



**EÖTVÖS LORÁND  
UNIVERSITY | ELTE  
FACULTY OF HUMANITIES**

*Not the universe.  
But close to it.*

# Welcome Package

**Academic Year 2019/2020**

**Autumn Semester**

**Faculty of Humanities**

**Eötvös Loránd University**

**Compiled by the Department of International Affairs**

**Budapest, 2 September 2019**

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## Dean's welcome

*Lectori salutem!*

Dear Students,

Eötvös Loránd University (ELTE) is a pioneering Hungarian public research university based in Budapest. Founded in 1635, it is one of the culturally richest and the most prestigious institutions of Hungarian higher education. The University boasts 5 Nobel laureates, as well as winners of the Wolf Prize, the Fulkerson Prize and the Abel Prize. ELTE is organized into eight faculties, located in various parts of Budapest, including the scenic banks of the Danube.

The Faculty of Humanities is the oldest and most comprehensive faculty of its kind in the country. During its more than 380 years of history, it has gained an outstanding reputation internationally, which is also shown in the rankings. Within Hungary it has been the absolute first for almost ten years, and in the QS World University Rankings it has also performed particularly well in the Arts and Humanities, especially in Archaeology, Linguistics, English Language and Literature, and Modern Languages.

Our faculty offers a dynamic and vibrant study environment, intended to inspire the next generation of global citizens. Internationalization is a strategic aim of the faculty, so we provide opportunities for students to take part in our professors' international research projects, to study abroad, to learn foreign languages and to combine their academic studies with work experience through placements and internships. We strive to be a truly "international faculty."

Currently we have approximately 500 foreign students, representing over 60 different nations on campus – so we can claim to be a real global community. Almost 200 of these students study here with Stipendium Hungaricum Scholarships. There are also hundreds of students who come on exchange programmes, or who study abroad within the framework of the Erasmus exchange programme, the Visegrád Fund, Campus Mundi, CEEPUS or bilateral agreements. The faculty has active agreements with over 200 Erasmus+ partner institutions in 30 different countries.

Whether you are considering an undergraduate major, a Master of Arts degree or a PhD, or a foundation course in English, German or Hungarian, students will find many of their questions answered on our website (<https://www.btk.elte.hu/en/>).

Our educational vision in the new millennium extends well beyond the gates of our campuses: we recognise that there can be no duty that is more important than that of using our resources to educate the young, be it on a local or a global level. We are genuinely and seriously committed to this goal.

We offer about 40 study programmes, from pre-university foundation courses through BA and MA to the PhD level, where we offer more than 70 programmes. Our aim is to equip our students with the skills and competences they need to become global citizens and successful in the international job market. In a world which is ever more interlinked and globalized, we are constantly faced with local and global challenges. We therefore intend to train global citizens, with the necessary global competences to deal with local, global and intercultural issues and engage in appropriate interactions with people from different cultures. We teach the largest number of languages and their respective cultures in Europe, altogether 70 languages.

Most foreign students join our English foundation course, the English and American BA, or the Film Studies MA programme. The English Foundation Course is for students who wish to study at ELTE or another European university, but do not yet have the necessary language competence and study skills to start a BA programme. We also have a Hungarian Foundation Course, designed to enable participants to start an academic or professional life in Hungary.

We have BA programmes in English and American studies, in Romance Philology and Cultures (where students can specialize in French, Italian, Portuguese, Spanish, and Romanian). We also offer a BA in Germanic studies, where students can focus on German, Scandinavian, or Netherlandistic studies. And, of course, we advertise a BA in Hungarian studies. These programmes are for those who wish to develop their competence in the respective languages and in inter-cultural communication in a scholarly or business environment. Students also learn the foundations of critical thinking and practical research.

For those who wish to further enhance their knowledge in these fields we offer 2-year MA programmes in almost 20 different fields, including modern languages, but also specialist areas such as Assyriology, Cultural Heritage, Indology, Semiotics, Logic and Theory of Science, or Film studies. Our programmes have a strong theoretical grounding but also offer small-group, practice-oriented seminars which provide opportunities for interaction, cooperation, project work and for creating personal contacts with the teachers. International students interested in learning to become English language teachers can join our new 1-year English language instructor MA programme.

The diversity of subjects available here makes the Faculty a unique doctoral centre in the country; indeed, in the whole of Central Europe. Our 75 PhD programmes belong to 4 larger units, known as Doctoral Schools: the Schools of History, Philosophy, Linguistics and Literary Studies.

ELTE's Faculty of Humanities is also an excellent place to conduct research. The Faculty actively participates in national and international collaborations funded by the European Union or the Hungarian Academy of Sciences. Talented students may participate in such projects in cooperation with their tutors.

We are proud to have a major library, with specialized collections of resources, books and journals. It is part of the Electronic Information Service National Programme, through which a large number of scientific data bases may be accessed.

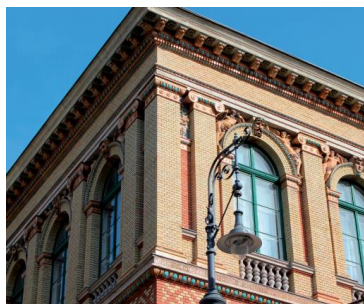
With students from all over the world, we have a beautiful, historical, lively and truly multicultural campus, with excellent public transport in the heart of Budapest and in the heart of Central Europe. As many of our students come from distant places with different educational backgrounds we provide plenty of support in adjusting to the learning environment at ELTE and in Budapest. There is a very helpful student mentor system in place, and our institutes and departments, as well as our teachers and professors, are also very supportive if students encounter difficulties.

Students and teachers together regularly organize cheerful social events (sports and cultural events) and parties to help make new friends and acquaintances, and to integrate more easily into this unique new environment. Learn about our people – our gradually expanding portfolio, our dedicated students, our renowned faculty, and our incredible global network of alumni. Our ambition is to become one of the leading humanities faculties in the world.

**Prof. Dr. Gábor Sonkoly**  
dean

## An Overview of the Faculty of Humanities

Our Faculty is the oldest faculty of Eötvös Loránd University. The university, founded by Péter Pázmány, Cardinal of Esztergom, was originally launched as a Jesuit university consisting of a humanities and a theology faculty. Our Faculty started academic work right after foundation, on 13 November 1635.



The university went through many changes in the coming centuries but one thing remained the same – it has been the leading university of Hungary. The Faculty of Humanities today with its 16 institutes and 8000 students is the largest faculty of Hungarian higher education.

**For further information please visit our website!**

## Department of International Affairs

Our Department will be pleased to answer your questions related to your administrative, academic, and extracurricular issues.

**How can I contact the Department of International Affairs?**

**By appointment:**

- Admission: **admission@btk.elte.hu**
- English and Hungarian Foundation Programmes: **foundation@btk.elte.hu**
- Self-paying BA and MA students: **iso@btk.elte.hu**
- Stipendium Hungaricum Programme: **stipendiumhungaricum@btk.elte.hu**
- Mobility and exchange programmes: **incoming@btk.elte.hu, outgoing@btk.elte.hu**
- Financial issues: **international-finances@btk.elte.hu**

*Our team will do its best to answer your e-mail within 2-4 days depending on the nature of your case. Please make sure to mention your name and Neptun code in the e-mail.*

**Walk-in office hours**

*Please note that due to the high influx of international students, during certain periods you might be asked to wait before our coordinator becomes available.*

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## **Location of International Student Service**

1088 Budapest, Múzeum krt. 4., Building “A”, Room 31, 44, 45

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## **Walk-in office hours**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>13.00-16.00</b>	<i>Office closed</i>	<b>13.00-16.00</b>	<i>Office closed</i>	<b>9.00-12.00</b>

*Student requests will only be processed during office hours.*

## **International Leadership**

**KÁROLY, Krisztina, DSc**

**Professor**

**Vice Dean for International Affairs**

Address: 1088 Budapest, Múzeum krt. 4/A

E-mail: [nemzdh@btk.elte.hu](mailto:nemzdh@btk.elte.hu)

## **Team of Department of International Affairs**

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**Dr. Attila STARCEVIC (Mr.)**

***Deputy Head of Department***

**Coordination Foundation Programmes and Admission**

H-1088 Budapest, Múzeum krt. 4/A, Groundfloor 31

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***Senior International Coordinator***

**Mobility and exchange programmes**

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***Senior International Coordinator***

Financial issues

H-1088 Budapest, Múzeum krt. 4/A, Groundfloor 31

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**Katalin SZABÓ (Ms.)**

***International Coordinator***

**Self-paying BA and MA students**

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***International Coordinator***

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**Izabella DEÁK (Ms.)**

***International Coordinator***

**Erasmus Student Mobility and Campus Mundi (incoming and outgoing)**

H-1088 Budapest, Múzeum krt. 4/A, Groundfloor 44

Phone: +36-1-411-6500 / 5012

E-mail: [incoming@btk.elte.hu](mailto:incoming@btk.elte.hu), [outgoing@btk.elte.hu](mailto:outgoing@btk.elte.hu)

**Dóra SZABÓ (Ms.)**

***International coordinator***

**Foundation students**

H-1088 Budapest, Múzeum krt. 4/A, Groundfloor 31

Phone: +36-1-411-6500 / 5496

E-mail: [foundation@btk.elte.hu](mailto:foundation@btk.elte.hu)

**Mentoring system:**

ESN (Erasmus Student Network)

E-mail: [btk@esnelte.hu](mailto:btk@esnelte.hu)

## Important phone numbers

The University's central phone number is: +36 1 411 6500

<b>Emergencies</b>
General emergency: 112
Ambulance: 104
Fire brigade: 105
Police: 107

## Check-in and Orientation for Erasmus+ and exchange students

### Erasmus+ students

If you participate in the Welcome Week: you have to sign an Attendance sheet. Basically, it means you have checked in. You need no other registration.

If you do not participate in the Welcome Week: arrange an appointment with your coordinator, and visit the Department of International Affairs as soon as possible after you arrived. Without the check-in, you will not be able to register for the courses.

### Other exchange students

If you participate in the Welcome Week: you have to sign an Attendance sheet and a Registration form. Basically, it means you have checked in. You need no other registration.

If you do not participate in the Welcome Week: arrange an appointment with your coordinator, and visit the Department of International Affairs as soon as possible after you arrived. Without the check-in, you will not be able to register for the courses.



## Check-in and Orientation

After you have attended orientation, you will have to proceed to the Department of International Affairs and check in.

Due to the high influx of students, please schedule enough time to check-in. *Please note that we do not attend to your needs on a first-come-first-served basis.* **Please read about the registration procedure on a separate sheet.**

### When you check in, you will need to arrange the issues as follows:

take originals and copies of all documents:

- ✓ your printed & signed enrolment sheet, 2 copies (from Neptun system)
- ✓ Letter of Acceptance received from ELTE
- ✓ Confirmation of Payment document of your tuition fee received from ELTE and/or the copy of your bank slip
- ✓ passport
- ✓ your original certificate of matriculation (graduation certificate from high school studies)
- ✓ if you applied for an MA programme, your BA degree (diploma) + degree supplement (Transcript of Records)
- ✓ your Hungarian address (zip code, city, name of the public place, floor, door number)
- ✓ student visa page
- ✓ language level certificate
- ✓ 2 passport photos (coloured) – Write your full name at the back with capital letters!

If you need a **mentor / student guide** to help you take the first steps, please contact the Chief Mentor of ESN Faculty of Humanities by sending an e-mail to [btke@esnelte.hu](mailto:btke@esnelte.hu)

## Student ID

### For shorter than 12 months: temporary student certificate

If you are a student staying at ELTE shorter than 12 months (e.g., Erasmus students), you can receive a temporary student certificate.

To receive a temporary student certificate, you need to **go to Quaestura Office and make your request there. You receive your temporary student certificate right there immediately.**

When you go to Quaestura, take your ID (EU members) / passport (outside EU) with you. You can also take your Neptun code (this helps the administration).

The temporary student certificate is an **A4-sized paper** (“Igazolás”). It contains your data (name, place and date of birth, address, type of student status).

This document is **valid for 60 days** and you need to renew it after 60 days. To receive a renewed document, you need to go back to Quaestura Office after each 60 days. **Always check the date of expiry on the document, under *point 6* (“Az igazolás érvényességének ideje”)!**

### For longer than 12 months: plastic student card

**If you are a student staying at ELTE longer than 12 months (e.g. full-time students), you cannot have a temporary student certificate without making an application for a permanent student card (a plastic one).**

**To receive a plastic student card, you need to start your request (see *Steps 1-3* below).**

It takes some time until you receive this plastic student card. Therefore, we strongly advise you to **also request a temporary student certificate (valid for 60 days) at Quaestura Office** while your request for the plastic student card is being processed (*Steps 1-3*).

This student card is a plastic orange-brown card, in size similar to a bank card. This card contains your data (name, place and date of birth, address, type of student status), name of the university (*Eötvös Loránd Tudományegyetem*), and period of validity.

To receive the plastic card, you need to follow these steps:

1. ***Step 1:* Go to an *Office of Government Issued Documents* (short term: Registration Office; in Hungarian: Kormányablak) and apply for a student card.**

At the office tell the officer that you would like to apply for a student card and they will help. There they will take a photo of you and have your main data registered. You get a form with a unique code in the top right corner called NEK identifier. **Please double check all your data on the issued NEK-document! The data on the NEK document have to be exactly the**

**same as the data registered in the Neptun system (if not, your student card request will be rejected)!**

2. **Step 2:** You need to register your application electronically in the Neptun system.  
Go to *Administration* -> *Student card request* -> *Add new*

**Here you need to type in**

- (1) your NEK identifier (mandatory)
- (2) demand type (mandatory)
- (3) your address (mandatory)

- (1) **Your NEK identifier**

Type in your NEK identifier correctly **without any hyphens / dashes.**

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- (2) **Demand type**

Here you can select the reason of your request (e.g. first application, due to data change, lost, new request due to false data)

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- (3) **Your address**

Select your home address (i.e., your permanent address in your home country) from the drop-down menu. The card will be posted to the Registration Office, where you have earlier applied for the NEK form.

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*Students with Hungarian nationality (with dual citizenship):*

You can select your Hungarian address from the drop-down menu:

- **if** you have a dual citizenship, including Hungarian nationality
- **and if** you have a Hungarian permanent address with the official card called *Lakcímet igazoló hatósági igazolvány*
- **and if** your Hungarian address is registered in the Neptun system.

In this case, the card will be posted to this Hungarian address.

If you only have a residence permit but no document called *Lakcímet igazoló hatósági igazolvány*, do NOT type in your Hungarian address.

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NOTE! There is one more field on this page: "second institution". Do NOT fill in this field because in that case some further administration would be necessary.

After you've started the student card request, your card is hopefully ready in **2-3 months** if there are no complications.

3. **Step 3:** Your student card is ready and you can obtain it.

The student card is posted to your Hungarian address or you need to fetch it yourself at the Registration Office (see **Step 2**).

Check on this site <https://igenyles.diakigazolvany.hu> whether your student card is ready. When your student card is ready, you will see this text: “Sikeres diákigazolvány-igénylés” (“Successful student card request”)

## The plastic student card

When you receive your plastic student card, you will have to go to the Questura office and ask for a **validation sticker** for the semester. *Without this, your student ID is not valid and cannot be used for purchasing a monthly student pass, for example.*

You will have to ask for a sticker at the beginning of every semester. The stickers will cost you nothing, it is purely a very important administrative measure.



*The back of a student ID*

## Academic Calendar 2019/2020

If you are a Bachelor, or Master student, [please view the regular academic calendar](#) in the Information Guide for International Students.

The academic calendar of the English Foundation Course (preparatory year) students differs from that of regular students (please note the differences below).

### Spring Semester for regular BA and MA students

1. (AUTUMN) Semester	
Orientation and registration week	2-6 September 2019
International day of University Sport (no classes)	20 September 2019
<b>Study period</b>	
First day of the autumn semester	9 September 2019
Autumn holiday	28-31 October 2019
Last day of the autumn semester	13 December 2019
<b>Exam period</b>	
First day of the exam period	16 December 2019
Last day of the exam period	31 January 2020

### Autumn Semester for English, German and Hungarian Foundation students

1. (AUTUMN) Semester	
Orientation and registration week	2-6 September 2019
Placement tests	3-5 September 2019
First day of tuition	9 September 2019
Autumn holiday	28-31 October 2019
Winter holiday	21 December 2019-12 January 2020
Progress exam	20 January 2020
Last day of tuition of the autumn semester	31 January 2020
Public holidays on workdays in tuition period	23 October 2019, 1 November 2019

The academic year in Hungary starts in September and is built up of two semesters: Autumn and Spring semesters. Both semesters start with a registration period which is followed by the study period and an examination period afterwards.

## Finances and tuition fee

After the first payment of the tuition fee, the payment deadlines are as follows:

- ✘ Autumn semester: 15 October
- ✘ Spring semester: 15 March

More information in regards to the tuition fee payments and any applicable regulation can be found [on the website of the Faculty](#):

Should you at any point decide to discontinue your studies, refunds can only be given under **certain *vis major* circumstances**. Please consult our website for more information.

The bank account of the university is the following:

**IBAN Bank Account: HU 03 1003 2000 0142 6201 0000 0000**

**BIC/SWIFT code: HUSTHUHB**

**Name of the University: EÖTVÖS LORÁND UNIVERSITY, ELTE BTK**

**Address: 1088 Budapest, Múzeum krt. 4/a, Hungary**

**Name of the Bank: Hungarian State Treasury Ltd. (Magyar Államkincstár)**

**Address of the Bank: 1139 Budapest, Váci út 71.**

**Message / Közlemény (in Hungarian):**

**AC9201/04**

Applicant's name

Year and semester of the program (*for example, 2019/20 Autumn*)

We request you to refrain from making random payments to this bank account. **It is very important that you should always write reference number AC9201/04 in the message / remarks section of the bank transfer order. Failure to do this may prevent us from receiving your payment.**

*Note that payment can only be settled via bank transfer and in euros, for which you must open a euro account in your bank.*

## Documents for Academic Use

As an International Student at the Faculty of Humanities of ELTE University you are expected to use the relevant forms when submitting an official request.

Requests can be submitted both in person at the Department of International Affairs and electronically at your coordinator.

- [iso@btk.elte.hu](mailto:iso@btk.elte.hu)
- [stipendiumhungaricum@btk.elte.hu](mailto:stipendiumhungaricum@btk.elte.hu)
- [incoming@btk.elte.hu](mailto:incoming@btk.elte.hu)
- [balaci.sandor@btk.elte.hu](mailto:balaci.sandor@btk.elte.hu)

Please find a list of all available forms at our [homepage](#).

# Neptun System

Eötvös Loránd University uses the Neptun electronic system to manage all administrative matters related to student registration, courses, exams, and study related payments. The system is used by all students as well as administrators and lecturers throughout the university. With Neptun, students can:

- modify their personal data;
- access information about courses, study requirements, exam dates and locations;
- sign up for their courses;
- sign up for their exams;
- check their grades;
- send and receive messages to and from lecturers and administrators;
- pay their tuition related fees;
- request and pay for a student ID
- send feedback about lecture(r)s.

Each student admitted to the university will receive his/her Neptun code by email, and the password should be generated by the students.

## How to Use the Neptun System

You can log in to your Neptun account with your Neptun log in name or Neptun code (composed of capital letters and numbers). Do not forget to switch to the English version by clicking on the British flag.



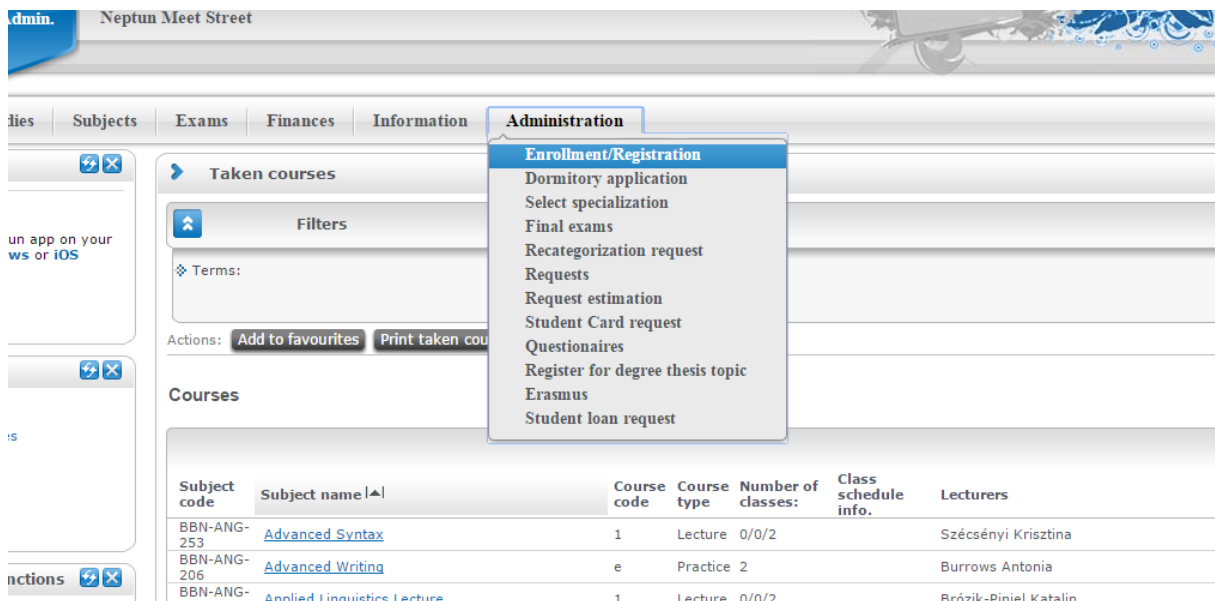
Log in at: [hallgato.neptun.elte.hu](http://hallgato.neptun.elte.hu)

## Registration (for full-time students)

You are able to register yourself for the upcoming semesters. Without activating yourself, you will not be able to register for your classes.

## How-to register for the semester (Active or Passive)

1. Log in
2. Click on Administration
3. Choose Enrolment/Registration

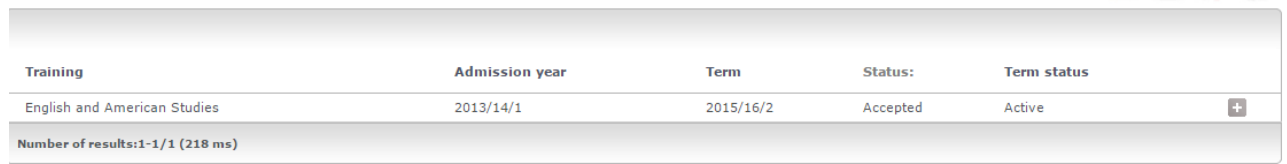


The screenshot shows the Neptun web application interface. The top navigation bar includes 'Administration', which is currently selected. A dropdown menu is open under 'Administration', listing various options: 'Enrollment/Registration', 'Dormitory application', 'Select specialization', 'Final exams', 'Recategorization request', 'Requests', 'Request estimation', 'Student Card request', 'Questionnaires', 'Register for degree thesis topic', 'Erasmus', and 'Student loan request'. The 'Enrollment/Registration' option is highlighted in blue. Below the navigation bar, there are sections for 'Taken courses' and 'Courses'. The 'Courses' section contains a table with columns for Subject code, Subject name, Course code, Course type, Number of classes, Class schedule info, and Lecturers.

Subject code	Subject name  ▲	Course code	Course type	Number of classes:	Class schedule info.	Lecturers
BBN-ANG-253	<a href="#">Advanced Syntax</a>	1	Lecture	0/0/2		Szécsényi Krisztina
BBN-ANG-206	<a href="#">Advanced Writing</a>	e	Practice	2		Burrows Antonia
BBN-ANG-...	<a href="#">Applied Linguistics Lecture</a>	1	Lecture	0/0/2		Brózik-Piniel Katalin

1. Click on the **+** sign next to the appropriate term
2. Choose **Log in**
3. Check your data in the pop up window and select **Active status**
4. Click on **Accept**
5. Now you should be registered for your next semester

### Registration/Enrollment applications



The screenshot shows a table titled 'Registration/Enrollment applications'. The table has columns for Training, Admission year, Term, Status, and Term status. There is one row of data: English and American Studies, 2013/14/1, 2015/16/2, Accepted, Active. Below the table, it says 'Number of results: 1-1/1 (218 ms)'.

Training	Admission year	Term	Status:	Term status
English and American Studies	2013/14/1	2015/16/2	Accepted	Active

Number of results: 1-1/1 (218 ms)

Students are provided with Neptun trainings at the beginning of their studies.



For a detailed guide for Neptun, please [CLICK HERE](#).

## Study Unit List (for full-time students)

You can download your Study Unit List [from our website](#), listing all the courses you have to take in order to be able to finish your studies and graduate from university.

Each course is worth a certain number of credits.

NUMBER OF CREDITS TO BE EARNED	
Type of programme	Number of credits
Bachelor of Arts (BA)	180
Master of Arts (MA)	120

### General structure of the Study Unit List

1	2	3	4	5	6	7	8
ANG-141	Hangtani alapozó Foundations of Phonology	2	K	k	15	2	(FLN11-101)

**1** – Code (**always use this code when searching for a course**)

**2** – Name of study unit: Hangtani alapozó (Foundations of Phonology)

**3** – Semester when offered and ideally taken (this course you should ideally take in the 2nd semester)

**4** – K: lecture ('kollokvium' in Hungarian; the opposite is G 'gyakorlat' (seminar/practical class)). **Lectures** given by SEAS end in an odd number (before the decimal): e.g. ANG-317 and AME-311.28 are both lectures. **Seminars** end in an even number (before the decimal), so ANG-242 and AME-322.17 are both seminars.

**5** – k: obligatory ('kötelező' in Hungarian; the opposite is v 'választható' (elective))

**6** – hours/semester: 15 hours/semester = 45 mins/week

(you may find the following useful as well: 30 = 90 mins/week, 45 = 135 mins/week, 60 = 180 mins/week)

**7** – credits (this particular study unit is worth 2 credits)

**8** – prerequisites: in (brackets) = weak prerequisite, no brackets = strong prerequisite

NB: *weak prerequisite* = the course and its prerequisite may be taken in the same semester (the above course, for example, may be taken in the same semester with FLN11-101). If the prerequisite is failed, the course for which it is a prerequisite will also be failed and the grade will be deleted by the Registrar in the subsequent semester.

*strong prerequisite* = the prerequisite must be successfully completed in one of the previous semesters, i.e. prior to taking the course for which it is a prerequisite

**Please remember to consult your Study Unit List before registering for classes every semester.**

## Travelling with a student pass

You are able to buy a monthly student pass as soon as you receive your Student ID from the university. Please note that your student ID is only valid if it has a sticker with the number of semester on it.

For Erasmus+ and exchange students, the Temporary student ID have to be renewed after 60 days.

When asked by the inspectors, you have to show them your monthly student pass and your student ID. Please remember, you cannot use your monthly student pass without your student ID.



## Restaurants and cafeteria on campus

### **Trefort AULA Restaurant (main canteen)**

*Opening hours:* Monday through Friday – 11:00AM – 3:30PM

*Location:* Rákóczi út 5 building, ground floor

*Great-value warm meals for lunch. Between 11:00-11:30 and 14:00-14:30, there is a special discounted menu for students.*

### **Trefort Kert / Könyvtár Klub**

*Location:* Basement of Rákóczi út 5 building. During summer also in the campus garden.

Offers a selection sandwiches, snacks and drinks. During the summer, you can enjoy a large area of outdoor seating in the campus garden.

### **Műhely Egyetem Café**

*Opening hours:* Monday through Friday – 8:00AM – 6:00PM

*Location:* Basement of the Main Building

In addition to a selection of coffee, sandwiches, salads, one can enjoy gluten, lactose, and sugar-free cakes, soup, and pasta. A great vibrant environment to relax between classes.

## Eating facilities near campus

- Vega City: Múzeum krt. 23. (vegan food, menus, burgers)
- Mindenem: Next to ELTE in the direction of Kálvin square
- McDonald's: Astoria
- Burger King: Astoria
- Tesco Express: Astoria (supermarket)
- Aldi: Kossuth Lajos utca 13. (supermarket)
- Lipóti bakery: Rákóczi út 4-6.
- Black Cab burger: Rákóczi út. 19. (hand-made burgers)
- Zoska: Ferenczy István utca 28. (breakfast and café)
- Csendes: Ferenczy István utca 5.
- Belvárosi Disznótoros: Király utca 1d (Hungarian food)
- Mir Kebab: Király utca 1d (fine Turkish food)
- Cserpes café: Sütő utca 2, near Deák square (Hungarian dairy products, sandwiches)

## Campus bookstore

*Location:* Basement of Main Building, Room 112

*Opening hours:*

Monday-Thursday: 9:00 AM-4:00 PM

Friday: 9:00 AM-3:00 PM

## Printing service

The closest printing facilities are next to Kálvin square:

- MiniCopy
- CopyGURU

## SOS printing

If you need to print something SOS at any time of the day, **Copy General** is your best choice.

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### Address

1054 Budapest, Kálmán Imre u. 22.

Phone: +36 1 302-3206, 302-3207, 302-3208

Mobile: +36 20 464 1834

E-mail [kalman@copygeneral.hu](mailto:kalman@copygeneral.hu)

<http://www.copygeneral.hu/>

**COPY GENERAL**

**Opening hours:  
NONSTOP**

## Quaestura Office

Address: 1053 Budapest, Egyetem tér 5.

Tel: +36-1-411-6500/8253

W: [qter.elte.hu](http://qter.elte.hu)

E: [quaestura@elte.hu](mailto:quaestura@elte.hu)

Mailing address: 1364 Budapest Pf. 109.

*Website:* <https://qter.elte.hu/>

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## [Opening Hours Quaestura Office](#)

# National Directorate-General for Aliens Policing (OIF)

## Országos Idegenrendészeti Főigazgatóság

*Office of Immigration and Nationality*

Address: 1135 Budapest, Szegedi út 35-37., ground floor (Twin Office Center)

Phone: +36 1 463 9100

Postal address: 1903 Budapest, Budafoki út 60.

Website: [www.bmbah.hu](http://www.bmbah.hu)

## Responsibilities:

- Issuing residence permit (including registration certificate)
- Registering accommodation of foreign nationals

*Clients:* Foreign nationals who wish to receive their residence permit that they applied for at the Embassy.

## Office hours:

- Monday 07.00-13.30
- Tuesday 12.00-18.00
- Wednesday 08.00-13.30
- Thursday 08.00-13.30
- Friday 08.00-11.00

## How to get there

*Directions:*

1. Take Bus No. 107 from Astoria to **Keleti Pályaudvar** (4 stops, appr. 8 min)
2. Change for Bus **20E** (Express)
3. Get off at **Szegedi út** (3 stops, appr. 10-12 min)

## Office of Government Issued Documents / Kormányablak (for plastic student ID):

These offices are the nearest to the campus. If you search for “Kormányablak” on Google Maps, you will be able to find the one around your home.

Each district has its own Kormányablak, which is usually open from 8 a.m. until 8 p.m. from Monday to Thursday, while the closing time on Fridays might vary from office to office.

All of these offices will be able to help you with the same issues irrespective of the location you choose to visit.

Some addresses near the university:

Budapest, Andrásy út 55, 1062 Hungary

Budapest, Bakáts tér 14, 1092 Hungary

Budapest, Baross u. 59, 1082 Hungary

Budapest, Erzsébet tér 3, 1051 Hungary

Budapest, Erzsébet krt. 6, 1073 Hungary

## Mobile Phone Providers

There are 3 major mobile phone providers in Hungary: Telekom, Vodafone and Telenor. They all offer monthly subscriptions and pay-as-you-go cards.

It is recommended that you buy a simple pay-as-you-go card that you can top up online and at several ATMs when you arrive to Hungary. It is also advisable that you choose a provider together with your friends – if you belong to the same one, you can talk to each other for less.

**The closest offices to the campus are:**

- **Vodafone Downtown at the centre of Budapest**

**Address:**

Deák Ferenc street 19.

5th District, Budapest

- **Telenor Budapest Astoria**

**Address:**

Károly körút 3/A

1075 Budapest

- **Telekom**

**Address:**

Petőfi Sándor utca 12.

1052 Budapest

## Popular banking institutions in Hungary

- **OTP**  
1051 Budapest  
Nádor utca 16.  
T: 0036 1 366 6666  
[www.otpbank.hu](http://www.otpbank.hu)
- **Erste Bank**  
1138 Budapest  
Népfürdő u. 24-26.  
T: 0036 40 222 222  
[www.erstebank.hu](http://www.erstebank.hu)
- **K&H**  
1051 Budapest  
Vigadó tér 1.  
T: 0036 1 328 9000  
[www.khb.hu](http://www.khb.hu)
- **Raiffeisenbank**  
1054 Budapest  
Akadémia utca 6.  
T: 0036 1 484 4888  
[www.rsi.hu](http://www.rsi.hu)
- **Sberbank**  
1088 Budapest  
Rákóczi út 7.  
T: 0036 1 557 5859  
[www.volksbank.hu](http://www.volksbank.hu)

**You will find the following branches near the university:**

- OTP Bank (Astoria; Károly krt. 1.) \*\*\*
- OTP Bank (Kálvin tér; Károly krt. 25.)
- Raiffeisen Bank (Blaha Lujza tér)
- Magnet Bank (Astoria)

**ATM on campus: OTP**

In building A, ground floor (next to the Department of International Affairs)

## School of English and American Studies (SEAS)

If you are an English major, the website of the School of English and American Studies ([seaswiki.elte.hu](http://seaswiki.elte.hu)) should be bookmarked on your browser and consulted at all times.

**A few important pages you should visit:**

- Welcome and General Introduction to BA studies:  
<http://seaswiki.elte.hu/studies/welcome>
- BA in English and American Studies  
<http://seaswiki.elte.hu/studies/BA>
- MA in English or American  
<http://seaswiki.elte.hu/studies/MA>

## Hungarian grading system

The Hungarian grading system is based on a scale of 1 to 5 with the following meanings:

- 1-FAIL
- 2-PASS
- 3-SATISFACTORY
- 4-GOOD
- 5-EXCELLENT

## Wi-fi on campus

Please read the [description](#) on how to use the wi-fi on campus.

## Guides and practical information

[Practical information](#)

[ELTE Information guide for international students](#)

[Guides](#)