

SURVIVAL GUIDE

FOR THE STIPENDIUM HUNGARICUM

DOCTORAL STUDENTS OF CORVINUS

UNIVERSITY OF BUDAPEST



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WELCOME TO CORVINUS UNIVERSITY OF BUDAPEST

Being a student in a foreign and unknown country can be stressful. You may have worries about your studies, financial situation, and life in general. As a foreign student you may experience a culture shock, or you may simply miss being away from home. We hope that this guide will help you to settle down as smoothly and quickly as possible.

WHERE TO FIND THE BUILDINGS OF CORVINUS

building E. (aka main building): [1093 Budapest, Fővám tér 8.](#)

building S. (aka Salthouse): [1093 Budapest, Fővám tér 13-15.](#)

building C. (aka new building): [1093 Budapest, Közraktár u. 4-6.](#)



You can take a virtual tour of each building by checking the videos below:

- [Building E](#)
- [Building S](#)
- [Building C](#)

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YOUR COORDINATOR AT CORVINUS

You will have some coordinators while you study here.

Ms Szilvia Strack deals with your all your SH and some of your study program related issues. She is available in the Doctoral Office, in room E.233 (main building) and at szilvia.strack@uni-corvinus.hu.

Office hours: Mon and Wed, 09.00-12.00

Depending on your Doctoral Program, you will have other study program coordinators, whose tasks and contact details you can check on our [website](#).

The working hours of the university coordinators are Mon-Thu 08.00-16.30 and Fri 08.00-14.00. It's not typical that they answer the e-mails outside working hours. Please note that the working hours are not the same as the office hours. The university coordinators do a lot of back-office work when the offices are not open for students.

Working hours: when the coordinators are physically at the university.

Office hours: when the students can visit the coordinators.

ACADEMIC CALENDAR 2020/21

[Academic calendar 2021/22 academic year](#)

TRANSFER OPTIONS FROM THE AIRPORT

1. Public transport

- a) [Bus 200E](#) stops at the airport every 7-10 minutes. It takes you to Kőbánya-Kispest metro station. From here you can travel to the city center with metro (M3) to Nagyvárad tér station, then change to the metro replacement bus (some parts of metro line 3 are under renovation). At the airport you can buy a transfer ticket at one of the vending machines for about 2,50,-EUR. You will get two tickets. Validate the one with nr. 1 on it at the entrance of the metro and then validate the one with nr. 2. on it on the bus at one of the machines. You can use your debit/credit card when you buy the tickets.
- b) Bus [100E](#) stops at the airport every 30 minutes. It takes you directly to the city center. A single bus ticket is about 3,-EUR.

2. Taxi

You can take a taxi at the airport. The official taxi company of the airport is Főtaxi. They have a booth in front of the arrival terminal. It is a good and reliable company and the ride to the city center is about 30,-EUR.

3. Airport shuttle

One ride to the city center is about 16,-EUR/person with [Minibud](#).

Change some money at the airport as debit/credit cards and foreign currencies are not acceptable on the bus and metro. Do not change too much though as the exchange rates are not very customer friendly at the airport. The taxi and shuttle companies may accept debit/credit cards.

Please note that the scholarship program does not cover your flight ticket and airport transfer.

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ARRIVAL DATE

In 2021 the tuition in the Fall semester starts on 6 September 2021. It would be wise to arrive at the very end of August or very beginning of September. The last possible registration date in the Doctoral Office is 5 October 2021. Unfortunately, we cannot accept you as a student if you arrive after this date.

MENTOR PROGRAM

You can get a mentor in August, who helps your integration in the everyday life in Hungary. You will get information on the mentor program in August.

THINGS THAT YOU MUST DO AFTER ARRIVING IN BUDAPEST

- Scholarship and study program registration in the Doctoral office (E.233)
- application for the residence permit at the Immigration and Office if you don't travel with a D visa, see details under [How to apply for the residence permit](#)
- opening a Hungarian bank account
- requesting a tax number
- getting a student id code

You can fulfil these tasks in any order.

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SH AND STUDY PROGRAM REGISTRATION IN THE DOCTORAL OFFICE

The coordinator of the Doctoral Office sends you information on this via e-mail at the end of August. The study program registration in person must be done only at the beginning of the first semester of your studies.

Registration in the SH office is a must at the beginning of each semester. The coordinator will send you information on this via e-mail twice a year, at the end of August and at the end of December. Please note that you must sign your scholarship agreement in your first year at the first visit and **no scholarship transfer can be done without a signed scholarship agreement.**

HOW TO APPLY FOR THE RESIDENCE PERMIT

You must have a valid residence permit allowing you to study in Hungary during the whole period of your studies.

There are two possible scenarios.

1. **You are entering the [Schengen Area](#) with a D-visa and a Non-EU/EEA passport.**
2. **You are entering the [Schengen Area](#) as a tourist and without a visa – Non-EU/EEA passport.**

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Scenario 1. You are entering the Schengen Area with a D-visa and a Non-EU/EEA passport.

In this case you MUST upload the following documents to the [website](#) of the Immigration Office.

If you have any doubts or questions, please contact the Immigration Office directly.

Call Center: +36 1 463 9292 (landline, Mon-Thu 08.00-16.00, Fri 08.00-13.30)

e-mail: callcenter@bah.b-m.hu

- Copy of your whole **PASSPORT** (from the first to the last page, including the cover page)
- One coloured, **passport sized PHOTO** (no glasses, no smile), glued on the Data Sheet (**ANNEXES**)
- **Proof of Accommodation SELECT ONE OPTION:**
 - ✓ **Students staying at the dormitory:** DORMITORY CERTIFICATION (with dormitory stamp and dormitory coordinator's signature and date) and its FULL PHOTOCOPY OR
 - ✓ **Students renting a flat:** RENTAL CONTRACT (with legal signatures: signed by you and the owner of the flat / housing agency PLUS two witnesses - with their names and addresses - , date, it should also contain the address of the property and the duration of rent) and its FULL PHOTOCOPY OR
 - ✓ **Students staying in somebody's flat as a favour (for free):** CONTRACT OF COURTESY USE OF FLAT (the owner of the

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property should write it for you, it should contain the address of the property and the duration of rent, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its FULL PHOTOCOPY OR

- ✓ **Students staying with family member / relative reside in Hungary:** DECLARATION FROM THE FAMILY MEMBER (the relative should officially declare that you will stay with them for the duration of your Corvinus study period, it should contain the address of the property and the duration of accommodation, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its FULL PHOTOCOPY

- Fully (until point 25.) filled out **ACCOMMODATION REPORTING FORM FOR THIRD COUNTRY NATIONALS** (it must be filled out and signed by you AND must also be signed at the "Signature of the person providing accommodation" by the dormitory coordinator / owner / provider of accommodation. You can get download the accommodation reporting form the [ANNEXES](#).
 - ✓ **Students staying at the dormitory:** signed and stamped by the dormitory's coordinator.
 - ✓ **Students renting a flat:** signed by the owner of the flat (Important: If the flat is provided not by the owner, but from an agency/relative/friend etc., then an Authorisation between the

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owner and the trustee with two witnesses will be required. If the flat's owner is a company, then a Master Signature ('Aláírási címpéldány' in Hungarian) will also be required.)

- ✓ **Students staying in somebody's flat as a favour (for free):** signed by the owner of the flat.
- ✓ **Students staying with family member / relative reside in Hungary:** signed by the family member / relative, who is the owner of the flat.
- Fully filled out and signed **DATASHEET FOR ISSUING THE RESIDENCE PERMIT** ('Adatlap a tartózkodási engedély kiadásához'). **ANNEXES**

You must print out the form and fill it out. You can find the form attached. Please, ignore the already written text in the document.

Scenario 2. You are entering the Schengen Area as a tourist and without a visa – Non-EU/EEA passport.

In this case you must apply for a residence permit via the [website](#) of the Immigration Office. The application must be done within 30 days of your arrival in the [Schengen Area](#), but of course as soon as possible.

Call Center: +36 1 463 9292 (landline, Mon-Thu 08.00-16.00, Fri 08.00-13.30)

e-mail: callcenter@bah.b-m.hu

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You **MUST** collect the following documents and upload them to the above-mentioned website.

- Copy of your whole **PASSPORT** (from the first to the last page, including the cover page)
- One coloured, passport sized **PHOTO** (no glasses, no smile)
- **Certificate of Education** – download it from Neptun
- **Appendix 14- – ANNEXES**
- **Application for residence permit – ANNEXES**
- **Proof of Accommodation SELECT ONE OPTION:**
 - ✓ **Students staying at the dormitory:** DORMITORY CERTIFICATION (with dormitory stamp and dormitory coordinator's signature and date) OR
 - ✓ **Students renting a flat:** RENTAL CONTRACT (with legal signatures: signed by you and the owner of the flat / housing agency PLUS two witnesses - with their names and addresses - , date, it should also contain the address of the property and the duration of rent) OR
 - ✓ **Students staying in somebody's flat as a favour (for free):** CONTRACT OF COURTESY USE OF FLAT (the owner of the property should write it for you, it should contain the address of the property and the duration of rent, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its OR
 - ✓ **Students staying with family member / relative reside in Hungary:** DECLARATION FROM THE FAMILY MEMBER

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(the relative should officially declare that you will stay with them for the duration of your Corvinus study period, it should contain the address of the property and the duration of accommodation, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date).

- Fully (until point 25.) filled out **ACCOMMODATION REPORTING FORM FOR THIRD COUNTRY NATIONALS** (it must be filled out and signed by you AND must also be signed at the "Signature of the person providing accommodation" by the dormitory coordinator / owner / provider of accommodation. You can get download the accommodation reporting form the [ANNEXES](#).
 - ✓ **Students staying at the dormitory:** signed and stamped by the dormitory's coordinator.
 - ✓ **Students renting a flat:** signed by the owner of the flat (Important: If the flat is provided not by the owner, but from an agency/relative/friend etc., then an Authorisation between the owner and the trustee with two witnesses will be required. If the flat's owner is a company, then a Master Signature ('Aláírási címpéldány' in Hungarian) will also be required.).
 - ✓ **Students staying in somebody's flat as a favour (for free):** signed by the owner of the flat.
 - ✓ **Students staying with family member / relative reside in Hungary:** signed by the family member / relative, who is the owner of the flat.
- **Letter of Award** – from Tempus Foundation

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HOW TO RENEW YOUR RESIDENCE PERMIT

The application for a new residence permit can be done anytime, but latest 30 days before the expiry date, via the [website](#) of the Immigration Office. For example, if the expiry date of your residence permit is 01.05.2020, then you can apply for a new residence permit anytime up until 01.04.2020.

Call Center: +36 1 463 9292 (landline, Mon-Thu 08.00-16.00, Fri 08.00-13.30)

e-mail: callcenter@bah.b-m.hu

You MUST collect the following documents and upload them to the above-mentioned website.

- Copy of your whole **PASSPORT** (from the first to the last page, including the cover page)
- One coloured, passport sized **PHOTO** (no glasses, no smile)
- **Certificate of Education** (not older than 30 days) – download it from Neptun
- **Transcript of records** about the finished semesters – from your study coordinator
- **Appendix 14- – [ANNEXES](#)**
- **Application for residence permit – [ANNEXES](#)**
- **Proof of Accommodation SELECT ONE OPTION:**
 - ✓ **Students staying at the dormitory:** DORMITORY CERTIFICATION (with dormitory stamp and dormitory coordinator's signature and date) OR

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- ✓ **Students renting a flat:** RENTAL CONTRACT (with legal signatures: signed by you and the owner of the flat / housing agency PLUS two witnesses - with their names and addresses - , date, it should also contain the address of the property and the duration of rent) OR
- ✓ **Students staying in somebody's flat as a favour (for free):** CONTRACT OF COURTESY USE OF FLAT (the owner of the property should write it for you, it should contain the address of the property and the duration of rent, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its OR
- ✓ **Students staying with family member / relative reside in Hungary:** DECLARATION FROM THE FAMILY MEMBER (the relative should officially declare that you will stay with them for the duration of your Corvinus study period, it should contain the address of the property and the duration of accommodation, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date).
- Fully (until point 25.) filled out **ACCOMMODATION REPORTING FORM FOR THIRD COUNTRY NATIONALS** (it must be filled out and signed by you AND must also be signed at the "Signature of the person providing accommodation" by the dormitory

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coordinator / owner / provider of accommodation. You can get download the accommodation reporting form the [ANNEXES](#).

- ✓ **Students staying at the dormitory:** signed and stamped by the dormitory's coordinator
 - ✓ **Students renting a flat: signed by the owner of the flat**
(Important: If the flat is provided not by the owner, but from an agency/relative/friend etc., then an Authorisation between the owner and the trustee with two witnesses will be required. If the flat's owner is a company, then a Master Signature ('Aláírási címpéldány' in Hungarian) will also be required.)
 - ✓ **Students staying in somebody's flat as a favour (for free):** signed by the owner of the flat
 - ✓ **Students staying with family member / relative reside in Hungary:** signed by the family member / relative, who is the owner of the flat.
- **Letter of Award** – from Tempus Foundation

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HOW TO OPEN A BANK ACCOUNT IN HUNGARY

You must have a Hungarian HUF account in any bank in Hungary in order to get any kind of payment eg. scholarship, accommodation money etc. from the university. The branches of the big banks near the university (the followings are rather examples, and most students have accounts in these banks) are:

CIB Bank: [1094 Budapest, Ferenc körút 15.](#)

Erste Bank: [1082 Budapest, Baross utca 1-3.](#)

K&H Bank: [1053 Budapest, Kálvin tér 3.](#)

OTP Bank: [1085 Budapest, Kálvin tér 12-13.](#)

Please register your bank account number in Neptun as soon as you can. Please note that the scholarship transfer is not possible if your bank account number is not registered in Neptun!!!

HOW TO REQUEST A TAX ID

Only your passport is needed for the tax id application.

Address: [1097 Budapest, Vaskapu u. 33-35., Website](#)

Office hours

Mon 08.30-18.00, Tue 08.30-12.00, Wed 08.30-18.00, Thu 08.30-12.00, Fri 08.30-11.30

The card will be sent to you several months after the application, but you get the number immediately when you apply for it.

Please send your tax id number to your coordinator, who will register it in Neptun.

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HOW TO APPLY FOR THE PERMANENT STUDENT ID

You must visit the Document Registering Office (Okmányiroda in Hungarian), where you have to sign the application form and your photo will be taken. You have to identify yourself with your passport.

Address: [1051 Budapest, Erzsébet tér 2-3.](#)

You will receive a NEK-code that you must register in **NEPTUN**.

Steps of the registration

1. Go to Neptun/Administration/Student card request/click on "Add new".
2. Register your NEK code (right side of the NEK paper, numbers and letters only).
3. Choose: First application
4. Confirm your permanent address and save.

You can get a temporary student card from your coordinator until you get the permanent plastic card, which takes about 2-4 months. Please note that the temporary student card is valid only for 60 days and you must ask for another one if you don't get your permanent id during this period.

When you receive your permanent student card, please have it validated by picking up a sticker at your coordinator's office. **The permanent card is NOT valid without a sticker**, and it must be validated each semester.

SCHOLARSHIP TRANSFER

Steps that lead to your first scholarship transfer. These can be done in a different order of course.

1. In September, at the beginning of your first semester you sign the Stipendium Hungaricum scholarship agreement during the scholarship registration. This must be done only once.
2. You register for the scholarship in person during the Enrolment/Registration week. In the first semester identifying yourself with your passport, later either with your passport or with your residence permit. This registration must be done at the beginning of each active semester until the end of your active student status. Your coordinator sends you a reminder on this in August and in December.
3. You open a HUF account in a Hungarian bank and your bank account number is registered in Neptun.
4. You activate your student status in Neptun.

The first scholarship and accommodation money transfer can and will be done only if all the above are fulfilled.

If you are a first-year student, you have a chance to get the first scholarship in October but only if you activate your Neptun by 10 September at the latest and your bank account number is registered in Neptun by 25 September at the latest.

Registration in person for the scholarship is a must at the beginning of each semester. Please note that due to technical issues we are not be able to transfer any scholarship and accommodation contribution in September and in February.

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You receive the September and October amounts due to you in a single instalment in October and the February and March amounts due to you in a single instalment in March.

IMPORTANT: the October and March scholarship amounts (and any further amounts due to you in the course of the Fall and Spring semesters) will be transferred **ONLY IF** you register for the scholarship in person during the Enrolment/Registration week and you activate your Neptun status by the 10th of September/February at the latest.

Should you miss these deadlines for any reason whatsoever, your scholarship transfer will be delayed by a month, and you will get the first transfer (including the September, October, November amounts) only in November/ (including the February, March, April amounts) only in April. After the first instalment of each semester, you get the scholarship at the beginning of each month, by the 15th of the given month.

ACCOMMODATION

Dormitory

According to the Stipendium Hungaricum Rules and Regulations you are entitled to get a dormitory place depending on the capacity of the university OR 40.000,-HUF accommodation contribution per month until the end of your active student status. However Corvinus also has a dormitory rule for SH students. “(6) For students participating in the Stipendium Hungaricum Scholarship Programme (hereinafter “SH students”), up to 110 places can be distributed in the Kinizsi Dormitory and the Tarkaréti Dormitory each (altogether 220). The basic principles of place distribution are as follows:

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a) The altogether 220 places must be distributed among first year (newly admitted) and PhD (newly admitted and senior) SH students in the order of arrival of their application.

b) If from among the first year and PhD SH students the number of students applying for a dormitory place does not reach the altogether 220 places available, the remaining places can be distributed among the senior SH students applying for a dormitory place. In this case, the places are distributed among the senior SH students having the best scholarship average of grades. If the averages of grades are equal, the SH student having submitted his application first should be granted the dormitory place.”

The Doctoral Office will send you the dormitory application link at the end of July 2021. Please note that application doesn't mean acceptance. We can't promise you a dormitory place for sure. The application result will come at the end of August 2021. The dormitory coordinators will inform you via e-mail about the result of your application. In the info letter you will get a dormitory welcome letter (only if you get a place) that you must read very carefully. However, we can't guarantee that you get a place in the dormitory you choose. You may get a place only in the other one or in none of them at all.

We have two dormitories where you can stay. Both buildings have been partially renovated, but not all the rooms are renovated. Please note that we can't guarantee that you get a renovated room if you get a dormitory place.

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IMPORTANT

Please apply for the dormitory only if you accept the following rules:

- The dormitories accept male and female students as well. Genders are not mixed in the rooms, but the common areas are mixed and there can be a male room next to a female room. This is totally common and accepted in Hungary.
- You cannot request to be placed or not placed in the same room with a person of a certain nationality. The room distribution is done by the dormitory manager before your arrival in Budapest.
- You cannot ask to be placed or not placed in the same room with someone of a given religion. You have decided to live in a foreign country. Part of this experience is to achieve cultural understanding, e.g. acceptance of the fact that someone may have a culture and religion different from yours. Everyone is, of course, allowed to practice their religion, but, at the same time all are expected to respect the customs and religion of others.
- In case of any problems or disagreements, you must accept the decision of the dormitory manager.

Kinizsi dormitory

1092 Budapest, Kinizsi u. 2-6.

Tarkarét dormitory

1106 Budapest, Tarkarét u. 6.

Dormitory facilities

Kinizsi Dormitory

- The rooms can be occupied mostly by 2 people but there are some rooms at each floor that can be occupied by 3-5 people.
- There are common kitchens and common bathrooms on each floor.
- There is one washing machine on each floor, free of charge.
- You need to buy/bring utensils e.g. cutlery, mug, glass, plate etc.
- You must buy/bring your bed sheets, but the blanket and pillow is provided.
- There is a fridge in the room.
- There is a microwave oven and a gas oven in each kitchen.
- You can borrow the vacuum cleaner and the iron at the reception.
- There is an internet cable connection, but you have to buy the adapter once in Hungary.
- There is a small study room in the building but Corvinus library is only 2 minutes away.
- There is NO tumble dryer.
- There are fire alarms and an entrance control system in the building. (Please check the information that you get on this topic when you move in.)
- You can accept visitors, but again you have to check and follow the rules of accepting visitors.

Tarkarét Dormitory

- There are only triple rooms in Tarkarét.
- There are 3 huge washing machines on the ground floor and a tumble dryer. You must pay for using them.

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- There are two common kitchens and common bathrooms on each floor.
- You need to buy/bring utensils e.g. cutlery, mug, glass, plate etc.
- You must buy/bring your bed sheets, but the blanket and pillow is provided.
- There is a fridge in the room.
- There is a microwave oven and a gas oven in each kitchen.
- There is a small library.
- There is an IT room.
- There are fire alarms and an entrance control system in the building. (Please check the information that you get on this topic when you move in.)
- You can accept visitors, but again you must check and follow the rules of accepting visitors.

You must stay in the dormitory for the whole semester (5 months) from the beginning of September/February until the end of January/June if you get a place, sign the dormitory agreement and move in. Moving in and out during the semester is NOT allowed (of course you can move out at the end of the semester if you feel like it.)

Accommodation contribution

Please note that you get 40.000,-HUF accommodation contribution per month **if you don't stay in any of the university dormitories**. Please note that this amount is a contribution only as renting a place costs a lot more in Budapest.

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The Housing Guide can help you getting information about the available private places in Budapest. You may google private dormitory options in Budapest but be quick as the private dormitory places are also very popular.

Please note that Corvinus University of Budapest does NOT take any responsibility for your choices.

TEMPORARY ACCOMMODATION / HOSTELS IN THE CITY

You may arrive at the end of August and even if you get a place in the dormitory you won't be able to move in before 05.09.2021. You can stay in a hostel for some nights. Please check the following websites for suggestions. Note that we collected these websites via google search and Corvinus University of Budapest does NOT take any responsibility for the content of the websites or your choices.

Hostels near Corvinus

- [Flow Hostel](#)
- [Kálvin Ház](#)

Booking pages

- [Hostelworld](#)
- [Budgetplaces](#)

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THE APPROXIMATE AMOUNT OF MONEY TO LIVE ON

You get the following amount of money each month in the framework of the Stipendium Hungaricum scholarship program. **This amount will not cover all your needs as this is only a contribution. You can check below how much money you actually need to live on.**

You get;

In the 1st and 2nd year of your studies - 140.000,-HUF scholarship plus 40.000,-HUF accommodation contribution per month if you don't stay in the dormitory. Please note, that you don't get any accommodation contribution if you stay in the dormitory. All in all you get either 140.000,-HUF or 180.000,-HUF per month.

In the 3rd and 4th year of your studies - 180.000,-HUF scholarship plus 40.000,-HUF accommodation contribution per month if you don't stay in the dormitory. Please note, that you don't get any accommodation contribution if you stay in the dormitory. All in all you get either 180.000,-HUF or 220.000,-HUF per month.

If you stay in the dormitory, which is paid by the scholarship program, you will need about 100.000-150.000,-HUF/month based on your needs.

If you rent a room, you will need the same amount to live on plus the rent. Renting one room costs about 85.000-100.000,-HUF/month + utility (25.000-30.000,-HUF). All in all you will need about 210.000-280.000,-HUF/month and again based on your needs.

In the first month you will probably spend more money as you have to buy some basic things.

HEALTH INSURANCE

You are entitled to the following two health insurances free of charge. You are entitled to get both.

1. Hungarian social security card called TAJ card
2. Private insurance with insurance company UNIQA

TAJ card (Hungarian social security card)	UNIQA private insurance
<ul style="list-style-type: none"> You have to apply for the card in the Doctoral office (E.233). <p>Your coordinator visits the health insurance office regularly and applies for your card.</p> <p>All you have to do is present the followings.</p> <ul style="list-style-type: none"> ✓ Letter of Award from Tempus Foundation ✓ copy of your passport ✓ copy of your residence permit (both sides) ✓ copy of your Address card (both sides) <p>You have to bring the documents in person as you have to sign a form that allows the coordinator to arrange the card for you in the Health Insurance Office.</p>	<ul style="list-style-type: none"> You get a form from your coordinator via e-mail at the beginning of September and beginning of January <p>You have to</p> <ul style="list-style-type: none"> ✓ Print out in 2 copies. ✓ Fill out both copies in blue ink. ✓ Sign both copies 3 times per copy. ✓ Hand in the papers in the Doctoral Office (E.233).

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TAJ card (Hungarian social security card)	UNIQA private insurance
You must have a valid TAJ card in order to get any medical service provided by the Hungarian state. Having only a TAJ number is not enough.	
You must have a valid TAJ card if you would like to work in Hungary.	
<ul style="list-style-type: none"> The TAJ card can be used FREE of CHARGE at Hungarian hospitals, surgeries and clinics operated by the Hungarian government. 	<ul style="list-style-type: none"> Can be used in the surgeries and hospitals that the insurance company recommends.
<ul style="list-style-type: none"> The hospital/surgery staff most probably speaks only Hungarian. 	<ul style="list-style-type: none"> The doctors speak English.
<ul style="list-style-type: none"> The TAJ card covers all health-related costs with no limitation. E.g. surgery, X-ray, plaster bandage, staying in a hospital etc. 	<ul style="list-style-type: none"> Covers health issues up to 2 million HUF (during the insurance period). For specifications please check UNIQA_Insurance product profile.
<ul style="list-style-type: none"> Basic dental services (checking, filling, root canal treatment, tartar removal) are FREE of CHARGE at surgeries and clinics operated by the Hungarian government. 	<ul style="list-style-type: none"> The dentist is NOT COVERED at all!

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TAJ card (Hungarian social security card)	UNIQA private insurance
<ul style="list-style-type: none"> You get the TAJ card in the Doctoral Office (E.233) once it's ready. It takes about 6 months to get the TAJ card. The countdown starts on the day when you apply in the SH office. 	<ul style="list-style-type: none"> Your insurance is valid from the following day once you gave the above-mentioned form to your coordinator in the Doctoral Office (E.233), but no earlier than September 1 or February 1.
<ul style="list-style-type: none"> The expiry date of the TAJ card equals to the expiry date of the residence. The expiry date is stamped in the right-hand corner at the bottom of the TAJ card, in Hungarian date order (Date format in Hungary). It's your responsibility to apply for the TAJ card renewal!!! 	<ul style="list-style-type: none"> The insurance is valid from September 1 until January 31 the next year and from February 1 until August 31.
<p>How to get a new TAJ card?</p> <p>In person at the Health Insurance Office. Address: 1139 Budapest, Teve utca 1/a-c Office hours: Mon 08.00-15.00, Tue 08.00-15.00, Wed 08.00-16.30, Thu 08.00-15.00, Fri 08.00-13.00. You will get the new card on the spot. You must make an appointment though, which is quite complicated even if you speak Hungarian.</p>	<p>How to get the new private insurance?</p> <p>You get a form from your scholarship coordinator via e-mail at the beginning of September and beginning of January.</p> <p>You must</p> <ul style="list-style-type: none"> ✓ Print out the form in 2 copies. ✓ Fill out both copies in blue ink. ✓ Sign both copies 3 times per copy.

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TAJ card (Hungarian social security card)	UNIQA private insurance
<p>Alternatively you can apply via taj@ebf.bfkh.gov.hu, in which case you get the TAJ card via post to the address on your address card.</p> <p>In both cases you must present the following documents;</p> <ul style="list-style-type: none"> ✓ Letter of Award (if you can't find it, please contact Tempus Foundation) ✓ copy of your passport ✓ copy of your residence permit (both sides) ✓ copy of your Address card (both sides) ✓ Certificate of Education – (download it from Neptun) 	<p>Hand in the papers in the Doctoral Office (E.233).</p>
<p>• Serbian/Turkish citizens</p> <p>Hungary and these two countries have an agreement and you can have a state health insurance either in Hungary or Serbia/Turkey. In order to apply for the Hungarian one, you must withdraw your Serbian/Turkish insurance. The Serbian/Turkish authorities must confirm this on a form named HUN/SRB 104 and</p>	

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TAJ card (Hungarian social security card)	UNIQA private insurance
<p>TR/HUN 104. The form is necessary even if you are not insured in Serbia/Turkey.</p> <p>Of course, you don't have to withdraw the Serbian/Turkish insurance, in which case you will be insured by UNIQA only.</p>	

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HOW TO CONTACT UNIQA IF YOU HAVE A HEALTH PROBLEM

You can call the medical call center that operates 24 hours a day at +36 1 461 1526, providing that you have a valid UNIQA insurance. You can make a phone call every day of the year.

You can discuss your medical problem with a practicing doctor.

What you must do in case of a medical problem:

- first step:**
- calling +36 1 461 1526
 - identifying yourself (name, birth date, education ID)
 - brief description of your problem
 - telephone consultation with a doctor
 - getting the doctor's name, address and the date and time of your appointment
- second step:**
- on-site appearance at the doctor
 - identifying yourself with your residence permit or passport (student ID is not acceptable)

You don't have to pay for the medical examination. The insurance company UNIQA Insurance Co. and the service provider Teledoc Hungary Ltd. will settle the bill.

HOW TO CLAIM MONEY FROM UNIQA

If you go to the pharmacy and purchase medicines, bandages or medical devices you can claim the money back if

1. You are insured by UNIQA.
2. You hand in your request within 15 days of the issue of the invoice.
3. You submit an invoice issued for your name (called “ÁFÁS számla” in Hungarian).
4. You submit a copy of the medical documents that you got from your doctor (called “Ambuláns lap” in Hungarian). Only if you went to the doctor of course.

Please check UNIQA Terms and Conditions, page 7, paragraph 82 and 83 on the SH website.

In order to get the money back, you have to write a letter to the insurance company and enclose the original invoice and the copy of the medical documents (if you have any).

The letter should contain the following information:

- your name
- your education id e.g. 75858856972
- your TAJ number (if you have one)
- your Hungarian bank account number where the money should arrive
- the medical service you had and its date
- you have to let the insurance company know that you are insured via Corvinus University

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The letter must be sent to Teladoc Hungary Ltd. (1092 Budapest Köztelek u. 6., City Gate irodaház, 1 torony) via regular post as [registered mail](#). Check how to send registered mail in Hungary in the A to Z section of this guide.

If you have any question regarding your claim, please contact operation@teladoc.hu.

INFORMATION ON HOW TO USE THE UNIVERSITY'S IT SYSTEM

NEPTUN

Your data will be registered into the central academic system called [NEPTUN](#). You will get your Neptun ID from your study program coordinator in August before the beginning of your studies. Your study program coordinator will give you specific instructions on how to log in, change your password, how and when to register for the courses and later for the exams. For practical information please check the [Neptun guide](#) of the university.

CUSMAN identifier

For using further information systems of Corvinus (computer rooms, university e-mails, the e-learning systems Moodle etc.) you need a central user ID (CUSMAN) and a password. Your Neptun ID and CUSMAN ID are the same. Information is available on [our website](#).

IT center

You can check the information on the IT services of the University [here](#).

MOODLE, THE E-LEARNING SYSTEM

[Moodle](#) is an open-source contemporary e-learning management system. It is a collaborative platform supporting the learning process of students and providing an easy-to use interface between professors, students and administration. You can find your courses, learning materials, homework assignments, and occasionally even your exams on the system. All students can access Moodle, with their CUSMAN username and password. If you have any problem with Moodle, don't hesitate to contact the helpdesk at moodlehelpdesk@uni-corvinus.hu.

Office: Salthouse, room 16, ground floor

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CLASS SCHEDULE OF CORVINUS

Corvinus have a set class schedule and you can have courses anytime in-between these timeframes. Your specific schedule depends on the given semester.

Timeframes

08.00-09.30

09.50-11.20

11.40-13.10

13.40-15.10

15.30-17.00

17.20-18.50

19.10-20.40

TIME FORMAT IN HUNGARY

A 24-hour time format is used in Hungary. 12.00 is always noon and 24.00 or 00.00 is always midnight. We don't use am or pm.

BEING ON TIME

Time is an important and huge issue in Hungary and being late is unacceptable especially in the classroom. Please be careful and always be on time. For example, 09.50 always means 09.50 and not any time after that. Of course, you can be in the classroom some minutes earlier than the start of the class but never later than that.

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HOW TO WRITE AN E-MAIL AND HOW TO ADDRESS THE STAFF OF THE UNIVERSITY

Please always use the proper forms when you write a letter. Your letter should look something like this.

“Dear Madam/Sir/Ms Smith//Professor/Coordinator etc.

Here comes the information or question that you would like to share with the person.

Best regards,

Here comes your official full name”

Please do not use the e-mail as if it was a chat line. "Hey" or "Hi" are not proper ways of addressing someone officially. Always start your e-mail with Dear..., say goodbye at the end and always sign your letter.

WAITING FOR AN ANSWER FOR YOUR E-MAIL

Once you sent an e-mail to a university staff member please do NOT send them a reminder in less than 48 hours on weekdays and less than 96 hours at the weekends. Remember, each staff member is dealing with hundreds of students and problems at the same time. Please give them time to get around and respond to your e-mail. If you send an e-mail at 11 p.m. in the evening, do not expect a reply by 8 a.m. even in the most optimal case. Always plan and think ahead.

USING FACEBOOK AS A CORRESPONDENCE PLATFORM WITH THE UNIVERSITY STAFF

Please note that Facebook, Snapchat, Viber, WhatsApp etc. are not official platforms of communication with the university staff members. If you need anything from a coordinator or a professor, please send them a letter to their

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official e-mail address that ends with “uni-corvinus.hu” instead of sending them private messages via Facebook.

LIBRARY

The library is in building C. You can check the opening hours and facilities on the [library's website](#). The use of the library is free of charge. You can register once you are here and your student status is active. You have to pay a small fee of 1.000,-HUF (about 3,-EUR) for the library card, but it must be paid only once.

CAFETERIA

There is a self-service restaurant in the new building (C.) You can find two buffets in the student lounge of the main building (E.) and there is a buffet on the ground floor of the new building (C.).

MOBILE PROVIDERS

There are four big mobile service providers in Hungary. You can check their websites for more information.

- [Telenor](#)
- [T-mobile](#)
- [UPC](#)
- [Vodafone](#)

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STUDENT ORGANISATIONS AT CORVINUS

Student Council (Hallgatói Önkormányzat, HÖK)

The Student Union is a special unit among university bodies. Its central responsibility is to represent the students' interests. Its members are elected annually.

The Student Union has the responsibility of informing students about university news and changes in regulations. The Student Union also has an International Team, which is committed to help incoming international students with any trouble they might have. You can contact them at kulugy@bcehok.hu. Student Union is located on the ground floor of the Main Building in E.17.

ESN - Erasmus Student Network

The goal of [ESN](#) is to make the bonding easier and faster between international and Hungarian students. ESN guides the foreign students during the whole semester and helps them in any case of problems.

ESN is located on the ground floor of the Main Building in E.7.

AIESEC

AIESEC is the world's biggest international non-profit organization which is run by students. It is present in more than 100 countries, on 1600 universities, with 50000 members. Hungary joined this network in 1972, and now we have 12 offices in 8 cities. The profile includes a young, dynamic team, improving their skills and managing the International Internship Programme. There are two kinds of membership at AIESEC. As a long-term member, students have the opportunity to explore their potentials and enhance their skills for the benefit of their future career. During the AIESEC years, they are going to be able to participate in internships and tasks that

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allow them to improve and test their theoretical knowledge in practice. AIESEC is located on the ground floor of the Main Building in E.21.

Budapest Blend

Budapest Blend is a growing, vibrant student initiative founded in March 2017. The goals of the organization are to promote diversity within Corvinus, represent and support the interests of the international students. BB founded and run 4 different departments that offer engagement opportunities in extra-curricular activities.

In collaboration with CUB students' union, administration and other student organizations they work to make our university a more international-friendly environment. They are here to help others, build community, have fun and challenge themselves by applying the skills they learn in the classroom to real life.

STUDENT WELFARE

Sometimes having real freedom and being away from home can lead you to making bad decisions. Please take care of yourself and read the following lines very carefully.

Accommodation

- Always lock the door of your flat / house when leaving and after arriving home.

Being lonely and depressed

- Being away from home can be lonely and depressing and it is not always easy making new friends. If you feel sad and lonely you can contact any of the following people:
 - ✓ the Doctoral Office

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- ✓ the [Student Counseling Center of Corvinus](#)
- ✓ your mentor
- ✓ your favourite professor etc.

Drinking

- Beware of the dangers of drinking. If you are drunk by any chance, do not walk the streets late at night on your own, and do not go home alone. In general, it is not a good idea in any large city to walk alone late at night.
- Never leave your drink unattended!

Drugs

- Drugs in Hungary are illegal. Avoid them.

Parties

- Inform your friends, roommates where you are going. Always ask one of your friends to escort you home or take a taxi if you leave late at night.

Sex and pregnancy

- Practice safe sex. Always use a condom available in the drug stores e.g. DM, Müller. Sexually transmitted diseases can be found all over the world. Take care of yourself.
- If you had unprotected sex, you can get morning-after pill, but note that you **MUST** visit a doctor and get a prescription. You can buy the pills only in pharmacies, and don't forget, you must have the prescription.
- If you think you are pregnant get a pregnancy test. You can choose from several over-the-counter pregnancy tests in the drug stores. Do not be shy in such cases and ask for someone's help.

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Thieves / Pickpockets

- Budapest is generally very safe and pickpocketing is not that common, but it can happen. Please never carry your passport with you, have a photo of it in your phone. Residence permit should be good enough identification if needed somewhere.
- Always carry your bag in front of you, especially on the public transport, and never on your back, even if it is a rucksack. Your phone and wallet should never be in the back pocket of your jeans/trousers.
- If you sit down somewhere, make sure that you keep an eye on your stuff rather than put it next to yourself or behind you. It can be stolen in a second. Take care even at the university as anyone can enter the buildings and do not leave your things in an empty classroom if you don't stay there.

Traffic rules

- Make sure that you cross a street only at green light. Before stepping off the curb make sure that all the cars have stopped. Please use the official pedestrian crossings only.

EMERGENCY NUMBERS

General emergency number:	112
Police:	107
Ambulance:	104
Fire service:	105
Calling the numbers above is free of charge.	

24-hour English-language crime hotline:	+36 1 438 8080
English language telephone directory service:	191
International operator:	199

Blue Point Drug Ambulance

Address:	1095 Budapest, Gát utca 25, I/8
E-mail:	bluepoint@t-online.hu
Phone:	+36 1 215 7833 or +36 70 607 4969

Anonymous and free HIV testing (AIDS Association)

Address:	1113 Budapest, Karolina út 35/b
E-mail:	segitseg@anonimaids.hu
Phone:	+36 1 466 9283,

A few reliable taxi companies (English is spoken)

City Taxi:	+36 1 211 1111
Főtaxi:	+36 1 222 2222

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STUDENT COUNSELING CENTER

Free consultation in English. Our psychologists in the Student Counseling Center offer a supportive and sympathetic atmosphere with strict confidentiality. Please check the [website](#) of the counseling center for further details.

PUBLIC HOLIDAYS IN HUNGARY

The major grocery stores, shops, shopping centers, market halls and the university buildings (including the library) are closed on the following days.

New Year's Day	January 1
National holiday	March 15
Good Friday, Easter Sunday and Monday depending on the year	March/April
Labour day	May 1
Whit Sunday and Monday on the year	May/June depending
National holiday	August 20
National holiday	October 23
All saint's day	November 1
Christmas day and boxing day	December 25-26

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INFORMATION ON THE LEGALISATION PROCEDURE OF DOCUMENTS TO BE USED ABROAD (NOT IN HUNGARY)

Please check the [whole page](#), especially the part about the degree certificates.

"Degree Certificates, Supplements, Attendance certificates, etc.

1. Intermediate legalisation at the [Office of Education](#)
2. Ministry of Foreign Affairs and Trade
3. Accredited delegation of the target country in Hungary"

Please arrange this as soon as you have your diploma from Corvinus. You may not need this certificate now, but if you need it anytime in the future, you don't have to arrange it in a hurry.

A TO Z - USEFUL THINGS FOR EVERYDAY LIFE

Address card

The address card is the small part of the "Accommodation reporting form". The Immigration Office representative stamps and signs the form and you get back that small part that serves as your address card. It is signed when you pick up your residence permit. Take very good care of it as it is a legal document that can be asked for by the authorities.

Whenever you move to another place you must report your new address to the Immigration Office via their [website](#). After registration you can find detailed information about the documents that you must provide.

You can get download the accommodation reporting form the [ANNEXES](#).

Bank card (debit card/credit card) vs bank account number

You must be careful to whom you give your personal data, most specifically, your debit/credit card number. This information MUST NOT be given to

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anyone. If you give this number to someone, that person can use your card sometimes even without having your CVV code (3 digits), which can be found at the back of your card.

Never give your PIN number to anyone and never carry it together with your debit/credit card.

The bank account number is not the same as the debit/credit card number.

The card numbers contain 16 digits looking like 1234 5678 1234 5678. The Hungarian bank account numbers contain 16 or 24 digits looking like 12345678-12345678-00000000 or 12345678-12345678 or 12345678-00000000-12345678 depending on the bank.

If you transfer money from your bank account to another bank account or receive money from another bank account, you need to use your bank account number. If you buy anything online, you need your card number and possibly CVV code.

You can always check your bank account number online if you have the application of your bank on your mobile phone.

Clothing and secondhand shops

Hungary is a country of extremes regarding the weather.

September can be still quite warm during the day (+25-27 Celsius) and the weather gets colder and colder as we enter October and November. November can be cold with temperature under +10 Celsius. Winter months can be really cold. In winter the average temperature is zero to -10 Celsius. In extreme circumstances and at night the temperature can go below -15 Celsius.

We would like to encourage you either to bring warm winter clothes, a coat, scarf, hat, gloves and boots or buy them here. Buying them here is not a problem either as we have a lot of shopping malls with all the major fashion chains.

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If you want to save some money try the second hand chains [Háda](#), [Cream](#) and [Humana](#). All have several shops all around Budapest. Alternatively you can try the Chinese shops that are available all over Budapest, but if you need a lot of different shops at the same place try [Monori Center](#).

Copy shop

You can find a copy shop on the ground floor of the main building opposite the aula.

Opening hours: Mon-Thu: 08.00-16.30, Fri: 09.00-14.00, Sat-Sun: closed.

Date format in Hungary

A yyyy.mm.dd. date format is used in Hungary. For example, 2018.01.08. or 2018. január 8. or 2018. jan. 8.

Districts of Budapest

Budapest has 23 districts and the city is divided by the River Danube into Buda and Pest. Buda is hilly, Pest is rather flat and the city center is on the Pest side. Corvinus University is located at the edge of district 9 on the Pest side. The most central and most expensive districts are 5, 6, 7 and 9 and they are all on the Pest side. District 8 is also near the city center, but most parts of it can be dangerous, therefore please avoid this district if you can, except for Corvin-negyed which is at the border of district 8, but it's considered safe.

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Electronics

You may need to buy some electronic stuff after arrival such as an adapter or an internet cable etc. This you can do in the electronic stores that you will definitely find in all the shopping malls. The biggest ones are MediaMarkt and Euronics.

Exchanging money

Some grocery stores accept EUR but otherwise you must pay in HUF when you buy something anywhere in the country. There are several legal places in the city and near the university where you can exchange your currency into Hungarian Forint (HUF). You can choose an exchange booth or any bank but never ever accept an offer from somebody on the street. Exchanging money on the street is highly illegal in Hungary.

Grocery stores in the city

There are some big grocery store chains that are worth a visit. Some of them can be found in the city center as well but some of them only in the suburban area. The most known and popular ones are Aldi (there is one at the Market Hall next to the university), Lidl, Spar, Tesco, Auchan.

Hungarian Language

Hungarian is said to be complex and difficult but it's useful to learn some basic expressions. Here are some links that can be interesting for you.

[Learn the top 25 Hungarian phrases](#)

[Learn Hungarian - Essentials](#)

[The Hungarian alphabet](#)

[36 useful Hungarian phrases](#)

Prepare yourself as it can be difficult communicating with people in the shops or on the street. Unfortunately, a lot of Hungarians don't speak English. Even

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in the cafeteria or in the buffet of the university you can have difficulties if you don't speak some basic Hungarian.

Hungarian railways

[Magyar Államvasutak](#) aka MÁV = Hungarian Railways company

You can check the prices and timetables on the website of the company, and you can buy your ticket online if you wish. Buying the ticket at the cashier at the railway station is also an option of course.

Metric units

Please note that the metric system is used in Hungary such as liter, centimeter, kilogram etc.

Mother's maiden name

Why is your mum's maiden name so important for the Hungarian authorities?

You probably realized that it is asked on all the official papers like your scholarship application, your rental contract, your scholarship agreement, Neptun etc.

In Hungary the following data can identify you 100%, if they are used together.

- your name
- the place where you were born
- the date when you were born
- your mum's maiden name (the family name and first name she was born with)

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Name order in Hungary

Hungarians use a reverse name order.

Family name first and given name second. Your family name is your dad's family name and like most people in Hungary you probably don't have a middle name.

Parcel companies

[DHL](#)

[UPS](#)

[FedEx](#)

Pharmacy

Prescribed medicines can only be bought in pharmacies (Gyógyszertár or Patika in Hungarian). Pharmacies are usually open on weekdays from 08.00 to 18.00. Some pharmacies are also open on Saturdays. There are at least three pharmacies near the university buildings.

Fővám téri Gyógyszertár, [1056 Budapest, Fővám tér 4.](#)

Szent Máté Gyógyszertár, [1093 Budapest, Vámház krt. 13.](#)

Corvinus Gyógyszertár, [1093 Budapest, Közraktár u. 2/a](#)

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Post Office

[Hungarian Postal Service](#)

Nearest post office, [1056 Budapest, Fővám tér 5.](#)

In case you send an important letter and you would like to know if the recipient received it, send it as **registered mail**. This is a special postal service by which an official record of posting and delivery is obtained for a letter. The post office will provide you an official record ('return receipt') of the fact that your letter has been posted and delivered. You must pay an extra fee for this service, but it will guarantee, that you posted the letter.

Postal codes of Budapest

The 2nd and 3rd numbers of the Budapest postal codes show the district.

For example, the uni's postal code is 1093 and it is in the 9th district. Kinizsi dormitory's postal code is 1092 and it is also in the 9th district. Tarkarét dormitory's postal code is 1106 and it is in the 10th district. And so on...

Public transport

[Public Transport company of Budapest](#)

[Transportation maps](#)

[Map of the Metro and Suburban Railway network](#)

[Monthly Transportation pass for students](#)

Please make sure that your valid student ID is with you when you use your monthly transportation pass. The penalty is very high if you are caught using the student pass without a valid student ID. The price of the student pass is very reasonable only 3.450,-HUF/month compared to the full pass which is 9.500,-HUF/month. It can be used unlimited on all kind of transportation in

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the city like metro, bus, tram, suburban railway (HÉV), trolley etc within the administrative boundaries of Budapest. You can buy the pass at [any ticket vending machine](#). Your Education ID (e.g. 71822563945) must be printed on the pass.

Single transportation ticket

If you live in the city center, you may don't need the monthly transportation pass, but be careful as you mustn't travel on any public transport vehicle without a valid ticket at least.

Religious places in Budapest

Nearest Baptist Church, [1084 Budapest, József utca 12.](#)

Nearest Buddhist centre, [1082 Budapest, Baross u. 80.](#) (doorbell 22.)

Nearest Greek Catholic Church, [1074 Budapest, Rózsák tere 10.](#)

Nearest Mosque, [1119 Budapest, Fehérvári út 41.](#)

Nearest Reformed Church, [1092 Budapest, Ráday u. 28.](#)

Nearest Roman Catholic Church, [1056 Budapest, Váci utca 47/b.](#)

Nearest Synagogue, [1075 Budapest, Síp utca 12.](#)

Shopping centers

There are several shopping centers in the city where you can find almost all the big trademarks of the world. The biggest shopping malls are [Westend](#), [Corvin Plaza](#), [Allee](#), [Árkád](#), [KÖKI Terminál](#). The shops are usually open from 10.00 until 21.00 even on Sunday.

Smaller shops

There are also a lot of small grocery shops around the city that have longer opening hours even 24/7.

Smoking

Smoking in public buildings, shops, shopping centers, restaurants, pubs etc. and 5 meters within their entrance is strictly forbidden and heavily fined. Smoking on public transportation vehicles and at public transportation stops is also prohibited.

Sport Gym

There are a lot of gyms all around the city and we collected only some of them.

- Astoria Fitness – [1052 Budapest, Károly körút 4.](#)
- [Life1 Fitness Corvin](#) – [1082 Budapest, Futó u. 48-50.](#)
- Megafitness KÖKI – [1191 Budapest, Vak Bottyán u. 75/a-c](#), 2nd floor of KÖKI Terminal shopping center
- [Nr1 Fitness](#) – [1053 Budapest, Kecskeméti u. 14.](#) (near Kálvin tér)
- [Nr1 Fitness](#) – [1062 Budapest, Aradi u. 8.](#) (near Oktogon)

Swimming pools

- [Summary of the best swimming pools in Budapest](#)

Yoga

- [Summary of the English speaking yoga centers in Budapest](#)

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Stationery

Every shopping mall has at least one stationary shop where you can buy your pens, pencils, booklets, calculators etc.

Tobacco shops

You can buy cigarettes and any tobacco related products only in the National Tobacco shops called Nemzeti Dohánybolt in Hungarian. These shops have very long opening hours, sometimes 24/7, and usually sell beer, soft drinks, water and chewing gum as well.

Translation office

If you need an official and attested translation of your documents, please contact the [Hungarian Office for Translation and Attestation Ltd.](#)

Travel insurance

Your TAJ card and your UNIQA private insurance are valid only in Hungary. You are not insured at all as soon as you leave the territory of the country. You are NOT entitled to get the blue EU card unless you have a permanent address in Hungary or in any of the EU countries. I recommend that you buy a travel insurance at any travel agency even if you leave Hungary even only for one day. Buying the insurance online is unfortunately not an option for you as all the websites are available only in Hungarian. The most reliable travel insurance companies are Európai Utazási Biztosító (EUB), Allianz, Aegon, Union, UNIQA, Mondial. Take your residence permit, passport and address card with you when you buy the insurance.

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Where to buy things that make your life easier

You probably need a lot of things when you arrive such as iron, ironing-board, drying rack, mugs, cutlery, plates etc. You can buy all these things in stores like [XXX Lutz](#), [IKEA](#) or [Möbelix](#). Alternatively you can try the Chinese shops that are available all over Budapest, but if you need a lot of different shops at the same place try [Monori Center](#).

You can join several Facebook groups. These are only examples and we don't take responsibility for the information provided in these groups. Some of the groups operate only in Hungarian.

[Free Your Stuff Budapest](#)

[Used stuff for free in Budapest](#)

[Used stuff to sale and buy in Budapest](#)

[Used furniture from IKEA](#)

[Second hand from IKEA](#)

[Used furniture](#)

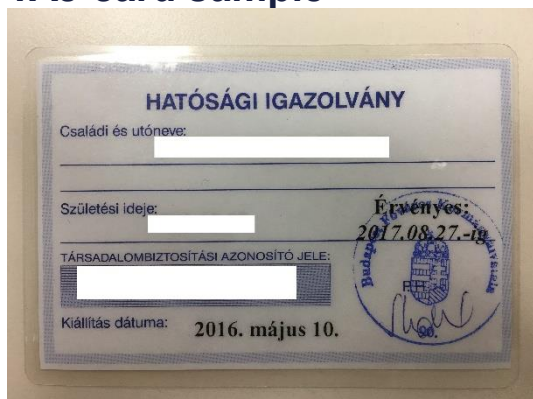
25 June 2021

ANNEXES

Student ID sample



TAJ card sample



TAX ID sample



Accommodation reporting form for third country nationals
1. Family and given name of applicant: _____
2. Date of birth: ____ year ____ month ____ day
3. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
4. 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: ____ Building: ____ Staircase: ____ Floor: ____ Apartment number: ____

Accommodation reporting form for third country nationals
6. Family name: _____
7. Given name: _____
8. Former or maiden family name: _____
9. Former or maiden given name: _____
10. Mother's maiden family name: _____
11. Mother's maiden given name: _____
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: _____
17. Number of travel document: _____
18. Type of residence document: <input type="checkbox"/> Visa <input type="checkbox"/> Residence permit
19. Number of document: _____
20. Place of crossing the border: _____
21. Date of crossing the border: ____ year ____ month ____ day
..... Signature of the applicant (legal representative)
..... Signature of the person providing accommodation

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

23. How long are you entitled to stay in the apartment: _ indefinite time
definite, precisely ____ year ____ month ____ day

24. Title of stay in the apartment: ☐ Owner ☐ Sub/tenant ☐ Family member
☐ Other, namely: _____

25. New address
Postal code: ____
City: _____ District: ____

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

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

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

Receiving authority: _____

Date of receipt: ____ year ____ month ____ day

Processing authority: _____

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

Date:

.....
Signature of official, seal

For official use only

Receiving authority (code and name):

Date of application receipt:
____ year ____ month ____ day
.....

Signature of official, seal

INFORMATION

You are obliged to report the address of your accommodation if your stay in Hungary exceeds 30 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.

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.

SAMPLE!

Accommodation reporting form for third country nationals

1. Family and given name of applicant:

SMITH, PAUL
JOHN

2. Date of birth: 1997 year 11 month 3 day

3. Sex: ☒ Male ☐ Female

4. Nationality:

USA

5. New address: (IN HUNGARY)

Postal code: 1055

City (District): V. BUDAPEST

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

Váci

Type of public domain (road, street, square etc)

STREET

Street number: 10.

Building: _____ Staircase: _____

Floor: III. Apartment number: 2.

Accommodation reporting form for third country nationals

6. Family name: SMITH

7. Given name: PAUL JOHN

8. Former or maiden family name: -

9. Former or maiden given name: -

10. Mother's maiden family name: TAYLOR

11. Mother's maiden given name: MARIA ROSE

12. Place of birth: - Country: USA

13. Place of birth: - City: INDIANA

14. Date of birth: 1987 year 11 month 3 day

15. Sex: ☒ Male ☐ Female

16. Nationality: USA

17. Number of travel document: 350007779
(PASSPORT NO)

18. Type of residence document:

☒ Visa

☐ Residence permit

19. Number of document:

(VISA NO)

001993555

20. Place of crossing the border: BUDAPEST FERENC LISZT INTERNATIONAL AIRPORT

21. Date of crossing the border:

2018 year 9 month 1 day

Smith Paul John

Signature of the applicant (legal representative)

LANDLORD'S SIGNATURE!

Signature of the person providing accommodation

DORMITORY COORDINATOR'S,
OWNER'S OF THE FLAT SIGNATURE

SAMPLE!

22. Date of reporting accommodation: 2018 year 9 month 5 day (STARTING DATE OF THE CONTRACT)

23. How long are you entitled to stay in the apartment: _ indefinite time
☒ definite, precisely 2018 year 12 month 31 day (END DATE OF CONTRACT)

24. Title of stay in the apartment: ☐ Owner ☒ Sub/tenant ☐ Family member
☒ Other, namely: DORM STUDENT → IN CASE OF DORMITORY!

25. New address (IN HUNGARY)

Postal code: 1035

City: BUDAPEST

District: V.

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

VÁCI

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

STREET

Street number: 10.

Building: ___ Staircase: ___ Floor: III. Apartment

number: 2.

Receiving authority: _____

Date of receipt: ___ year ___ month ___ day

Processing authority: _____

Date of processing: ___ year ___ month ___ day

Date of change: ___ year ___ month ___ day

Date:

.....

Signature of official, seal

For official use only

Receiving authority (code and name):

Date of application receipt:

___ year ___ month ___ day
.....

Signature of official, seal

INFORMATION

You are obliged to report the address of your accommodation if your stay in Hungary exceeds 30 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.

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.

DATA SHEET FOR ISSUING RESIDENCE PERMIT

3. számú melléklet

Adatlap a tartózkodási engedély kiadásához

A hatóság tölti ki! / For official use only! Adatlapot átvevő hatóság: BÁH Regionális Igazgatóság beutazás helye: / PLACE OF ENTRY BUDAPEST / LISZT FERENC AIRPORT beutazás ideje: / DAY OF ENTRY év hó nap Tartózkodási engedély átvételére jogosító vízum száma és érvényessége: / VISA NO, VALIDITY OF VISA H év hó nap Az okmány (tartózkodási engedély) átvételének helye: <input type="checkbox"/> A kérelmező az okmányt a kiállító hatóságnál veszi át. <input type="checkbox"/> A kérelmező az okmányt postai úton történő megküldését kéri. Place of receipt of document (residence permit): <input type="checkbox"/> Applicant shall receive the document at the issuing authority. <input type="checkbox"/> Applicant requests the document by post.		Gépi ügyszám: <div style="border: 1px solid black; padding: 10px; text-align: center;"> Arcfénykép / PASSPORT PHOTO </div> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> 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.	
---	--	--	--

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:	
anyja 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 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 / diplomatic <input type="checkbox"/> egyéb / other	érvényességi ideje / Valid until: év/year hó/month nap/day

4. A kérelmező magyarországi szálláshelyének adatai / Accommodation during stay					
irányítószám / Postal code:	település / city:		közterület neve / Name of public domain (road, street, square etc):		
közterület jellege / Type of public domain:	hátszám / Street number:	épület / Building:	lépcsőház / Staircase:	emelet / Floor:	ajtó / Apartment number:
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"/> szívessegi lakáshasználó/ property user by courtesy of owner <input type="checkbox"/> egyéb, éspedig/ other, namely:					

Kijelentem, hogy az előzőekben leírt adatok a valóságnak megfelelnek. Tudomásul veszem, hogy valótlan adatok közlése az engedély visszavonását vonja maga után.

I confirm that the above information is true and valid. I accept the fact that giving false information may to withdrawn of my residence permit.

Kelt / Date:

.....
aláírás/Signature

TELEFONSZÁMOM / MY PHONE NO:

E-MAIL CÍMEM / MY E-MAIL ADDRESS:

RESIDENCE PERMIT NO:

Kiadott tartózkodási engedély száma:

A tartózkodási engedélyt átvettem: / I RECEIVED THE RESIDENCE PERMIT:

DATE

Kelt.: Budapest,

.....
aláírás / signature



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APPENDIX 14
(Studies or student mobility)

1. Legal basis of the application			
<input type="checkbox"/> pursuit of studies			
<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:			
validity period: year month day			
2. Particulars of host education establishment			
name:		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:			
3. Educational attainment:			
Name of education establishment:		type of education: <input type="checkbox"/> secondary education <input type="checkbox"/> bachelor training	
Address of education establishment:		If holding a degree in higher education, indicate faculty: Date of receipt of diploma:	
4. Language(s) spoken and level of proficiency:			
language, level; language, level;			
language, 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
Do you have any savings? <input type="checkbox"/> yes <input type="checkbox"/> no Amount: Other income/assets for means of subsistence:	
Name of family member providing support:	Relationship:

INFORMATION
<p>The application for residence permit must be submitted in person with documents verifying compliance with conditions for residence enclosed.</p> <p>One facial photograph and proof of payment of the administrative service fee provided for by law must also be enclosed with the application.</p> <p>At the time of submitting the application the applicant shall produce his/her valid travel document. The passport must be valid for at least 3 additional months beyond the date of expiry of the residence permit.</p> <p>The following must be enclosed with the application:</p> <p>documents evidencing the purpose of residence</p> <ul style="list-style-type: none"> • certificate of admission or document to verify the applicant's student status from higher education institution • school attendance certificate from secondary education establishment • proof of payment of the fee charged by the higher education institution • language certificate in proof of language proficiency <p>documents evidencing the use of lodging</p> <ul style="list-style-type: none"> • certified copy of title deed issued within 30 days to date • residential lease contract or document on accommodation by courtesy • statement on boarding (dormitory) services • completed accommodation registration form signed by landlord <p>documents evidencing subsistence</p> <ul style="list-style-type: none"> • certificate on the payment of scholarship grant • if supporting a family member, statement of support and document in proof of ability to provide support • bank statement • other proof on payment of regular income • other document <p>documents evidencing comprehensive sickness insurance cover</p>

INFORMATION

The application for extension of the residence permit must be accompanied by a statement made out by the education establishment on the applicant's academic advancement.

If the conditions that served as the basis for issuing the residence permit have not changed by the time the application for the extension of the residence permit was submitted, and they remain capable to verify the conditions for residence, documents to support such unaltered conditions need not be supplied once again.

During the process, the immigration authority may request further documents for ascertaining the relevant facts of the case.

The competent immigration authority may be requested to obtain from another authority proof for any data you have supplied. That part of the application shall be construed as consent for the processing and transmission of your personal data. If any requisite data is obtained by the competent immigration authority, the relating charge or administrative service fee must be paid to the immigration authority.



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Application for Residence Permit

<i>For completion by the authority.</i> Authority receiving the application:	Automated case No.: <div style="border: 1px solid black; width: 150px; height: 150px; margin: 20px auto; text-align: center;">Facial photographs</div> <div style="border: 1px solid black; width: 400px; height: 60px; margin: 20px auto;"></div> <p style="text-align: center;">[Handwritten signature specimen of applicant (legal representative)] Signature must be inside the box in its entirety.</p>
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	

Delivery of document: <input type="checkbox"/> Applicant requests delivery of the document by way of post. <input type="checkbox"/> Applicant will collect the document at the issuing authority.	E-mail address: Phone number:
--	--

1. Personal data of the applicant		
surname (as shown in passport):	forename (as shown in passport):	
surname by birth:	forename by birth:	
mother's surname and forename at birth:	sex: <input type="checkbox"/> male <input type="checkbox"/> female	marital status: <input type="checkbox"/> single <input type="checkbox"/> widow(er) <input type="checkbox"/> married <input type="checkbox"/> divorced

6. Dependent spouse, children, parent of the applicant			
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 <div style="float: right;"> <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 </div>
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 <div style="float: right;"> <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 </div>
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 <div style="float: right;"> <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 </div>
7. Miscellaneous information: Permanent or usual place of residence before arriving to Hungary: Country: Locality: Name of public place:			

Do you have a document evidencing right of residence in another Schengen Member State? <input type="checkbox"/> yes <input type="checkbox"/> no				
Type and number of permit:	validity:	year	month	day
<p>Have you ever had an application for residence permit rejected previously? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Have you ever been sentenced for a crime before? If yes, in which country and when, for what crime, and what was your sentence? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Have you ever been expelled from Hungary, if yes, when? <input type="checkbox"/> yes <input type="checkbox"/> no year month day</p> <p>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? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>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? <input type="checkbox"/> yes <input type="checkbox"/> no</p>				
<p>8. I hereby declare that my minor child shown in my passport is travelling with me to Hungary. <input type="checkbox"/> yes <input type="checkbox"/> no</p>				
<p>Attention! If your minor child shown in your passport is travelling with you to Hungary, Appendix A need to be enclosed with your application.</p>				
<p>9. Planned duration and reasons of stay</p> <p>Until when do you wish to have the right of residence? year month day</p>				
<p>I hereby declare that the purpose of my stay in Hungary is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Job-searching or entrepreneurship (Appendix 1) <input type="checkbox"/> Family reunification (Appendix 2) <input type="checkbox"/> EU Blue Card (Appendix 3) <input type="checkbox"/> Traineeship (Appendix 4) <input type="checkbox"/> Medical treatment (Appendix 5) <input type="checkbox"/> Official (Appendix 6) <input type="checkbox"/> Gainful activity (Appendix 7) <input type="checkbox"/> Research or researcher mobility (long-term) (Appendix 8) <input type="checkbox"/> Visit (Appendix 9) <input type="checkbox"/> Employment (Appendix 10) <input type="checkbox"/> National (Appendix 11) <input type="checkbox"/> Voluntary service activities (Appendix 12) <input type="checkbox"/> Seasonal work (Appendix 13) <input type="checkbox"/> Studies or student mobility (Appendix 14) <input type="checkbox"/> Intra-corporate transfer (Appendix 15) <input type="checkbox"/> Other, specifically: (Appendix 16) 				

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:
(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:
(signature)

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

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.

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

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:



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APPENDIX “A”

**Particulars of the applicant’s minor child travelling with the applicant,
shown in his/her passport**

For completion by the authority. Authority receiving the application:	Automated case No.: <div style="border: 1px solid black; width: 150px; height: 150px; margin: 20px auto; text-align: center; vertical-align: middle;">Facial photograph</div> <div style="border: 1px solid black; width: 400px; height: 50px; margin: 20px auto;"></div> <p style="text-align: center;">[Handwritten signature specimen of applicant (legal representative)] Signature must be inside the box in its entirety.</p>
Time of acceptance of the application: _____ year _____ month _____ day	
<input type="checkbox"/> First residence permit entry border crossing point: _____ <small>(to be completed if application is made in Hungary)</small> date of entry: _____ year _____ month _____ day <small>(to be completed if application is made in Hungary)</small>	
<input type="checkbox"/> Extension of residence permit Residence permit number and validity: _____ year _____ month _____ day	

1. Personal data of minor child		
surname (as shown in passport):		forename (as shown in passport):
surname by birth:		forename by birth:
mother’s surname and forename at birth:		sex: <input type="checkbox"/> male <input type="checkbox"/> female
		citizenship:
date of birth: _____ year _____ month _____ day	place of birth (locality):	country:

2. Details of the minor child's place of accommodation in Hungary					
postal code:	locality:			name of public place:	
type of public place:	building number:	building:	block:	floor:	door:
legal title of residence in the place of accommodation: <input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> family member <input type="checkbox"/> complementary accommodation <input type="checkbox"/> other, specifically:					

3. Miscellaneous information: <p>To your knowledge, does your child 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? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If the child suffers 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? <input type="checkbox"/> yes <input type="checkbox"/> no</p>
--

<p style="text-align: center;"><i>For completion by the authority</i></p> <p style="text-align: center;">If the application is approved</p> <p>The applicant's stay in Hungary for the purpose of family reunification is hereby authorized until ____ year ____ month ____ day.</p> <p>Date:</p> <p style="text-align: right;">..... (signature, stamp)</p> <p>Number of residence permit issued: _____</p> <p>I have received the residence permit.</p> <p>Date:</p> <p style="text-align: right;">..... (signature of applicant)</p> <p>In the case of renewal, number of residence permit withdrawn: _____</p>

<p style="text-align: center;">If the application is refused</p> <p>Number of the resolution on refusal:</p> <p>Date of refusal: ____ year ____ month ____ day</p> <p>Legal basis for refusal:</p>
<p style="text-align: center;">If the proceeding is terminated</p> <p>Number of decision on termination:</p> <p>Date of decision: ____ year ____ month ____ day</p> <p>Legal basis of the decision:</p>



OFFICE OF IMMIGRATION
AND NATIONALITY



Application for residence permit for the purpose of study

The application receiving authority:		Number: _ _ _ _ _ _ _ _ _	
Body performing data entry of the application:		<div style="border: 1px solid black; width: 150px; height: 120px; margin: 0 auto; text-align: center; line-height: 120px;">Photograph</div>	
<input type="checkbox"/> Residence permit for the first time			
Place of entry:			
Date of entry: Year Month Day			
Number and validity of residence visa: H _ _ _ _ _ _ _ _ Year Month Day			
<input type="checkbox"/> Extending residence permit		<div style="border: 1px solid black; width: 400px; height: 50px; margin: 0 auto;"></div> <p style="text-align: center;">[Signature of applicant (or legal representative).] The signature must completely be within the frame!</p>	
Number and validity of residence visa: H _ _ _ _ _ _ _ _ Year Month Day			
Place of receipt of document: <input type="checkbox"/> Applicant shall receive the document at the issuing authority. <input type="checkbox"/> Applicant requests the document by post.			
1. Personal data of the applicant			
Family name (as in passport):		First name (as in passport):	
Family name at birth:		First name at birth:	
Mother's family and first names at birth:		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital status: <input type="checkbox"/> unmarried <input type="checkbox"/> widow
		<input type="checkbox"/> married <input type="checkbox"/> divorced	
Date of birth: Year Month..... Day	Place of birth (city):	country:	
citizenship:		nationality (optional):	
Last permanent residence abroad:			

Occupation:	Highest level of education: <input type="checkbox"/> primary <input type="checkbox"/> secondary <input type="checkbox"/> university	Occupation prior arriving to Hungary:
--------------------	---	--

2. Passport data of the applicant

Passport Number:	Date and place of issuance: Year..... Month..... Day
-------------------------	--

Type of passport: <input type="checkbox"/> private passport <input type="checkbox"/> official <input type="checkbox"/> diplomatic <input type="checkbox"/> other	Validity: Year Month..... Day
--	---

3. Planned period and purpose of residence

For what period and what purpose are you applying for residence permit?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> year <input type="checkbox"/> <input type="checkbox"/> month <input type="checkbox"/> <input type="checkbox"/> day
--	--

4. Data of applicant's accommodation in Hungary

ZIP code:	city:	Name of public domain:
------------------	-------	------------------------

Type of public domain:	House number:	building:	staircase:	floor:	door:
-------------------------------	---------------	-----------	------------	--------	-------

Title of residence: <input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> family member <input type="checkbox"/> courtesy of owner <input type="checkbox"/> other, namely:
--

5. Date of host educational institute

Name:	Type of education: <input type="checkbox"/> secondary education <input type="checkbox"/> bachelor <input type="checkbox"/> master <input type="checkbox"/> other education
--------------	---

Address of location:

6. data of costs of living in Hungary

Monthly amount of scholarship:	savings available:
---------------------------------------	--------------------

Any additional income:

7. Conditions of return or onward travel

Which country do you wish to return to or travel onward after the legal residence?	Which means of transport do you want to use?
---	---

Dou 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	financial means? <input type="checkbox"/> yes, the sum is:	<input type="checkbox"/> no
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8. Spouse, child, parent of the applicant in Hungary			
name/relationship:	Place , date of birth:	citizenship:	Title of residence: <input type="checkbox"/> visa <input type="checkbox"/> residence permit <input type="checkbox"/> temporary residence permit <input type="checkbox"/> EC residence permit <input type="checkbox"/> other <input type="checkbox"/> residence visa <input type="checkbox"/> permanent residence permit <input type="checkbox"/> national residence permit <input type="checkbox"/> immigration permit <input type="checkbox"/> EU Blue Card
name/relationship:	Place, date of birth:	citizenship:	Title of residence: <input type="checkbox"/> visa <input type="checkbox"/> residence permit <input type="checkbox"/> temporary residence permit <input type="checkbox"/> EC residence permit <input type="checkbox"/> other <input type="checkbox"/> residence visa <input type="checkbox"/> permanent residence permit <input type="checkbox"/> national residence permit <input type="checkbox"/> immigration permit <input type="checkbox"/> EU Blue Card
name/relationship:	Place, date of birth:	citizenship:	Title of residence: <input type="checkbox"/> visa <input type="checkbox"/> residence permit <input type="checkbox"/> temporary residence permit <input type="checkbox"/> EC residence permit <input type="checkbox"/> other <input type="checkbox"/> residence visa <input type="checkbox"/> permanent residence permit <input type="checkbox"/> national residence permit <input type="checkbox"/> immigration permit <input type="checkbox"/> EU Blue Card
9. Other data			
For the period of the stay in Hungary do you have full health insurance? <input type="checkbox"/> Yes <input type="checkbox"/> no Has your application for residence permit ever been refused? <input type="checkbox"/> yes <input type="checkbox"/> no Have you ever been convicted for a crime? If yes, in which country, what kind of crime have you convicted, and what kind of punishment was imposed? <input type="checkbox"/> yes <input type="checkbox"/> no Have you ever been expelled from Hungary, if yes, when? <input type="checkbox"/> yes <input type="checkbox"/> no Year Month Day			
To the best of your knowledge, do you suffer from HIV/AIDS, hepatitis B, tuberculosis, leprosy, lues, typhoid diseases, which need treatment, or are you a carrier of HIV, hepatitis B, typhoid or paratyphoid? <input type="checkbox"/> yes <input type="checkbox"/> no If you suffer from any of the above diseases, or you are contagious with or a carrier of them, do you take part in obliged and permanent therapy? <input type="checkbox"/> yes <input type="checkbox"/> no			
Last permanent/habitual residence abroad: country: city: name of public domain:			
Which country do you wish to return to or travel onward after the legal residence? country:			
I confirm that the above information is true and valid. I accept the fact that giving false information may lead to rejection of my application. <div style="display: flex; justify-content: space-between;"> <div>Date:</div> <div>..... Signature</div> </div>			
Fee stamps:			

For official use only!

In case of allowing the application

I allow the applicant to stay in Hungary on the purpose of

Until _____ Year ____ Month ____ Day.

Date:

(Signature, seal)

Number of issued residence permit: ☐☐☐☐☐☐☐☐

I have received the residence permit.

Date:

(Signature of the applicant)

In case of renewal number of the revoked residence permit: ☐☐☐☐☐☐☐☐

In case of rejecting the application

Number of decision:

Date of decision: _____ Year ____ Month ____ Day

Reason for rejection (briefly):

INFORMATION

The application for residence permit can be submitted in person, not later than 30 days before the expiry of legal stay, at the local aliens policing authority competent by place of accommodation. One passport-size photograph has to be affixed to the application form. The applicant must present his/her valid passport when submitting the application form. The passport should be valid at least three more months than the duration of the residence permitted.

Annexes to be enclosed to the application form:

▪ **proof of purpose of residence**

- = admission certificate of the educational institution
- = document certifying student status

▪ **document proving the title of the residence**

- = in case of owned real estate, a certified copy of the title deed

- = tenancy contract

- = Courtesy of the flat

- = other document

- **document proving financial background**

- = certificate of scholarship granting
- = bank certificate
- = other document

- **document certifying full health insurance**

The aliens policy authority has the right to ask for any further documents during the process in order to clarify the circumstances!

When applying for the extension of residence permit, the conditions that have served as basis for issuing the residence permit are unchanged, the applicant does not have to attach the documents certifying these circumstances again.

The applicant can ask the aliens policing authority to obtain the certification on the data indicated by the applicant from another competent authority. This part of the application is considered as an approval to manage and forward personal data. If the aliens policing authority obtains the necessary data, the applicant has to pay the service fees to the aliens policing.

Group sickness insurance

Insurance Product Profile

UNIQA Biztosító Zrt.

Hungary

Supervised – active

Licence number: H-EN-II-80/2016



Visiting Students

Group Sickness Insurance

This product information leaflet gives a short overview of the materials elements of the insurance. Comprehensive information about the product prior to the conclusion of the policy and about the policy is available in other documents (insurance terms and conditions, documents of insurance offer). You are kindly advised to read these documents to gain full and comprehensive information.

What type of insurance?

Pursuant to the Visiting Students Group Sickness Insurance policy the insurer undertakes to perform certain services stipulated in the policy upon the insured becoming ill or subject to accident during the term of risk-bearing.



What does the insurance cover?

✓ The following events are covered by the insurance policy:

SERVICE	Semi-annual limit: HUF 2 million/ six month/Insured
Outpatient care for acute and foreseeable cases (not including emergency care)	
a) Outpatient general practitioner like basic service	within limit
b) Specialised care (including outpatient operations as well)	within limit
c) Laboratory and diagnostic tests required during therapy	within limit
One-day surgical care	within limit
Inpatient care	within limit
Medical device (upon doctor's prescription) cost reimbursement	Partial limit: HUF 100,000/ six months
Medicine, bandage (upon doctor's prescription) cost reimbursement	Partial limit: HUF 100,000/ six months
Emergency care/on-call duty cost reimbursement	within limit
Patient transport	within limit
The Insurer shall, subject to the semi-annual limit, reimburse the costs of returning the Insured to the country of origin subject to the semi-annual limit if the written opinion by the caring doctor recommend return to home based on the health condition of the Insured and the COSR approves the Insured being transported to the country of its residence. This service is only available to each Insured once during the term of the insurance policy.	within limit



What is not included in the insurance cover?

The comprehensive list of the excluded risks shall be set out in the insurance terms and conditions.

The insurer excludes events that are directly or indirectly related to the following:

- ✗ HIV infection and other sexually transmitted diseases (STD);
- ✗ the effect of radioactive nuclear energy or ionising radiation (not including therapeutic medical care);
- ✗ hereditary or congenital defects;
- ✗ events occurring during competitive sport, training;
- ✗ events occurring due to the insured's suicide or the attempt thereof, and self-harm;
- ✗ extremely dangerous hobby, sport, extreme sports (including, but not limited to speleology, diving, rock, wall and mounting climbing, bungee jumping), and events occurring during sports involving the use of engine driven land vehicles, watercrafts, and aircrafts with or without an engine, and other sports causing extreme stress and presuming knowledge;
- ✗ events related to flying (including parachuting, hang gliding), not including participation in organised air passenger services as passenger, pilot, staff;
- ✗ war, civil war events, terrorist acts, riot, revolt, disturbance, protest;
- ✗ medical care and services, detoxication related to the alcohol, drug or narcotic or addiction;
- ✗ events occurring in causal connection with the insured's insanity or derangement;
- ✗ toxication, injury caused by the intentional consumption of solid, liquid or gas form substances, including drug, narcotic;
- ✗ events occurring while the insured performed armed services, or while the insured carried or used a weapon, and events occurring in connection with above.



What limitations are included in the insurance coverage?

- ! The benefit provision obligation of the Insurer shall not become effective if the insured event is not reported by the deadline specified, and as a result material circumstances become unverifiable.
- ! The insurance contract shall be terminated without the payment of the sum insured or the provision of any other potential benefits, if the illness, accident or deterioration of health was caused by the wilful or grossly negligent conduct of the Insured or the beneficiary.
- ! The Insurer shall be released from its service obligation in other cases stipulated in the insurance terms and conditions.



Validity of the insurance

- ✓ The insurance shall cover insured events in Hungary, however the reason causing such insured events may occur in any country of the world. The insurance shall apply for 24 hours a day. Pursuant to this insurance policy the Insurer shall provide the sickness insurance services within the territory of Hungary.



What are my obligations related to the insurance?

- Disclosure and change report obligation (within 5 days) during the term of the policy.
- Reporting the insured event within 8 days.
- Premium payment.



When and how do I pay?

- the insurance premium shall be paid to the insurer for the term of the risk-bearing, in advance subject to the premium frequency periods,
- the manner and frequency of premium payment shall be set out in the policy subject to the agreement of the Policyholder and the Insurer.



What is the commencement date of risk-bearing?

- The Insurer's risk shall commence on the effective date of the insurance policy.
- With respect to Insured who have duly made and delivered the Insured's Declaration, the risk of the Insurer shall commence on the day following the date of the Insured's Declaration, provided that the Policyholder has paid the Insurer the total one-off premium for that Insured after the accounts are settled.
- The insurance contract may be concluded for a definite or indefinite term.
- The risk of the Insurer with respect to that Insured shall be for a definite term, always for an academic half year. The commencement date and end date of the academic half year or years shall be agreed in the Group Sickness Insurance Master Contract.
- The insurance contract – and with it the insurance cover provided by the insurer to the insured person – will terminate in any of the below cases:
 - if the policyholder or the insurer notifies the other in writing of their intent to terminate the insurance contract at least 30 days before the policy anniversary date, with effect from the end of the day preceding the policy anniversary date;
 - in the case of premium non-payment;
 - for definite term insurance policies on the expiry date of the insurance policy;
 - if a resolution is adopted about the dissolution of the Policyholder without a legal successor, on the earlier of the following: the last day of operation stipulated in the resolution or the last day of the period for which premium has been paid.
- The insurance cover of an insured person will terminate in any of the below cases:
 - upon the date of death of the insured person;
 - upon the expiry of the risk term applicable to the Insured;
 - at the end of the day prior to the insurance anniversary following the 65th birthday of the Insured.



How is the policy terminated?

Policyholder:

- in a written notice served at least 30 days prior to the insurance anniversary

Insurance company:

- in a written notice served at least 30 days prior to the insurance anniversary

The insurance contract – and with it the insurance cover provided by the insurer to the insured person – will terminate in any of the below cases:

- if the policyholder or the insurer notifies the other in writing of their intent to terminate the insurance contract at least 30 days before the policy anniversary date, with effect from the end of the day preceding the policy anniversary date;
- in the case of premium non-payment;
- for definite term insurance policies on the expiry date of the insurance policy;
- if a resolution is adopted about the dissolution of the Policyholder without a legal successor, on the earlier of the following: the last day of operation stipulated in the resolution or the last day of the period for which premium has been paid.