



Residence Permit for the purpose of studies Non-EEA Students Application process

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

2022

Budapest, Hungary

T: 0036 1 411 6543

W: www.elte.hu/en

Facebook: www.facebook.com/elteinternational



Administration at the National Directorate-General for Aliens Policing

If you are coming from a **Non - EEA country** apart from the European Economic Area (EEA: member states of the EU and Norway, Switzerland, Iceland, and Lichtenstein) **you are required to obtain a residence permit for the purpose of studies**

Two Categories of the administration process:

Category I: If you are coming from a **visa waiver country** and you **did not apply for a residence permit for the purpose of studies** at the Hungarian Consulate in your **home country (you don't have a D-visa)**

More information on visa waiver countries:

konzuliszolgalat.kormany.hu/visa-waiver-agreements

You need to go to the Client Service II and apply for the residence permit or submit the application electronically via Enter Hungary platform

Category II: 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 a permanent residence visa (D-visa)**

You need to go to the Client Service II and apply for the issuance of the residence permit



More Information

**National Directorate-General
for Aliens Policing
Client Service II**

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

Web: www.bmbah.hu

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!

Category I: Required documents to the National Directorate-General for Aliens Policing

If you apply for a residence permit for the first time

<p>„Application for Residence Permit” and Appendix 14</p>	<p>Please download it and fill it in, if you apply for a residence permit for the first time (and you don't have a D-visa).</p>
<p>Valid passport</p>	
<p>1 passport-size colour photo</p>	
<p>Certificate of school attendance</p>	<p>You can receive it at QuaesturaOffice or in person from your faculty coordinator.</p>
<p>Certificate of accommodation</p>	<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.
<p>“Accommodation reporting form”</p>	<p>Please ask for an empty form from your faculty coordinator and ask your dormitory /landlord/agent to signit before you goto the Office!</p>
<p>Certificate of the financial conditions</p>	<p>Scholarship, bank account statement, or a bank account statement of your parents and a declaration from your parents that they support you financially, etc.</p>
<p>Certificate of health insurance</p>	<p>Any health insurance valid in the territory of EU</p>
<p>“Declaration to undertake voluntary leave”</p>	<p>Download it, print it and fill it in!</p>
<p>“Declaration” on how you would like to receive your residence permit</p>	<p>Download it, print it and fill it in!</p>
<p>Fee:</p> <ul style="list-style-type: none"> • New request: <ul style="list-style-type: none"> • at the client service office: HUF 39 000 • via Enter Hungary: HUF 24 000 • Extension: <ul style="list-style-type: none"> • at the client service office: HUF 35 000 • via Enter Hungary: HUF 23 000 	<p>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). In respect of yellow cheques, in the “comment” box the client's name and date of birth, and the case type “Application for Residence Permit” shall be indicated. Please note, that scholarship holders are exempted from the application fee!</p> <p><i>(Individuals who have the right to free movement and residence, as well as citizens of third countries who study in Hungary with a Hungarian government scholarship or with a regular study allowance from the minister responsible for education are exempt from paying administration service charges according to point 2) c) of paragraph 5 of the Decree 28/2007 /31.05/ of the Ministry of Justice and Law Enforcement on the charges of administration related to the entry and residence of individuals who have the right to free movement and residence, as well as the citizens of third countries.)</i></p>

Category II: Required documents to the National Directorate-General for Aliens Policing

If you have already applied for the residence permit at the Hungarian Consulate in your home country (and you have a D-visa)

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!
Copy of valid passport and visa	
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.

Application for residence permit for the purpose of studies – Step 1

<i>For completion by the authority.</i> Authority receiving the application:
Date of acceptance of the application: _____ year _____ month ____ day
<input type="checkbox"/> First residence permit entry border crossing point: date of entry: _____ year _____ month ____ day (to be completed if application is made in Hungary)
<input type="checkbox"/> Extension of residence permit Residence permit number: _____ validity: _____ year _____ month ____ day

**This must be completed by the authorities,
You don't have to fill out anything here!**

Application for residence permit for the purpose of studies – Step 3

1. Personal data of the applicant		
surname (as shown in passport): J.Fox Your surname that is given in your passport	forename (as shown in passport): Michael Andrew Your first name(s) that is given in your passport	
surname by birth: J.Fox Your surname that is given in your passport	forename by birth: Michael Andrew Your first name(s) that is given in your passport	
mother's surname and forename at birth: <div style="text-align: center;">Harper, Phyllis</div>	sex: <input type="checkbox"/> male <input type="checkbox"/> female	marital status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widow(er) <input type="checkbox"/> divorced
date of birth: 1992 year 01 month 21 day	place of birth (locality): Edmonton The city where you born in	country: Canada The country where you born in
citizenship: Canadian The position or status of being a citizen of a particular country		ethnicity (not mandatory): American The status of belonging to a particular nation (you can leave this part blank)
professional skills:	educational attainment: <input type="checkbox"/> primary <input type="checkbox"/> secondary <input type="checkbox"/> tertiary	Employment before arriving to Hungary: The job you had before your arrival to Hungary

Your mother's surname and first name(s) she received when she was born, NOT HER MARRIED NAME!



Application for residence permit for the purpose of studies – Step 4

2. Details of the applicant's passport:	
Passport No.: KA1023045	place and date of issue: Ottawa, Canada (place) 2018 year 01 month 01 day
type: <input type="checkbox"/> private passport <input type="checkbox"/> service passport <input type="checkbox"/> diplomatic passport <input type="checkbox"/> other	validity period: The date until your passport is valid 2025 year 01 month 01 day

Put an ,x' into the appropriate box (optionally you should choose ordinary passport)



You need to specify the place where you stay at while you are in Hungary, see the example below

3. Details of the applicant's place of accommodation in Hungary					
land register reference number: postal code: 1135	locality: Budapest	name of public place: Kerekes			
type of public place: utca / street	building number: 12-20	building: A	block:	floor:	door:
legal title of residence in the place of accommodation: academic studies					
<input type="checkbox"/> owner <input checked="" type="checkbox"/> tenant <input type="checkbox"/> family member <input type="checkbox"/> complementary accommodation <input type="checkbox"/> other, specifically:					

You need to specify what sort of right you have got to stay at the flat you gave above as your residential place



Application for residence permit for the purpose of studies – Step 5

4. Comprehensive sickness insurance cover	
Have any comprehensive sickness insurance cover for the planned duration of residence in Hungary?	
<input type="checkbox"/> under employment <input type="checkbox"/> I have comprehensive sickness insurance cover	<input type="checkbox"/> I have sufficient financial resources to cover the costs <input type="checkbox"/> other, specifically: Put an ,x' into the appropriate boxes
<input type="checkbox"/> no	

5. Return or onward journey conditions					
When your right of lawful residence expires, which the country will be your destination for your return or onward journey? Which country are you leaving Hungary for?				Means of transport? e.g. airplane, coach, car, train...	
Do you have the necessary	passport? <input type="checkbox"/> yes <input type="checkbox"/> no	visa? <input type="checkbox"/> yes <input type="checkbox"/> no	ticket? <input type="checkbox"/> yes <input type="checkbox"/> no	sufficient financial resources? <input type="checkbox"/> yes, amount:	<input type="checkbox"/> no



Application for residence permit for the purpose of studies – Step 7

6. Dependent spouse, children, parent of the applicant				
name/relationship: Tracy Pollan wife	place and date of birth: New York, 15.05.1993	nationality: American	legal title of residence: <input type="checkbox"/> visa <input type="checkbox"/> residence permit <input type="checkbox"/> interim permanent residence permit <input type="checkbox"/> EC permanent residence permit <input type="checkbox"/> other	<input type="checkbox"/> long-term visa <input type="checkbox"/> permanent residence permit <input type="checkbox"/> national permanent residence permit <input type="checkbox"/> immigration permit <input type="checkbox"/> EU Blue Card Number of residence document: <input type="checkbox"/> not residing in Hungary
Put an ,x' into the appropriate box				
name/relationship:	place and date of birth:	nationality:	legal title of residence: <input type="checkbox"/> visa <input type="checkbox"/> residence permit <input type="checkbox"/> interim permanent residence permit <input type="checkbox"/> EC permanent residence permit <input type="checkbox"/> other	<input type="checkbox"/> long-term visa <input type="checkbox"/> permanent residence permit <input type="checkbox"/> national permanent residence permit <input type="checkbox"/> immigration permit <input type="checkbox"/> EU Blue Card Number of residence document: <input type="checkbox"/> not residing in Hungary
If you have no family members staying with you in Hungary, leave these boxes empty				
name/relationship:	place and date of birth:		legal title of residence: <input type="checkbox"/> visa <input type="checkbox"/> residence permit <input type="checkbox"/> interim permanent residence permit <input type="checkbox"/> EC permanent residence permit <input type="checkbox"/> other	<input type="checkbox"/> long-term visa <input type="checkbox"/> permanent residence permit <input type="checkbox"/> national permanent residence permit <input type="checkbox"/> immigration permit <input type="checkbox"/> EU Blue Card Number of residence document: <input type="checkbox"/> not residing in Hungary



Application for residence permit for the purpose of studies – Step 8

Ordinary passport, number: KA1023045

7. Miscellaneous information:

Permanent or usual place of residence before arriving to Hungary:

Country: **Canada**

Locality: **Ottawa**

Name of public place: **4th Avenue**

**Your permanent address in
your home country**

Do you have a document evidencing right of residence in another Schengen Member State? yes no

Type and number of permit:

validity: year month day

Have you ever had an application for residence permit rejected previously?

yes no

Have you ever been sentenced for a crime before? If yes, in which country and when, for what crime, and what was your sentence?

yes no

Have you ever been expelled from Hungary, if yes, when?

yes no

year month day

**Put an ,x' into the
appropriate boxes**

To your knowledge, do you have any contagious disease that requires treatment, such as HIV/AIDS, tuberculosis, hepatitis B, syphilis, leprosy, typhoid fever, or are you a carrier of the infectious agent of HIV, hepatitis B, typhoid or paratyphoid fevers?

yes no

If you suffer from any of the diseases specified above, or if contagious or a carrier of infectious diseases, do you receive compulsory and regular treatment with regard to the said diseases?

yes no

Application for residence permit for the purpose of studies – Step 9

8. I hereby declare that my minor child shown in my passport is travelling with me to Hungary.

yes no

Attention! If your minor child shown in your passport is travelling with you to Hungary, Appendix A need to be enclosed with your application.

9. Planned duration and reasons of stay

Until when do you wish to have the right of residence? year **2025** month **01** day **01**

I hereby declare that the purpose of my stay in Hungary is:

- Job-searching or entrepreneurship (Appendix 1)
- Family reunification (Appendix 2)
- EU Blue Card (Appendix 3)
- Traineeship (Appendix 4)
- Medical treatment (Appendix 5)
- Official (Appendix 6)
- Gainful activity (Appendix 7)
- Research or researcher mobility (long-term) (Appendix 8)
- Visit (Appendix 9)
- Employment (Appendix 10)
- National (Appendix 11)
- Voluntary service activities (Appendix 12)
- Seasonal work (Appendix 13)
- Studies or student mobility (Appendix 14)
- Intra-corporate transfer (Appendix 15)
- Other, specifically: (Appendix 16)

The expected date when your studies will be finished (or if your passport expires during your studies, then the date of expiry of your passport)

You have to give the reason why you are applying for the residence permit, and the expected date until you wish to stay.

As a university student, you need to apply for a residence permit for the purpose of studies!

Application for residence permit for the purpose of studies – Step 10

I hereby declare that the information in the application and in the enclosed Appendix(es) is true and correct. I understand that if the application contains any false information it shall be refused.

Date: **09.02.2022**

..... **Sign it here**
(signature)

I hereby undertake the commitment to leave the territory of Member State of the European Union on my own accord if my application for residence permit is definitively refused. (to be completed if application is made in Hungary)

Date: **09.02.2022**

..... **Sign it here**
(signature)

Transaction number of payment if made by electronic payment instrument or by bank deposit:



Application for residence permit for the purpose of studies – Step 10

For completion by the authority

If the application is approved

The applicant's stay in Hungary for the purpose of _____ is hereby authorized until ____ year ____ month ____ day.

Date:
(signature, stamp)

Number of residence permit issued: _____

I have received the residence permit. **You don't have to fill out anything here!**

Date:
(signature of applicant)

In the case of renewal, number of residence permit withdrawn: _____

If the application is refused

Number of the resolution on refusal:

Date of refusal: ____ year ____ month ____ day **You don't have to fill out anything here!**

Legal basis for refusal:

If the proceeding is terminated

Number of decision on termination:

Date of decision: ____ year ____ month ____ day

Legal basis of the decision:



Category I. - APPENDIX 14 (*Studies or student mobility*)

APPENDIX 14
(*Studies or student mobility*)

1. Legal basis of the application			
<input type="checkbox"/> pursuit of studies	if you are an Erasmus student/exchange student, put an ,x' into the ,mobility of students' box		
<input type="checkbox"/> mobility of students			
In the case of mobility of students			
name of first Member State:			
type of document issued by the first Member State:			
number:			The document that allows you to reside in the Member State
validity period:	year	month	



Category I. - APPENDIX 14 (Studies or student mobility)

2. Particulars of host education establishment	
name: Eötvös Loránd Tudományegyetem / Eötvös Loránd University	type of education: <input type="checkbox"/> secondary education <input type="checkbox"/> bachelor training <input type="checkbox"/> advanced training <input type="checkbox"/> other training type of training: <input type="checkbox"/> preparatory course <input type="checkbox"/> basic training
Address of education establishment: 1053 Budapest Egyetem tér 1-3. The main base of the university	
3. Educational attainment:	
Name of education establishment: Address of education establishment:	type of education: <input type="checkbox"/> secondary education <input type="checkbox"/> bachelor training If holding a degree in higher education, indicate faculty: Date of receipt of diploma:
Details of your highest level of education to date	

The type depends on your studies; if you are an Erasmus student/exchange student, you have to put an ,x' into the ,other training' box



Category I. - APPENDIX 14 (Studies or student mobility)

4. Language(s) spoken and level of proficiency:

English language, **Advanced** level; language, level;

French language, **Beginner** level; language, level;

5. Information about means of subsistence in Hungary

Source of support:	self <input type="checkbox"/> yes <input type="checkbox"/> no family member <input type="checkbox"/> yes <input type="checkbox"/> no scholarship <input type="checkbox"/> yes <input type="checkbox"/> no
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Do you have any savings? yes no Amount:

Other income/assets for means of subsistence:

You need to give the exact amount of the money you receive and the available savings you have

Name of family member providing support:	Relationship:
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NYILATKOZAT

a tartózkodási engedély iránti kérelem elutasítása esetén az önkéntes távozás vállalására

DECLARATION

to undertake voluntary leave in case of having the residence permit application rejected

Alulírott / I, the undersigned

családi név (útlevél szerint) / family name (as in passport): J. Fox
utónév (útlevél szerint) / given name (as in passport): Michael Andrew

Your surname that is given in your passport

Your given name that is given in your passport

születési családi név / former family name: _____
születési utónév / former given name: _____

születési idő / date of birth: 21.02.1992
születési hely / place of birth: Edmonton, Canada

anyja születési neve / mother's maiden name: Harper, Phyllis

Your mother's surname and first name(s) she received when she was born, NOT HER MARRIED NAME!

nem / sex: férfi / male nő / female
-családi állapot: nőtlen/hajadon házas married elvált divorced özvegy widow

állampolgárság / citizenship: Canadian

nemzetiség (nem kötelező kitölteni) / nationality (not compulsory): American

utolsó állandó külföldi lakhelye / last address abroad (not in Hungary): _____

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

útlevél száma / passport number: AB123456

útlevél típusa: magán szolgálati diplomata egyéb:
type of passport: private service diplomatic other:

Underline the appropriate category (optionally you should choose private passport)

kiállítás helye, ideje / place and date of issue: Ottawa, Canada

érvényességi ideje / validity: 11.11.2025

Amennyiben a tartózkodási engedély iránti kérelem tárgyában jogerős és végrehajtható elutasító döntés születik, vállalom az Európai Unió tagállamainak önkéntes elhagyását.

IGEN NEM

Underline YES

In the event that my residence permit application is rejected, and that rejection becomes legally binding and enforceable, I agree that I will voluntarily leave the territory of the European Union.

YES NO

YMM.DD

Sign it here

Budapest, 201...
Aláírás / Signature:



DECLARATION

Family name (as in passport): **J. Fox** ←

Given name (as in passport): **Michael Andrew** ←

Mother's maiden name: **Harper, Phyllis** ←

Place and date of birth:

Country: **Canada** City:

Day Month Year **Edmonton 21 01**

Citizenship: **1992**

Address in Hungary: **Canadian** ←

Passport number: **1051 Budapest, Roosevelt Square**

Passport type: **5-6.** ←

Place and date of issue: **AB123456**

Validity: **Private**

Ottawa, Canada 15. 04. 2015

11. 11. 2018

I would like to receive my residence card / residence permit to be mailed to my address.

I would like to receive my residence card / residence permit in person at the client service. ←

Date: **09.02.2016.**

Sign it here

Declaration on how you would like to receive your residence permit

Your surname that is given in your passport

Your first name(s) that is given in your passport

Your mother's surname and first name(s) she received when she was born, **NOT HER MARRIED NAME!**

The Address of the place where you will be living during your stay in Hungary

Private/official/diplomatic/other (optionally it is private)

If you want to pick up your residence permit personally (recommended) at the office where you applied for it

Category II: Data sheet for the issuance of the residence permit

3. számú melléklet

Adatlap a tartózkodási engedély kiadásához

<p>A hatóság tölti ki! / For official use only!</p> <p>Adatlapot átvevő hatóság: BÁH Regionális Igazgatóság</p> <p>beutazás helye:</p> <p>beutazás ideje: év hó nap</p> <p>Tartózkodási engedély átvételére jogosító vízum száma és érvényessége: H □□□□□□□□ év hó nap</p>	<p>Gépi újszám: □□□□□□□□□□</p> <div style="text-align: center; border: 1px solid black; width: 150px; height: 150px; margin: 20px auto;"> Arcfénykép </div> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 20px auto;"> _____ </div> <p style="text-align: center; font-size: small;">A kérelmező (törvényes képviselő) aláírása / Signature of the applicant (legal representative) Az aláírásnak a kereten belül kell maradnia! / The signature must be completely within the frame.</p>
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1. A kérelmező személyes adatai / Personal data of applicant			
családi név (útlevél szerint) / Family name (as in passport):	utónév (útlevél szerint) / Given name(s) (as in passport):		
születési családi név / Family name at birth:	születési utónév / Given name(s) at birth:		
anya születési családi és utóneve / Mother's family name and given name(s) at birth:			
születési idő / Date of birth: év/year hó/month nap/day	születési hely (település) / Place of birth (city):	ország / Country:	
állampolgársága / Nationality:	nem / Sex: <input type="checkbox"/> férfi / Male <input type="checkbox"/> nő / Female		

2. A kérelmező útlevélének adatai / Data of passport			
útlevél száma / Passport number:	kiállításának ideje, helye / Date and place of issue: év/year hó/month nap/day		
útlevél típusa / Type of passport: <input type="checkbox"/> magánútlevél / private passport <input type="checkbox"/> szolgálati / service <input type="checkbox"/> diplomata / diplomat <input type="checkbox"/> egyéb / other	érvényességi ideje / Valid until: év/year hó/month nap/day		

Fill in the form:

- 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 go to the Client Service II and apply for the issuance of the residence permit

Category II: Data sheet for the issuance of the residence permit – Step 1

3. számú melléklet

Adatlap a tartózkodási engedély kiadásához

A hatóság tölti ki! / For official use only!	
Adatlapot átvevő hatóság:	
BÁH Regionális Igazgatóság	
beutazás helye:	
You don't have to fill out!	
beutazás	
..... év	
Tartózkodási engedély átvételére jogosító vízum száma és érvényessége:	
H <input type="checkbox"/> év hó nap	
Gépi ügyszám: <input type="checkbox"/>	
Arcfénykép	
Don't forget to take a picture with you!	
Your Signature	

A kérelmező (törvényes képviselő) aláírása / Signature of the applicant (legal representative)
Az aláírásnak a kereten belül kell maradnia! / The signature must be completely within the frame.



Category II: Data sheet for the issuance of the residence permit – Step 2

I. A kérelmező személyes adatai / Personal data of applicant		
családi név (útlevél szerint) / Family name (as in passport): J.Fox	utónév (útlevél szerint) / Given name(s) (as in passport): Michael Andrew	
születési családi név / Family name at birth: J.Fox	születési utónév / Given name(s) at birth: Michael Andrew	
anyja születési családi és utóneve / Mother's family name and given name(s) at birth: Harper Phyllis		
születési idő / Date of birth: 1992 év/year 01 hó/month 21 nap/day	születési hely (település) / Place of birth (city): Edmonton	ország / Country: Canada
állampolgársága / Nationality: Canadian	nem / Sex: <input checked="" type="checkbox"/> férfi / Male <input type="checkbox"/> nő / Female Put an ,x' into the box	
2. A kérelmező útlevelének adatai / Data of passport		
útlevél száma / Passport number: AB123456	kiállításának ideje, helye / Date and place of issue: 2015 év/year 04 hó/month 15 nap/day	
útlevél típusa / Type of passport: <input checked="" type="checkbox"/> magánútlevél / private passport <input type="checkbox"/> szolgálati / service <input type="checkbox"/> diplomata / diplomatic <input type="checkbox"/> egyéb / other	érvényességi ideje / Valid until: 2018 év/year 11 hó/month 11 nap/day	

Your mother's surname and first name(s) she received when she was born, **NOT HER MARRIED NAME!**

Put an ,x' into the appropriate box (optionally you should choose private passport)

Category II: Data sheet for the issuance of the residence permit – Step 4

Kiadott tartózkodási engedély száma:

A tartózkodási engedély

You don't have to fill out!

Kelt:

.....
aláírás / Signature
(a kérelmező aláírása)

Accommodation Reporting Form – Step 1

Accommodation reporting form for third country nationals	Accommodation reporting form for third country nationals
1. Family and given name of applicant: _____ _____	6. Family name: _____ 7. Given name: _____
2. Date of birth: ____ year ____ month ____ day	10. Mother's maiden family name: _____
3. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	11. Mother's maiden given name: _____
4. Nationality: _____	12. Place of birth: - Country: _____
	13. Place of birth: - City: _____
	14. Date of birth: ____ year ____ month ____ day
	15. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
	16. Nationality: _____
5. New address: Postal code: _____	
City (District): _____	
Name of public domain (road, street, square, etc.): _____	
Type of public domain (road, street, square, etc.): _____	
Street number: _____	
	17. Passport number: _____
	18. Visa: <input type="checkbox"/> Visa <input type="checkbox"/> Residence permit
	19. Number of residence visa or residence permit: _____
	20. Place of crossing the border: _____
	Date of crossing the border: ____ year ____ month ____ day
	Signature of the applicant (legal representative) _____
	Signature of the person providing accommodation _____

1. Fill in this section with your personal data

2. Fill in this section with your address in Hungary

3. Give your passport number

4. Visa, if you haven't received your residence permit yet

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

5. Give your number of residence visa or residence permit

7. Write the exact date when you arrived in Hungary

8. Sign here

9. Sign with the landlord here



Accommodation Reporting Form – Step 2

1. The exact date when you moved into your apartment/ dormitory

22. Date of reporting accommodation: _____ year _____ month _____ day

Are you entitled to stay in the apartment: _____ indefinite time _____
_____ solely _____ year _____ month _____

in the apartment: Owner Sub/tenant Family member
 Other, namely: _____

3. Put an ,x' into the appropriate box

2. The date when you move out from your apartment/dormitory

4. Fill in this section with your address in Hungary

Name of public domain (road, street, square etc): _____

Type of public domain (road, street, square etc): _____ Street number: _____

Building: _____ Staircase: _____ Floor: _____ Apartment number: _____

For official use only

Receiving authority (code and name): _____

Date of application receipt: _____ year _____ month _____ day

6. You don't have to fill out!

Days counted from the day of entry. Change in the address shall be reported within three working days following the occupation to the competent Regional Directorate in person or by representative.

Receiving authority: _____

Date of receipt: _____ year _____ month _____ day

Processing authority: _____

Date of processing: _____ year _____ month _____ day Date of change: _____ year _____ month _____ day

5. You don't have to fill out!

Date: _____

Signature of official, seal

Along with the reporting you have to submit:

- a) your travel document,
- b) your valid residence permit if you possess one.
- c) and the documents certifying the ownership of a flat or the right to use it.

The voucher certifying the report of the accommodation shall be kept in the travel document or together with the residence permit and shall be handed over the competent authorities for inspection.



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

- Read the information **carefully** (www.elte.hu/en/visa-procedure).
- **Fill in** the required forms, make a copy of the necessary documents and take all of them with you.
- **Accommodation reporting form** – ask your dormitory / landlord / agent to sign it before you go to the Office.
- You can ask an ESN ELTE (or Stipendium Hungaricum) mentor to go with you to the Office and help you. Meet the international coordinator on the given place **on time** on the selected day. Please don't be late!
- Make sure that you have **enough time** on the selected day. At the beginning of the semesters, there are always many clients at the Office.
- **Please, be patient** at the Office. The administration takes about 15-20 minutes/person.

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.

National Directorate-General for Aliens Policing – Client Service II

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

Office hours:

Monday	08:00-14:00
Tuesday	08:00-14:00
Wednesday	08:00-14:00
Thursday	08:00-14:00
Friday	08:00-12:00



Contact us

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

Web

www.elte.hu/en

E-mail

visa@elte.hu

Address

1056 Budapest
Szerb utca 21-23

