

Residence Permit for the Purpose of Studies for Non-EEA Nationals II

If you are if you are coming from

- a **visa waiver country** and you have **already applied for a residence permit** at the Hungarian Consulate in your home country; **or**
- a country that is under visa obligations and **you are possessing permanent residence visa (D-visa)**,

you need to complete your application for a **residence permit**, and after your arrival in Hungary you need to **register your accommodation in person, in Client Service II at the National Directorate-General for Aliens Policing.**

First visit, after your arrival

(1) Application for residence permit

Please prepare and take with you:

Completed form of „ Data sheet for the issuance of the residence permit ” also called “Adatlap a tartózkodási engedély kiadásához” in Hungarian	Download it from the attachment, print it and fill it in!
Valid passport	
1 passport-size colour photo	
Certificate of school attendance	You can receive it at Quaestura Office or in person from your faculty coordinator.
Certificate of accommodation	<ul style="list-style-type: none"> • Dormitory certificate (stamped and signed by the management); or • Proof of student hostel (stamped and signed by the management); or • Lease Contract, which should contain your and your landlord’s personal data (ID Card /Passport number, mother’s maiden name), the exact address (postal code, city, street/square/road, house number, floor number, door number), period of stay (definite/indefinite time) and signatures of two witnesses.
Completed form of “Accommodation reporting form”	Please ask for an empty form from your faculty coordinator and ask your dormitory / landlord/ agent to sign it before you go to the Office.
Please note that the residence permit is only valid with your Address cards and your passport. These three documents are required to be kept and carried on.	

During your stay in Hungary

(2) Reporting obligations of third country nationals (non-EEA) living in Hungary

If your **registered accommodation** has changed during the residence permit procedure, you are **obliged to report the changes** at the National Directorate-General for Aliens Policing **within 3 days**.

Please note, that the **evidence of the registration of the accommodation** issued by the authority is **required to be kept and carried on** by the third country national and presented to the authority if requested.

Please prepare and take with you

Completed form of "Accommodation reporting form"	Please ask for an empty form from your faculty coordinator and ask your dormitory / landlord/ agent to sign it before you go to the Office.
Valid passport	
Certificate of accommodation	<ul style="list-style-type: none"> • Dormitory certificate (stamped and signed by the management); or • Proof of student hostel (stamped and signed by the management); or • Lease Contract, which should contain your and your landlord's personal data (ID Card /Passport number, mother's maiden name), the exact address (postal code, city, street/square/road, house number, floor number, door number), period of stay (definite/indefinite time) and signatures of two witnesses.
Former "Address card" as the evidence of the registration of the accommodation issued by the authority.	If you already registered your accommodation , please take with you the "Address card" as the evidence of the registration of the accommodation issued by the authority.

(3) Extension of the residence permit

When you apply for the extension of a residence permit, you need to submit your request in person at the National Directorate-General for Aliens Policing **at latest 30 days prior to the expiration of the right of residence**. When you submit your application, you need to present a valid passport. Please note that your passport must cover the period of authorized stay at most.

Updated: July 2019

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 National Directorate-General for Aliens Policing .
- ✓ **Accommodation reporting form** – ask your dormitory /landlord/ agent to sign it before you go to the 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

You are not allowed to stay longer in Hungary until you have a valid residence permit. **When your residence permit expires, you need to leave Hungary.**

Updated: July 2019

General information on the National Directorate-General for Aliens Policing

You need to submit your request for a residence permit with the required documents **in person**, in **Client Service II**, at the **National Directorate-General for Aliens Policing** (in Hungarian: *Országos Idegenrendészeti Főigazgatóság*).

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 1 463 9100

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**.