

# Notification of accommodation Fill in guide

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# First square

- Pay attention, you have to fill in the whole document in BLOCK LETTERS, using only latin characters!
- From the first square you only have to write in your telephone number and E-mail address.
- Please, do not fill in the first two lines!



ORSZÁGOS  
IDEGENRENDESZETI  
FŐIGAZGATÓSÁG



Notification of accommodation

<b><i>For completion by the authority!</i></b>
Authority receiving the notification (code and name):
Time of receiving the notification:
_____ year _____ month _____ day
<b>PLEASE COMPLETE THE FORM LEGIBLY. IN BLOCK LETTERS. USING LATIN CHARACTERS</b>
Telephone number:
E-mail address:

# Mother's surname and forename, Number of residence permit

- **Mother's surname and forename:** You have to write in your mother's surname and forename, which she received when she was born

<b>I. Personal data of the applicant:</b>	
1. Surname: Forename(s):	Sex: Citizenship:
2. Mother's surname and forename at birth:	

- **Number of residence permit:** You have to write in your residence permit's number, which you can find in the upper right corner of the permit



5. Passport number and validity:	year	month	day
Number of residence permit:			

# Address of accommodation 1.0

- **Postal code:** In Hungary the postal code contains four numbers (if your accommodation is in Budapest, it starts with the number „1”)
- **Land register number:** You can ask this number from the dormitory or from your landlord
- **Locality:** Here you have to write in the name of the city/town where your accommodation is.
- **District:** Here write in the number of the district where your accommodation is. (In Budapest there are 23 districts, but in smaller cities there are no districts, in this case leave this line empty)

6. Address of accommodation (precise):

Postal code:

Locality:

Name of public place:

Type of public place (road, street, square, etc):

Building number:

Land register ref. number

District:

# Address of accommodation 2.0

- **Name of public place:** Here you have to write in the name of the street (E.g. Andrassy)
- **Type of public place:** Here you have to write in if the public place is a street, a road or a square etc. (meanings: utca – street; út – road; tér – square)
- Please fill in the following lines as well, as precisely as you can

Name of public place:

Type of public place (road, street, square, etc):

Building number:

Building:

Block:

Floor:

Door:

# Address of accommodation 3.0 and signature

- Here choose your legal title (E.g. if you are renting your accommodation choose „tenant”)

7. Legal title of residence at the accommodation:

owner

tenant

other: .....

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- **Signature of the landlord:** It is very important that the landlord should sign the document **by hand and by a blue pen**. If you can not meet personally, use postal service!

Date:.....	
..... Signature of landlord	..... Signature of applicant

# Proof of the use of the accommodation

- **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. (Ideally in two languages, but at least in Hungarian)

## INFROMATION

### Mandatory enclosures:

- proof of the use of accommodation (e.g. residential lease contract, document on accommodation by courtesy, etc.)
- copy of valid passport

Information for applicants: When relocating, third-country nationals shall - within three days - notify the regional directorate of jurisdiction by reference to the place where the new place of abode is located, according to the (1) subparagraph of Section 156 of Government Decree 114/2007. (V.24.) on the Implementation of Act II of 2007 on the Admission and Right of Residence of Third-Country Nationals.

The competent regional directorate shall be entitled to consult the register of personal data and address records to verify the address registered.

# Useful links:

- [ELTE - visa/residence permit page](#)
- [Enter Hungary website](#)
- [Notification of accommodation document](#)