

1.) Registration card

Students from **EU countries and EEA** are obliged to declare their address (latest within 15 days after the arrival in Hungary!).

Documents to be submitted in order to receive a registration card:

Please, make sure to have a copy of all original documents!

1. Application form: *"Data sheet to issue registration certificate for EEA Nationals and to notify the first place of residence"*
2. School certificate *(including information on the payment of the tuition fee)*
3. Passport / ID copy
4. Copy of Bank Card
5. *"Declaration on financial background"*
6. Rental contract. It should be signed by the owner(s) of the flat and by 2 witnesses (name, passport/ID number, Hungarian address, signature). *Please make sure that the rental contract contains the lot number of the property/flat (HELYRAJZI SZÁM) according to the Hungarian Land Administration Office*
7. Health insurance
8. **Fees:** payable by bank card on spot or by cheque issued by the National Directorate-General for Aliens Policing (Cheque payment is available at post offices)
First time application - Procedural fee for issuing an Registration Card in case of application submitted at the National Directorate in person: **HUF 1000**

Natural person clients or their authorized legal representatives may submit an application for a registration card electronically via Enter Hungary (www.enterhungary.gov.hu). You need to make a registration before submitting the first application.

Please note that in several cases personal appearance is mandatory by regulation, and therefore using the electronic system does not exempt from it, so during the procedure you have to be in Hungary.

2.) Visa and Residence permit

Non-EU Students have to arrive with a D/student visa which is valid for 30 days. In this case, you have to declare your address and submit the required documents at the National Directorate-General for Aliens Policing within 3 to 5 days after your arrival:

1. *"Adatlap tartózkodási engedély kiadásához"* form to be completed, one ID photo and accommodation reporting form filled by the student and signed by the owner(s) of the flat
2. If you are arriving with a D/student visa **no procedural fee** should be paid at the National Directorate-General for Aliens Policing in Szeged.

Non-EU Students arriving with no visa will receive their residence permit after handing in the following documents:

Please, make sure to have a copy of all original documents!

1. Application form: *"Application for Residence Permit" and "INSET 14 (Studies or Student Mobility)"*
2. School certificate *(including information on the payment of the tuition fee)*
3. Passport *(valid for at least a year)*
4. 1 passport-size photo
5. Certificates proving that you are able to cover your expenses in Hungary. You need:
 - Bank receipt showing you have enough hard currency on your account (for your cost of living). You have to open an account at a Hungarian bank for this purpose!
 - You will also have to submit a *"Supporting Declaration"* provided by your parent(s) that they will financially support your studies (bank statement or employer's certificate).
 - In case you are a scholarship student *"Scholarship Certificate"* is needed.
6. Rental contract. It should be signed by the owner(s) of the flat and by 2 witnesses (name, passport/ID number, Hungarian address, signature). *Please make sure that the rental contract contains the lot number of the property/flat (HELYRAJZI SZÁM) according to the Hungarian Land Administration Office.**
7. Accommodation reporting sheet signed by the owner(s) of the flat. (SZÁLLÁSBEJELENTŐ LAP).
8. Health Insurance
9. **Fees:** payable by bank card on spot or by cheque issued by the National Directorate-General for Aliens Policing. (Cheque payment is available at post offices).
First time application - if you are arriving with no visa procedural fee for issuing a residence permit in case of application submitted at the National Directorate in person: **HUF 39 000**
 - Procedural fee for issuing a residence permit in case of application submitted electronically: HUF 24 000
 - Procedural fee for the extension of a residence permit in case of application submitted in person: HUF 35 000
 - Procedural fee for the extension of a residence permit in case of application submitted electronically: HUF 23 000
 - For scholarship holders the procedure is free.

If you are extending your residence permit and your address has not changed and your contract is for an indefinite time you do not have to submit your rental contract and accommodation reporting sheet. You only have to make a declaration that there has been no change in accommodation and present your previous accommodation reporting sheet. If the address is the same but the rental contract is for definite time, you have to prove a filled accommodation reporting form signed by the owner(s) again.

Please note that the request for the extension of residence permit should be submitted 30 days before the expiry date of the old permit. Should you fail to submit your request in time or certify your reasons in case of delay your application will be rejected! Therefore, it is recommended to start the procedure at least 40-45 days before the expiry date of the old permit.

Decision is made by the National Directorate-General for Aliens Policing within 70 days. In case of any missing documents, 20-25 days extension can be given by the National Directorate-General for Aliens Policing. It can be extended with an extra 21 days by the student's request. (total max. 45 days).

Necessary forms are available at registration, at the Secretariat and at the National Directorate-General for Aliens Policing. Please note that requirements may change.

For more information on the length of the process, on accrued rights and obligations and on legal remedy please check the following website www.oif.gov.hu

Natural person clients or their authorized legal representatives may submit an application for a residence permit (issue or extension) electronically via Enter Hungary. You need to make a registration before submitting the first application.

Please note that in several cases personal appearance is mandatory by regulation, and therefore using the electronic system does not exempt from it, so during the procedure you have to be in Hungary.

Applications for a residence permit shall be considered submitted only if administration fee has been paid by the natural person client or authorized legal representative in case the procedure is subject to a fee, and the third-country national's facial image and fingerprint has been captured no later than 15 days after the confirmation was sent by NDGAP in the cases specified by law.

For the opportunity of sending the applications online you can seek more information on the below website: www.enterhungary.gov.hu

Szeged Office - Customer Service phone numbers: +36/62/795-150

NATIONAL DIRECTORATE-GENERAL FOR ALIENS POLICING - RECEPTION HOURS - FOR ALL STUDENTS (EU and Non-EU)

	<u>Szeged Office</u> 6724 Szeged, Bakay Nándor u. 3/A	<u>Kecskemét Office</u> 6000 Kecskemét, Irinyi u. 17/B.	<u>Békéscsaba Office</u> 5600 Békéscsaba, Kétegyházi út 10.
<i>Monday</i>	07.30-16.00	09.00-17.00	closed
<i>Tuesday</i>	07.30-16.00	closed	08.00-16.00
<i>Wednesday</i>	07.30-16.00	closed	08.00-16.00
<i>Thursday</i>	07.30-17.00	09.00-16.00	07.30-17.00
<i>Friday</i>	closed	09.00-12.00	08.00-11.00

IMPORTANT ! make sure to arrive at least 60 minutes before the closing time because you are not able to take a number from 30 minutes before the closing time.