

Updated: July 2019

Registration Card for EEA Nationals

If you are an **EEA student** (EEA states are members of the European Union, Iceland, Norway, Lichtenstein and Switzerland) studying at ELTE for more than 90 days, you need to **apply for a registration card** in the National Directorate-General for Aliens Policing.

First visit, after your arrival:

Please prepare and take with you

Completed form of " Data sheet for the issuance of registration certificate and for the registration of residence "	Download it from the attachment, print it and fill it in!
Valid passport or identity card	
Certificate of student status/Certificate of school attendance	You can receive it at Quaestura Office or in person from your faculty coordinator. Note: temporary student certificate is not appropriate!
Certificate of accommodation	<ul style="list-style-type: none"> • Dormitory certificate; or • Proof of student hostel; or • Lease Contract (the original document and a copy of it) with two signatures of witnesses (only EU citizens) with personal data (ID Card /Passport number, mother's maiden name and address)
Certificate of the financial conditions	Scholarship, bank account statement (not older than one month), or a bank account statement of your parents and a declaration from your parents that they support you in a financial way, etc.
Certificate of health insurance	Any health insurance valid in the territory of EU e.g; European Health Insurance Card
Declaration about the day of crossing the Hungarian Border - last time, no more than 90 days ago	Download it from the attachment, print it and fill it in!
Registration fee: 1000 HUF	The administrative service fee is payable by way of electronic payment instrument (bank card) or in the form of bank deposit (using the cheque supplied by the regional directorate). In respect of yellow cheques, in the "comment" box the client's name and date of birth, and the case type "registration certificate" shall be indicated. (For students with a Hungarian governmental scholarship, e.g. Stipendium Hungaricum, the application process is duty free, in this case please take with you a certificate about your scholarship , e.g. Letter of Award as a Stipendium Hungaricum student.)

Please note that you will receive the registration certificate on the spot when you are at the National Directorate-General for Aliens Policing. You will receive the address card in an official letter by post on the address in Hungary that you declared on the registration form within two weeks after your visit at the Office.

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How to prepare for the visit to the National Directorate-General for Aliens Policing

- ✓ Read the list of documents that you need to take with you to the Office.
- ✓ **Fill in** the required forms, **make a copy of the necessary documents** and take all documents with you. **Print each document at home**, because there is no chance to print at the Immigration and Asylum Office..
- ✓ Make sure that you have **enough time** on the selected day. At the beginning of the semesters, there are always many costumers at the Office.
- ✓ **Be patient** at the Office. The administration takes about 15-20 minutes/person.

Before you leave Hungary

Before you finish your studies at ELTE in Hungary and move back to your country, it is advisable to **go back to the National Directorate-General for Aliens Policing** and cancel your registration card and your address card as well.



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General information on the National Directorate-General for Aliens Policing

You need to submit your request with the required documents in person, at the National Directorate-General for Aliens Policing (in Hungarian: *Országos Idegenrendészeti Főigazgatóság*) within 90 days after your arrival.

Recommended Office: CLIENT SERVICE II (BUDAPEST)

Processes:

- registration certificate;
- endorsement of invitation letter,
- takeover of abroad requested residence permit;
- report of accommodation;
- residence permit applications for foreign students

Office hours for foreign students:

- Monday: 07:00-13:30
- Tuesday: 12:00-18:00
- Wednesday: 08:00-13:30
- Thursday: 08:00-13:30
- Friday: 08:00-11:00

Address: 1135 Budapest, District 13, 35-37 Szegedi út (Twin Office Building, Ground floor)

W: www.bmbah.hu

E: bp2@bah.b-m.hu

Tel: +36 1 4639100

Option: Reserve your appointment on the official page of the National Directorate-General for Aliens Policing (www.bmbah.hu). Download our guide on "[How to book an appointment to the National Directorate-General for Aliens Policing](#)".

For more information please visit the official page of Eötvös Loránd University (www.elte.hu/en/visa-procedure/eea) and the National Directorate-General for Aliens Policing (www.bmbah.hu).

If you have any questions regarding process, please contact the National Directorate-General for Aliens Policing.