

# Frequently Asked Questions

## 1. Do I need a residence permit?

Yes, all FULL-TIME students studying at Budapest Metropolitan University must apply for and have a residence permit. (Except EU/EEA nationals, they need to apply for a registration card.)

Students coming from a region that requires a visa upon entering Hungary must collect their residence permit within 30 days of their arrival.

Students coming from visa free country must start the residence permit process on the EnterHungary website within their first 90 days of their stay in Hungary.

Student coming from an EU/EEA member state must start the registration card process on the EnterHungary website within their first 90 days of their stay in Hungary.

## 2. How do I get a residence permit/registration card?

Please note that the **National Directorate-General for Aliens Policing** forwards all residence permit cards to the Budapest Metropolitan University. In case the card is prepared and sent to the University by the time you would enroll in your program, our colleagues will hand the card over to you at the time of enrollment.

If your residence permit is ready only **after** the enrollment date, the Student Information Centre will notify you regarding the handover in a Neptun message.

Keep in mind that **the Student Information Centre's office only handles the handover of the card**, all other matters should be discussed with the National Directorate-General for Aliens Policing directly.

*If you are an upper-semester student, please note that resident permit card will get forwarded to the University and the Student Information Centre will notify you regarding the handover in a Neptun message.*

If you are an EU/EEA citizen, after submitting your registration card application on the EnterHungary website, upon approval you will have the card posted to your temporary Hungarian address by the National Directorate-General for Aliens Policing.

If you have further questions about the application procedure or what documents to take, please consult the National Directorate-General for Aliens Policing through their Call Center. **Call Center: +36 1 463 9292** (Mon-Thu: 08:00-16:00, Friday: 08:00-13:30)

### 3. How do I renew my residence permit?

Your first residence permit usually expires after one year (**the registration card for EEA nationals does not expire but must be returned before leaving Hungary**). When you apply for renewal online, you must submit the below mentioned documents again. Do not forget that you must start the process of renewal of your residence permit 30 days before the expiration date.

**Procedure fee:** 23 000 HUF (if you apply through the EnterHungary website)

If you miss the expiration date you should write an excuse letter. Accepted excuses could be the following:

- Exam – in this case you must provide a certificate from the university
- Foreign travel – in this case you must show your passport
- Illness – in this case you must provide an MD's certificate

### 4. Reporting changes

Should any changes happen to your address, you have 3 days to report them to the National Directorate-General for Aliens Policing via the EnterHungary website **AND** to the Student Information Center. The confirmation will arrive through the same website and the process is free of charge.

**Note:**

*\*If you live in an apartment and your landlord does not know the Land Registry Number:  
You will have to get a Title Deed for your contract. It is 6250 HUF, and you can only get it from the LandRegistry Office, 1141 Budapest, Bosnyák tér*

# REQUIRED DOCUMENTS

## VISA-FREESTUDENTS

Students who did not need to apply for a visa to enter the country

1. Passport
2. Final Acceptance Letter
3. Student status verification form
4. Health Insurance contract and proof of payment
5. Photo
6. Accommodation reporting form, signed by the owner of the apartment/hostel/dormitory
7. Lease agreement
8. Land Registry Number – if you live in an apartment, you will have to ask your landlord to write the Land Registry Number on your lease agreement\*
9. Documents about financial conditions: bank account statement; scholarship statement (if applicable); sponsor's letter and documents certifying the relationship between the applicant and the sponsor
10. Procedure fee: 24 000 HUF (in case the application is made through the EnterHungary website)

## EEA NATIONALS

Students from EEA countries will receive a Registration Card

1. ID card/Passport
2. Final Acceptance Letter
3. Student status verification form
4. Health Insurance
5. Accommodation reporting form, signed by the owner of the apartment/hostel/dormitory
6. Lease agreement
7. Land Registry Number – if you live in an apartment, you will have to ask your landlord to write the Land Registry Number on your lease agreement\*
8. Documents about financial conditions: bank account statement
9. Procedure fee: 1 000 HUF (in case the application is made through the EnterHungary website)