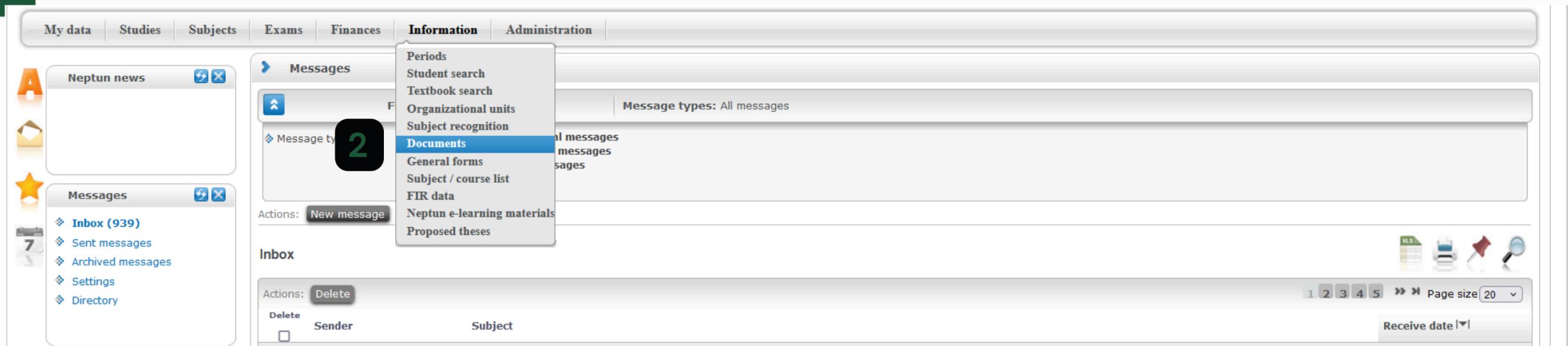
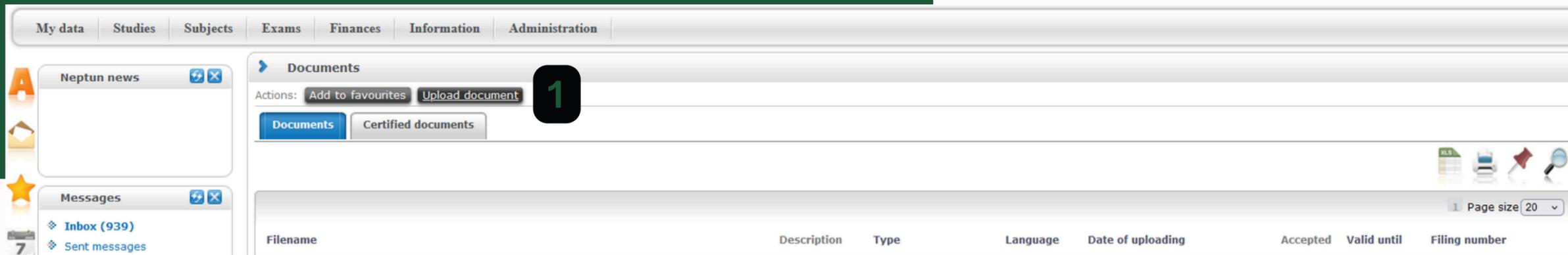


# STUDENT ID REQUEST

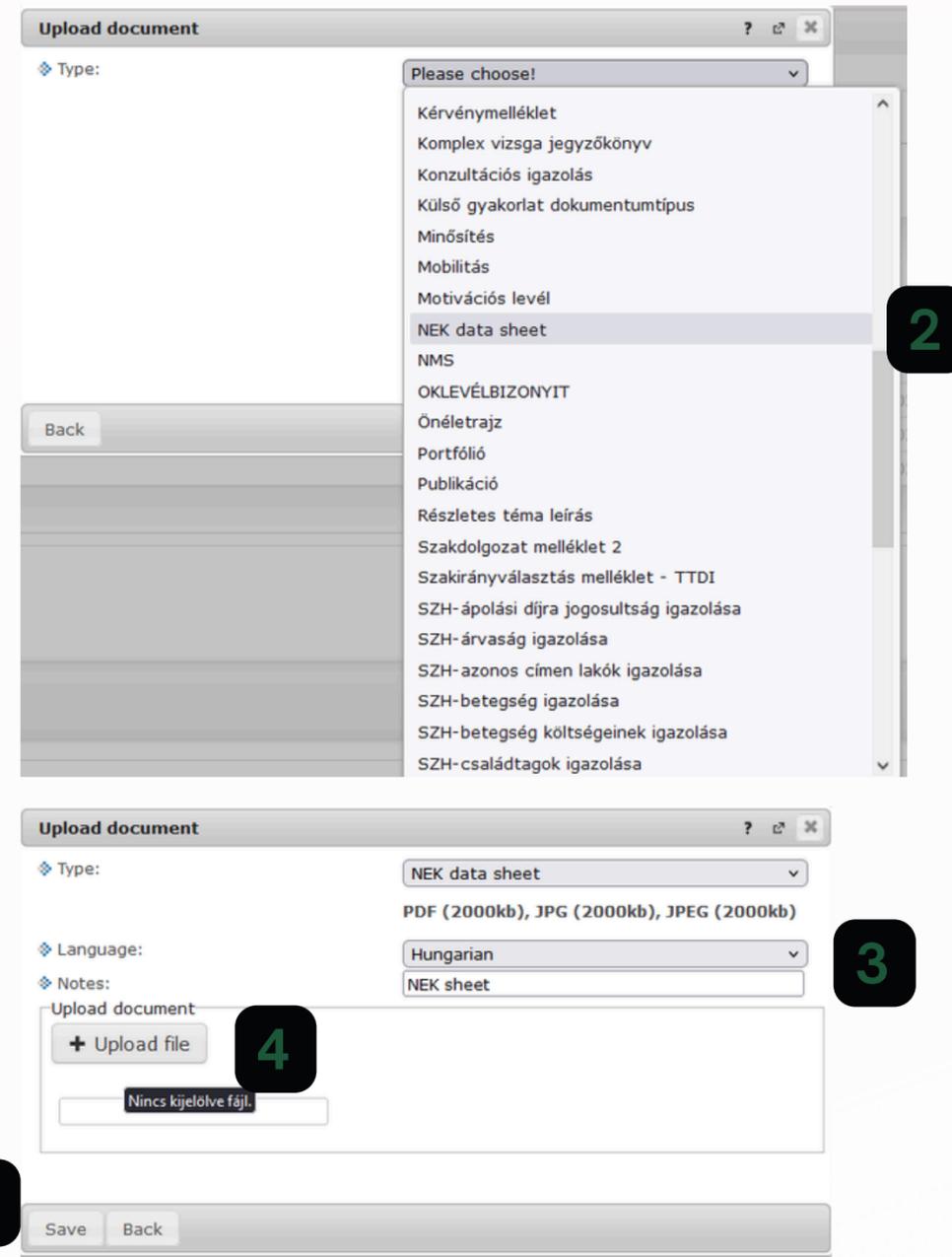
[ed.uni-mate.hu](https://ed.uni-mate.hu)



- 1 Go to the Governmental Office (Kormányhivatal - Okmányiroda) getting NEK data sheet
- 2 Upload NEK data sheet in Neptun, please choose the **Information / Documents** menu

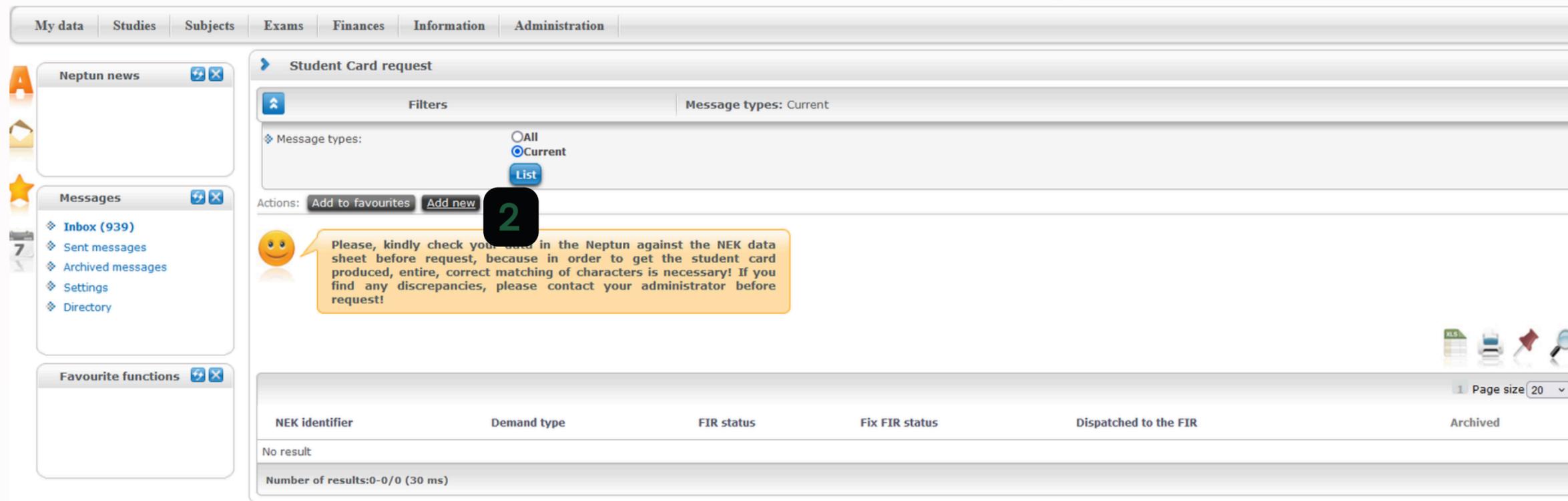


- 1 Click on the small, grey button called 'Upload document'
- 2 In the popup window please choose the Type as NEK data sheet and you can upload it after
- 3 Give a name to your file like NEK sheet
- 4 Choose the '+ Upload File' button. You can take a picture of your NEK sheet with your phone or scan it. We need to see the datas well on the photo for a little information check.
- 5 Save it.





1 Choose Administration / Student card request menu



2 Choose the 'Add new' option.

**Student Card request**

 **The NEK identifier must be entered without hyphens!**

❖ NEK identifier:

❖ Demand type:

❖ Training:

❖ Street address:

It is necessary to fill in the secondary institution field if you are a student of another higher education institution as well and you would like to indicate it on the requested student card.

❖ Secondary institution:

❖ Printing code of the secondary institution:

**5** **4**

Save NEK data sheet attachment Back

**1** On the yellow line please write your NEK sheet number. Please write it without hyphens (-).

**2** Choose “First application” from the list.

**3** Leave it everything else empty.

**4** Attach your NEK data sheet from your Documentums.

**5** Save it!  
You need to wait until you get a Neptun message that you can pick up your ID card during office hours in our office.

If you have more questions about the student ID card, please check our website:

<https://ed.uni-mate.hu/student-id>