**Step-by-step guide to request your TAJ card**

**Step 1: Required documents:**

Make sure to hand in the copy of the following documents:

* Pages of your passport that include your personal data
* Both sides of your residence permit
* Both sides of your Accommodation Reporting Form for third country nationals
* Student Status Certificate („Jogviszony igazolás” - issued not more than 30 days prior to your application) from the Admission Office of the Faculty (Tanulmányi Osztály) or at HSZI in TIK.

**Step 2: Submit your request**

To start the process, you need to submit the requested documents. The Stipendium Hungaricum coordinators will fill out the application forms and ammend them with a scholarship certificate in Hungarian.

**NOTE!** Only those attachments are accepted that are clearly visible. If correction is necessary, you will be informed right away or via e-mail. We will only be able to forward your application to the National Health Insurance Fund of Hungary (OEP) if all documents are correct and valid.

**Step 3: Submit the required documents at the Government Office**

You are asked to submit the copies of the required documents, as well as the application forms in person at the Government Office („**Csongrád Megyei Kormányhivatal”)**

**Address**: 6722 Szeged, Rákóczi tér 1.

**Office hours**:

Monday: 7:00 - 17:00  
Tuesday: 8:00 - 20:00  
Wednesday: 8:00 - 20:00  
Thursday: 8:00 - 18:00  
Friday: 8:00 - 12:00

**Step 4: Pick up your TAJ card**

You will be informed when the TAJ card is issued and you are asked to take it in person in the Office for Full-time Study Programmes in the Rector’s Office.

**NOTE!** The health insurance card can only be used with a valid passport; therefore, it is particularly important that the insured should carry both the health insurance card and his/her passport at all times.