

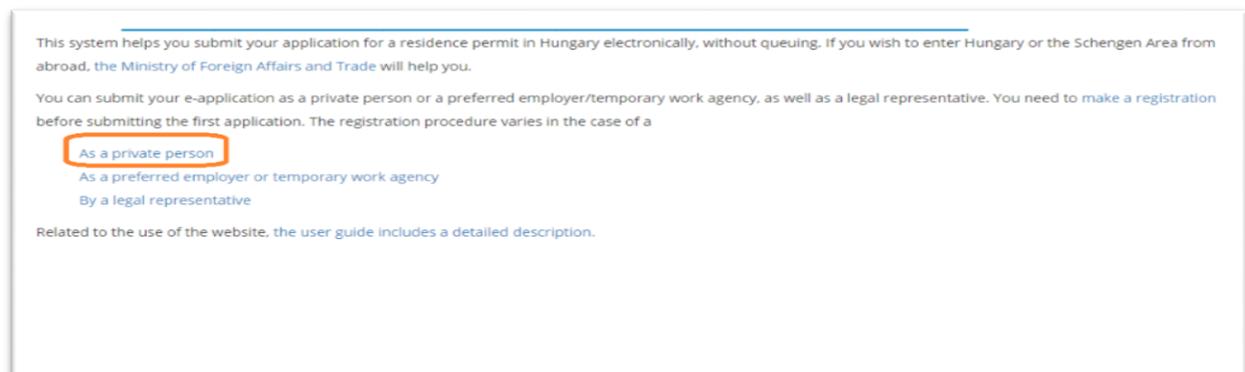
# Applying for the extension of a residence permit

Before you start please prepare the following documents

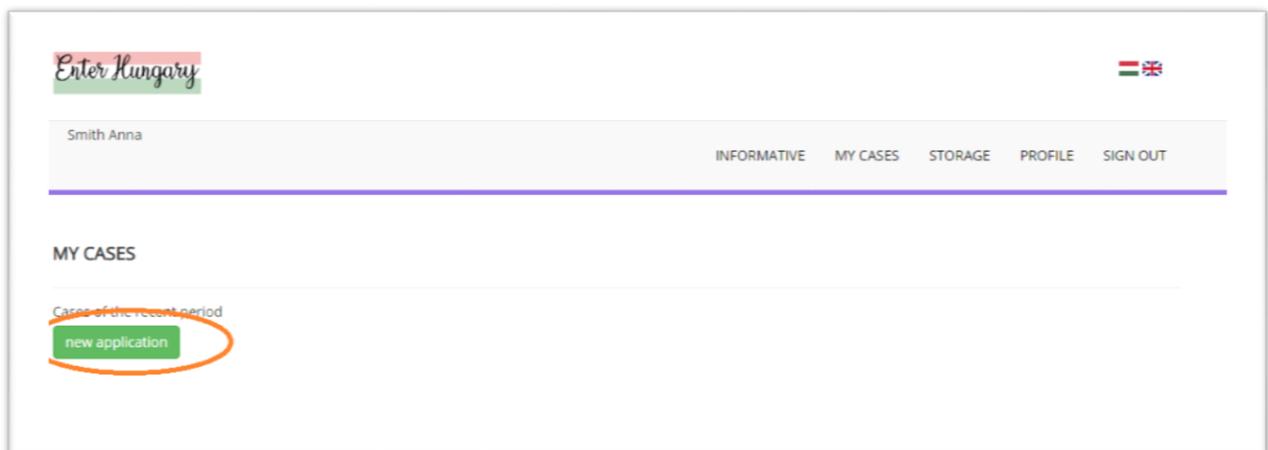
- Certificate of Student Status (email [studentadmin@ibs-b.hu](mailto:studentadmin@ibs-b.hu) )
- Transcript of grades (email [studentadmin@ibs-b.hu](mailto:studentadmin@ibs-b.hu) )
- Proof of bank account balance
- Parent's support letter/proof of your relationship with parent (if would like to submit their bank account balance to prove you have funding)
- Health insurance contract
- Accommodation contract (minimum 3 months)
- Accommodation reporting form (if you have changed accommodation and need a new Address card)

Register on [Enter Hungary](#)

Scroll to the bottom of the page and click registration as a private person



Once you have signed in **start your new application**



Then click *Application for a residence permit > study or student mobility*

First application

Select case type

- EEA citizen and the family member of an EEA citizen
- Application for residence permit**
- Application for temporary residence permit (working holiday)
- permanent residence permit (settlement)
- Announcement
- Announcement of the birth of a child

If you entered Hungary without visa and you wish to stay in Hungary for more than 90 days, or if you want to extend your residence permit

- Employment
- Eu blue card
- Family living together
- Gainful activity
- Inter-corporate transfer
- Job searching or entrepreneurship
- Medical treatment
- National
- Official
- Other
- Research or researcher mobility (long-term)
- Seasonal employment
- Study or student mobility**
- Traineeship
- Visit
- Voluntary activity

### **Start filling in the *Application for a Residence Permit* section**

! You only have to fill in the parts marked with \* !

#### **1. Extension of a residence permit**

The procedure is **not** exempt from fee (it costs 10 000 HUF).

EDIT: APPLICATION FOR RESIDENCE PERMIT

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First application/extension of residence permit

I declare that the procedure is exempt of fee.\*:

yes  no

Extension of the residence permit\*:

yes  no

number of previous residence permit:  expiry date of previous residence permit:

## 2. Fill in your personal details

- ("no\*" section means *gender*)
- *Nationality* – you can leave this section empty
- At *vocational qualification* and *occupation before entering Hungary*, you can write "student" if you have not worked before

Personal details of the applicant			
title:	<input type="text" value="dr. prof."/>	title:	<input type="text" value="dr. prof."/>
Surname (as in passport)*:	<input type="text"/>	First name (as in passport)*:	<input type="text"/>
Surname at birth*:	<input type="text"/>	First name at birth*:	<input type="text"/>
mother's surname at birth*:	<input type="text"/>	mother's first name at birth*:	<input type="text"/>
country of birth*:	<input type="text" value="--please select--"/>	place of birth*:	<input type="text"/>
date of birth*:	<input type="text" value="YYYY-MM-DD"/>	no*:	<input type="text" value="--please select--"/>
citizenship*:	<input type="text" value="--please select--"/>	nationality:	<input type="text" value="--please select--"/>
marital status*:	<input type="text" value="--please select--"/>	vocational qualification*:	<input type="text"/>
level of education*:	<input type="text" value="--please select--"/>	occupation before entering Hungary*:	<input type="text"/>

## 3. Passport details

Unless you have a special kind of passport (e.g. diplomatic), mark *private passport*

Passport details of the applicant			
passport number*:	<input type="text"/>	passport type*:	<input type="text" value="Private"/>
place of issue*:	<input type="text" value="Budapest"/>	date of issue*:	<input type="text" value="2020-01-01"/>
expiry date*:	<input type="text" value="2024-01-01"/>		

## 4. Accommodation details

Fill in according to your address

If you are renting a flat your *legal title of residence* is "**tenant**"

Details of the applicant's accommodation in Hungary		the fields of this section can be saved for later usage	
postcode*:	<input type="text" value="1145"/>	town*:	<input type="text" value="Budapest"/>
district:	<input type="text" value="14"/>	name of public place*:	<input type="text" value="Francia"/>
type of public place*:	<input type="text" value="út"/>	house number*:	<input type="text" value="111"/>
building:	<input type="text" value="A"/>	staircase:	<input type="text"/>
floor:	<input type="text" value="--please select--"/>	door:	<input type="text" value="1"/>
legal title of residence*:	<input type="text" value="--please select--"/>		

[copy field values of section](#)

## 5. Conditions of returning or travelling onward

Please indicate you have *financial coverage* to return (you can check how much a flight ticket costs and write that amount)

Conditions of returning or travelling onward			
Upon the expiry of your lawful stay, which country will you return or travel to?*	<input type="text" value="Hungary"/>	By what means of transport?:	<input type="text" value="airplane"/>
Do you have the valid, necessary passport? <input checked="" type="checkbox"/>			
visa? <input type="checkbox"/>			
ticket? <input type="checkbox"/>			
financial coverage? <input checked="" type="checkbox"/>			
amount:	<input type="text" value="1000"/>	currency:	<input type="text" value="Euro"/>

## 6. Planned duration of stay

You can apply for a permit as long as you have a student status. Write the *expected end of student status* date found on your *Certificate of Student* here.

Planned duration and reasons of stay

How long are you applying to stay for?\*:

## 7. Receiving the residence permit card

Currently you can only receive the residence permit card by **post**.

Receive the issued document at:

Receive the issued document at\*:  
 email address\*:  Post   
 phone number\*:

After finishing this section, click **SAVE**.

Click on the **Study or student mobility** section then click **EDIT**

APPLICATION FOR RESIDENCE PERMIT, STUDY OR STUDENT MOBILITY, NOTIFICATION OF ACCOMMODATION/CHANGE OF ACCOMMODATION

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Application for residence permit (filled) **study or student mobility (not completed)** Notification of accommodation/change of accommodation (filled)

file attachments

Edit »

### 1. Legal basis

Set to *Continuing studies*

Legal basis of the application

Legal basis of the application\*:

### 2. Details of host institution

- Write the details of IBS (please see below)
- *Type of training* (left side) is **preparatory** if you are studying on the **International University Foundation Course** and **Undergraduate** if you study on **BSc** or **MSc**.
- *Type of training* (right side) is **Tertiary Education**

Details of the host institution			
name of the institution*:	<input type="text" value="IBS"/>	postcode*:	<input type="text" value="1031"/>
town*:	<input type="text" value="Budapest"/>	name of public place*:	<input type="text" value="Záhony"/>
type of public place*:	<input type="text" value="Street"/>	house number*:	<input type="text" value="7"/>
building:	<input type="text"/>	staircase:	<input type="text"/>
floor:	<input type="text" value="--please select--"/>	door:	<input type="text"/>
type of training*:	<input type="text" value="--please select--"/>	type of training*:	<input type="text" value="Tertiary Graduate Education"/>

### 3. Previous education level

Write the details of the school you studied in before IBS (your university or secondary school)

Previous education level			
country*:	<input type="text" value="--please select--"/>	name of educational institution*:	<input type="text"/>
postcode:	<input type="text"/>	town*:	<input type="text"/>
name of public place*:	<input type="text"/>	type of public place:	<input type="text"/>
house number:	<input type="text"/>	building:	<input type="text"/>
staircase:	<input type="text"/>	floor:	<input type="text" value="--please select--"/>
door:	<input type="text"/>	type of training*:	<input type="text" value="Secondary"/>

Click on the **File attachment** section then click **EDIT**

Application for residence permit (filled)	study or student mobility (filled)	Notification of accommodation/change of accommodation (filled)	file attachments
<a href="#">Edit »</a>			

### Uploading documents

Click the green „Upload” button to upload the document to your „Storage”. After uploading, your documents still have to be *attached* to your applications. Yellow backgrounds indicate that you have uploaded documents for that option, but it is not attached yet to your application.

**Use the dropdown menu to select one of the documents to attach. Only these (attached) documents will be visible in your application.**

document confirming the ownership of the flat	<input type="text" value="--please select--"/>	<a href="#">Upload »</a>
document confirming the booked and paid accommodation	missing	<a href="#">Upload »</a>
signed datasheet for recording accommodation	<input type="text" value="--please select--"/>	<a href="#">Upload »</a>
real estate sale and purchase agreement and the copy of the resolution of the local government office or county permitting the acquisition of real estate	<input type="text" value="--please select--"/>	<a href="#">Upload »</a>

#### 1. General documents to be attached

Upload your

- Scanned passport
- Bank account statement
- **Do not** attach a „signed application” document

## General documents to be attached

full copy of valid passport	missing	Upload »
bank account statement for the cover of travel expenses	missing	Upload »
<b>in case of a minor applicant:</b> a statement of the parent or legal guardian of his / her contribution for their stay in Hungary, with Hungarian or English translation, for the duration of the planned stay	missing	Upload »
<b>in case of a proxy:</b> power of attorney issued to the proxy	missing	Upload »
signed application with photo	missing	Upload »

## 2. Insurance

If you have the Generali STUDIUM health insurance upload your contract to the second option

## Documents proving comprehensive healthcare services (it is obligatory to file one of the listed documents for proving comprehensive healthcare services)

copy of the social insurance card issued by the Hungarian authorities	missing	Upload »
business health insurance policy entitling the applicant to use comprehensive healthcare services, and the document confirming the payment of the insurance premium	missing	Upload »
bank account statement for the cover of the potential healthcare expenses	missing	Upload »

## 3. Certifying livelihood

You can upload **your own** bank account statement OR **your parent's**.

If it is your parent's

- you also need to upload *proof of family relationship* (e.g. your passport if it states who your parents are or a birth certificate)
- your parent's *bank account statement*

## Documents certifying livelihood (the listed documents shall certify that the applicant and his/her family members have an income or property sufficient for their livelihood, accommodation and travel)

certificate of scholarship	missing	Upload »
bank account statement	missing	Upload »
<b>in case of a providing family member:</b> proof of the family relationship	missing	Upload »
<b>in case of a providing family member:</b> documents to support the person providing (bank account statement, proof of income for the provider, etc.)	missing	Upload »

## 4. purpose of residence

You need to upload 3 documents:

- Certificate of student status (to the 1<sup>st</sup> and 3<sup>rd</sup> option) → write an email to the [studentadmin@ibs-b.hu](mailto:studentadmin@ibs-b.hu) and we will send it to you via email
- English language exam/language results (to the 2<sup>nd</sup> option)
- Transcript of grades (to the 4<sup>th</sup> option) → write an email to the [studentadmin@ibs-b.hu](mailto:studentadmin@ibs-b.hu) and we will send it to you via email

## Documents certifying the purpose of residence

<b>in case of continuing studies:</b> the admission certificate of the education institution providing the studies, <b>and/or</b> the document confirming student status	missing	Upload »
official language exam certificate confirming language knowledge (if the education is not held in the native language of the applicant)	missing	Upload »
document confirming the payment of the tuition fee	missing	Upload »
document certifying the study progress, issued by the education institute	missing	Upload »
<b>in case of mobility residence permit:</b> copy of the valid residence permit issued by other member state for study purposes	missing	Upload »

## 5. Optional documents

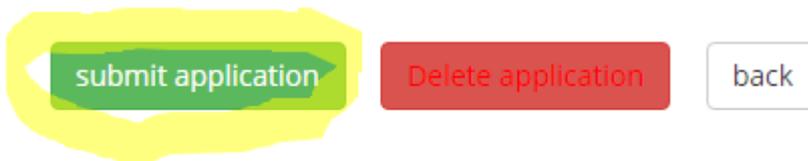
If you feel like your case needs additional information you can upload it here

Optional documents		
other document you consider necessary (1)	missing	<a href="#">Upload »</a>
other document you consider necessary (2)	missing	<a href="#">Upload »</a>
other document you consider necessary (3)	missing	<a href="#">Upload »</a>
other document you consider necessary (4)	missing	<a href="#">Upload »</a>
other document you consider necessary (5)	missing	<a href="#">Upload »</a>

**Tip:** if your document has more than one page, please use a scanner and read the paper into a multi-page PDF file, as currently only one file can be uploaded for a given document type.

You can save your application any time and return to it later.

If you have finished click on submit application in the bottom left corner:



If there are missing documents, you will receive a red message saying „**The application does not seem finished, please check the attachments once more.**” Not all documents are mandatory in your application. If you have uploaded everything relevant to your case, you can just skip this warning and press the submit again.

### Rectification

(Do not attach a „signed application” document on the „file attachments” tab.)

After submitting your application, the system generates a PDF file for all sheets, filling every field as you entered on the website. You can **print this PDF** (find it under the yellow folder at My Cases page), **sign it** and scan into one file and send to the Office.

### Payment

Your application is now sent to the Office and you cannot modify its content anymore. The Online Payment appears, showing the procedure fee (in Hungarian Forints). Clicking the payment button will redirect you to the secure payment page of OTP BANK where you have 10 minutes for to pay, so we recommend you to **prepare your card in advance.**



**Personal visit**

You should book an appointment to visit the immigration office personally **within 15 days** you submit your application online.

Please book an appointment through the following website:

[http://www.bmbah.hu/index.php?option=com\\_osservicesbooking&view=default&field\\_id=15&lang=en](http://www.bmbah.hu/index.php?option=com_osservicesbooking&view=default&field_id=15&lang=en)

**case category** - state of emergency

**no of clients** - 1

**case category** - extension

The regional directorate should be the **Szegedi út office**.

**Further information**

<https://enterhungary.gov.hu/eh/assets/en-enter-hungary.pdf>