



TAJ Card

First Application and Renewal

First Application

You have to apply for the card in the Stipendium Hungaricum/Diaspora office. You will receive instruction emails on how to do this.

The SH coordinators visit the health insurance office regularly and apply for your card.

Documents to be submitted

1. **TAJ application form** – filled out and signed with a **blue pen**
 - a. [Here](#) you'll find a guide which will help you fill out the form.
 - b. [Here](#) you'll find the form that you need to fill out.
2. **Photocopy of your passport**
 - Of the page that your photograph is placed on (*make sure it is not expired*)
3. **Authorization form**
 - signed with a **blue pen**
 - filled out and signed by **two witnesses** with a **blue pen**
 - You can download it from **Neptun**: Menu > Administration > General forms > TAJ Application Authorization – Stipendium Hungaricum & Diaspora program
4. **Photocopy of both sides of your residence permit**
 - (*make sure that it's not expired*)
 - make sure that it indicates Corvinus as your university („Tanulmányokat folytat BCE-nél” – on the back side)
5. **Photocopy of your address card**
 - A4 paper with a QR code (you'll receive this as a PDF from the Immigration Office. Just need to print it.)
6. **Active Student Status Certificate**
 - You can also download it from **Neptun**: Menu (left corner) > Administration -> Requests > Request Fill select the appropriate request form **based on your language choice** (request H101 or H102). After submitting the request of your choice, **within a few minutes** the Neptun system will generate an electronically validated certificate of

student status marked by the date when the request was submitted. **The certificate of student status will be available in Neptun under the Profile/Name (right corner) -> Document Storage -> TR documents OR "Latest".**

7. **Letter of Award** (received from Tempus Public Foundation or can be downloaded from the SH/DSP application platform – DreamApply - after signing in)
8. **Only for citizens of Ukraine, Serbia, Montenegro and Turkey:**
 - Please fill out and sign [this statement](#) with a **blue pen**.

The process

1. Once, you have submitted your TAJ application, we will check if everything is OK.
 - a. If anything is missing or incorrect, we will inform you about it via e-mail.
 - b. If everything is fine, we will submit your TAJ application to the relevant authority (National Health Fund of Hungary).
2. The National Health Fund of Hungary will generate your TAJ number and send it to us as soon as it is ready. Usually it takes about 3-4 weeks.
3. We will register your TAJ number in the Neptun system and inform you about it.
4. You can check your TAJ number in Neptun: My data > Personal information > Social security number.
5. **The TAJ number can be used for getting a job / doing an internship, but the number itself does not entitle you to receive medical/hospital care.**
6. After the TAJ number having been generated, the TAJ card is issued usually in about 1-2 months.
7. Once the National Health Fund of Hungary issued and sent your TAJ card to us, we will let you know in an e-mail, that your TAJ card is ready and you can pick it up either in the SH Office or in the Student Service Area.

You must have a valid TAJ card in order to get any medical service provided by the Hungarian state. Having only a TAJ number is not enough.

You must have a valid TAJ card if you would like to work in Hungary.

Renewal

Make sure that your residence permit is valid!

(The expiration date of your TAJ card is usually the same as that of your residence permit. Also, to renew your residence permit you must have valid health insurance, so you should **start the process by renewing your residence permit** before your TAJ card would expire!)

Documents to be submitted

Same documents as for the 1st application. (*except authorization form*)

The process

Visit the NEAK office in person with all the documents listed. You will receive the new card immediately at the end of the visit.

Address of the NEAK office: 1139 Budapest, Teve Street, 1/a-c. Google Maps link: <http://bit.ly/2vZHcWA>

What can you do if your card gets destroyed, damaged or lost?

In case of loss, theft, destruction or damage of the TAJ card, you can request a new TAJ card by filling in an application form (downloadable from the homepage of the National Health Insurance Fund Management Company) (TAJ card duplicate).

Once you filled in the application form, it must be filed at the government agency of District XIII., Budapest (address: 1139 Budapest, Teve Street, 1/a-c., Google Maps link: <http://bit.ly/2vZHcWA>).

Please note that **the replacement cost of the TAJ card has an administrative service charge**. In case your card is stolen, you need to report the loss at your local Police station and the replacement will be free of charge.

If the TAJ card issuing office becomes aware of the theft of the TAJ card, it will arrange the replacement of the card without special request. In the event of police accusations, the police will always notify the health insurer of the theft of the TAJ card.