

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 (Hungarian citizens). The address and the ID card number of the witnesses should also be written on the contract. *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. A procedural fee of **1000 HUF** payable by bank card on spot or by cheque issued by the Immigration Office. (Cheque payment is available at post offices)

2.) 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 Immigration Office within 3 to 5 days after your arrival:

1. "Adatlap tartózkodási engedély kiadásához" form to be completed
2. If you are arriving with a D/student visa **no procedural fee** should be paid at the Immigration Office 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 (Hungarian citizens). The address and the ID card number of the witnesses should also be written on the contract. *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. Declaration of address signed by the owner(s) of the flat. (SZÁLLÁSBEJELENTŐ LAP).
8. Health Insurance
9. If you are arriving with no visa the procedural fee is **18000 HUF** payable by bank card on spot or by cheque issued by the Immigration Office. (Cheque payment is available at post offices).
10. If you are extending your residence permit the procedural fee is **10000 HUF**.

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 the ownership paper.

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 Immigration Office within 70 days. In case of any missing documents, 20-25 days extension can be given by the Immigration Office. 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 Immigration Office. 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 <http://www.bmbah.hu>

IMMIGRATION OFFICE - RECEPTION HOURS - FOR ALL STUDENTS (EU and Non-EU)

	<u>Szeged Office</u> 6724 Szeged, Londoni krt. 15.	<u>Kecskemét Office</u> 6000 Kecskemét, Irinyi u. 17/B.	<u>Békéscsaba Office</u> 5600 Békéscsaba, Kétegyházi út 10.
<i>Monday</i>	closed	09.00-16.00	closed
<i>Tuesday</i>	07.00-16.30	closed	08.00-16.00
<i>Wednesday</i>	08.00-18.00	closed	08.00-16.00
<i>Thursday</i>	08.00-16.30	09.00-16.00	08.00-18.00
<i>Friday</i>	08.00-14.00	09.30-12.30	closed

Please make sure to arrive at least 60 minutes before the closing time.

IMMIGRATION OFFICE - RECEPTION HOURS AT THE UNIVERSITY LIBRARY

From September 2019 the Immigration Office is going to have office hours at the Central University Library - TIK (Szeged, Ady tér 10.)

Students can

- apply for a residence permit (only for students arriving without visa) /registration card (only for EU students)
- apply for the extension of the residence permit
- apply for temporary residence permit
- submit missing documents
- ask for information

Students arriving with visa need to go to the central building of the Immigration Office at Londoni körút 15.

Keep in mind

1. Office hours: from 8:30 – 12:00, 12:30 – 16:00, in 20 minute turns
2. on Wednesdays only
3. You need to book an appointment until 24:00 the day preceding your appointment in the Modulo system (until Tuesday midnight):

<https://modulo.etr.u-szeged.hu/Modulo2/default/en/forms/details/1560116>

4. After submitting the request, you will need to press the „Print Ticket” button which will generate a pdf file confirming your appointment. You will need to have it on you, so please to download or print it.
5. Please make sure to keep the schedule.