

Please find detailed guides for the application and the renewal of the residence permit in this guide below.

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 ([DOWNLOAD THE DOCUMENT FORM HERE.](#))
- **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):**

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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 [DOWNLOAD THE DOCUMENT FORM HERE.](#)
 - ✓ **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'). [DOWNLOAD THE DOCUMENT FORM HERE.](#) 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.

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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-** – [DOWNLOAD THE DOCUMENT FORM HERE.](#)
- **Application for residence permit** – [DOWNLOAD THE DOCUMENT FORM HERE.](#)
- **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 **DOWNLOAD THE DOCUMENT FORM HERE.**
 - ✓ **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-** – [DOWNLOAD THE DOCUMENT FORM HERE.](#)
- **Application for residence permit** – [DOWNLOAD THE DOCUMENT FORM HERE.](#)
- **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 [**DOWNLOAD THE DOCUMENT FORM HERE..**](#)

- ✓ **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