

A Guide for Legalisation Procedure of Diploma Issued in Hungary

Important: Please note that the purpose of this document is to help ELTE students manage the process of legalisation of diplomas issued in Hungary. This is **not** an official document, for official information, please visit the website of [Oktatási Hivatal](#) (Educational Authority) and [Ministry of Foreign Affairs and Trade](#). This document was created according to the official notification issued by the Ministry of Foreign Affairs on 6th of July 2023.

Who needs to go through the legalisation procedure of diploma?

Those students who wish to continue their studies or career in another country (not in Hungary).

Diplomas can be legalised through:

- a) Apostille Certificate → the list of relevant countries is available from [here](#).
- b) ministerial / diplomatic legalisation → all other countries

What are the steps you need to follow?

1. Visit the Educational Authority (in Hungarian “Oktatási Hivatal”) to get your diploma intermediate legalised.
2. Visit the Ministry of Foreign Affairs and Trade to get your diploma legalised.

1. Educational Authority (Oktatási Hivatal)

- you do not need to book an appointment in advance, but please check the [consulting hours here](#) (Központi Ügyfélszolgálat) to arrive there in the right time
- you do not need to pay any fee for this procedure
- take your **original diploma** (scanned version is **not** acceptable) with you and your **passport/ID card**
- in case you cannot visit the office in person:
 - fill out the [authorization form](#) (note: it is only acceptable if the original document is presented) or
 - contact the customer service via email/phone – contact details [here](#)
- you can go to the Ministry of Foreign Affairs only after the Educational Authority legalised your diploma

2. Ministry of Foreign Affairs and Trade

- please first read the official information here: <https://konzinfo.mfa.gov.hu/en/legalisation-procedure-documents-be-used-abroad>
- you need to fill out a request online
- create an account here: <https://konzinfostart.mfa.gov.hu/#!/login>
- you can find the request form at *Legalisation (in Hungary)* option
- print out the request and sign it

- you can deliver your request in person or by post
- in person
 - please book an appointment here in advance: <https://konzinfoidopont.mfa.gov.hu/> (note: without appointment you cannot visit the office)
 - address: Budapest, Nagy Imre tér 4
 - take your printed and signed request, your original diploma, your passport/ID card

- fee: 5500 HUF/ signature – you need to pay for it at the office with your bank card (cash is not accepted!)
- the name of the person who delivers the request needs to be identical with the name on the request (it does not matter whose documents are being legalised). In this case authorization is not needed
- you need authorization if the name of the person who delivers the request is not identical with the name on the request. In this case you need to present the original copy of an official authorization form.
- by post
 - transfer the fee (5500 HUF/ signature)
 - account number: 10032000-01410608-00000000
 - IBAN: HU89 10032000-01410608-00000000
 - Swift code: HUSTHUHB
 - in the message field write: 'FH' + your family name
 - print out the official notice of a bank transaction
 - print out the request and sign it
 - mail the documents (request, official notice of a bank transaction, **original** diploma) to the following postal address
 - Külgazdasági és Külügyminisztérium
Konzuli és Állampolgársági Főosztály, Felülhitelesítés
1525 Budapest, Pf. 28
 - please note, that the Ministry can forward the documents only to a Hungarian address
 - **if you misspell your postal address and your document cannot be delivered, your legalised diploma will be sent back to the Ministry** of Foreign Affairs and Trade