

Updated December 2009

BM Bevándorlási és Állampolgársági Hivatal Regionális Iroda

Address Budapest,

X. Harmat u. 131.

Office hours: Monday 8:30AM-1:00PM

Tuesday 1:00PM-6:00PM

Wednesday closed

Thursday 8:30AM-1:00PM

Friday 8:30AM-12:00PM

You will need the following in order to apply for a residence permit:

1. Application form for “egyéb” or “önkéntes“. If someone will apply as a volunteer (önkéntes), he will need a volunteer agreement with the organization in Hungary as well. Family members need the form of “családi együttélés céljából”. FYI a person who can apply only as a family member under “családi együttélés“ (family reunification) will receive a residence permit only for 3 years because this is what the laws allow under this status.
2. Address form (szállásbejelentő) signed by your landlord and the present one that you received the last time when you received your residence permit as well.
3. 6000,-Ft/person or 18.000-Ft/person stamps (okmánybélyeg, you can purchase them at any post office) 18.000-Ft/person in case if someone applies for a residence permit for the first time or applying as a volunteer or changes the status of his stay for example from volunteer (önkéntes) into “other” (egyéb)
4. 2 recent passport pictures of each applicant (pictures made with a digital camera and printed out on the computer is not satisfactory). The pictures can not be older than 6 months.
5. Invitation letter from your organization in Hungary that you can find a sample of on the website. The invitation letter needs to include a statement that your organization in Hungary is the member of the Hungarian Alianz.
6. Hungarian Bank account statement (yours or at least from your Hungarian organization)
7. Rent contract, hitelesített tulajdoni lap (not older than 30 days) If you own a house besides the tulajdoni lap, you need a copy of the government’s permission to purchase the house. Take the original copy as well to show it to them in case they ask for it.
8. Originals and copies of your organization’s registration document and founding document since they know most of the organizations by now. (They don’t always ask for these.)
9. A valid passport that must be valid at least three months after your intended stay that you are applying for will run out.
10. A photo copy of your passport page where your picture is.
11. Proof of your health insurance that shows you are fully covered while you are staying in Hungary.
12. In case of families or couples a statement from the husband is needed in that he states, he takes financial responsibility for his wife and children. This one is something that not every clerk is asking for. Some does. Recently they don’t require that this document would need to be made by a Notary Public.

You need to apply for extension of your residence permit 30 days before it expires. You don’t need to submit documents that you submitted once unless there is a change on them.

If you enter Hungary with a visa that entitles you to receive your residence permit here, you have 30 days to go to the Immigration Office at Budafoki út to receive it. If you come in from Canada or the US and you don’t have a visa than you need to apply for your residence permit 30 days prior your visa free stay (which is usually 90 days) would run out. In other words in 60 days upon your arrival.