

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

International Office, Rector's Cabinet

Eötvös Loránd University (ELTE)

10 July 2017

Budapest, Hungary

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## Administration at the Immigration and Asylum Office

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:**

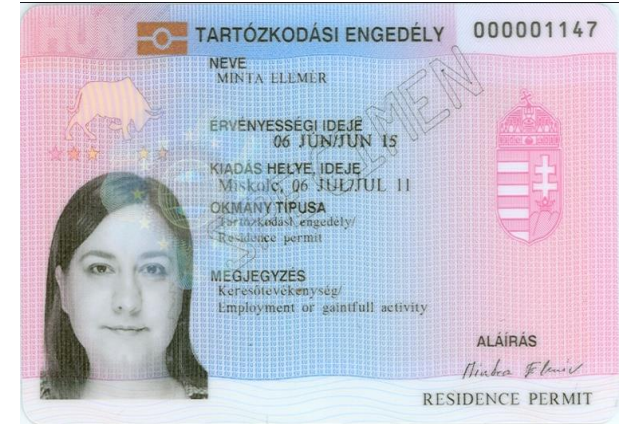
**Category I:** If you are coming from a **visa waiver country** and you **did not apply for a residence permit for the purpose of studies** at the Hungarian Consulate in your **home country (so you don't have a D-visa)**

**More information on visa waiver countries:**  
[konzuliszolgalat.kormany.hu/visa-waiver-agreements](http://konzuliszolgalat.kormany.hu/visa-waiver-agreements)

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

**Category II:** If you are 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**



### More Information

Immigration and Asylum Office  
Client Service II

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

**Web:** [www.bmbah.hu](http://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 Immigration and Asylum Office

If you apply for a residence permit for the first time

„ <a href="#">Application for Residence Permit for the purpose of Study</a> ” or	Please download it and fill it in, <b>if you apply for a residence permit for the first time (and you don't have a D-visa).</b>
Valid passport	
1 passport-size colour photo	
Certificate of school attendance	You can receive it at <a href="#">Quaestura Office</a>
Certificate of accommodation	<ul style="list-style-type: none"> <li>• <b>Dormitory certificate</b> (stamped and signed by the management);</li> <li>• <b>Proof of student hostel</b> (stamped and signed by the management);</li> <li>• <b>Lease Contract</b>, 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.</li> </ul>
“Accommodation reporting form”	Please ask for an empty form from your faculty coordinator and <b>ask your dormitory /landlord/ agent to sign it before you go to the Office!</b>
Certificate of the financial conditions	Scholarship, bank account statement, etc.
Certificate of health insurance	Any health insurance valid in the territory of EU
“ <a href="#">Declaration to undertake voluntary leave</a> ”	Download it, print it and fill it in!
“ <a href="#">Declaration</a> ” on how you would like to receive your residence permit	Download it, print it and fill it in!
<b>Fee:</b> <ul style="list-style-type: none"> <li>• <b>New request: HUF 18 000 in form of fee stamps</b></li> <li>• <b>Extension: HUF 10 000 in form of fee stamps</b></li> </ul>	You can buy it at any larger post office. (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.)

## Category II: Required documents to the Immigration and Asylum Office

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 „ <a href="#">Data sheet for the issuance of the residence permit</a> ” also called “Adatlap a tartózkodási engedély kiadásához” in Hungarian	Download it from the attachment, print it and fill it in!
Valid passport	
1 passport-size colour photo	
Certificate of school attendance	You can receive it at <a href="#">Quaestura Office</a> or in person from your faculty coordinator.
Certificate of accommodation	<ul style="list-style-type: none"><li>• <b>Dormitory certificate</b> (stamped and signed by the management);</li><li>• <b>Proof of student hostel</b> (stamped and signed by the management);</li><li>• <b>Lease Contract</b>, 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.</li></ul>
Completed form of “Accommodation reporting form”	Please ask for an empty form from your faculty coordinator and <b>ask your dormitory / landlord/ agent to sign it before you go to the Office.</b>





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MENEKÜLTÜGYI  
HIVATAL



## Category I: Application for residence permit for the purpose of studies

### Application for Residence Permit for the Purpose of Study

Authority receiving the application: _____		File Number:	
<input type="checkbox"/> Residence permit issued for the first time Place of Entry: _____  Date of Entry: _____ Year _____ Month _____ Day  Number and Expiration Date of Residence Visa Valid until: _____ Year _____ Month _____ Day		Photo 	
<input type="checkbox"/> Renewal of residence permit Number and Expiration Date of Residence Permit Valid until: _____ Year _____ Month _____ Day		 [Signature Specimen of Applicant (Legal Representative)] Please make sure your signature fits in the box.	
Place of Receipt of Document:			
<input type="checkbox"/> Applicant will receive the document <u>at the issuing authority.</u>		Phone: _____	
<input type="checkbox"/> Applicant will receive the document by <u>postal mail.</u>		E-mail: _____	
<b>I. Applicant's Personal Data</b>			
Family Name (as per passport): _____		Given Name(s) (as per passport): _____	
Family Name at Birth: _____		Given Name(s) at Birth: _____	
Mother's Family and Given Name(s) at Birth: _____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> single <input type="checkbox"/> widowed <input type="checkbox"/> married <input type="checkbox"/> divorced
Date of Birth: Year    Month    Day	Place of Birth (City): _____	Country: _____	
Citizenship: _____		Nationality (optional): _____	

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 do not have a D-visa)

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

More information: [konzuliszolgalat.kormany.hu/visa-waiver-agreements](http://konzuliszolgalat.kormany.hu/visa-waiver-agreements)





**Authority receiving the application:**

**You don't have to fill out anything here!**

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**Residence permit issued for the first time**

**Place of Entry:**           Budapest          

**Date of Entry:**  
                  2016 Year   01 Month   28 Day

**Number and Expiration Date of Residence Visa**  
\_\_\_\_\_  
Valid until: 2016 Year   02 Month   28 Day

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**Renewal of residence permit**

**Number and Expiration Date of Residence Permit**  
\_\_\_\_\_  
Valid until: ..... Year ..... Month ..... Day

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

Put an ,x' into the box if you are applying for the residence permit for the first time

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

Write the number of the residence visa into the boxes and then the date until it is valid

Put an ,x' into the box if you already have a residence permit and you want to extend it

Write the number of the residence visa into the boxes and then the date until it is valid



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

<b>1. Applicant's Personal Data</b>		
<b>Family Name (as per passport):</b> <b>J. Fox</b> <span style="color: red;">Your surname that is given in your passport</span>	<b>Given Name(s) (as per passport):</b> <b>Michael Andrew</b> <span style="color: red;">Your first name(s) that is given in your passport</span>	
<b>Family Name at Birth:</b> <b>J. Fox</b> <span style="color: red;">Your surname when you were born</span>	<b>Given Name(s) at Birth:</b> <b>Michael Andrew</b> <span style="color: red;">Your first name(s) when you were born</span>	
<b>Mother's Family and Given Name(s) at Birth:</b> <div style="text-align: center; padding: 5px;"><b>Harper, Phyllis</b></div>	<b>Gender:</b> <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status:</b> <input type="checkbox"/> single <input checked="" type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> divorced
<b>Date of Birth:</b> <b>1992</b> Year <b>01</b> Month <b>21</b> Day	<b>Place of Birth (City):</b> <b>Edmonton</b> <span style="color: red;">The city where you born in</span>	<b>Country:</b> <b>Canada</b> <span style="color: red;">The country where you born in</span>
<b>Citizenship:</b> <b>Canadian</b>		<b>Nationality (optional):</b> <b>American</b>

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

The position or status of being a citizen of a particular country

The status of belonging to a particular nation (you can leave this part blank)





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

<b>Last permanent residence abroad:</b> <p style="text-align: center; color: red; font-weight: bold;">If you have ever lived abroad, give the address of that last place</p>		
<b>Qualification(s):</b>	<b>Highest Level of Education:</b> <input type="checkbox"/> primary <input checked="" type="checkbox"/> secondary <input type="checkbox"/> higher education	<b>Occupation (prior to arriving in Hungary):</b> student The job you had before your arrival to Hungary
<b>2. Applicant's Passport Data</b>		
<b>Passport Number:</b> <p style="text-align: center; font-size: 1.2em; font-weight: bold;">KA1023045</p>	<b>Place and Date of Issue:</b> Ottawa, Canada 2015 Year 04 Month 15 Day	
<b>Type of Passport:</b> <input type="checkbox"/> ordinary <input type="checkbox"/> service <input type="checkbox"/> diplomatic <input type="checkbox"/> other	<b>Date of Expiration:</b> The date until your passport is valid 2018 Year 11 Month 11 Day	
<b>3. Planned Duration and Purpose of Residence</b>		
<b>What is the purpose of requesting residence permit? How long do you wish the residence permit to be issued for?</b> <p style="text-align: center; font-weight: bold;">academic studies</p> <p style="text-align: right; font-weight: bold;">2018 Year 06 Month 20 Day</p>		
<p style="color: red; font-weight: bold;">You have to give the reason why you are applying for the residence permit, and the expected date until you wish to stay</p>		<p style="color: red; font-weight: bold;">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)</p>

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



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

<b>4. Knowledge of Language(s):</b>					
<u>English</u>	language	<u>Advanced</u>	level;		
<u>German</u>	language	<u>Beginner</u>	level;		
<u>French</u>	language	<u>Beginner</u>	level		
<b>5. Data of Applicant's Residence in Hungary</b>					
<b>Lot Number:</b>		City/Town: <u>Budapest</u>		Name of Public Premises:	
ZIP code: <u>1056</u>				<u>Szerb</u>	
<b>Type of Public Premises:</b>	House Number:	Building:	Staircase:	Floor:	Door:
<u>utca / street</u>	<u>21-23</u>	<u>A</u>			
<b>Legal Title to Residence:</b>					
<input type="checkbox"/> owner <input checked="" type="checkbox"/> tenant <input type="checkbox"/> family member <input type="checkbox"/> by courtesy of the owner <input type="checkbox"/> other (please specify):					

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

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 6

<b>6. Data of Host Educational Institution</b>					
<b>Name:</b> Eötvös Loránd Tudományegyetem / Eötvös Loránd University			<b>Type of Course:</b> <input type="checkbox"/> Secondary Education <input checked="" type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other Course of Study		
<b>Address of Host Institution:</b> 1053 Budapest Egyetem tér 1-3. The main base of the university			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		
<b>7. Data related to Cost of Living in Hungary</b>					
<b>Type and Monthly Amount of Scholarship:</b>		<b>Available savings:</b>			
<b>Any additional income/assets:</b> If you have other incomes besides scholarship		You need to give the exact amount of the money you receive as scholarship and the available savings you have			
<b>8. Conditions of Return or Onward Travel</b>					
<b>Which country do you intend to return to or travel onward to after the expiration of your legal residence?</b> Which country are you leaving Hungary for?			<b>What means of transport do you intend to use?</b> e.g. airplane, coach, car, train...		
<b>Do you have the necessary</b>	<b>passport?</b>	<b>visa?</b>	<b>ticket?</b>	<b>financial means?</b>	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes, and the amount is:	<input type="checkbox"/> No



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

<b>9. Applicant's Spouse, Child, Parent in Hungary</b>			
<b>Name/Relationship:</b>  Tracy Pollan wife	Place and Date of Birth:  New York, 15.05.1993	Citizenship:  American	<b>Legal Title to Residence:</b> <input type="checkbox"/> visa <input checked="" type="checkbox"/> residence permit <input type="checkbox"/> temporary settlement permit <input type="checkbox"/> EC permanent residence permit <input type="checkbox"/> other  <input type="checkbox"/> residence visa <input type="checkbox"/> permanent settlement permit <input type="checkbox"/> national permanent settlement permit <input type="checkbox"/> immigration permit <input type="checkbox"/> EU Blue Card <b>Number of Residence Document:</b>
<b>Name/Relationship:</b>	Place and Date of Birth:	Citizenship:	<b>Legal Title to Residence:</b> <input type="checkbox"/> visa <input type="checkbox"/> residence permit <input type="checkbox"/> temporary settlement permit <input type="checkbox"/> EC permanent residence permit <input type="checkbox"/> other  <input type="checkbox"/> residence visa <input type="checkbox"/> permanent settlement permit <input type="checkbox"/> national permanent settlement permit <input type="checkbox"/> immigration permit <input type="checkbox"/> EU Blue Card <b>Number of Residence Document:</b>
<b>Name/Relationship:</b>	Place and Date of Birth:	Citizenship:	<b>Legal Title to Residence:</b> <input type="checkbox"/> visa <input type="checkbox"/> residence permit <input type="checkbox"/> temporary settlement permit <input type="checkbox"/> EC permanent residence permit <input type="checkbox"/> other  <input type="checkbox"/> residence visa <input type="checkbox"/> permanent settlement permit <input type="checkbox"/> national permanent settlement permit <input type="checkbox"/> immigration permit <input type="checkbox"/> EU Blue Card <b>Number of Residence Document:</b>

Put an ,x' into the appropriate box

If you have no family members staying with you in Hungary, leave these boxes empty.



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

### 10. Other Data

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

Yes  No

Has your application for residence permit ever been refused?

Yes  No

Have you ever been convicted of a crime? If yes, please specify the country, date, the type of crime committed and the type of penalty imposed?

Yes  No

(Country, Date, Crime, Penalty):

Have you ever been expelled from Hungary? If yes, please specify the date.

Yes  No

Year            Month            Day

Put an ,x' into the appropriate boxes

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

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

Permanent or Habitual Residence (prior to arrival in Hungary):

Country: **Canada**

City/Town: **Ottawa**

Name of Public Premises: **4th Avenue**

Your permanent address in your home country

Which country do you intend to return to or travel onward to after the expiration of your legal residence?

Country: **Canada**

Type and Number of Travel Document (used for inward travel): **Ordinary passport, number: KA1023045**

Do you hold a document entitling you to legal residence in another Schengen Member State?  Yes  No

Number and Expiration Date of Residence Permit:

Which country are you leaving Hungary for?  
Type and number of your travel document

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

**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. I fully understand that giving false information shall result in the rejection of my application.**

Date: ..... **09.02.2016** .....

..... **Sign it here** .....  
Signature of Applicant

Stamp Duty:

**You have to stick the stamp here you bought at the post office in the amount of 18 000 Ft. Please note that stamp duties cannot be purchased on location. You need to buy it in advance and take it with you to the Immigration and Asylum Office. (Students with a Hungarian governmental scholarship, e.g. Stipendium Hungaricum, do not need to pay for the fee stamps.)**





**DO NOT WRITE IN THIS SPACE.  
THIS SPACE IS TO BE FILLED OUT BY THE ACTING AUTHORITY.**

**In case the application is approved**

I herewith certify that the Applicant's residence with the purpose of \_\_\_\_\_ has been approved until  
\_\_\_\_\_(Year) \_\_\_\_ (Month) \_\_\_\_ (Day).

**You don't have to fill out anything here!**

Date: .....  
(Signature of Officer, Seal)

Number of the Residence Permit Issued:

I hereby acknowledge the receipt of the above residence permit.

Date: .....  
(Signature of Applicant)

In case of extension, the number of the residence permit revoked: \_\_\_\_\_

**In case the application is denied**

Number of Denial Decision: .....

Date of Denial: \_\_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

Reasons for Denial (in brief): **You don't have to fill out anything here!**

**In case the application procedure is terminated**

Number of Termination Decision: .....

Date of Decision: \_\_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

Reasons for Termination (in brief):

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







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: **Edmonton**

Day **21** Month **01** Year **1992**

Citizenship: **Canadian**

Address in Hungary: **1051 Budapest, Roosevelt Square  
5-6.**

Passport number: **AB123456**

Passport type: **Private**

Place and date of issue: **Ottawa, Canada 15. 04. 2015**

Validity: **11. 11. 2018**

I would like 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**

Signature

## Declaration

**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:</p> <p>BÁH ..... Regionális Igazgatóság</p> <p>beutazás helye:</p> <p>beutazás ideje:</p> <p>..... év ..... hó ..... nap</p> <p>Tartózkodási engedély átvételére jogosító vízum száma és érvényessége:</p> <p>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;"> <p>Arcfénykép</p> </div> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 20px auto;"> <p style="text-align: center; font-size: small;">A kérelmező (törvényes képviselő) aláírása / Signature of the applicant (legal representative)</p> <p style="text-align: center; font-size: x-small;">Az aláírásnak a keretben belül kell maradnia! / The signature must be completely within the frame.</p> </div>
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1. A kérelmező személyes adatai / Personal data of applicant			
családi név (útlevelel szerint) / Family name (as in passport):		utónév (útlevelel 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:		születési hely (település) / Place of birth (city):	
..... év/year ..... hó/month ..... nap/day		ország / Country:	
állampolgársága / Nationality:		nem / Sex: <input type="checkbox"/> férfi / Male <input type="checkbox"/> nő / Female	

2. A kérelmező útlevelenek adatai / Data of passport	
útlevelel száma / Passport number:	kiállításának ideje, helye / Date and place of issue:
..... év/year ..... hó/month ..... nap/day	..... év/year ..... hó/month ..... nap/day
útlevelel típusa / Type of passport: <input type="checkbox"/> magánútlevelel / 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	..... év/year ..... hó/month ..... nap/day

### Fill in the form:

- If you are 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*

<p>A hatóság tölti ki! / <i>For official use only!</i></p> <p>Adatlapot átvevő hatóság:</p> <p>BÁH ..... Regionális Igazgatóság</p> <p>beutazás helye:</p> <p>beutazás ..... év</p> <p>Tartózkodási engedély átvételére jogosító vízum száma és érvényessége:</p> <p>H <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> ..... év ..... hó ..... nap</p>	<p>Gépi ügyszám: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p style="text-align: center;">Arcfénykép</p> <p style="text-align: center;"><b>Don't forget to take a picture with you!</b></p> <p style="text-align: center;"><b>Your Signature</b></p> <p style="text-align: center;"><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.</small></p>
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## 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): <b>J. Fox</b>	utónév (útlevél szerint) / Given name(s) (as in passport): <b>Michael Andrew</b>	
születési családi név / Family name at birth: <b>J. Fox</b>	születési utónév / Given name(s) at birth: <b>Michael Andrew</b>	
anyja születési családi és utóneve / Mother's family name and given name(s) at birth: <b>Harper Phyllis</b>		
születési idő / Date of birth: ..... <b>1992</b> év/year ..... <b>01</b> . hó/month .. <b>21</b> ..... nap/day	születési hely (település) / Place of birth (city): <b>Edmonton</b>	ország / Country: <b>Canada</b>
állampolgársága / Nationality: <b>Canadian</b>	nem / Sex: <input checked="" type="checkbox"/> férfi / Male <input type="checkbox"/> nő / Female <b>Put an ,x' into the box</b>	
2. A kérelmező útlevelének adatai / Data of passport		
útlevél száma / Passport number: <b>AB123456</b>	kiállításának ideje, helye / Date and place of issue: <b>2015</b> év/year ..... <b>04</b> ..... hó/month ..... <b>15</b> ..... 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: <b>2018</b> év/year ..... <b>11</b> ..... hó/month ..... <b>11</b> ..... 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 3

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

4. A kérelmező magyarországi szálláshelyének adatai / Accommodation during stay					
irányítószám / Postal code: <b>1064</b>	település / city: <b>Budapest</b>		közterület neve / Name of public domain (road, street, square etc): <b>Izabella</b>		
közterület jellege / Type of public domain: <b>street</b>	bázsám / Street number: <b>47</b>	épület / Building:	lépcsőház / Staircase:	emelet / Floor: <b>I.</b>	ajtó / Apartment number: <b>127</b>
a szálláshelyen tartózkodás jogcíme / Title of residence: <input type="checkbox"/> tulajdonos / owner <input type="checkbox"/> (al)bérlő / (sub)tenant <input type="checkbox"/> családtag/family member <input type="checkbox"/> szivességi lakáshasználó/ property user by courtesy of owner <input checked="" type="checkbox"/> egyéb, éspedig/ other, namely: <b>Tenant of a dormitory/hostel</b>					

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

szágnak megfelelnek. Tudomásul veszem, hogy valótlan adatok közlése az  
valid. I accept the fact that giving false information may to withdrawn of

Kelt / Date: **09.02.2016**

**Sign it here**

.....  
aláírás/Signature



## 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 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 \_\_\_\_\_ day

How do you live in the apartment:  Owner  Sub/tenant  Family member  
 Other, namely: \_\_\_\_\_

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

**3. Put an 'x' into the appropriate box**

**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 Immigration and Asylum Office

- Read the information **carefully** ([www.elte.hu/en/visa-procedure](http://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.
- Buy the required **fee stamps** in advance at any larger post offices and take them with you. 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.
- **Accommodation reporting form** – ask your dormitory / landlord/ agent to sign it before you go to the Office.
- An international coordinator or an ESN ELTE mentor will go with you to the Office. 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 costumers at the Office.
- **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.

## Immigration and Asylum Office – 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](http://www.bmbah.hu)
- **E-mail:** [bp2@bah.b-m.hu](mailto:bp2@bah.b-m.hu)

### Office hours:

<b>Monday</b>	08:30-13:00
<b>Tuesday</b>	13:00-17:00
<b>Wednesday</b>	08:30-12:00
<b>Thursday</b>	08:30-13:00
<b>Friday</b>	08:30-12:00



## Contact us

**International Office, Rector's Cabinet  
Eötvös Loránd University (ELTE)**

**Facebook**

[www.facebook.com/elteinternational](https://www.facebook.com/elteinternational)

**Web**

[www.elte.hu/en](http://www.elte.hu/en)

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