

**CORVINUS
UNIVERSITY**
of BUDAPEST

SURVIVAL GUIDE



**STIPENDIUM
HUNGARICUM**



Hungarian
DIASPORA
Scholarship

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Welcome to Corvinus University of Budapest (CUB)

Congratulations on your successful application to one of Corvinus University's degree programs, we look forward to hosting you not only at the University, but also in Budapest and Hungary!

We trust your studies and stay in Hungary will provide you with not only the opportunity to achieve a degree in your chosen field of study, but that the duration of your studies will also give you plenty of time to get to know Hungarian culture and Hungary as a whole. Small as it is, Hungary offers a wide range of incredible experiences. Take time out to get to know it!

This Booklet aims to provide you with the most important initial information needed to help you smoothly prepare for your travel to Hungary and the start of your studies.

Please, take time to read the contents carefully (and save it as a possible reference guide for the future). We will keep you updated on the upcoming administrative and academic deadlines and requirements via e-mails, so please check your mailbox regularly (including the Spam folder) to avoid missing out on some possibly essential information.

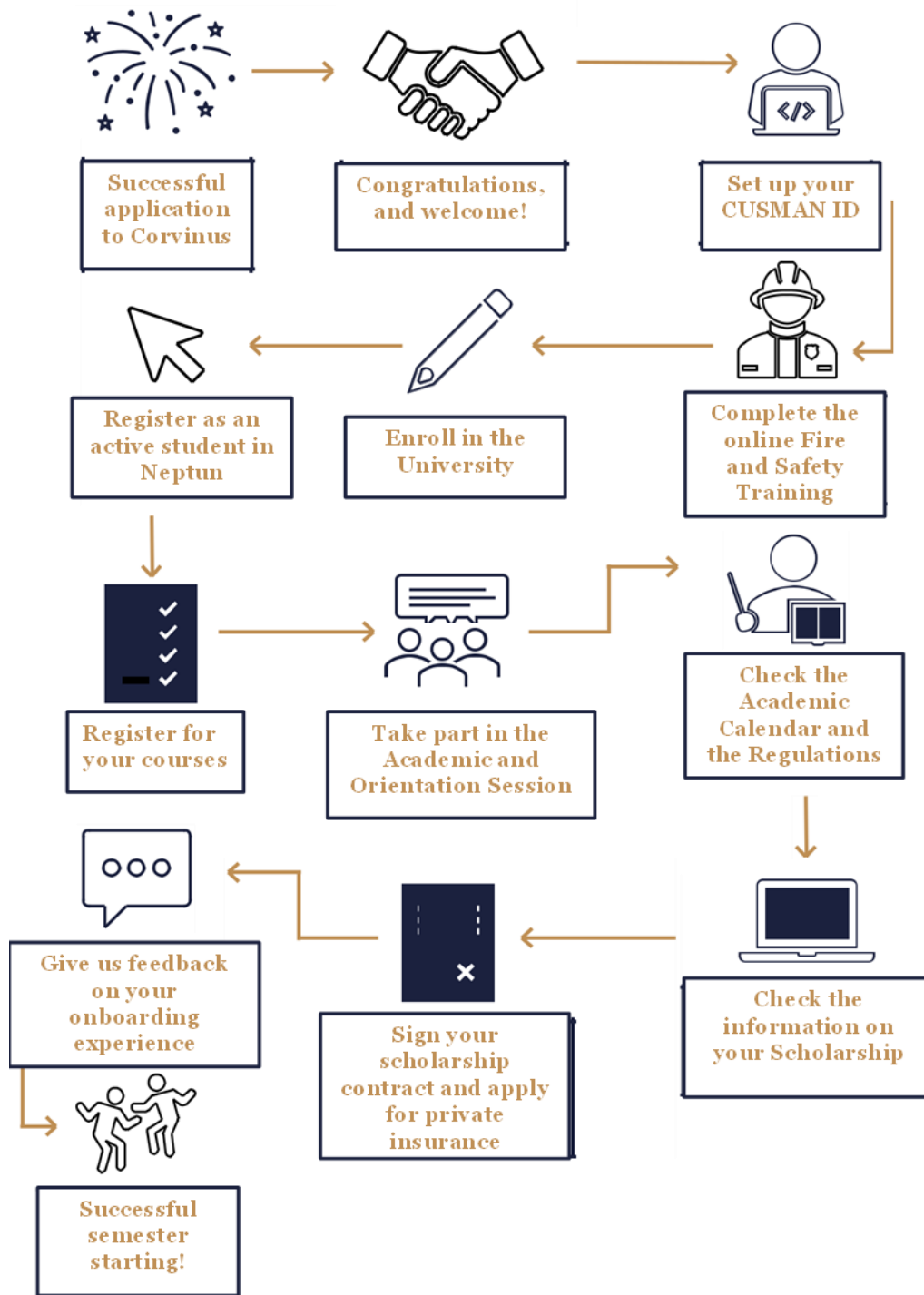
We wish you successful studies and trust that you will take full advantage of the opportunities provided by the scholarship you have been awarded!

**Best regards,
Student Services**



Arrival

Roadmap



Entering Hungary

The rules and regulations on entering Hungary vary depending on your citizenship and place of residence. Please check the relevant information prepared for you carefully to ensure that you will be able to enter Hungary without any difficulties.

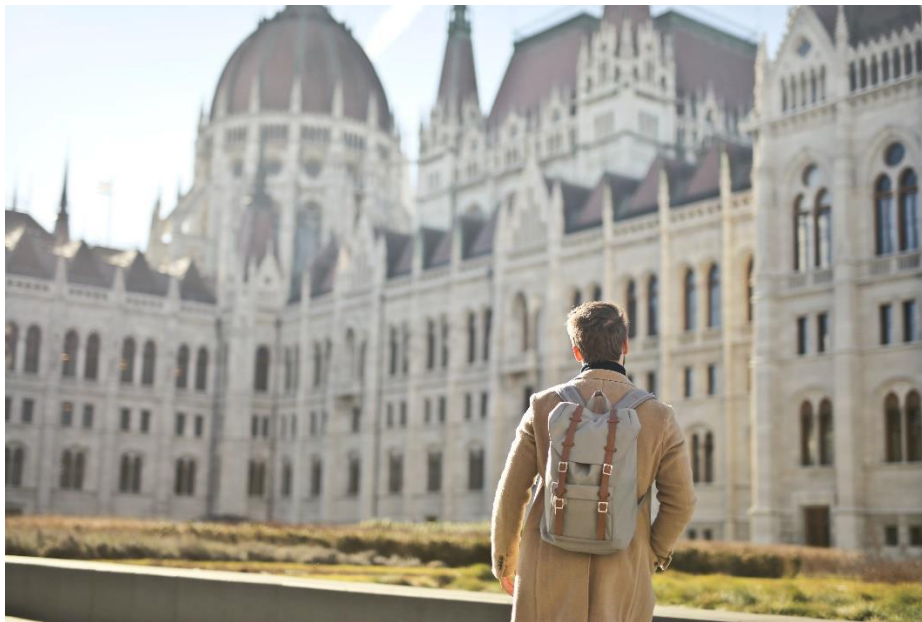
You can download our guide on Entering Hungary from [here](#). You will find detailed information on the requirements for entering Hungary depending on where you are coming from.

You will be able to apply for a **D type visa** (visa for study purposes) only after you have received your Letter of Acceptance and your official Letter of Award for the scholarship. Your arrival to Hungary can – in many cases – be delayed till after the start of the Registration/Enrollment period, as it will take time for you to arrange the appointment at the relevant Hungarian Embassy/Consulate for the visa. Do not panic! You will not be endangering your scholarship by late arrival if it is due to valid, official administrative reasons.

If you will be transiting through another country when travelling, we suggest that you check the transit regulations in effect in the given country (you can do this by contacting the given country's embassy/consulate in your home country).

Since the rules of entering Hungary may change anytime, therefore we highly suggest that before travelling always check the [website of Hungarian Consular Services](#) in order to properly plan your entering to Hungary.

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



Transfer from the Airport

1) Public transport

a) **Bus 200E** stops at the airport every 7-10 minutes. It takes you to Kőbánya-Kispest metro station. From there you can travel to the city center with metro line 3. At the airport you can buy a transfer ticket at one of the vending machines. You will get two tickets. Validate the one with nr. 1 on the bus at one of the machines and then validate the one with nr. 2 at the entrance of the metro. You can use your debit/credit card when you buy the tickets.

b) **Bus 100E** stops at the airport every 30 minutes. It takes you directly to the city center.

Further information can be found [here](#).



2) Taxi

You can take a taxi at the airport. The official taxi company of the airport is **Főtaxi**. It is a good and reliable company. They have a booth in front of the arrival terminal.

Further information can be found [here](#).



3) Airport shuttle

MiniBUD is the official airport shuttle service provider for Budapest Airport.

Further information can be found [here](#).



Change some money at the airport as debit/credit cards and foreign currencies are not acceptable on the bus and metro. Don't change too much though as the exchange rates are not very customer friendly at the airport. The taxi and shuttle companies may accept debit/credit cards.

Accommodation

First year students (whether in a bachelor or a master degree program) will be able to apply for a dormitory place in one of the [Corvinus dormitories](#). Precise information on the application process will be made available soon.

As the number of places in the university dormitories is rather limited and many Corvinus students (regular degree and visiting students, as well) will have to arrange for accommodation on their own.

To assist international students, the management of the Corvinus dormitories has searched for possible alternative accommodations that offer similar services at varying, but not inaccessible prices.

If, you prefer to rent/co-rent an accommodation, however, you will find extremely useful information in our [Housing Guide](#). Please do take the time to check out our recommendations.

We very definitely recommend that you do not arrange for a long-term private accommodation before your arrival to Hungary. As many students have already experienced – internet advertising can be misleading. Make sure to check out the accommodation and the neighborhood before committing yourself. There are many options available in Budapest for short-term accommodation for your arrival.

Important: While Airbnb may be a suitable option for short-term accommodation, it will most definitely not be acceptable as a long-term one. In order to pick up your residence permit for the purpose of studies, you will have to provide not only an official rental contract signed by you and the owner(s) of the apartment, but you will also have to have the owner(s) sign your address card. Airbnb owners (and at times private landlords) do not provide these!

For short-term accommodation you can also check the following websites:

[Hostelworld](#)



Please note that the Corvinus University of Budapest is not and will not be liable for the content of the websites or any choice you may make.

Things that you must do after arriving in Budapest

Things to be taken care of during the Enrollment Week and the start of the semester:

Checklist:	
1	Set up your Cusman ID and official Corvinus student e-mail address
2	Complete the Fire and Safety Training in Moodle
3	Enroll in the university as a full-time student
4	Register as an active student for the 2022/23/1 semester in the Neptun system
5	Register for your courses
6	Take part in the academic and the scholarship orientation sessions (precise information on dates and times will be provided in due time)
7	Register in the Stipendium Hungaricum and Diaspora office
8	Sign your scholarship contract, register, and arrange for your private insurance at the Stipendium Hungaricum/Diaspora Office
9	Apply for the residence permit at the “Immigration and Asylum Office” if you don’t travel with a D visa, see details under “How to apply for the residence permit”
10	Open a Hungarian bank account
11	Request a tax number
12	Apply for a permanent student ID (possible only after you are already in Hungary)

Also, familiarize yourself with the:

- [Study Guide](#)
- [Training Agreement General Terms and Conditions](#)
- [Study and Exam Regulations](#)

Fire and Safety Training

Before enrolling to Corvinus you need to familiarize yourself with the Fire and Safety requirements. An online training will be provided to you what you need to complete before your enrolment.

Further information on the training will be communicated in due time.

Enrollment at the University

Information on the Enrollment and Orientation will be available [here](#).

During the official enrolment, all freshman students must submit the following original documents and a photocopy. See the list [here](#).

If any of the documents are missing when you come to enroll, then you will be able to enroll at a later date! (exceptions: residence permit, tax ID, TAJ card, bank account)

After being successfully enrolled you will be able to activate your student status in Neptun. See how [here](#).



Registration at the Stipendium Hungaricum / Diaspora Office

Registration in the SH office is a must at the **beginning of each semester**. The Stipendium Hungaricum/Diaspora office will send you information on this via e-mail twice a year.

All first year Stipendium Hungaricum and Diaspora Scholarship Students are required to register in-person at the Corvinus SH/Diaspora Office. This is when you will sign your

scholarship contract, register for the stipend, and request the private medical insurance provided by the scholarship program. The SH/Diaspora Office will contact all students in late August regarding the registration dates available to them and issue a list of documents to bring along.

Please note that you must sign your scholarship contract in your first year at the first visit, for without a signed scholarship contract the scholarship/stipend transfer cannot be done.

Mentor Programs

For Diaspora Scholarship Holders:

The Diaspora Mentoring Program aims to integrate students from the Hungarian diaspora into higher education and Hungarian society by means of various tools of peer support. The Diaspora Mentoring Program puts mentor teams within reach, whom they can be contacted any time if help is needed in administrative or educational tasks, and whom mentees can rely on as fellow students with Hungarian language skills and domestic network of connections. Further information: <https://diaszporamentor.hu/>



For Stipendium Hungaricum Scholarship Holders:

The network's aim is to assist the higher educational integration of freshman students that are coming to Hungary with the Stipendium Hungaricum scholarship by providing mentor pairs to them. The mentors' responsibility is to assist their mentees in administrative and educational tasks and to help them in getting used to Hungarian transportation, culture, and norms. Further information: <https://shmentor.hu/>

Documents

Residence Permit

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

Foreign nationals must generally register their stay in Hungary. For up-to-date information visit the website of the Hungarian Immigration Office: www.bmbah.hu (available in English as well)

All non-EEA nationals must, at all times during their stay and studies here, have a valid residence permit allowing them to study in Hungary.

Please note that you must issue your application in person for '*residence permit for the purpose of studies*' within 30 days after arriving to Hungary.

Where to apply:

Please be informed that **from 1 January 2023** the application **can only be submitted electronically (via [Enter Hungary](#))**. You can find here the [user manual](#) on how to register and create an account.

The validity period of a residence permit issued for the purpose of study:

- is at least one year
- corresponds to the duration of training, if its less than one year
- may be extended by at least one or at most by two additional years at a time

The application for a new residence permit can be done anytime, but latest 30 days before the expiry date

You can find the Hungarian Office of Immigration and Nationality:

Address: 1135 Budapest, Szegedi str. 35-37 or 1117 Budapest XI., Budafoki út 60. – Sztregova köz No. I. Entrance

Address Card

Applicants for residence permit for the purpose of studies are required to indicate in the application form a genuine Hungarian address as a place of accommodation. You will be able to certify the fact of registering the place of accommodation with the **proof of registration (Address Card)** received upon notification of the place of accommodation.

Take very good care of it as it is a legal document that can be asked for by the authorities. Whenever you move to another place you must report your new address to the Immigration Office via their website within 3 days.

You can find the step-by-step to requesting a new Address Card [here](#).



Tax ID

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

You can find the step-by-step to request the Tax ID [here](#).

The card will be sent to you several months after the application, but you get the number immediately when you apply for it.

After receiving the tax number, please send your tax id number to your faculty coordinator, who will register it in Neptun and send it to the International Directorate as well.

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

Student ID

International students are provided with a student ID card with which they can have the same advantages as Hungarian students.

Those who have valid student ID card are eligible:

- travel discounts
- library discounts in the public libraries
- museum discounts
- service discounts



The Hungarian student ID card is also an international student card. There is a "European Youth Card" logo on the back of the card, which many foreign countries can use to offer discounted services. You can get more information on the website of the international organization: www.eyca.org.

Please see [here](#) how to apply for a student ID.

Bank Account

You must have a Hungarian HUF account in any bank in Hungary in order to get any kind of payment (e.g. scholarship, accommodation money etc. from the university). Corvinus University of Budapest does not endorse or recommend the services of any bank in Hungary.

Please find the list of banks in Hungary at: <https://www.money.hu/bankok>

In order to open a bank account at any Hungarian Bank, **you will need to have your passport**. Banks are usually open from 8:00 am to 16:00 pm. At weekends and on national holidays banks are closed.

Exchange rates may vary so you are advised to check them in advance. They are always available on websites of banks as well.

With your Hungarian debit card, you are able to withdraw free of charge from any Teller machine but only twice in each month, after that you will be charged. Please, check affiliate bank withdrawal charges because they will charge more than your own bank ATMs.

Smaller shops also accept bank cards and paying with PayPal is becoming more and more widespread, mainly in the capital and in larger cities.



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 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.

What are the most common fees associated with the card?

Replacement of a card, new PIN code, card blocking fee. There are higher fees for USD and EUR cards.

Please send your bank account number to your faculty coordinator, who will register it in Neptun and send it to the International Directorate as well. **Please note that the scholarship transfer is not possible if your bank account is not registered in Neptun!!!**

Bank Card

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 at the back of your card.

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

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

The card numbers contain 16 digits looking like 1234 5678 1234 5678.

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



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

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

Stipendium Hungaricum and Hungarian Diaspora Scholarship

Website

Check out all the information available on the [website of the Stipendium Hungaricum and Hungarian Diaspora Office](#).

Please make sure, that you pay special attention on how to:

- apply for a residence permit,
- open a Hungarian bank account,
- request a tax number and
- obtain a health insurance / TAJ card.

Please note that your Program Coordinator needs to enter all this information in the Neptun system. Therefore, as soon as you receive any of these documents, please send the scanned copies (both sides of the card) to student.office@uni-corvinus.hu from your official Corvinus e-mail address (...@stud.uni-corvinus.hu).

Contract/Agreement

All first year Stipendium Hungaricum and Diaspora Scholarship Students are required to register in-person at the Corvinus SH/Diaspora Office. This is when you will sign your scholarship contract, register for the stipend and for the private medical insurance provided by the SH program. The SH Office will contact all students in late August regarding the registration dates available to them and issue a list of documents to bring along.

Most Important Regulations

1. All first-year **Stipendium Hungaricum Scholarship** students required to study Hungarian as a Foreign Language for two semesters and pass an exam at the end of the second semester. Failure to attend classes or passing the exam will result in the reduction of the scholarship allowances.
2. All **Diaspora scholarship** students are required to study Hungarian as a Foreign Language for the duration of their scholarship and pass a B2 level language exam at the end of their studies. Those who fail to pass the exam will be required to refund their tuition fee.
3. First-year **SH & Diaspora** students are required to pass a mandatory medical examination after their arrival to Hungary. The Stipendium Hungaricum/Diaspora Office will inform students via email regarding the specific details in late August/early September.
4. In keeping with the study progress regulations, **all students** need to achieve at least 36 credits in two consecutive active semesters to keep their scholarship. Those who do not meet the 36-credit requirement will be dismissed from the scholarship program and if they wish, have to continue their studies as a tuition fee paying student.

You can learn more about these and other regulations and requirements under General regulations and the Stipend in your scholarship contract.

IMPORTANT: While the Corvinus Stipendium/Diaspora Office will do its best to keep you informed of tasks and deadlines, **it is the students' responsibility to know the exact terms of the scholarship regulations, deadlines**, etc. Not reading the terms and conditions of the scholarship contract will not exempt you from meeting your responsibilities!

Stipend Transfer/Transaction

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

- In September, at the beginning of your first semester you sign the Stipendium Hungaricum scholarship agreement/contract during the scholarship registration. This must be done only once.
- Each semester you register for the scholarship in person during the 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.
- You applied for a tax id and your tax id is registered in Neptun.
- You opened a HUF account in a Hungarian bank and your bank account number is registered in Neptun.
- You activate your student status in Neptun.

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

Registration in person for the scholarship is a must at the beginning of each semester. Please note that due to technical issues we are not be able to transfer any scholarship and accommodation contribution in September and in February. You receive the September and October amounts due to you in a single installment in October and the February and March amounts due to you in a single installment in March.

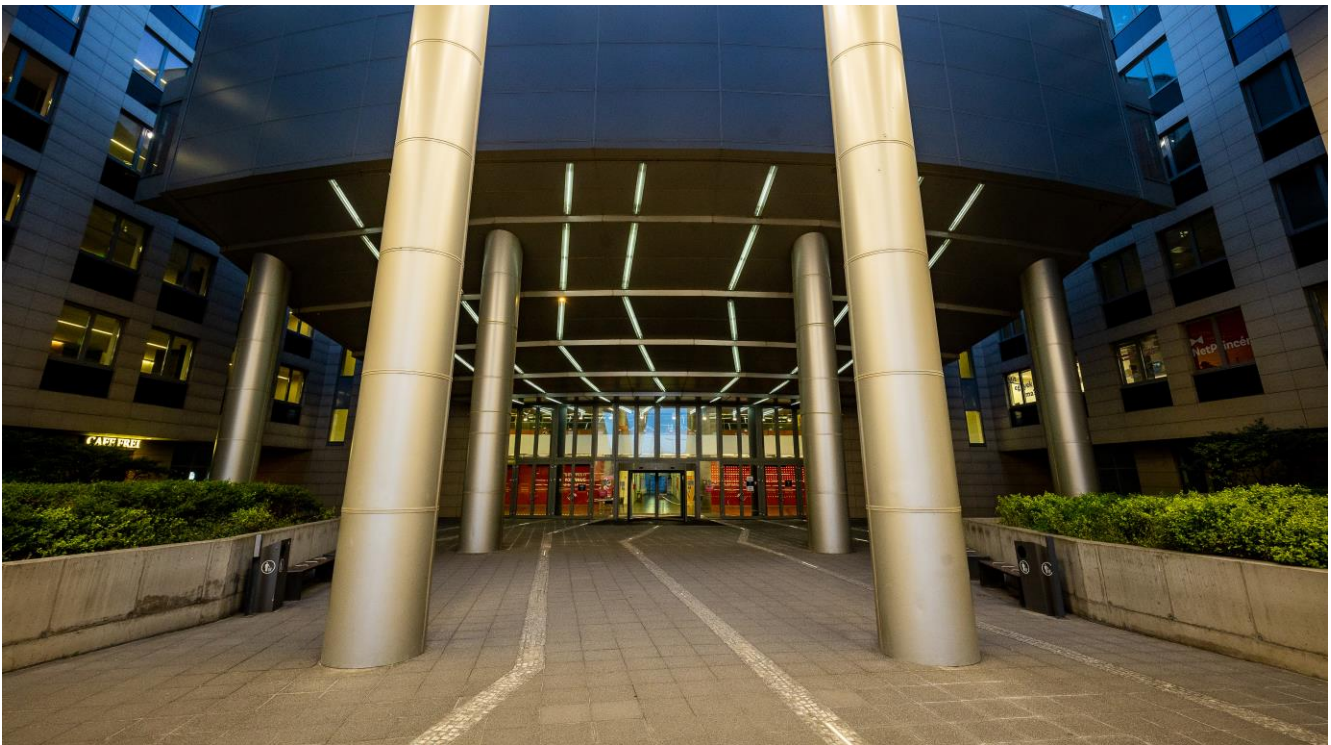
IMPORTANT:

The October and March scholarship amounts (and any further amounts due to you in the course of the Fall and Spring semesters) will be transferred **ONLY IF** you register for the scholarship in person during the Registration week and you activate your Neptun status.

After the first instalment of each semester, you get the scholarship at the beginning of each month, by the 10th of the given month.

Accommodation Contribution

Please note that you receive 40.000, -HUF accommodation contribution if you don't stay in any of the university dormitories. Also note that this amount is a contribution only, for renting a place costs a lot more in Budapest. You may google private dormitory options in Budapest but be quick as the private dormitory places are also very popular.



Medical

Health Insurance

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

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



What is the “taj” number and card?

Hungary has a public healthcare system that makes it possible to access healthcare services without paying for the individual treatments. This is very useful in case of an accident or sudden illness, because without this system, the cost of getting treated would be very high. In order to have access to the public healthcare system, you need a TAJ card that has your social security number on it. This is the card that you have to show in order to get treated without any fees if you go to the doctor or hospital. As a student with a scholarship provided by the Hungarian Government, you can apply for social security card (in Hungarian "TAJ kártya"), and you should definitely do so!

Why is it important to have a taj card?

With the TAJ card you are publicly ensured and are able to access public healthcare services for free, which does not only cover emergency or urgent cases, but also any other health issues. You should pay attention to manage your TAJ card from the first step (registration) to the last step (receiving the physical card).

Please NOTE that taking care of your health condition and applying for social security card is your responsibility.

Please be aware of that in case you need medical care without having Hungarian social security card or health insurance (valid in Hungary), you will be liable for all costs of treatment which is generally high in Hungary.

You can find the step-by-step to request the Taj card [here](#).

Private Insurance

The university also provides private health insurance. They can book you English-speaking doctors that can prescribe you the right treatment or refer you to specialists, all free of charge. If you get a prescription from a doctor, you may even get a refund for the medicine. You just need to get an official invoice indicating your full name. Please be aware that the call center can be a bit busy at times, but still, they should be your primary contact whenever in need of medical assistance. Keep calling them until they answer your needs!

At CUB, Stipendium Hungaricum and Diaspora students can register for the optional UNIQA private insurance which provides coverage for emergency treatment, regular doctoral visits, and sudden illnesses. UNIQA does not cover any pre-existing medical condition and its treatment. UNIQA has a 24-7 call center with English speaking operators who can help and direct students in case of a medical need.

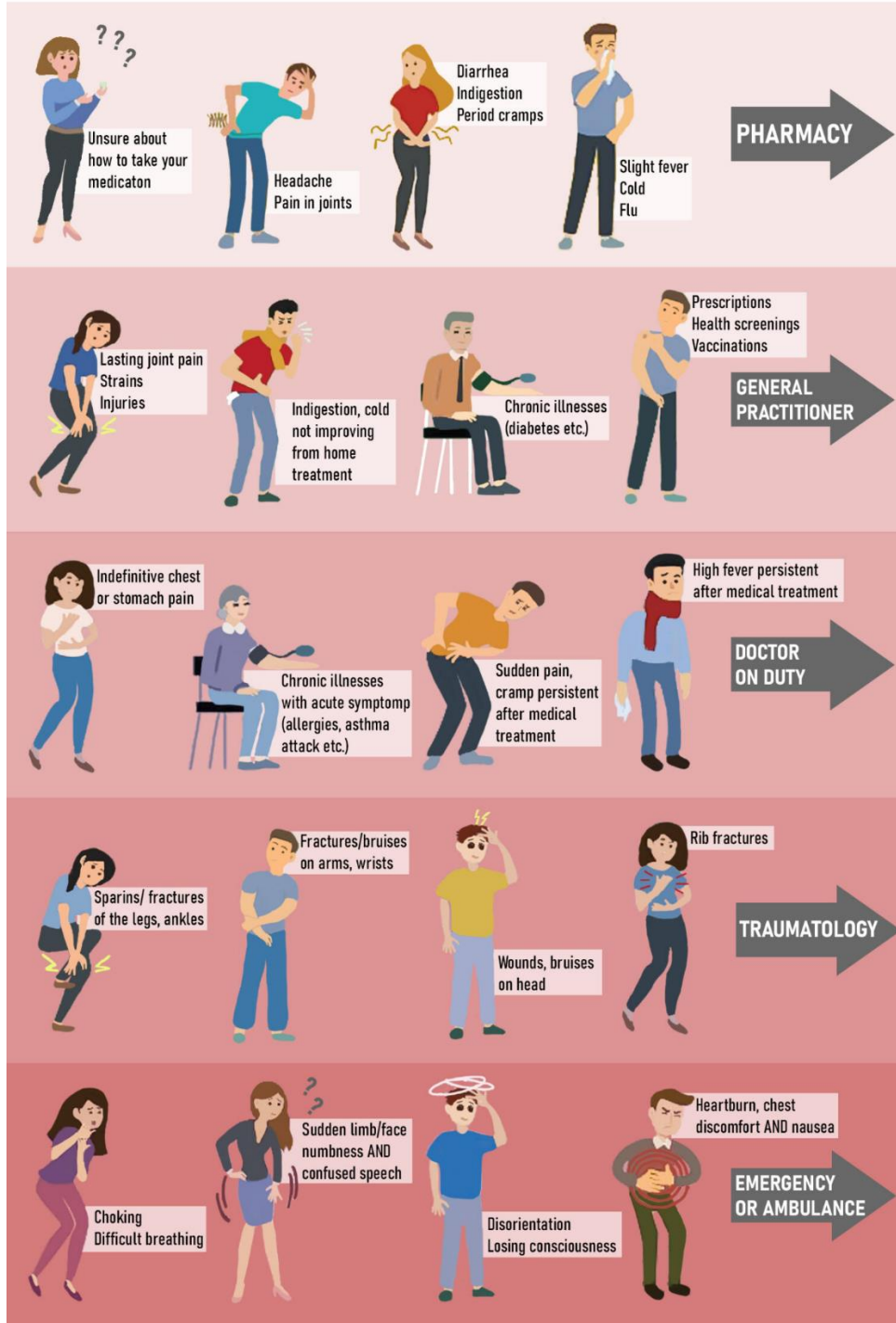
You can find the step-by-step to request UNIQA insurance [here](#)

TAJ vs. UNIQA

	TAJ card (Hungarian social security card)	UNIQA private insurance
1	The TAJ card can be used FREE of CHARGE at Hungarian hospitals, surgeries and clinics operated by the Hungarian government.	Can be used in the surgeries and hospitals that the insurance company recommends.
2	The hospital/surgery staff most probably speaks only Hungarian.	The doctors speak English.
3	The TAJ card covers all health-related costs with no limitation. E.g., surgery, X-ray, plaster bandage, staying in a hospital etc.	Covers health issues up to 2 million HUF (during the insurance period). For specifications, please check " UNIQA_Insurance product profile ".
4	Basic dental services (checking, filling, root canal treatment, tartar removal) are FREE of CHARGE at surgeries and clinics operated by the Hungarian government.	The dentist is NOT COVERED at all!
5	You get the TAJ card in the Stipendium Hungaricum/Diaspora office once it's ready. It takes about 3 months to get the TAJ card. The countdown starts on the day when you apply in the SH office.	Your insurance is valid from the following day once you gave the above-mentioned form to the scholarship coordinator in the Stipendium Hungaricum/Diaspora office, but no earlier than September 1 or February 1.
6	The expiry date of the TAJ card equals to the expiry date of the residence. The expiry date is stamped in the right-hand corner at the bottom of the TAJ card, in Hungarian date. It's your responsibility to apply for the TAJ card renewal!!!	The insurance is valid from September 1 until January 31 the next year and from February 1 until August 31.

Where to go with a Medical Issue

WHERE TO GO WITH MY MEDICAL ISSUE?



Hungarian Doctor/General Practitioner (Háziorvos)

After you receive your TAJ card, it is strongly recommended to register with a local district doctor called “házi orvos” in Hungarian. We prepared a document to guide through you this process and a [list with addresses](#) to help you find the nearest doctor to your address in Budapest.

Pharmacy

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

Fővám téri Gyógyszertár, [1056 Budapest, Fővám tér 4.](#)
Szent Máté Gyógyszertár, [1093 Budapest, Vámház krt. 13.](#)
Corvinus Gyógyszertár, [1093 Budapest, Közraktár u. 2/a](#)

Emergency Medical Care:

Outside normal medical reception time, during the out-of-hours period (from 16:00 to 8:00 on workdays, and from 8:00 to 8:00 at weekends and on bank holidays) if you have a medical condition which requires emergency medical/trauma treatment, **you should call the National Ambulance Services at [112 or 104](#)**, or visit the A&E department which the ambulance service

provides the details of, to receive treatment for your injuries/condition, since on the phone no diagnosis can be established, no medical indications can be given, and no treatment can be performed; the same is the case with proper medical treatment, or the prescription of medication or medical equipment.

A medical emergency is a case when a medical problem requires immediate medical attention, and its treatment cannot be postponed until normal medical reception time.

Emergency: a sudden change in health conditions as a result of which the insured person's life would be at direct risk, or could suffer severe, permanent injury to health without receiving immediate medical attention

University

Campus

The Corvinus University has two Campuses, one in Budapest and one in Székesfehérvár (about an hour from Budapest by car or train). As incoming student, you will study at the Budapest campus, thus this is what we will introduce below.

You can find more detailed information about the Campuses on the University's [website](#).

The traditional Közgáz Campus of Corvinus University of Budapest is comprised of three main units: Buildings E, C and Sínház are in the direct vicinity of each other.

Main Building (E)

- Administrative Offices
- **Student Services**
- Lecture Halls
- Seminar Rooms



Salthouse/Sínház Building (S)

- Institute Offices
- **IT Helpdesk**
- American corner
- Lecture Halls
- Computer Labs



New Building (C)

- Lecture Halls
- Seminar Rooms
- **Library**
- Financial Lab
- Administrative Offices
- Institutes



Feel free to check out our Campus Tour [video](#) too, to see the neighborhood and the buildings of the Corvinus University while learning some interesting facts.

Where to find the buildings of Corvinus



Building E. (aka main building): [1093 Budapest, Fővám tér 8.](#)

Building S. (aka Salthouse): [1093 Budapest, Fővám tér 13-15.](#)

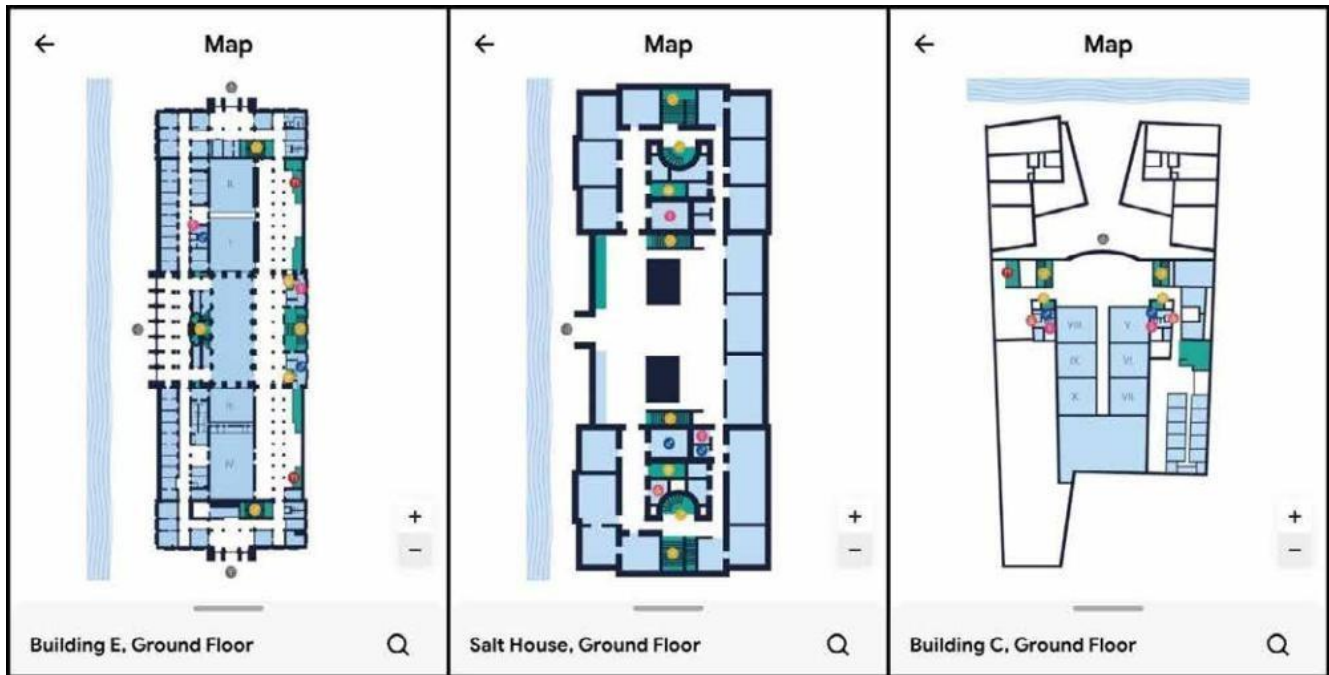
Building C. (aka new building): [1093 Budapest, Közraktár u. 4-6.](#)

You can take a virtual tour of each building by checking the videos below:

- [Building E](#)
- [Building S](#)
- [Building C](#)



The map of the buildings is accessible in the *MyCorvinus app*, where you can also search for the location of a specific classroom or office.



Your coordinators at Corvinus

The Stipendium Hungaricum (SH) and Diaspora office in Building E is responsible for any scholarship related issues of the students, such as your signing of the scholarship contract, your registration – in person - at the beginning of every semester, the disbursement of allowances, health insurance & medical examination, TAJ card, scholarship period extension procedures and all scholarship related questions.

Email Diaspora: corvinus.diaspora@uni-corvinus.hu

Email Stipendium: corvinus.stipendium@uni-corvinus.hu

Phone: +36 1 482 5402

You also have a study program coordinator, who is responsible for any study related issues, such as how to get a Neptun code, how to activate your semester in Neptun, how many credits you need to collect etc. Your dedicated Program Coordinator will guide you through your entire student life cycle from registration to diploma hand-over.

Email: student.office@uni-corvinus.hu. (can be contacted solely from your official Corvinus e-mail address - ...@stud.uni-corvinus.hu)

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

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

Office hours: when the students can visit the coordinators.

Contact Details

Once you have officially enrolled at Corvinus University, you can contact the Student Office via email or use the [MyCorvinus Hub](#) digital platform. To learn more visit the [International and Administrative Student Services page](#).

After you have set up your CUSMAN (Centralized User Management) login, you will receive an official [...@stud.uni-corvinus.hu](#) student email address. When this is available, you must use this to contact anyone within Corvinus University (your coordinator, your professors, etc.).

This is required in the case of all students studying at Corvinus due to identification and GDPR reasons. E-mails coming from non- uni-corvinus.hu e-mail addresses are usually not responded to, nor will the Stipendium/Diaspora Office or your Program Coordinator discuss any issues with you via Teams. (Any exceptions to this latter, will, of course, be communicated to you).



How to write an e-mail and how to address the staff of the University

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

*Dear Madam/Sir/Ms Smith//Professor/Coordinator etc.
[Here comes the information or question that you would like to share with the person.]
Best regards,
Your official full name and Neptun code*

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

Please note that if you do not give your full official name and Neptun code, the person receiving the e-mail will not be able to identify you and may not be able to assist.

Provide all supporting information that may assist the coordinator help solve your problem faster (attach documents, screenshots). If your problem involves anyone else (academic or non-academic staff, please keep in mind that while ensuring full anonymity for you, we will check with the other side, as well)

When continuing an already started discussion on a given topic, please use the “reply / reply all” option instead of starting a new email. This will help the coordinator(s) recap the situation and problem and the stage reached in solving it.

You will be treated with courtesy and respect but are expected to treat all university staff (professors, administrative staff, etc.) in this same manner.

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 at the weekends. Remember, each staff member is dealing with hundreds of students and problems at the same time.

Please give them time to get around and respond to your e-mail. Do not leave problems and important questions till the very last moment, allow sufficient time for the issues to be sorted out. If you send an e-mail at 11 p.m. in the evening, do not expect a reply by 8 a.m. even in the most optimal case. Always plan and think ahead.

Using Facebook as a correspondence platform with the university staff

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

Unofficial platforms of communication are used solely for the purpose to ensure that you receive important, study-related information. **Questions and requests coming through social media will not be replied to or dealt with.**

The Library

The library is in building C. You can check the opening hours and facilities on the [library's website](#). The use of the library is free of charge. You can register once you are here, and your student status is active. Once you have registered at the Library, you must pay a small, one-time fee of 1.000, -HUF (about 3,-EUR) for the library card via Neptun (can be paid with a credit/debit card immediately via the SimplePay option). If not paid for, you will technically not be able to register for exams (mandatory in all cases for all students).



Copy Shop

You can find a copy shop on the ground floor of the main building (E) opposite to the aula.

Opening hours: Mon-Thu: 08.00-16.30,
Fri: 09.00-14.00, Sat-Sun: closed.



Student Support Services

Corvinus will assist you not only with your studies, but also in other aspects of life. Should you need help with your studies, if you face any psychological issues, please feel free to contact our Student Support office. You will find more information about their work their [website](#).

- If you struggle with academic challenges
- If you feel concerned about university or personal matters
- If you have any special needs concerning your studies
- If you have career related questions

Student Counseling Center

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

Student Organizations at CUB

The Corvinus University offers a very vibrant student life with many Student Organizations who are offering a great variety of programs. Some student groups are specialized in professional development, while others are there to organize social events. It is guaranteed that everybody will find an option which fully fits to his/her needs.

Feel free to have a look around at the University's [website](#) where you will find information about those Students Organizations who welcome international members and organize programs in English language, too.

The most popular student organizations among our international student are:

[ESN](#) – Erasmus Student Network

[Budapest Blend](#) – Student Organization operated by international students living in Budapest

[AIESEC](#) – The world's biggest international non-profit organization run by students



Systems and Programs

Information on how to use the University's IT System

The use of different IT programs and resources is essential in today's world. In order to do this, you will first have to get your Neptun code and password and set up your CUSMAN ID and password. Please make sure that you install all the necessary software and applications in order to start and complete your semester successfully.

Login/usernames and passwords:

Do not forget to write down, save and know your login details. Make sure to have it in hardcopy (i.e. on paper). Others' experience has already shown that phones and laptops can be lost or can break down at the worst possible moments. It is never a good idea to share your login details and passwords. If you require detailed help on how to use these programs, please check out YouTube as there are many tutorials available in English online.

Please be aware that without the following listed programs, you won't be able to complete your semester successfully.

For information on IT Support, please see [here](#).



CUSMAN

See [here](#) the step-by-step to register for your CUSMAN ID.

This will allow you to use the same login details in multiple programs and platforms. This is essential as you will receive your university email address (...@stud.uni-corvinus.hu) with the registration. Going forward this will be the only official communication channel with Corvinus University due to identification and GDPR purposes. Please note, that your queries will be answered only in case you send your emails from this address, and we will send you important information strictly to this mailbox. If you forget your student email address, you can always check it at the top of the CUSMAN site.

For more information on CUSMAN please click [here](#).

NEPTUN

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.

More information [here](#).

How to register for courses/subjects/classes:

You must register for courses each semester on Neptun. See [here](#) the step-by-step.

MOODLE

Moodle is an open-source contemporary e-learning management system. It is a collaborative platform supporting the learning process of students and providing an easy-to use interface between professors, students and administration. You can find your courses, learning materials, homework assignments, and occasionally even your exams on the system. All students can access Moodle, with their CUSMAN username and password.

See more information [here](#).

TEAMS

Microsoft Teams is the communication and collaboration platform used by Corvinus University. You will be able to keep in touch with your teachers and fellow students here, and this program will accommodate all online events, as well as any online classes.

See more information [here](#).

OFFICE 365, OUTLOOK

Office 365 is a cloud-based service by Microsoft, which our university introduced in the summer of 2017. The system offers easy access from anywhere, from any device, which helps you with collaboration and communication.



See further information [here](#).

The mailing system for Office 365 is Outlook, you can access in several ways. Available online at Office. In case you have an installed program on your desktop (available for Windows 10, Android, iOS, Macintosh) you only need to enter your university email address and Cusman password after launching it. The main parts of the program are mailing, calendar, tasks and address book.

How to access your official Corvinus student e-mail address:

- Click on “[E-MAIL LOGIN](#)”
- Enter your Corvinus e-mail address > click on “Next” / “Tovább”
- Enter your Cusman password > Sign in (we suggest that you stay logged-in).

MyCorvinus App

The MyCorvinus app is the university's mobile application where you will find the most important information related to your studies, e.g. your timetable, grades or the opening hours of the library. It can also assist you in finding the location of a specific room or classroom in any of the Corvinus campus buildings.

While the MyCorvinus app is not essential from the point of view of your studies, it will make your life at Corvinus and getting around the Campus so much easier!

Why is this important?

With the help of MyCorvinus app you will be able to access all necessary study related information within a few clicks. It also has a built-in map which helps you to navigate in and between the university buildings.

Where?

You can download it free of charge from [AppStore](#) and [Google Play](#).

How?

After downloading the MyCorvinus app you can log in with your CUSMAN details.

You can find more information about the app's features in the following [video](#).



When in Hungary

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.

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.



Name order in Hungary

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

Example: **John Daniel Smith Michaelson**

In Hungarian: **Smith Michaelson John Daniel**

Mother's maiden name

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

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

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

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



Metric Units

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

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.

	Public Holidays:
January 1	New Year's Day
March 15	National Holiday
March/April (depending on the year)	Good Friday, Easter Sunday and Monday
May 1	Labor Day
May/June (depending on the year)	Whit Sunday and Monday
August 20	National Holiday
October 23	National Holiday
November 1	All Saints Day
December 25-26	Christmas Day and boxing day

Hungarian Language

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

[Learn the top 25 Hungarian phrases](#)

[Learn Hungarian - Essentials](#)

[The Hungarian alphabet](#)

[36 useful Hungarian phrases](#)

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

Friendly Tips

The approximate amount of money to live on

You will get money each month in the framework of the Stipendium Hungaricum/Diaspora scholarship program. This amount will not cover all your needs as this is only a contribution. You can check [here](#) how much money you actually need to live on.

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

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. Credit/debit cards are accepted in most (but not all) stores.



Districts of Budapest

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

Postal Codes

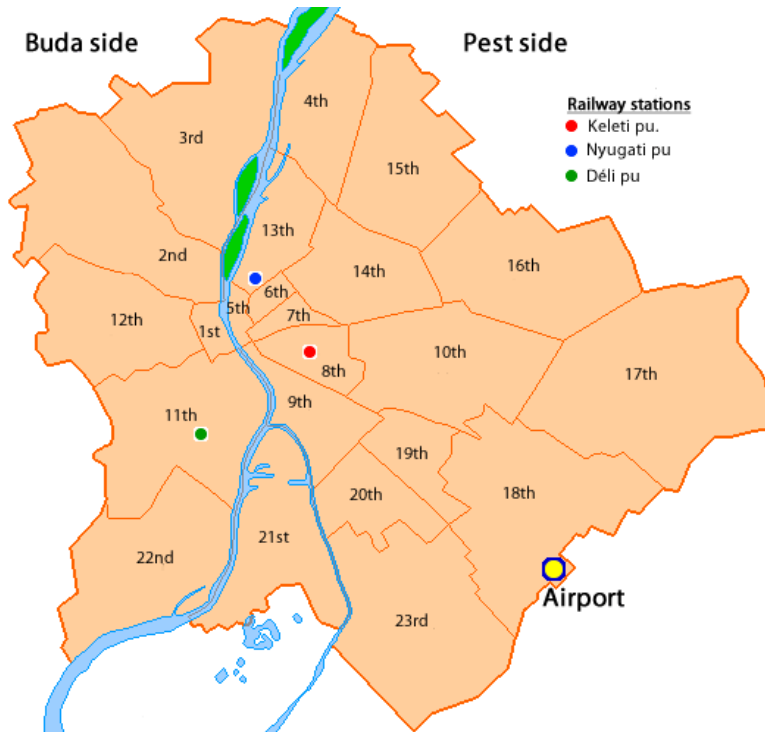
The 2nd and 3rd numbers of the Budapest postal codes show the district. For example, the uni's postal code is 1093 and it is in the 9th district.

Post Office

[Hungarian Postal Service](#)

Nearest post office [1093 Budapest, Gönczy Pál u. 2](#)

In case you send an important letter and you would like to know if the recipient received it, send it as [registered mail](#). This is a special postal service by which an official record of posting and delivery is obtained for a letter. The post office will provide you an official record ('return receipt') of the fact that your letter has been posted and delivered. You must pay an extra fee for this service, but it will guarantee, that your letter reaches its destination, or if not, you can double check with the postal service on what happened to it. **DO NOT** send cash by letter.



Electronics

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

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 consists of 7 digits while countryside numbers are 6-digits. Hungarian cell phones have mobile dialing codes: 20, 30, 70.

Making a phone call within the same region or Mobile Network Operator: without prefix.

There are 3 big mobile service providers in Hungary. You can check their websites for more information.

- [Yettel](#)
- [Telekom](#)
- [Vodafone](#)



Grocery Stores in the city

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

Shopping centers

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

Smaller shops

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



Where to buy things that make your life easier

You probably need a lot of things when you arrive such as iron, ironing-board, drying rack, mugs, cutlery, plates etc. You can buy all these things in stores like [XXXLutz](#), [IKEA](#) or [Möbelix](#). Alternatively, you can try the Chinese shops that are available all over Budapest, but if you need a lot of different shops at the same place try [Monori Center](#). You can also join several Facebook groups.

Clothing and Secondhand Shops

Hungary is a country of extremes regarding the weather.

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

We encourage you either to bring warm winter clothes, a coat, scarf, hat, gloves and boots or buy them here. Buying them here is not a problem either as we have a lot of shopping malls with all the major fashion chains.

If you want to save some money try the second hand chains [Háda](#), [Cream](#) and [Humana](#). All have several shops all around Budapest. Alternatively, you can try the Chinese shops that are available all over Budapest, but if you need a lot of different shops at the same place try [Monori Center](#).

Religious places in Budapest

Nearest Baptist Church, [1084 Budapest, József utca 12.](#)

Nearest Buddhist centre, [1082 Budapest, Baross u. 80.](#) (doorbell 22.)

Nearest Greek Catholic Church, [1074 Budapest, Rózsák tere 10.](#)

Nearest Mosque, [1119 Budapest, Fehérvári út 41.](#)

Nearest Reformed Church, [1092 Budapest, Ráday u. 28.](#)

Nearest Roman Catholic Church, [1056 Budapest, Váci utca 47/b.](#)

Nearest Synagogue, [1075 Budapest, Síp utca 12.](#)

Public Transportation

Public Transport company of Budapest Transportation maps

Monthly Transportation pass for students

Please make sure that your valid student ID is with you when you use your monthly transportation pass. The penalty is very high if you are caught using the student pass without a valid student ID. It can be used unlimited on all kind of transportation in the city like metro, bus, tram, suburban railway (HÉV), trolley etc within the administrative boundaries of Budapest until its validity. You can buy the pass at any ticket vending machine (you will find one in the underpass next to the university). Your Education ID, shown on your student ID card (e.g. 71822563945) must be printed on the pass.



Single transportation ticket

If you live in the city center, 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. Blocks of 10 tickets can be bought at a slightly reduced price.



Hungarian Railways

Magyar Államvasutak aka MÁV = Hungarian Railways company

You can check the prices and timetables on the website of the company, and you can buy your ticket online if you wish. Buying the ticket at the cashier at the railway station is also an option of course.

IMPORTANT: You are eligible for a discount rate, but you must be able to show your temporary student ID card both when buying the ticket or if your ticket is checked on the train.

Translation Office

If you need an official and attested translation of your documents, please contact the [Hungarian Office for Translation and Attestation Ltd.](#)

Smoking, Tobacco

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

Smoking is prohibited in all the university buildings.

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



Student Welfare

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

Accommodation

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

Being lonely and depressed

Being away from home can be lonely and depressing and it is not always easy making new friends. If you feel sad and lonely you can contact any of the following people:

- the SH Office
- your study program coordinator
- the [Student Counseling Center of Corvinus](#)
- your mentor
- your favorite professor etc.

Drinking

Beware of the dangers of drinking. If you are drunk by any chance, do not walk the streets late at night on your own, and do not go home alone. In general, it is not a good idea in any large city to walk alone late at night.

Never leave your drink unattended!

Drugs

Drugs in Hungary are illegal. Avoid them as there is zero tolerance and if you are caught with any drugs on you or in your accommodation, the case will automatically be referred to the police.

Parties

Inform your friends, roommates where you are going. Always ask one of your friends to escort you home or take a taxi if you leave at night. If the party is held in an apartment or in the dorm, make sure to adhere to social rules. Neighbors and owners do not appreciate noisy partying. Be sure to quiet down after 22:00 h.

Sex and Pregnancy

Practice safe sex. Always use a condom available in the drug stores e.g. DM, Müller. Sexually transmitted diseases can be found all over the world. Take care of yourself.

If you had unprotected sex, you can get morning after pill, but note that you **MUST** visit a doctor and get a prescription. You can buy the pills only in pharmacies, and don't forget, you must have the prescription.

If you think you are pregnant, get a pregnancy test. You can choose from several over-the-counter pregnancy tests in the drug stores. Do not be shy in such cases and ask for someone's help.

Thieves/Pickpockets

Budapest is generally very safe, and pickpocketing is not that common, but it can happen. Please never carry your passport with you, have a photo of it in your phone. Residence permit should be good enough identification if needed somewhere.

Always carry your bag in front of you, especially on the public transport, and never on your back, even if it is a rucksack. Your phone and wallet should never be in the back pocket of your jeans/trousers.

If you sit down somewhere, make sure that you keep an eye on your stuff rather than put it next to yourself or behind you. It can be stolen in a second. Take care even at the university as anyone can enter the buildings and do not leave your things in an empty classroom if you don't stay there.

Traffic Rules

Make sure that you cross a street only at green light. Before stepping off the curb make sure that all the cars have stopped.

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

E-mail: bluepoint@t-online.hu

Phone: **+36 1 215 7833** or **+36 70 607 4969**

ANONYMUS AND FREE HIV TESTING

(Aids Association)

Address: 1113 Budapest, Karolina út

35/b

Availability: **+36 1 466 9283**

segitseg@anonimaidhs.hu

A FEW RELIABLE TAXI COMPANIES

(English is spoken)

City Taxi: **+36 1 211 1111**

Főtaxi: **+36 1 222 2222**



Enjoy your stay in Budapest at Corvinus University of Budapest and let us know if you have any questions.

The staff of Corvinus University of Budapest.

