

# INFORMATION ON APPLICATION FOR THE RESIDENCE PERMIT

*Dear "Non-EU-Student",* who have come without a visa to Hungary,

**You must apply for a residence permit – in person - WITHIN 30 DAYS after your entry in Hungary!**

*The residence permit will be valid for your studies here but maximum two years and is to be extended before min. 30 days before the expiry date.*

Please visit the home page of the Office of Immigration and Nationality of the Hungarian Ministry of the Interior at [http://www.bmbah.hu/a\\_bah\\_ismertetese.php](http://www.bmbah.hu/a_bah_ismertetese.php) for details on the residence permit to get properly informed.

However, we would like to inform you thus please find enclosed a list of documents required, address of offices, office ours etc.

You are requested to submit the following documents:

- 1. certification about your registration** at the University in Hungarian language (*iskolalátogatási igazolás*). (You can get it in Erasmus Office in office hours).
- 2. Student Card** (You got it at registration)
- 3. passport** (residence permit cannot be given for longer period than your passport validity)
- 4. one passport size photo**
- 5. statement of bank account** (proof of funds for living costs)
- 6. health insurance card:** A prerequisite of getting the residence permit is a valid health insurance. If you haven't bought one BME recommends the health insurance of Generali-Providencia Insurance Co. (Please contact Erasmus Office for more info.)
- 7. application form** (<http://www.bmbah.hu/ujpdf/angol/71.pdf>). You can get the empty form in the Immigration Office or printable from the web site of BAH ('Application for Residence Permit for the Purpose of Studies').

For address registration:

- 8. lease contract** of your apartment in Hungarian language in **original** (*lakásbérleti szerződés*) The residence permit will be issued not any longer than you have a place to stay. Thus please make sure the lease contract is either valid for a considerably long time – a year or two - or "unlimited". Should you be the owner of the flat you have to submit both a property page (*tulajdoni lap*) not older than 30 days and the permission you got to buy a property in Hungary as a foreign citizen.
- 9. property page (*tulajdoni lap*) of the flat** not older than 30 days, in **original**
- 10. address-registration card signed by the owner of the flat** (*szállásbejelentő lap*). You will get the empty form in the Immigration Office.
- 11. fee stamp of HUF 18.000** (available at post offices)

Office name:	Bevándorlási és Állampolgársági Hivatal (BÁH) I, III, IV, V. sz. Ügyfélszolgálati Iroda <b>Office of Immigration and Nationality</b> <b>Customer Service Office I, III, IV and V</b>		
Specialization:	Aliens Policing		
Address:	<b>1117 Budapest, (XI.) Budafoki u. 60. - Sztregova köz</b> <b>Common entrance of the customer service offices No. I - VII</b>		
Phone number:	<b>(1) 463-9100</b>		
Processes:	• residence affairs; • report of lodgement (accommodation)		
Clientele:	Only for receiving the residence permits which were postulated at the Embassies of Hungary		
Office hours:	<b>Monday</b>	08.30-13.00	
	<b>Tuesday</b>	13.00-18.00	
	<b>Wednesday</b>	<b>08.30-12.00</b>	<b>Open only for students pursuing studies in higher education</b>
	<b>Thursday</b>	08.30-13.00	
	<b>Friday</b>	08.30-12.00	

**How to get there:** by bus No. 33, which leaves from Karinthy Frigyes út (at Móricz Zsigmond körtér) and get off at bus-stop: Hengermalom utca.

*We wish you a pleasant stay and success in your studies,*

*The staff of Erasmus Office*