



ELTE

FACULTY OF  
HUMANITIES

# Orientation Week

ELTE Faculty of Humanities, Department of  
International Affairs

Ms. Lilla Gilián: Erasmus+ student coordinator  
Mr. Sándor Balaci: Guest student coordinator

# Contents

- Webpages, social media
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# Webpages, social media

Join our Facebook group:  
[Students of the Faculty](#)

- [OFFICAL FACULTY WEBSITE](#)
- [ELTE OFFICIAL WEBSITE](#)



## Follow us online



# Orientation Week

Programme & useful information:

<https://btk.elte.hu/welcome-to-our-new-students>

<https://www.btk.elte.hu/orientation-week>

## **Orientation Week & Semester starting**

Erasmus+ and other exchange students

- **6-9th February 2024 – Orientation Week – IN PERSON**
- **Monday 12th February 2024 – Classes start – IN PERSON**
- **Department of International Affairs (DIA) – Building A, office 44.**
- **Programmes: <https://www.btk.elte.hu/orientation-week>**

[www.btk.elte.hu](http://www.btk.elte.hu)

<https://www.btk.elte.hu/welcome-to-our-new-students>



# Chapter 1

Stay here legally



## Border crossing, entry information

All COVID restrictions concerning border crossing are lifted. For further info, please check the following websites:

- <https://www.police.hu/en>
- <https://www.elte.hu/en/visa-procedure/entry>

Foreign students travelling to Hungary with a valid Hungarian residence permit for a period exceeding 90 days are treated in the same way as Hungarian citizens, thus they can enter Hungary without submitting a special request prior to their arrival.

In case of further questions please **contact the consular services** and Hungarian missions in your country: <https://konzulizsolgalat.kormany.hu/hu-missions-abroad>



# Keeping your stay legal

Students from the **European Economic Area** (EEA: member states of the EU and Norway, Switzerland, Iceland, and Lichtenstein)

**registration card.**

Students from the **non-European Economic Area (EEA):**

**residence permit,**

and after your arrival in Hungary you need to register your accommodation.



# Keeping your stay legal EEA students

Obtain a **Registration Card** please visit the website from below and proceed according to the information you can find there:

Enter Hungary: <https://enterhungary.gov.hu/eh/>

**Within 90 days after your arrival latest – only ONLINE submission is available**

*More information:*

<https://www.btk.elte.hu/en/content/practical-matters.t.3375?m=227>



# Keeping your stay legal

## *Non-EEA students*

### **Students in possession of a D type of visa:**

After your registration with the DIA please contact the National Directorate-General for Aliens Policing in order to obtain your residence permit. Please ask your administrative coordinator to issue the certificate of student status, that can be forwarded to you by e-mail too. This document is absolutely necessary, together with the rest of the required documents.

Please check the website of the authority:

<https://www.elte.hu/en/visa-procedure>

### **NON-EEA (EU) student who entered Hungary without any visa:**

We would suggest you to **visit the website** from below and make arrangements according to the information provided by the website:

Enter Hungary: <https://enterhungary.gov.hu/eh/> - **only online submission is available!**



## WELCOME TO THE ENTER HUNGARY PAGE OF ENTERHUNGARY!

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### Dear Clients,

we hereby inform you that the following cases are exempt from payment of administrative fee:

- issue of residence permit or extension of residence permit of Ukrainian citizens
- issue of residence permit or extension of residence permit for purpose of studies, or employment of Belorussian citizens
- applications for issue or extension of residence permits for purpose of studies of those, who receive Hungarian State Scholarship e.g. Stipendium Hungaricum, or the ones who have for-study ministerial sponsorship

In the above cases, the administrative fee does not have to be paid off!

### Dear Employers,

We hereby inform You that in order to report the beginning and the termination of employing a person who is a beneficiary of temporary protection a separate form is available under the case type "Announcement". We kindly ask you that regarding beneficiaries of temporary protection report the beginning and the termination of the employment solely by using the designated form! The National Directorate-General for Aliens Policing hereby thank you your cooperation by complying with the above mentioned rules.

This system helps you submit your application for a residence permit in Hungary electronically, without queuing. If you wish to enter Hungary or the Schengen Area from abroad, [the Ministry of Foreign Affairs and Trade](#) will help you.

You can submit your e-application as a private person or a preferred employer/temporary work agency, as well as a legal representative. You need to [make a registration](#) before submitting the first application. The registration procedure varies in the case of a

Menedékes regisztrálás (How to submit a simplified application for recognition)

[As a private person](#)

[As a preferred employer or temporary work agency](#)

[By a legal representative](#)

Related to the use of the website, [the user guide](#) includes a detailed description.

Back

Preparation of E-application and process of submission:

Create your own user account.

Enter your e-mail address and Registration other details requested in the registration datasheet. When registration is finished, we will send you your single use password. If you do not wish to use a computer for submitting your application, complete the application in a paper format, and submit it as usual.

Complete the datasheet stating the purpose of your residence then forward them to our office!

If details are found to be missing for processing your application, you will be asked via mail sent to your account to provide further information. shall comply with the instructions.

Print and sign the application.

Following this you will be informed of when you should visit our authority for data control. It is important that you bring the printed and signed application and the required documents with you at this time!

Related to the use of the website, [the user guide includes a detailed description.](#)

Residence permit for third-country national

Permit for third-country national family member of EEA nationals and Hungarian citizens

Permanent residence permit for third-country nationals

Invitation letter

Registration

I act as a private individual, in my own case  
 I act as a lawyer, as a proxy  
 I act as an employer, representing a company

Surname (as in passport)  First name (as in passport)

phone number  date of birth

email address

[Registration](#)



[back](#)

adatkezelési tájékoztató



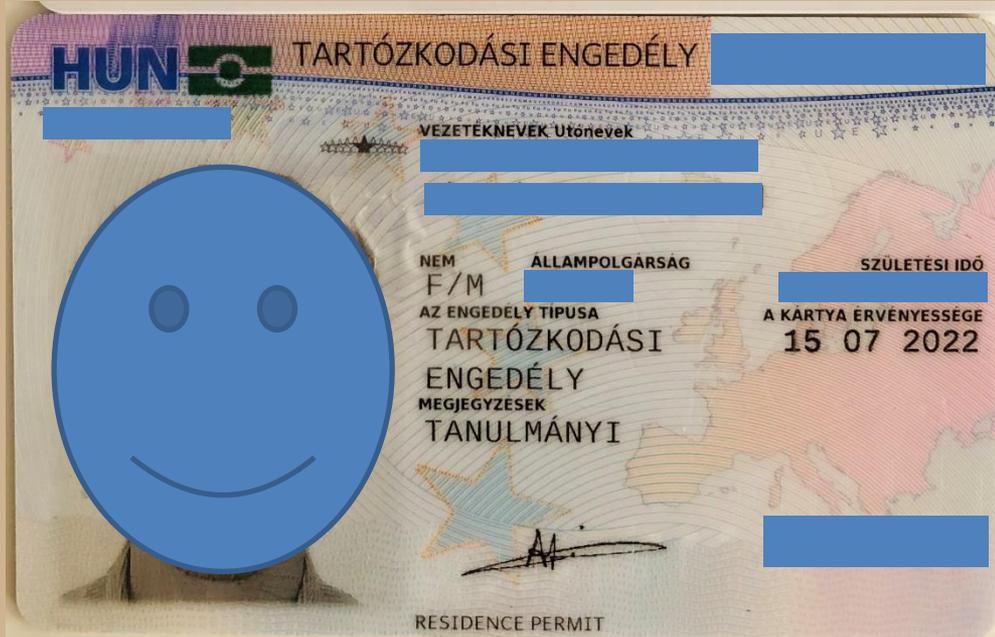
## Keeping your stay legal

Questions: email to our visa coordinator: [visa@elte.hu](mailto:visa@elte.hu)



# Keeping your stay legal

## *The Residence Permit*





# Chapter 2 Student ID (Student card)

Get it from Quaestura Office from 12th February!





Login  
using Neptun account  
Identifier:   
Password:   
Login  
New password

#### Links

Eötvös Loránd University  
(EN) (DE)

Quaestura Office of  
Student Services -  
Facebook

Neptun

Neptun

Websites of the faculties

Faculty of Law

Bárczi Gusztáv Faculty of  
Special Education

Faculty of Humanities

Faculty of Economics

Faculty of Informatics

Faculty of Education and  
Psychology

Faculty of Primary and  
Pre-School Education

## Contact

Quaestura Office of Student Services

### Services

- Student card management
- Acceptance of Student Loan Contract
- Providing the Neptun code/user name and password for students and professors
- Posting service: forgotten Neptun password; temporary student card; validated plastic student card, certificate of student status
- Health insurance management for foreign citizens
- Providing information regarding Finances
- Providing Certificate of Student Status
- Correcting personal data in the Neptun system.
- Transmission of the contracts of the CareerCentre of ELTE
- Transmission of the Alumni registration form

Short Guide to the administration at the Quaestura Office of Student Service

Please note:

If you have any concerns regarding your courses or exams, or other problems that are none of the above mentioned cases, please contact the Registration Office of your Faculty.

**Address:** Budapest, Egyetem tér 5., 1053

**Phone number.:** +36-1-381-2353 or 06-1-41-6500/8253

**E-mail address:** [quaestura@elte.hu](mailto:quaestura@elte.hu)

**Mailing address:** 1364 Budapest Pf. 109.

**Facebook page:** <https://www.facebook.com/eltequaestura/>

### Central Office of Quaestura at Egyetem tér



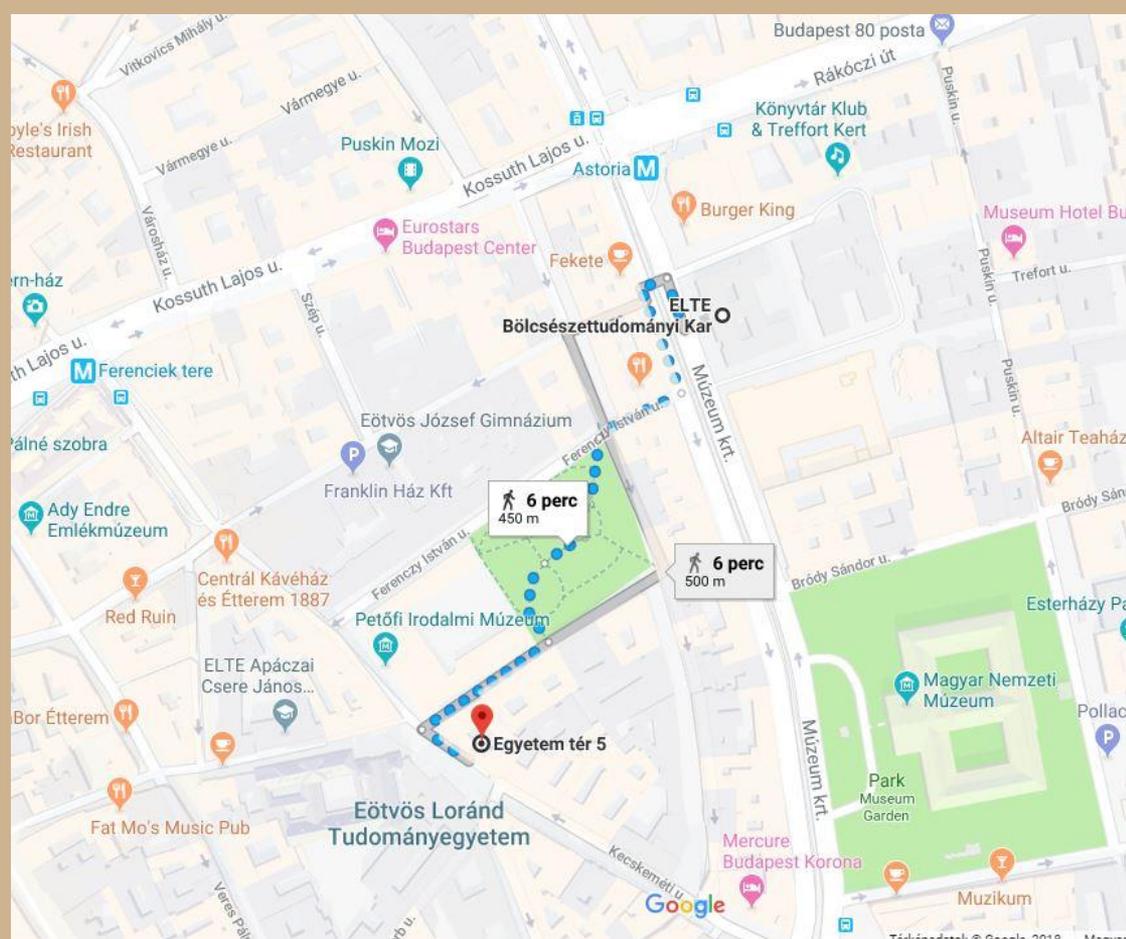
Quaestura Office <https://qter.elte.hu/default.aspx>  
Services

- Neptun Password help
- Certificate of Student Status (active) (however the DIA office is also able to send you the certificate if you request it)
- Processes Temporary Student Identification Card
- Arranges Health Insurance on a fee-paying basis



# Egyetem tér 5 1053 Budapest

About a 5-10 minutes walk from the  
Faculty of Humanities



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Ch2 Student ID

## Quaestura Office

### Opening Hours at EGYETEM TÉR 5.

(Right now, until 11th February. When classes start, please check the website for the new timing: <https://qter.elte.hu/Statikus.aspx/Elerhetoseg> .)

Monday:	09:00 - 13:00
Tuesday:	09:00 - 13:00
Wednesday:	12:00 - 16:00
Thursday:	09:00 - 13:00
Friday:	08:00 - 12:00



## Student Identification

Students staying shorter than 12 months

### Temporary Student ID paper (get it from 12th February at Quaestura)

#### (A/4 format paper sheet document)

-Issued by Quaestura Office described below:

-<https://qter.elte.hu/Statikus.aspx/GyK-Diakigazolvany>

(you must login into the Quaestura office system with your Neptun code and password)

-IMPORTANT: the ID (**paper** A/4) is **valid only for 60 days** from the day it has been issued, the document can be requested from Quaestura according to the information provided by the office and that can be found on the link above mentioned. After 60 days the document expires and has to be requested once again from the Quaestura Office.



## Student Identification

### Discounted transportation in Hungary

**Temporary Student ID paper** is valid to be used for discounted transportation in Budapest and any other means of transportation in Hungary (bus, train, etc).

Always check for student discounts at other places (e.g. museums, cultural events, sport facilities)



## Student Identification

### Discounted transportation in Budapest

ALWAYS carry your student ID with you

**Monthly discounted pass: 3.450 HUF**

Your student ID card number is necessary for the pass, you should write this number on the pass if this has not been done at the cashier

Budapest pass can be bought from ticket machines or online through „Budapest Go” app.

One way ticket: 450 HUF



## Student Identification

### Discounted transportation in Budapest

You must have a validated ticket or a valid pass before boarding the vehicles.

**BKK officials are authorized to check the validity of your ticket or pass any time during or after your trip.**

Passengers without valid ticket or pass are to pay a heavy fine: 25.000,- HUF (approx. 66-70 EUR).

- Do NOT use public transport without your Student ID paper!!!
- Do NOT buy a student monthly pass until you get your Student ID paper (12th February!!!!)



# Chapter3

## Bank account



# Open a bank account in Hungary

## Erasmus+ and exchange students:

It is not obligatory but recommended to open a hungarian bank account, especially if you stay for a whole year.



## Open a bank account in Hungary

You can open the account at any banks.

Recommended bank:

near Astoria (campus): Károly krt. 1



OTP ATM:

in building 4/A, next to the Dept. of International Affairs



# Chapter4

# Campus



## Department of International Affairs (DIA)

Múzeum krt. 4/A  
1088 Budapest  
Ground floor, room 44

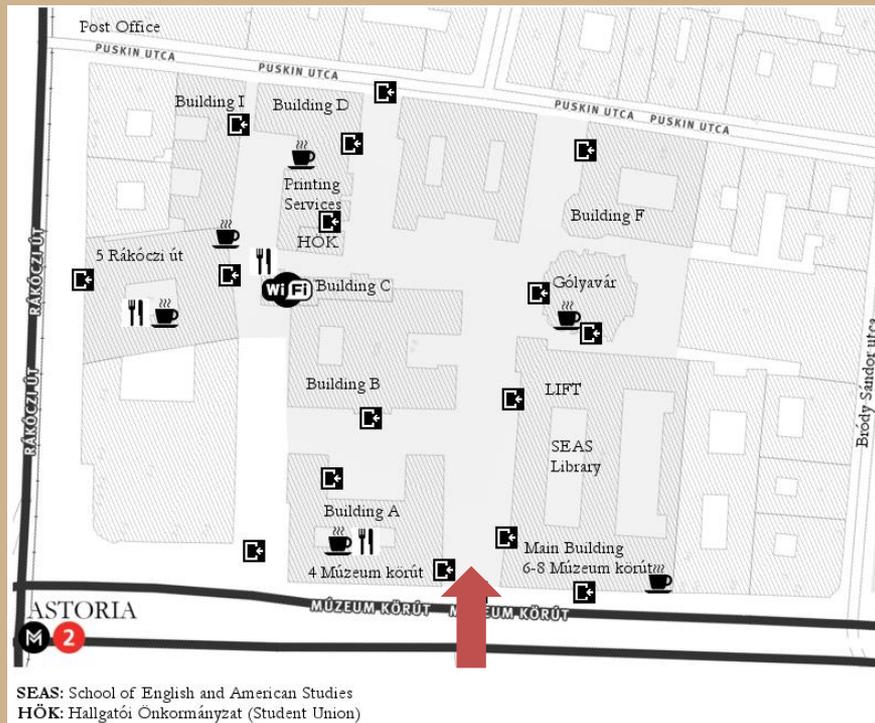
Administrative coordinators:

Erasmus+ exchange students: Ms. Lilla Gilián  
[incoming@btk.elte.hu](mailto:incoming@btk.elte.hu)

Other exchange students: Mr. Sándor Balaci  
[mobility@btk.elte.hu](mailto:mobility@btk.elte.hu)



## Department of International Affairs (DIA)



## How do I contact the DIA and my administrative coordinator?

Students have to register for office hours here: [kronosz.elte.hu](https://kronosz.elte.hu)

Office hours:

**Monday: 13.00-16.00**

**Tuesday: no office hours**

**Wednesday: 13.00-16.00**

**Thursday: no office hours**

**Friday: 09.00-12.00**



## Student administration

### Registration with the DIA office

#### Registration: In person!

- ✓ During Orientation Week – signing registration form on 6th February from 1 PM (orientation session)
- ✓ Later arrival: you must visit the office for Registration
- ✓ Registration is a must!
- ✓ Building A, room: 44 (ground floor)
- ✓ Erasmus+ exchange students: Ms. Lilla Gilián
- ✓ Other exchange students: Mr. Sándor Balaci

**Bring your Certificate of Arrival with yourself!!!**

**After 12th February: come in Office hours: ONLY with booked appointment:**

- ✓ Book an appointment for an office hour: [kronosz.elte.hu](https://kronosz.elte.hu)



## Further useful information



# Buddy stop



Near Gólyavár building

The rule is simple: whether you just have a question or feel entirely lost, just stand under the sign. If you see someone standing there, approach them and offer a helping hand.

# FREE TRAININGS

## BEING AN INTERNATIONAL STUDENT (ONLINE): TRANSITIONS, COMMUNICATION, WELL-BEING

- Intercultural training

[https://www.btk.elte.hu/being\\_an\\_international\\_student\\_online](https://www.btk.elte.hu/being_an_international_student_online)

- Counselling services

<https://www.btk.elte.hu/counselling-services>



# PASTORAL SERVICE

**Foreign students at ELTE have access to the pastoral services of PPCU (Pázmány Péter Catholic University)**

- Individual and small group exercises
- holy masses in English
- keeping faith groups (online)
- spirituality days, spiritual practice weekends during during major Catholic holidays
- preparation for sacraments (baptism, confirmation)
- leisure and cultural programs: excursion, film clubs
- lectures, roundtable discussions on Christianity, spirituality

**More information [here](#)**



# Chapter 5

## Academic Regulation



## Academic Regulation

Plan things ahead...

Academic calendar:  
<https://www.elte.hu/en/academic-calendar>



## Academic Regulation: Absence Policy

if you miss **more than 30% of your classes** (= 3 times 90 minute slots in your timetable), you will not get a grade and have no credits



# Chapter6

## Technical issues, and other practical matters





# Use Wi-fi at the campus



- You can use wi-fi at the university with your ELTE Caesar account.
- You have already received info on ELTE accounts in the info letters.
  - More info:

<https://www.elte.hu/en/it-support>



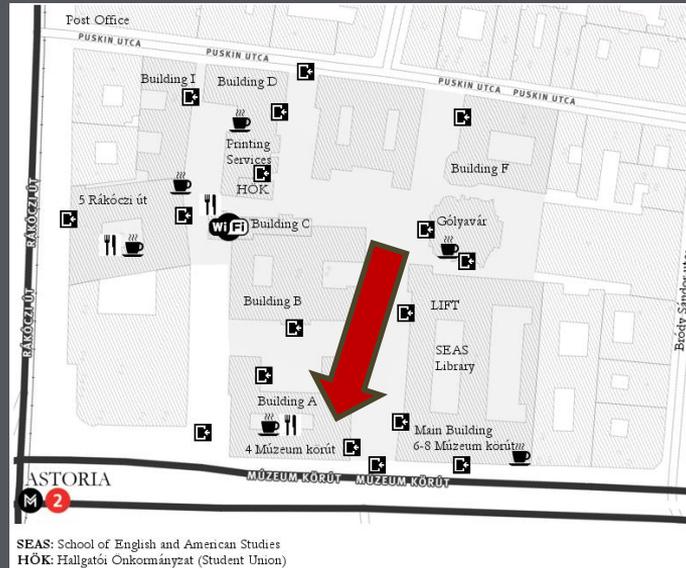
# Copy shop

At the campus:  
In building R, ground floor



# Book shop

Book shop at the campus: A building, basement room number: -176

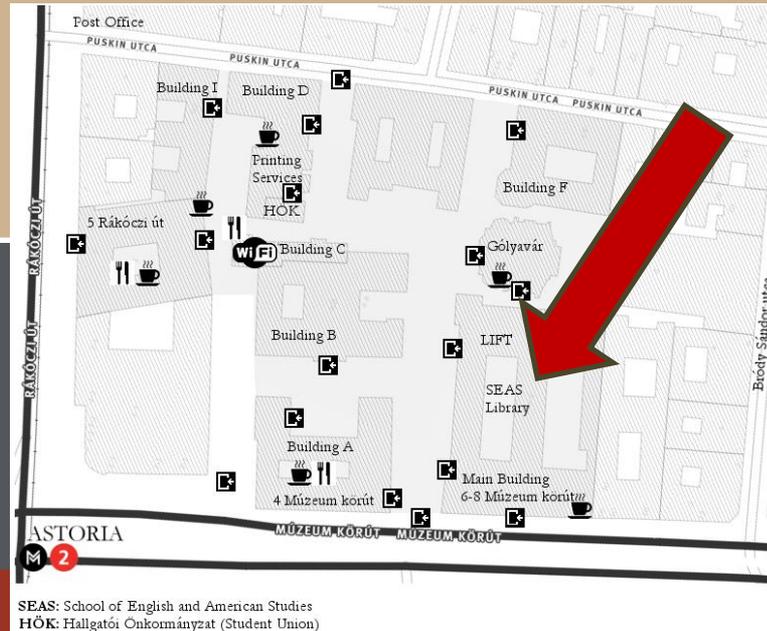


# Libraries

English and German language library: main building

[seaslib@btk.elte.hu](mailto:seaslib@btk.elte.hu)

[germbibl@btk.elte.hu](mailto:germbibl@btk.elte.hu)



SEAS: School of English and American Studies  
HÖK: Hallgatói Önkormányzat (Student Union)



ELTE

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Ch6 Technical issues,  
practical matters

# Libraries



Every department has its own library. Ask your academic coordinators or course lecturers for information, other suggestions.



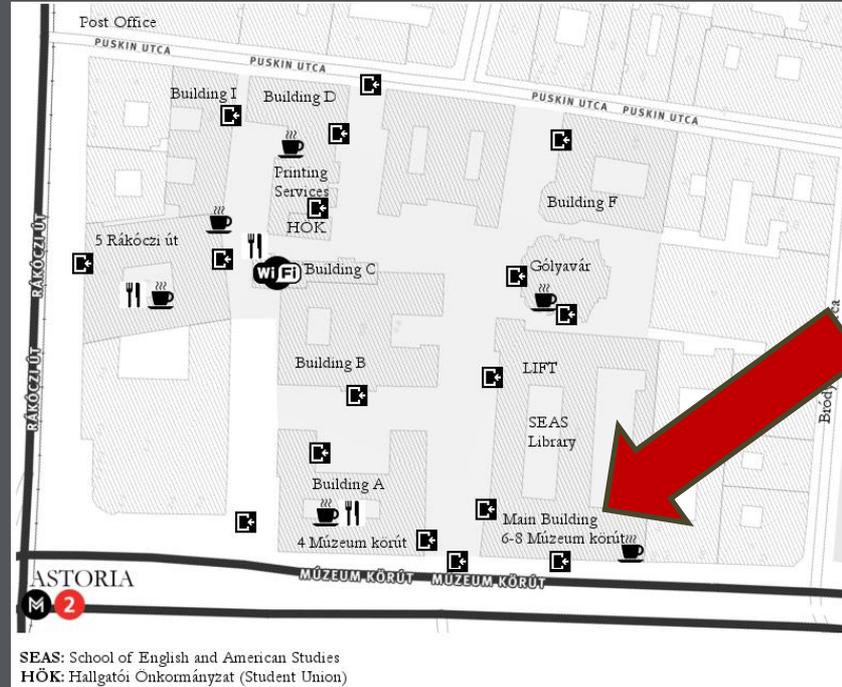
# Libraries

University library & catalogue:  
<https://konyvtar.elte.hu/en>

Online database available for ELTE students: <https://eltekonyvtarak.elte.hu/en/egyetemi-konyvtari-szolgalat/adatbazisok/adatbazislista?redirect>

# Eating facilities near the campus

Műhely Egyetem Café (at the campus): soups, salads, sandwiches, coffee, tea, desserts



# Eating facilities near the campus

- Vega City: Múzeum krt. 23. (vegan food, menus, burgers)
- Subway: Astoria (sandwiches)
- McDonald's: Astoria
- Burger King: Astoria
- Bamba Marha Burger: Astoria
- Manu+: Múzeum krt 7. (Neapolitan pizza)
- Black Cab burger: Rákóczi út. 19. (hand-made burgers)
- Zoska: Ferenczy István utca 28. (breakfast and café)
- Csendes: Ferenczy István utca 5. (restaurant)
- Belvárosi Disznótoros: Károlyi utca 17.(Hungarian food)
- Padthai Wok Bar: Egyetem tér



# Eating facilities near the campus (shops)

- Tesco Express: Astoria (supermarket)
- Aldi: Kossuth Lajos utca 13. (supermarket)
- Lipóti bakery: Rákóczi út 4-6.
- City Spar: Károly körút 22-24. (supermarket)



## Attention:

In many cases official emails sent from the ...@btk.elte.hu are automatically directed into a spam folder of your email account.

Always check the spam folder!



# Chapter 7

## Documents during the semester



# Guest Student Course Registration Form

- After arrival
- Courses you could not register yourself
- Teachers' permissions

**Form → Submit at office personally until:  
1st March**  
(the sooner-the better!)

**Download from here:**

<https://www.btk.elte.hu/en/incoming-registration-useful-information>

- Documents

## GUEST STUDENT COURSE REGISTRATION FORM

Name:	Date of birth:
Place of birth:	Neptun code:
Address in Hungary:	
e-mail:	

The undersigned request to be allowed to participate in the seminars and take the examinations listed below. For this purpose I have the consent of the academic coordinator/lecturer concerned. The signatures below attest to this.

I could successfully register myself for these courses in Neptun:

Course code	Brief title

I need to be registered for these courses in Neptun by my Erasmus/Guest student coordinator:

Course code	Brief title	Signature of course lecturer or head of department

I declare that:

I am a registered student at the .....  
University/ Institute of Higher Education (name of your home-university).

Academic coordinator's signature

student's signature

Budapest,.....

please read the reverse side of this form!

- In parallel with registering the courses in the Neptun system, please also register, list them on the document which can be downloaded from the website of the Faculty.
  - Please download the document: **GUEST STUDENT FORM** here.
  - (click on Documents)
  - For the courses listed on the form **you couldn't register yourself** (any reason like prerequisite requirement or the course was full or the deadline was over...etc) **you must request the course instructor's/ lecturer's approval (signature!)** to take part in the course.
  - The approval should be requested by you from the teacher. Please ask the teacher to sign the Guest Form. Once you have gathered the signatures on the Guest Form, please bring the Form to your administrative coordinator to building A, office 44.
  - The Guest Student Course Registration Form has to be signed by your academic coordinator at the end, before you submit to the DIA Office
  - Deadline: 1st March!
- Maybe by some of the courses offered by the School of English and American Studies (SEAS) you need to ask the signature from the teachers.



## Learning Agreement (for Erasmus+)

Always the academic coordinators are signing the document  
(not Lilla or Sándor!)

- *Before the mobility* part: if it is not signed yet, have it signed
- *During the mobility* part: if your courses change compared with the *Before* part, fill it in, and have it signed
- *After the mobility*: only necessary if your home university requests it

List of the academic coordinators:

- [https://www.btk.elte.hu/erasmus\\_academic\\_coordinators](https://www.btk.elte.hu/erasmus_academic_coordinators)



## Confirmation of Arrival (for Erasmus+)

Please use the form given by your home university or download it from your home university website.

The signature of this document can be requested only in person from your administrative coordinator at the DIA office after your arrival.

For the signature on the Certificate of Arrival please contact in person the DIA office during the office hours even without booking an appointment on the first academic week.

AFTER 12th February, in order to visit the DIA office in person:

Please book an appointment:

[kronosz.elte.hu](http://kronosz.elte.hu)



## Documents before leaving

1. Transcript of Records
2. Certificate of Attendance/Stay/Departure



# Transcript of Records

- The Transcript of Records will be issued by the Department of International Affairs (DIA) and it will be generated by the Neptun system.
- Make sure that all your grades are recorded in the Neptun system before your departure so that we can issue your official Transcript of Records. When all the marks are visible in Neptun, write us an email and the signed document will be electronically sent to your email address.



## Confirmation of Stay / Certificate of Attendance

Please use the form given by your home university or download it from your home university website.

If it is not available, let us know personally and we will use the ELTE form, more information will be provided before the examination period.

**PERSONALLY, never earlier than 10 days before your departure!**



# ELTE Caesar account (IIG ID) & email address

- **Benefits:**

- ELTE WIFI
- access to MS Office 365
- the official letters are sent to the ELTE email
- No problem with Hotmail, Yahoo mails
- via Outlook, your emails are available on every device
- access to Microsoft Teams
- **Step-by-step guide:** <https://www.elte.hu/en/it-support>
- IIG ID can be required [here](#).

**Compulsory!**

- **When you get your ELTE email address, do not forget to register it in the Neptun system:**

- ✓ Log in to Neptun
- ✓ Go to the My data
- ✓ Click on Contact information
- ✓ Click on New Email address
- ✓ Type your email address and click on the save button.
- ✓ Enjoy your brand new, personalized ELTE email address!



# Chapter 8

## Courses



## Departmental coordinators

**With study issues, always contact your [academic coordinator](#)!**

(teacher, academic staff member of the department/institute, who confirmed your acceptance and LA)

Available courses and list of the coordinators: <https://btk.elte.hu/en/content/course-catalogue-for-incoming-erasmus-students.t.3543?m=261>

If you still need assistance ask for help from your administrative coordinator  
(Lilla or Sándor 😊)



## How to sign up for the courses?



**NEPTUN**

You can sign up for your courses in Neptun system.

Do not worry if you cannot register for one or more courses because of a course prerequisite obligation or if you miss the registration deadline. Lilla and Sándor will register the course in your Neptun but you must present the teacher's signature and correct course code on the Guest Form.

Neptun tutorial film: please copy, paste the link into your web browser to access the site:

<https://www.btk.elte.hu/media/f6/76/c6c39ebe6beb04f10ce392110e83efb47648c17aecef594d0dacddee3aed/Neptun%20tutorial.mp4>

(More details about the course registration soon at the end of the presentation.)



# Hungarian Language Courses for Erasmus+ and other exchange students

Details:

**General Hungarian language course I. / II.**

**<https://www.btk.elte.hu/hungarian-language-courses>**

Contact: **[hungarian\\_course@elte.hu](mailto:hungarian_course@elte.hu)**

**Registration starts only from the 12th February 8:00 AM in Neptun!**



## *Sport courses*

You can sign up for sport courses in Neptun system.

OR

You can choose other courses offered by BEAC (Budapest University Athletic Club).

**You have to pay** for all of the courses via Neptun/Q-space (official fee: 6000 HUF)

Please ask the trainers if there is any other fee to be paid, apart from the official fee indicated by Neptun for the respective course!

More info:

<https://www.beac.hu/in-english/>



# **Chapter 9**

## **Neptun training**

**Tomorrow (Wednesday): 13:00 (1 PM)**

**Building A, ground floor, 047 (Gombócz Zoltán  
Lecture Hall)**



# How to use Neptun?

First of all, you need to be able to log in.

You got a **Neptun code**: combination of 6 digits/letters

To be able to log in, **generate your own password on the** website of our Quaestura Information Office (<https://qter.elte.hu/UjJelszo.aspx>).

**Please, read the instructions in the Neptun code email!**

It is essential to generate a new password and enter the system before you register for the university.

What will you need for generating a new password?

- Your mother's birth name (in Hungarian format: Family name first, then First name second, only the first letters are capital letters. ie: Anna Smith will be: Smith Anna)
- Zip code of permanent address
- Passport number (or ID number, if you don't have passport) – what you gave in the registration form!

In case you have any problems, remarks, please, contact your international administrative coordinator



# Two-step authentication to Neptun – first login

Select the English flag icon on <https://neptun.elte.hu>

1st step: password-based identification (no change)

- download Microsoft Authenticator app from Application Store
- after opening accept the data protection declaration → click on Continue button
- go back to Neptun → click on Next button → receive a pairing code to your e-mail address → log into your e-mail account → Inbox
- Go back to Neptun → enter the code received via e-mail (valid for a short period of time) open Ms Authenticator app → click on „Scan a QR code” → scan it → you get a six-digit ID (valid for 30 seconds)
- go back to Neptun → below TOPT code: enter this ID → choose student web

Video on login process : <https://www.youtube.com/watch?v=4wZ5XcMmOs8>

- If case of login problem, please turn to Quaestura Student Customer Service Office:  
<https://qter.elte.hu/Statikus.aspx/Elerhetoseg>



# Course registration periods

- **Pre-course registration period:** already open. Closes on 2nd February, 4 PM
- **„Ranking period“:** From 2nd February 8 PM until 8th February 5 PM - according to the point system of Neptun, the students with the most points will stay on the course registered. NOTE: You may be deregistered from the course you have registered yourself - please check your subjects in Neptun on 8th February late evening or 9th February early morning, if you got a place, or you need to register again during the first come first served course registration period!
- **First come first served course registration period:** 9th February, 8 AM – 16th February 4 PM. - The fastest gets the leftover places, therefore be quick. You can register yourself for the courses you have been dropped from after the ranking period. You need to be fast to get the free places at the courses.
- <https://www.btk.elte.hu/academic-calendar>
- It may happen that there is a pre-requisite at a course – Guest Form after arrival



# Neptun / course registration

**First come first serve course registration period  
9th February, 8 AM – 16th February 4 PM**

- **After the ranking period, if you have less points than others, you will be dropped from the course by Neptun.**
- **So, you need to be quick to register yourself again for the free places offered for the rest of the students (like in a competition)**
- **If it is successful, you are enrolled to the course**
- **If not, after your arrival you need to ask the teacher's permission on the Guest form, and by submitting the Guest Form to me, I will register you onto the courses for which you got the permission.**



# Questions

## Questions:

Please contact your academic coordinator with academic questions/issues (subject, teacher, course related)

Please contact your administrative coordinator with other questions/issues





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Have a nice  
Spring semester!

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