

Residence Permit for the Purpose of Studies for Non-EEA Nationals Application for an extension of the residence permit

When your residence permit is about to expire, you need to apply for the **extension of your residence permit**. When you apply for the extension of a residence permit, you need to submit your request in person in Client Service II at the National Directorate-General for Aliens Policing at **latest 30 days prior to the expiration of the right of residence**.

(1) Application for an extension of the residence permit

Please prepare and take with you (documents in bold are obligatory to present)

Completed form of „ Application for Residence Permit for the Purpose of Study ”	Download it from the attachment, print it and fill it in!
Valid passport	Please note that your passport must cover the period of authorized stay at most.
Former Residence card	
Former Address card	
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. • In case your address didn’t change: <ul style="list-style-type: none"> ○ Former address card ○ Declaration that your accommodation did not change • Please note that the lease agreement must cover the period of your stay in Hungary at most. (When you sign the lease agreement, please be thoughtful your contract shall be contained the opportunity for an extension.)
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.
Certificate of the financial conditions	Scholarship, bank account statement, or a bank account

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	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
Completed form of “Declaration to undertake voluntary leave”	Download it from the attachment, print it and fill it in!
Fee: 10 000 HUF	The costs of the procedure 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). (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.)
Completed form of “Declaration on how you would like to receive your residence permit	Download it from the attachment, print it and fill it in!

You will receive the residence permit in person at **National Directorate-General for Aliens Policing** or in an official letter **by post** on your address in Hungary after your visit at the office **within 15 days**.

Please note! 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.**

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.

(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,

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	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.

How to prepare for the visit to the Immigration and Asylum Office

- ✓ 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.
- ✓ **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.



General information on the National Directorate-General for Aliens Policing

You need to submit your request for a residence permit **in person**, 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 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**.