

Registration for EEA nationals

Application process

Department of Erasmus+ &
International Programmes
Directorate of Educational Affairs
Eötvös Loránd University (ELTE)

2019

T: 0036 1 411 6543

W: www.elte.hu/en

Facebook: www.facebook.com/elteinternational



Registration in Hungary for EEA students

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**



You can arrange your registration card **in person** at the **National Directorate-General for Aliens Policing**



More Information

**National Directorate-General
for Aliens Policing - Client
Service II (BUDAPEST)**

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

Web: www.bmbah.hu



Required documents to the National Directorate-General for Aliens Policing

Completed form of " Data sheet for the issuance of registration certificate and for the registration of residence "	Download it, print it and fill it in!
Valid passport or identity card	
Certificate of student status	You can receive it at Quaestura Office or in person from your faculty coordinator. (Temporary student card is not equivalent!)
Certificate of accommodation	<ul style="list-style-type: none"> •Dormitory certificate; or • Proof of student hostel; or •If you rent a flat: Lease Contract (the original document and a copy of it)
Certificate of the financial conditions	Scholarship, bank account statement, 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 EUe.g.; European Health Insurance Card
Declaration about the day of crossing the Hungarian Border - last time, no more than 90 days ago	Download it , 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. <i>(For students with a Hungarian governmental scholarship, e.g. Stipendium Hungaricum, the application process is duty free.)</i>



Data sheet for the issuance of registration certificate and for the registration of residence



BEVÁNDORLÁSI ÉS
MENEKÜLTÜGYI
HIVATAL



DATA SHEET FOR THE ISSUANCE OF REGISTRATION CERTIFICATE AND FOR THE REGISTRATION OF RESIDENCE

Date of requesting the issuance of document: 2016 Year 02 Month 03 Day	File Number: _ _ _ _ _ _ _ _ _ _
Legal grounds for issuing the document: <input type="checkbox"/> income-generating activity <input checked="" type="checkbox"/> studies <input type="checkbox"/> family member <input type="checkbox"/> other	<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>[Signature Specimen of Applicant (Legal Representative)]</p> <p>Please make sure your signature fits in the box..</p>
Applicant's Phone Number: +36 20 562 4571	
Applicant's E-mail Address: John.do@gmail.com	

This is the exact date when you are applying for the document

You have to give the reason why you want to be in Hungary – put an ,x' into the correct box. You, as an international student at ELTE, please select "studies".

You have to put your official signature in the box. Make sure that your signature remains within the frame.

Data sheet for the issuance of registration certificate and for the registration of residence – Step 2

The name you received when you were born, NOT your married name!!!

Your official name that you are using right now (e.g. you might have taken your wife/husband's name, you have to give that name here)

I. Personal Data of Holder of the Right of Residence

Name of Applicant:	
1. Family Name: <input type="text"/> Do	2. Given Name(s): <input type="text"/> John
Previous Name or Name at Birth:	
3. Family Name: <input type="text"/>	<input type="text"/>
4. Given Name(s): <input type="text"/>	<input type="text"/>
Mother's Name at Birth:	
5. Family Name: <input type="text"/>	<input type="text"/>
6. Given Name(s): <input type="text"/>	<input type="text"/>
Place of Birth	
7. Country: <input type="text"/> Norway	<input type="text"/>
8. City/Town: <input type="text"/> Bergen	<input type="text"/>
9. Date of Birth: <input type="text"/> 1992 Year <input type="text"/> 04 Month <input type="text"/> 16 Day	
10. Gender: Male: <input checked="" type="checkbox"/> Female: <input type="checkbox"/>	
11. Citizenship: <input type="text"/>	
12. Marital Status: <input checked="" type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> divorced	

Your mother's name she received when she was born, NOT her married name!!

Put an ,x' into the correct box



Data sheet for the issuance of registration certificate and for the registration of residence – Step 3

Put an ,x' into the correct box

II. Travel Document or ID Data

21. Please specify the type of document: travel document ID card

The number you find on the document

If you have a travel document e.g.; passport, you have to give the type of it

22. Number of Document: 245698NA

23. Type of Travel Document: ordinary service diplomatic other, please specify

Place of Issue

24. Country: Norway

25. City/Town: Bergen

Where your document was issued

26. Date of Issue: 2015 Year 08 Month 05 Day

27. Date of Expiration: 2020 Year 08 Month 05 Day

The exact date that is found on the document – from that day it is valid

When your document becomes invalid



Data sheet for the issuance of registration certificate and for the registration of residence – Step 4

You have to give the address of the place you are staying at in Hungary. You find an example below.

III. Residence Data in Hungary			
31. ZIP code:	1064		
32. City/Town:	Budapest	District	VI.
33. Name of Public Premises:	Izabella		
34. Type of Public Premises (road, street, square, etc.):	street		
35. House Number or Lot Number	46		
	Building: []	Staircase: []	Floor: I. Door: 127
36. Legal grounds for residing at the above specified address:			
<input type="checkbox"/> I hereby declare and affirm that I am the owner of the property specified above.			
<input checked="" type="checkbox"/> I hereby enclose the consent statement of the owner of /the person legally entitled to use the above specified property.			

Put an ,x' in the box if you have your own flat in Hungary.

Put an ,x' in the box if you are staying at some else's flat (rent or staying with family or friends). You need to attach a statement from the owner that they let you stay at their flat.



Data sheet for the issuance of registration certificate and for the registration of residence – Step 5

IV. Other Data

41. Are you covered by full health insurance for the duration of your stay in Hungary?

- Yes.
 No, I will cover the costs of any health care service used.

Put an ,x' into the correct box

42. Are you aware of any disease or medical condition (such as HIV/AIDS, tuberculosis, Hepatitis B, syphilis, leprosy, typhus or other that need permanent medical treatment) you have? Do you carry any of the following contagious diseases: HIV, Hepatitis B, typhus or paratyphus?

Yes No

43. If you are suffering from any of the above specified contagious diseases or medical conditions, do you receive an obligatory and regular medical treatment?

Yes No

44. Permanent or Habitual Residence (prior to arrival to Hungary):

Country: **Germany**

City/Town: **Berlin**

Name of Public Premises: **Joachimstaler Str. 172**

The address of the place where you lived before your arrival to Hungary

45. On abandoning your right of residence or on termination of your right of residence which country do you intend to travel to?

Country: **Germany**

After leaving Hungary which country are you planning to go to?

I certify that the data and answers I have furnished on this form are true and correct to the best of my knowledge and belief.

Date: **03.02.2016.**

Sign it here

Signature of Applicant



Data sheet for the issuance of registration certificate and for the registration of residence – Step 6

DO NOT WRITE IN THIS SPACE.

THIS SPACE IS TO BE FILLED OUT BY THE ACTING AUTHORITY.

I hereby give approval to the issue of the registration certificate for the Applicant.

Date:

.....
(Seal and Signature of Officer)

Number of Document Issued: _____

I hereby acknowledge the receipt of the above registration certificate.

You don't have to fill out anything here!

Date:

.....
(Signature of Applicant)



Declaration of Border Crossing

DECLARATION OF BORDER CROSSING

Undersigned (name)..... **John Do**

Date of birth, place of birth: **16.08.1992, Bergen, Norway**

Mother's maiden name:.....

ID or Passport nr.: **245698NA**

Citizenship:..... **Norwegian**

declare that I came to Hungary at

..... **Budapest** crossing
on **28.01.2016.** (date).

Date: Budapest..... **03.02.2016.**

Sign it here

.....
signature

Your mother's name she received when she was born, NOT her married name!!

The number you find on the document

Write the place where you crossed the Hungarian border (if you arrived in Hungary by plane, the place is Budapest)

Write the exact date when you arrived in Hungary



Please note that you will receive the registration card on the spot when you are at the Immigration and Asylum Office.



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.



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

- Read the information **carefully** (www.elte.hu/en/visa-procedure/eea).
- **Fill in** the required forms, make a copy of the necessary documents and take all of them with you.
- You can ask an ESN ELTE mentor to go with you to the Office. Meet the international coordinator on the given place **on time** on the selected day.
- 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.



National Directorate-General for Aliens Policing – Client Service II

- **Address:** [1135 Budapest, District 13, 35-37 Szegedi út \(Twin Office Building, Ground floor\)](#)
- **Phone number:** +36 1 463 9100
- **Web:** www.bmbah.hu/
- **E-mail:** bp2@bah.b-m.hu

Office hours:

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



Contact us

Department of Erasmus+ & International Programmes Directorate of Educational Affairs Eötvös Loránd University (ELTE)

Web	www.elte.hu/en
E-mail	erasmus@elte.hu
Address	1056 Budapest Szerb utca 21-23
Phone	+36 1 411 6543

