

# **Residence Permit**

**First Application and Renewal**

# First Application

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

Foreign nationals must generally register their stay in Hungary. For up-to-date information visit the website of the Hungarian Immigration Office: [www.bmbah.hu](http://www.bmbah.hu) (available in English as well)

## Where to apply

Please be informed that **from 1 January 2023** the application **can only be submitted electronically (via [Enter Hungary](#))**. You can find here the [user manual](#) on how to register and create an account.

- Select application for residence permit, then click on „*study or student mobility*”
- Fill out all of the obligatory fields
- Last name and forename should be written as in the passport (recommendation: OCR code LASTNAME>>FORENAME>FORENAME>)
- Please avoid using special characters (eg. „ä”)
- Use your mother’s maiden name (full name at her birth)

## Documents to be submitted

### 1. Photo

- We recommend that to submit your passport size photo and signature together (on one page), because it accelerates the online application process.

### 2. Photocopy of your passport

- Of the page that your photograph is placed on
- (*make sure it is not expired*)

### 3. Active Student Status Certificate

- You can also download it from [Neptun: Information > General forms > Student Status Certificate](#) (*In order to find this document, make sure to go to further page(s) – if needed – in the top right corner or list the maximum number of available documents by choosing the highest number from to scroll down list in the top right corner*)

4. **Letter of Award** (received from Tempus Public Foundation or can be downloaded from [the SH application platform](#) after signing in)
5. **Bank Statement** (document about financial background)
  - Bank balance statement, if it is not under your name, please attach support letter as well.
6. **Accommodation Papers** (lease contract/dormitory contract)
7. **Accommodation form** (signed by both parties)  
([http://oif.gov.hu/index.php?option=com\\_k2&view=item&layout=item&id=543&Itemid=1291&lang=en#](http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=543&Itemid=1291&lang=en#) )

## The process

1. Upload all the mandatory attachments to your Enter Hungary case
2. Submit your case – **please make sure that you press the submit button!**  
**When your case background is green you submitted successfully!**
3. Come in person at one of our client services within 15 days from the day you receive our notification on Enter Hungary.
4. Check your to do list (storage) in the Enter Hungary often

## Important!

**You will get your residence permit by post within 3 weeks after your Enter Hungary case closed. Make sure that your name is on the mailbox!**

# Renewal

**The application for a new residence permit can be done anytime, but latest **30 days before the expiry** date.**

## Documents and Process

Same documents as for the 1<sup>st</sup> application, electronically (via [Enter Hungary](#)).

You can find the Hungarian Office of Immigration and Nationality:  
Address: 1135 Budapest, Szegedi str. 35-37 or 1117 Budapest XI., Budafoki út 60. –  
Sztregova köz No. I. Entrance