45.

Change 32

address: 1082 Budapest, Harminckettesek tere 2.

Correct change

address: 1085 Budapest, József krt. 40.

Silver Change

address: 1085 Budapest, József krt. 58.

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 centre as well, but some of them only in the suburban area. The most well-known and popular ones are Aldi, Lidl, Spar, Tesco, Auchan, and Penny.

HUNGARIAN LANGUAGE

Hungarian is said to be complex and difficult but it's useful to learn some basic expressions. 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. The University offers a one-year (2 semesters) Hungarian language course for first-year students; please contact the Welcome Center Department for a detailed course catalogue.



HUNGARIAN RAILWAYS

MÁV (in Hungarian: Magyar Állami Vasutak) = Hungarian Railways company:

<https://www.mavcsoport.hu/en>

The company has a useful application called the "MÁV" app, where you can buy different kinds of tickets, f. e., daily, monthly, and 3-day tickets.

On the other hand, if you do not want to use the MÁV app., you can also utilise MÁV automata machines as well, which can be found in every station.

METRIC UNITS

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

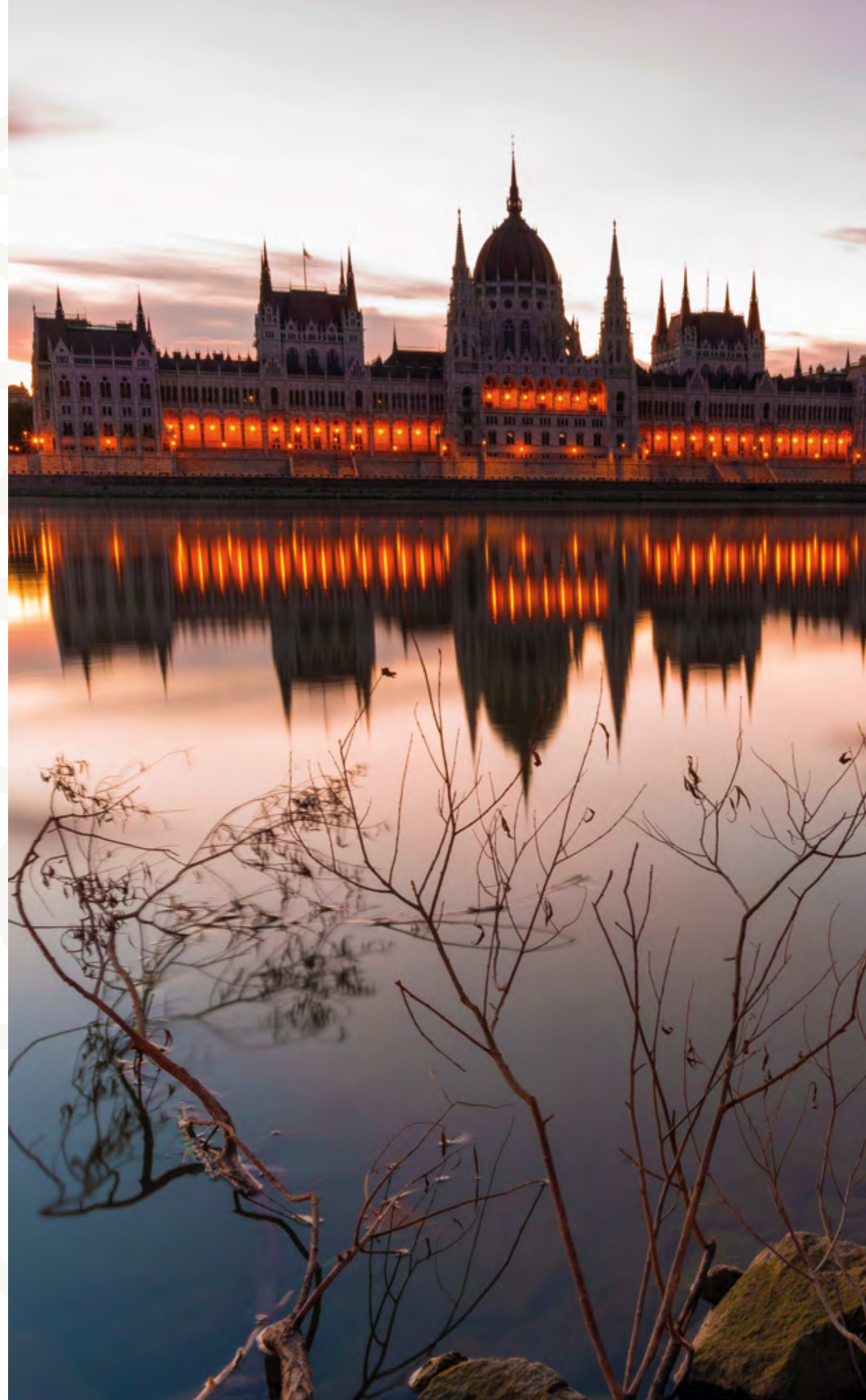
MOTHER'S MAIDEN NAME

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's maiden name (the family name and first name she was born with)



NAME ORDER IN HUNGARY

Hungarians use a reverse name order. Family name first and given name second.

PARCEL COMPANIES

Foxpost, GLS, Hungarian post. All these companies have applications we advise you to download and use.

POST OFFICE

Nearest post offices:

Budapest: 1085 Budapest, József körút 37-39.

Baja: 6500 Baja, Oroszlán utca 5.

In case you send an important letter and you would like to know if the recipient received it, send it as registered mail: (https://www.posta.hu/sending_mail/additional_services/registered).

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 with an official record ('return receipt') of the fact that your letter has been posted and delivered. You must pay an extra fee for this service, but it will guarantee that you have 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 1083 and it is in the 8th district.

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 more pharmacies near the University buildings.

Nagyvárad Gyógyszertár

1091 Budapest, Üllői u 121.

Monday-Friday 7:30-18:30, Saturday: 8:00-14:00

Pesti Sas Patika

1091 Budapest, Üllői út 105.

Monday-Friday 8:00-18:00

Unipatika Corvin Pharmacy in Corvin Plaza

1083 Budapest, Futó street 37.

Kehely Gyógyszertár

6500 Baja, Ybl stny. 6.

Monday-Friday 8:00-18:00

PUBLIC TRANSPORTATION

Public Transport Company of Budapest:

<https://bkk.hu/en/>

Monthly Transportation pass for students: <https://bkk.hu/en/tickets-and-passes/prices/monthly-passes/monthly-budapest-pass-for-students.61/>

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 at only 3.450,-HUF/month compared to the full pass, which is 9.500,-HUF/month. It can be used unlimitedly on all kinds 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: <https://bkk.hu/automata/> or on the BKK application on Budapest GO.

Your Education ID (e.g. 71822563945) must be printed on the pass. Single transportation ticket

<https://bkk.hu/en/tickets-and-passes/prices/single-tickets-valid-for-one-ride/>

If you live in the city centre, you may not 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

1082 Budapest, Nap u. 40.

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

1089 Budapest, Üllői út 90.

Nearest Roman Catholic Church

1089 Budapest, Rezső tér

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, Lurdy Ház. 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.



SPORT AT LUDOVIKA

The Ludovika University of Public Service puts special emphasis on the physical education of students. Physical training is a crucial part of the training of military and police officers. However, civilian students also have the opportunity to use the sports facilities of the University, and they also have to participate in regular PE classes. The faculties of Ludovika – University of Public Service have their own sports centres, offering a wide range of indoor and outdoor sports facilities on campus, including a swimming pool, gyms, fitness rooms, a tennis court and a sauna. The sports centres provide a wide range of sports opportunities: judo, dispatch technique, Karate, Military traditionalism, swimming, futsal, gym, badminton, tonfa, fencing, triathlon, bodybuilding, firefighting sports, The New Ludovika Campus development project includes a new sports complex such as an indoor shooting range, fencing hall, a riding course, a new track and field stadium and a swimming pool.

Please feel free to contact the colleagues of LUPS of sports department:
Sport office: sportiroda@uni-nke.hu



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 is 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. We recommend that you buy 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, and UNIQA. 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 an iron, ironing board, drying rack, mugs, cutlery, plates etc. You can buy all these things in stores like XXLutz, Mömax, 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 in the same place, try Budaörs Auchan. You can join several Facebook groups.

We sincerely hope that your years here will help you to achieve your goals and you will make great contributions to your home nations or to other communities that you may eventually join; and we hope that you will consider yourselves part of the LUPS community not only during your studies but for the rest of your lives.



**Enjoy your stay
in Budapest and Baja
at LUDOVIKA and let us know
if you have any question.**





SURVIVAL GUIDE