

## HSZI – Students' Service Office

**E-mail:** [hszi@hszi.u-szeged.hu](mailto:hszi@hszi.u-szeged.hu)

**Phone:** (06 62) 544 794

**Address:** Szeged, Ady tér 10, 6722

**Opening Hours:** 9:00-15:00

**Booking an Appointment:** Modulo -> „Submission” -> Students' Service Office -> „Appointment for HSZI customer service” -> „Fill in” -> Choose an administrative matter and a date -> „Submit”

**What You Need to Bring:** Either an ID card, passport, residence permit or a student ID  
**Scope of Administration:**

1. Residence Permit Pickup:

Students receive an e-mail notification once it can be collected. Only after receiving the notification can students collect the residence permit.

RP can be picked up by an authorized person too. They need to bring a(n) ID/passport/their own RP and an authorization signed by you, by them and by two witnesses.

2. Permanent Student ID Application:

First, you need to make sure that your data in the Neptun system is correct. If you find an error, you need to notify the Faculty Office about the issue.

Then, you need to go to the Government Office at Rákóczi tér 1. and get an NEK paper. Make sure that all your data is correct on the sheet. If you find an error, call the administrator's attention to the issue at the Government Office.

Finally, you can either send a photo of the paper to our office via e-mail, or bring it to our office in person.

We will notify you via e-mail once it can be collected.

3. Temporary Student ID Application:

Can only be done in person. No NEK sheet needed, but you need to make sure that your status in the Neptun system is active.

4. Generali Insurance Application:

Insurance contract for one semester for a fee of 49000 Ft. Fee is included in your tuition fee, if you are a student of ETSZK, FOK or SZAOK. Fee is included in your scholarship, if you are a Stipendium Hungaricum scholarship holder.

Can only be done in person. You need to make sure that your status in the Neptun system is active.

5. Tax ID and Bank Account announcement:

Can only be done in the Modulo system

Modulo -> „Submission” -> Students’ Service Office -> „Tax payer's ID, SSN and Bank account announcement” -> Fill in” -> Enter the number/ID you want to submit -> „Submit”

6. Payment

If a payment obligation has been registered in the Neptun system and you are unable to pay within the Neptun system or via transfer, you can pay with card in our office in HUF and EUR.

If you think that a payment obligation has been erroneously registered, or if you do not receive a scholarship payment, you can notify us and we will look into the issue and will either resolve it or advise you on the next step you need to take.

7. Letter Pickup

If you receive an e-mail notification that we have a letter addressed to you, you can collect it in person in our office.