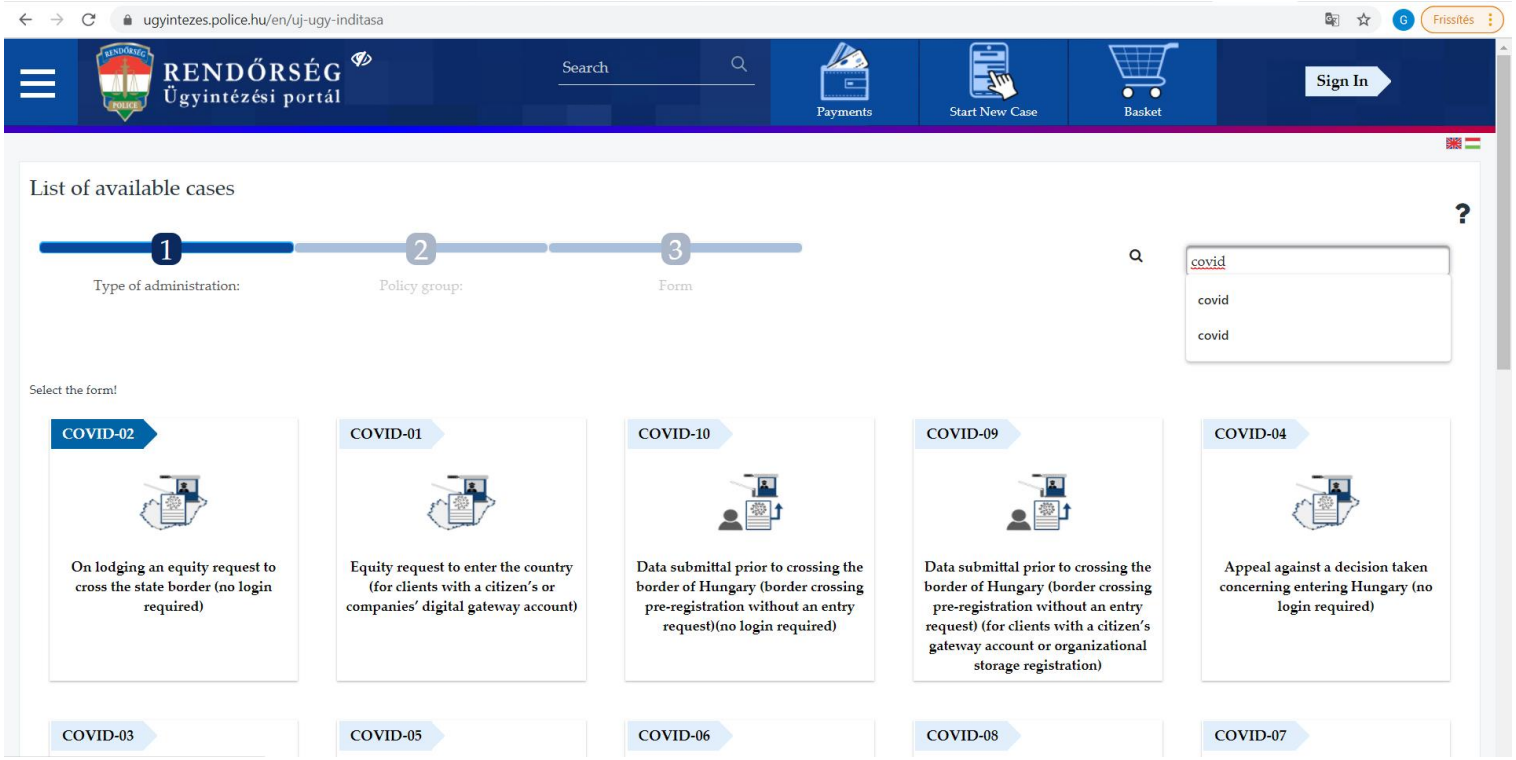
Police Entry Form

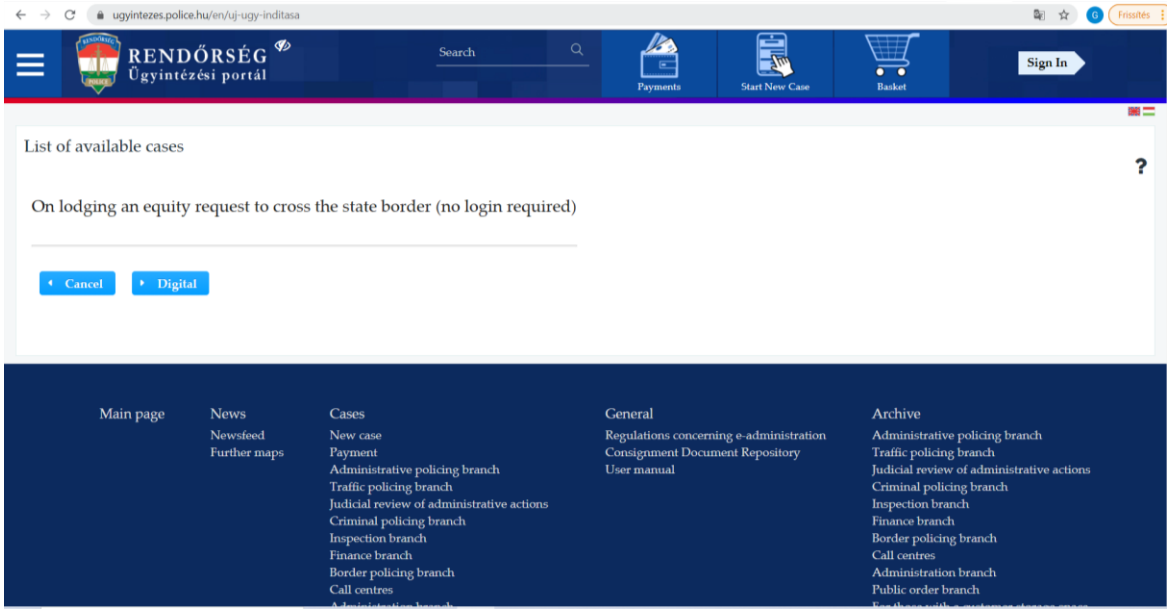
What you will need before you start

- Certificate of Student Status (write to info@ibsbudapest.com to receive one)
- Your Hungarian address where you will quarantine
- Your flight details (date of flight)
- Personal ID document (passport or ID)

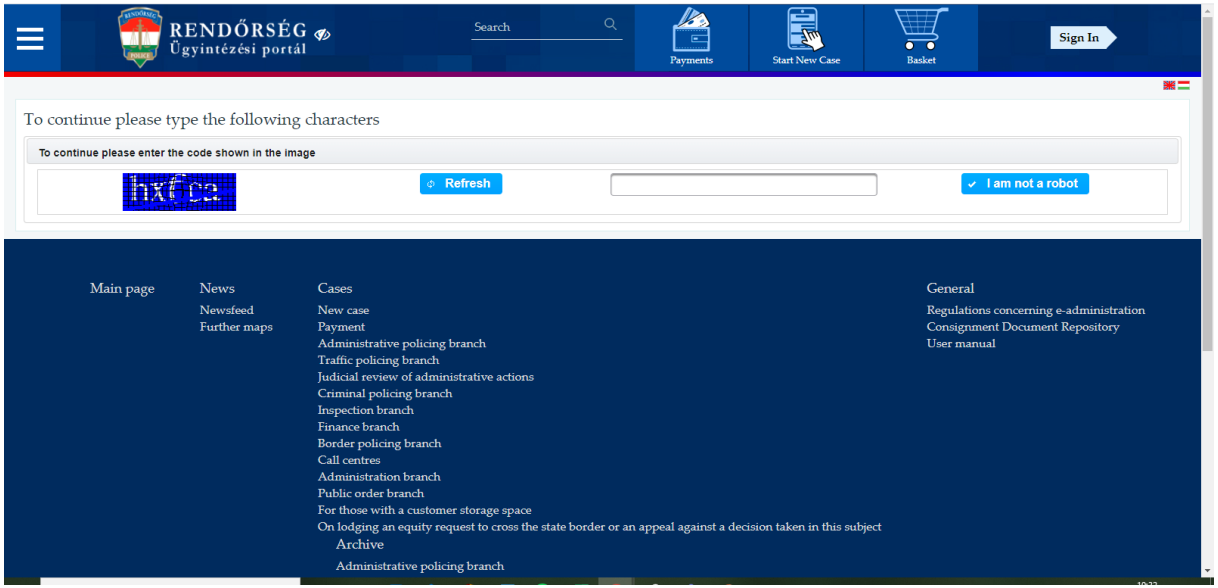
1. Open the link: https://ugyintezes.police.hu/en/uj-ugy-inditasa
2. Type to the search Covid (on the right) and chose **COVID-02**



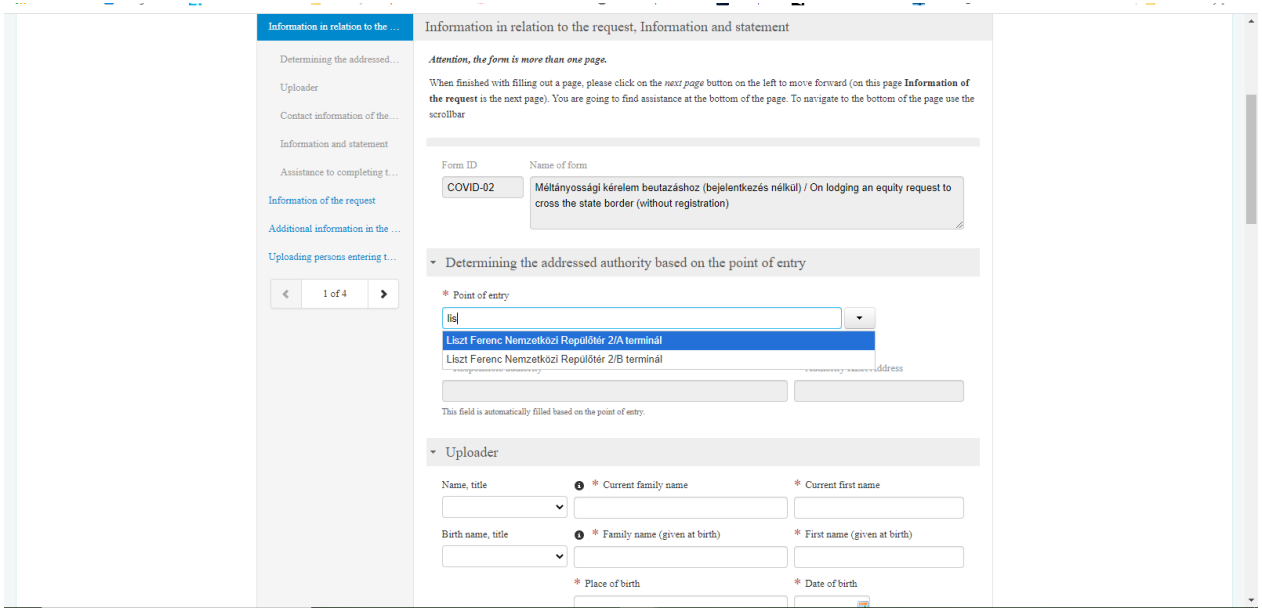
3. Select Digital



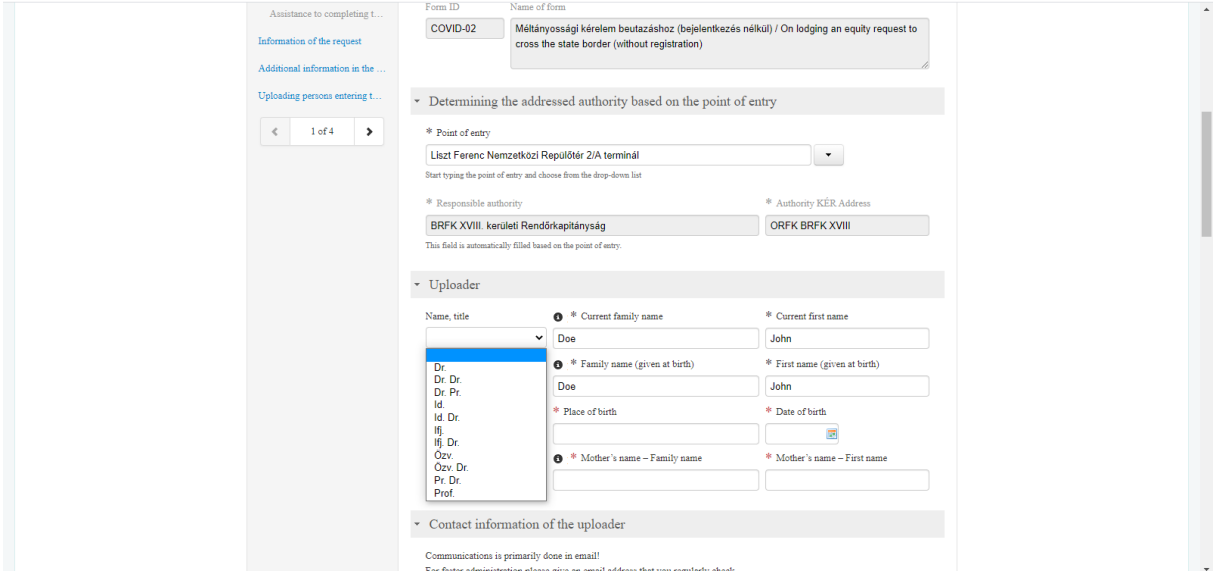
4. Write the code in the box. Don't be afraid to refresh the code if you cannot see it clearly. If you are finished click on I am not a robot.



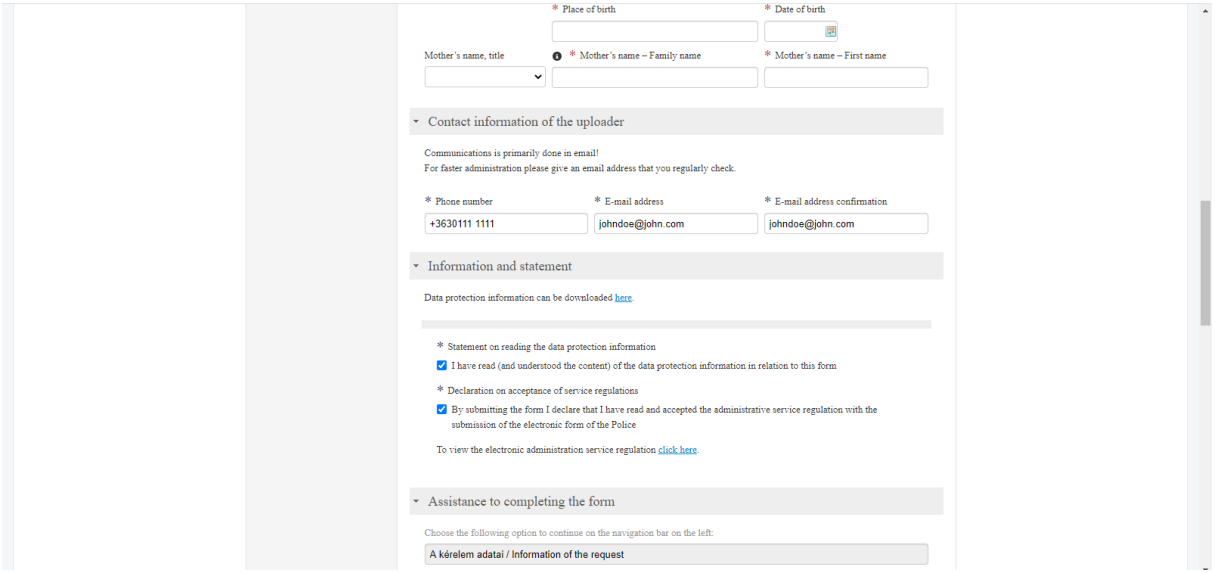
5. Point of Entry: start typing **Liszt Ferenc Airport 2/A terminál** into the box



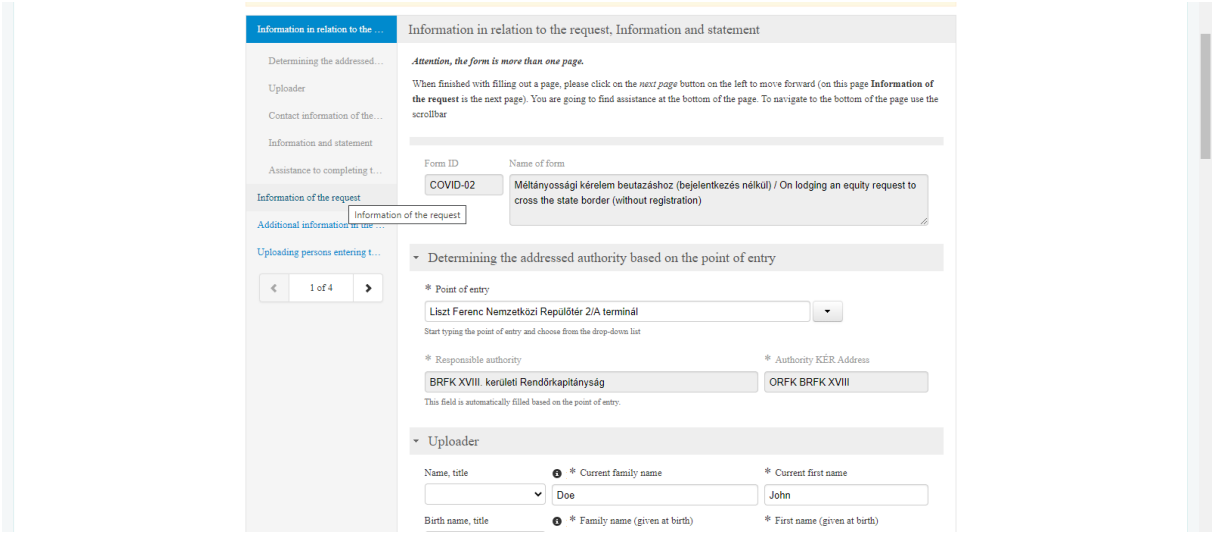
6. Start filling in your personal details. At the name, title section choose the first, blank option



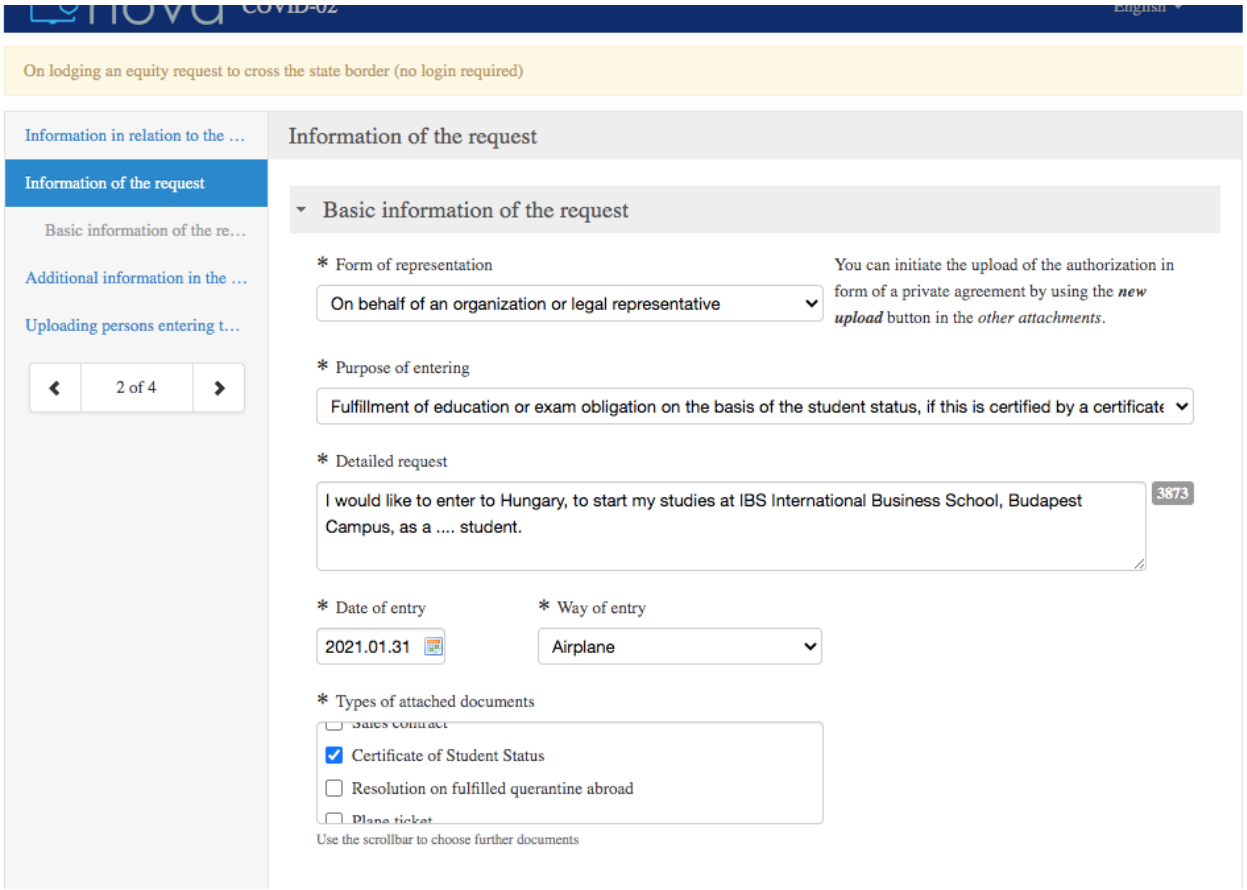
7. Continue filling in your details (phone number, email address) and click the boxes at the consent form section



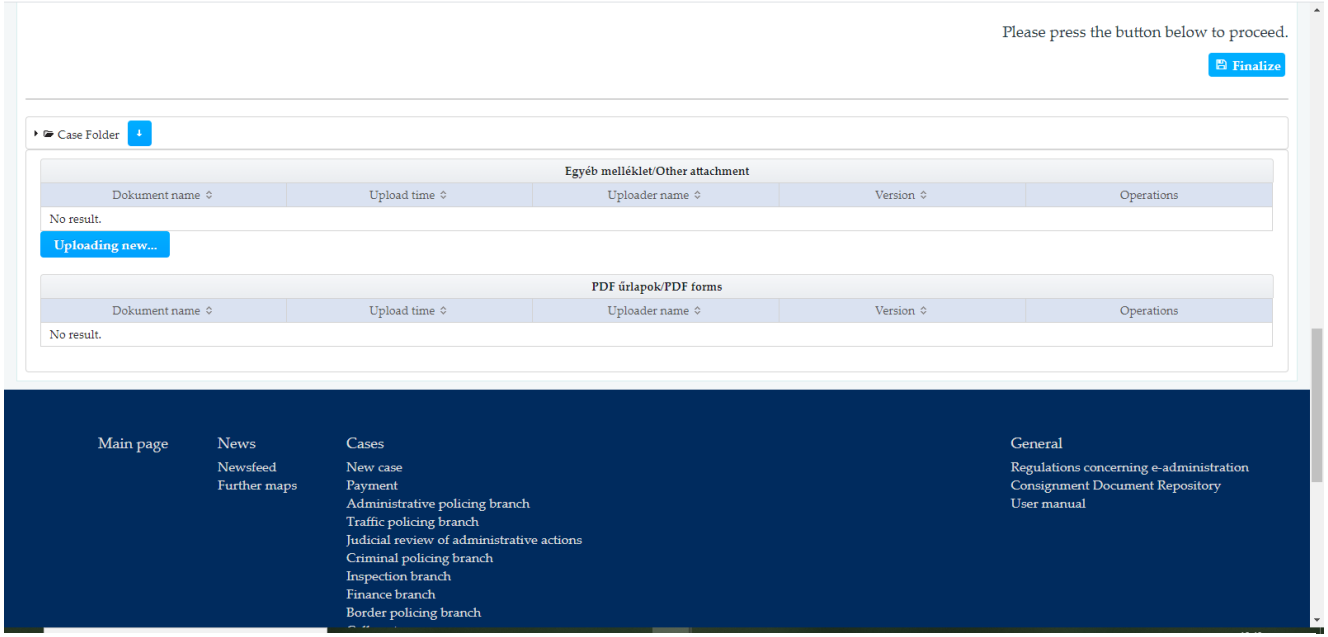
8. Scroll up and select the next section on the left: **Information of the Request**

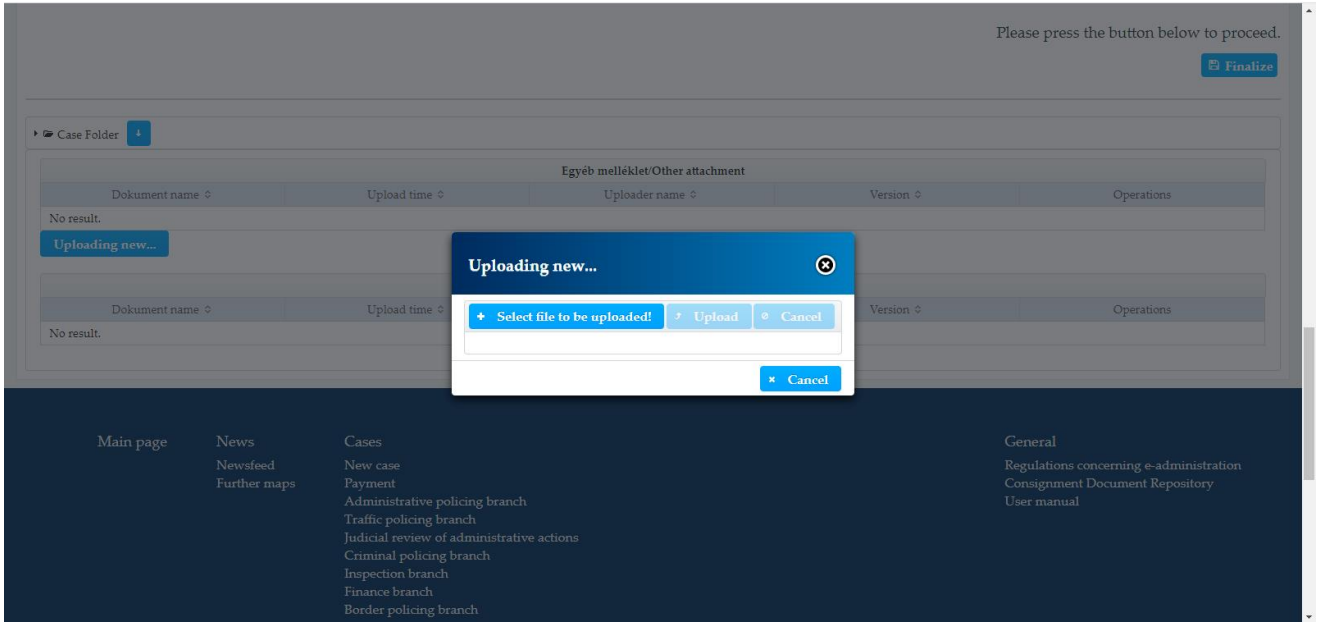


9. At the Basic information of the request section select the option **on behalf of an organization or legal representative** in the scroll down box (if you are travelling alone).
   At Purpose of entering choose the option **Fulfilment of education or exam obligation on the basis of the student status, if this is certified by a certificate issued by the educational.**
   The detailed request should be just one sentence which contains the name of your programme and the length of your study.
   The date of entry is the day you enter Hungary (on your plane ticket).
   The way of entry **Airplane.**
   The types of attached document is the **Certificate of Student Status,** scroll down to find it.
   Then upload the document which certifies your Student status.

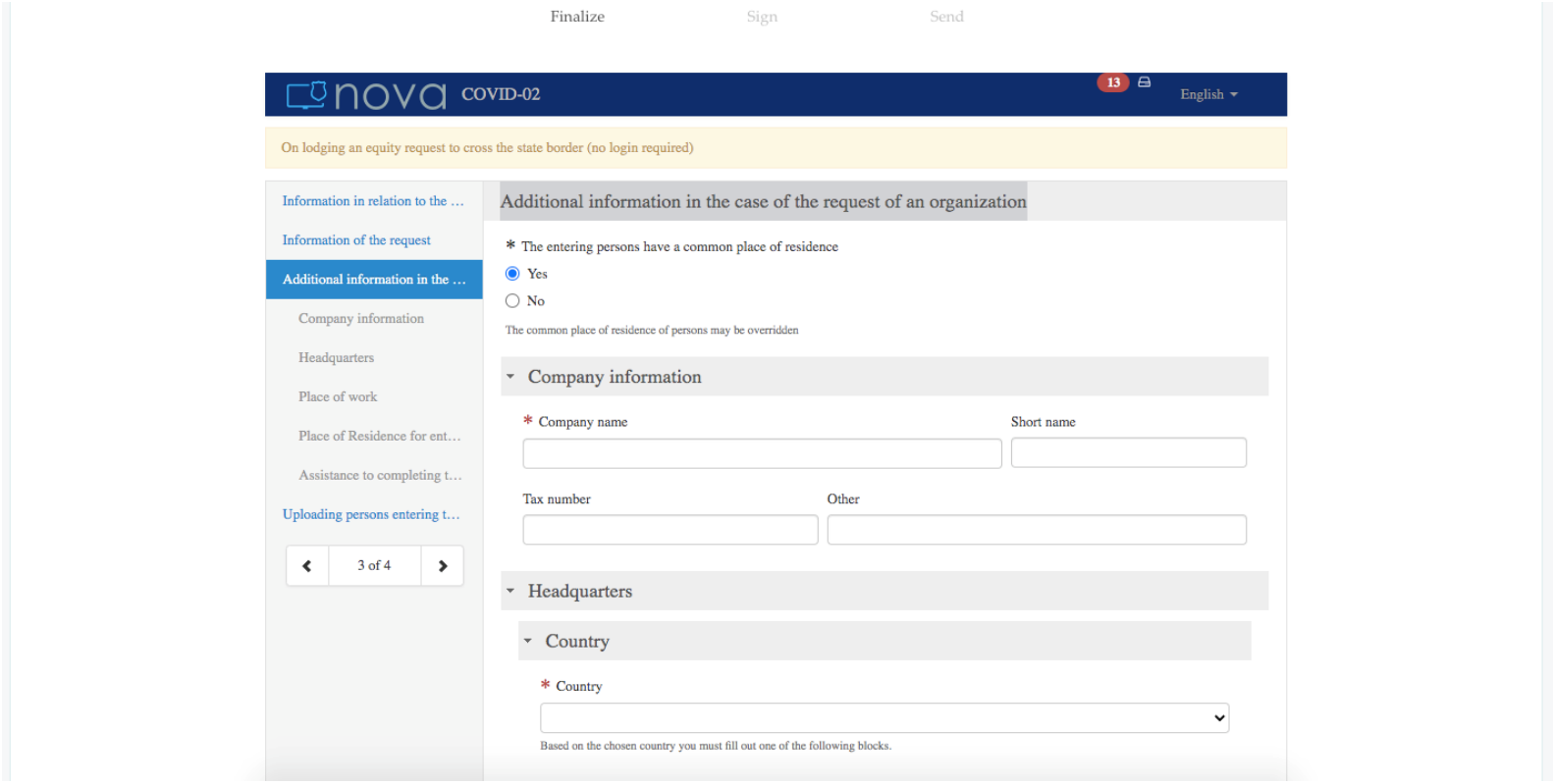


10. Scroll to the bottom of the page and upload your Certificate of Student Status.

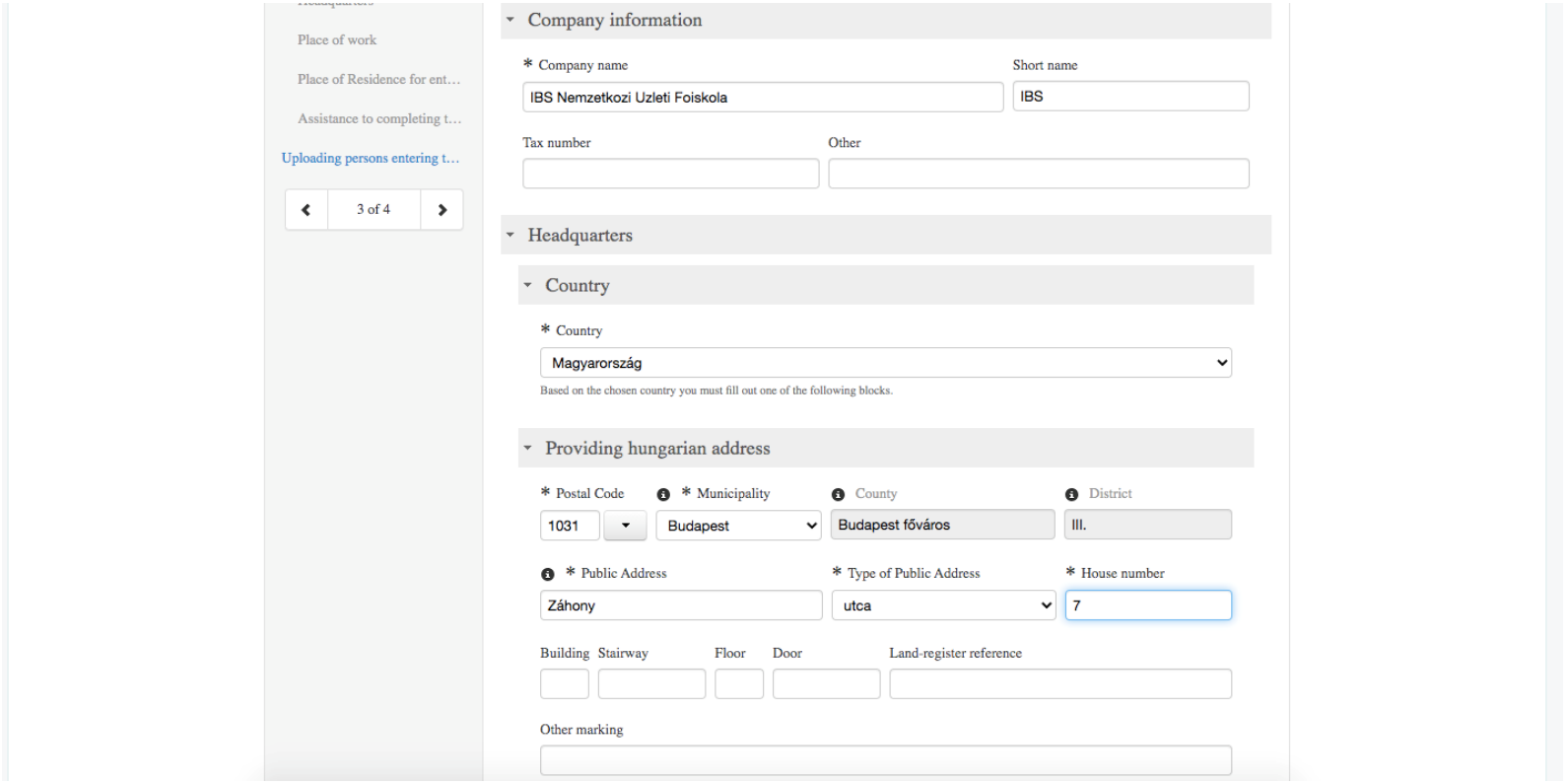




11. On the sidebar menu select the next step: Additional information in the case of the request of an organization
    At the first step - The entering persons have a common place of residence, click on **Yes**

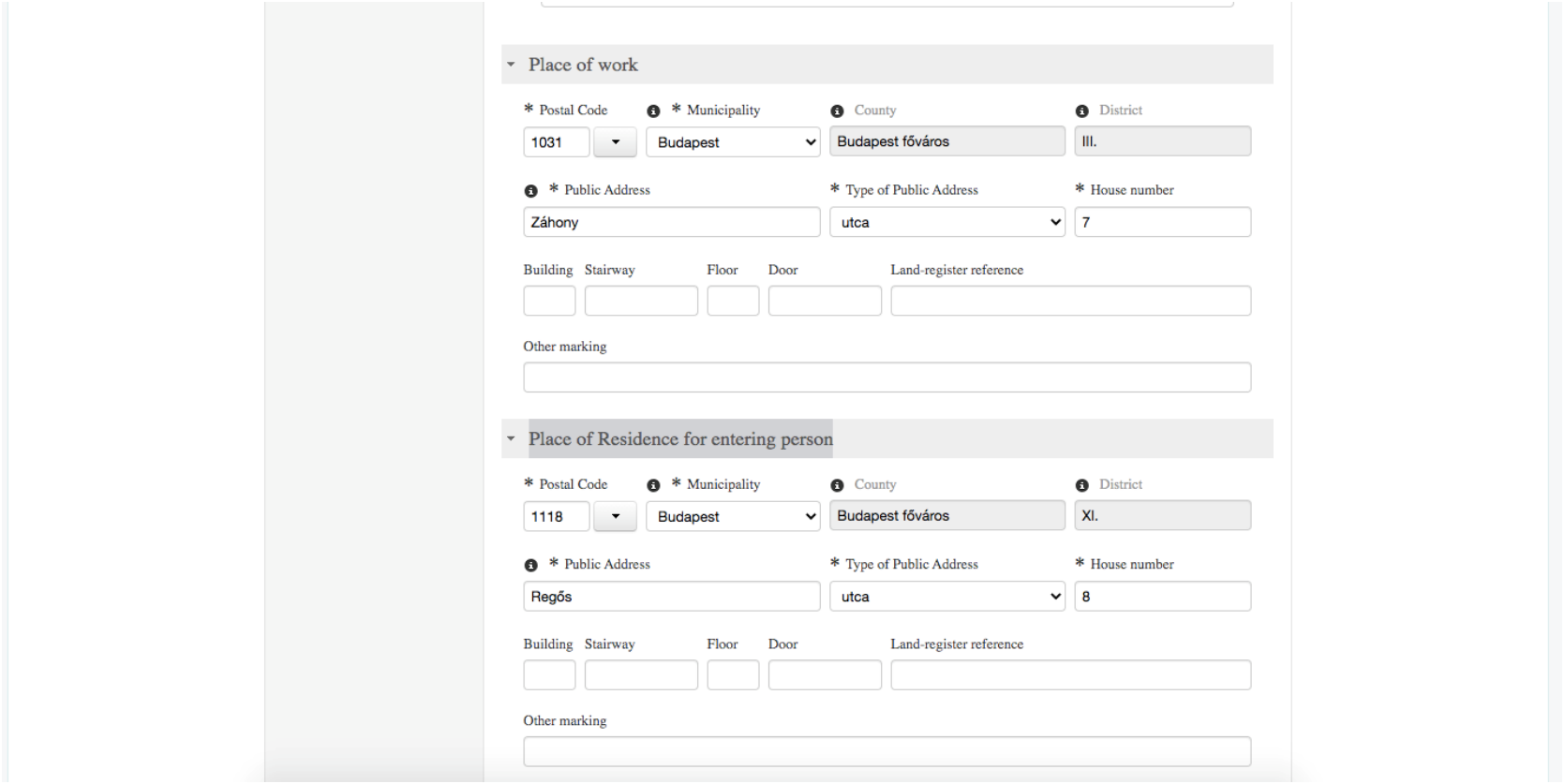


12. Start filling in the company information, first the company name**: IBS Nemzetkozi Uzleti Foiskola** (this is the Hungarian name of IBS just copy paste it from here).
    The short name can be IBS but it is not mandatory to fill out.
    At the Headquarters part start typing **Magyarország** (this is Hungary in Hungarian)
    Start filling out the address information part, you see the contact information of IBS at our website as well: https://www.ibs-b.hu/how-to-apply/contact-us
    Postal code: **1031** (if your press enter after typing in the postal code the row will fill out by itself (municipality, country, district)
    Public address: **Záhony**
    Type of public address: **utca** (start typing the letters it will appear)
    House number: **7**
    If you fill out everything right the other part of this address part will not be mandatory anymore.

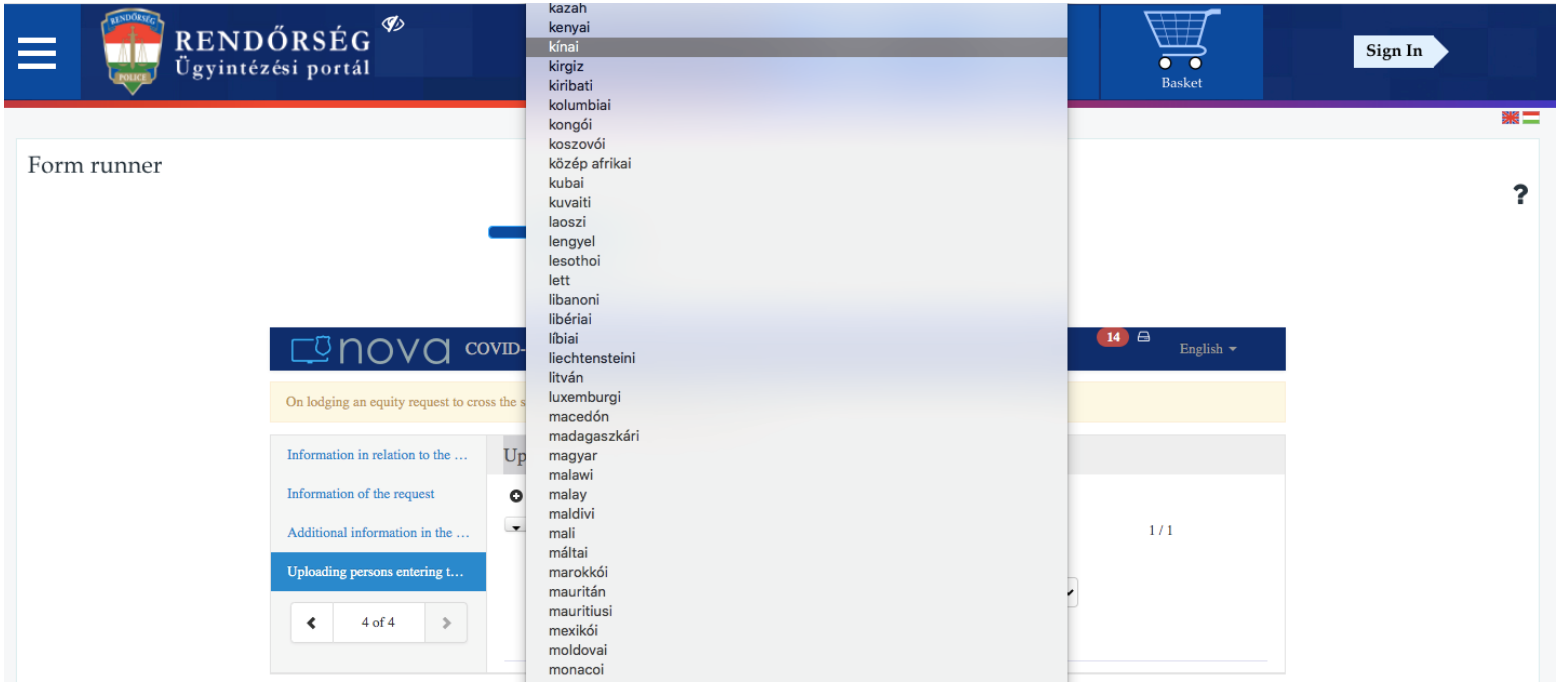


13. The Place of work has to be the same as Providing Hungarian address
    Postal code: **1031** (if your press enter after typing in the postal code the row will fill out by itself (municipality, country, district)
    Public address: **Záhony**
    Type of public address: **utca** (start typing the letters it will appear)
    House number: **7**
    If you fill out everything right the other part of this address part will not be mandatory anymore.

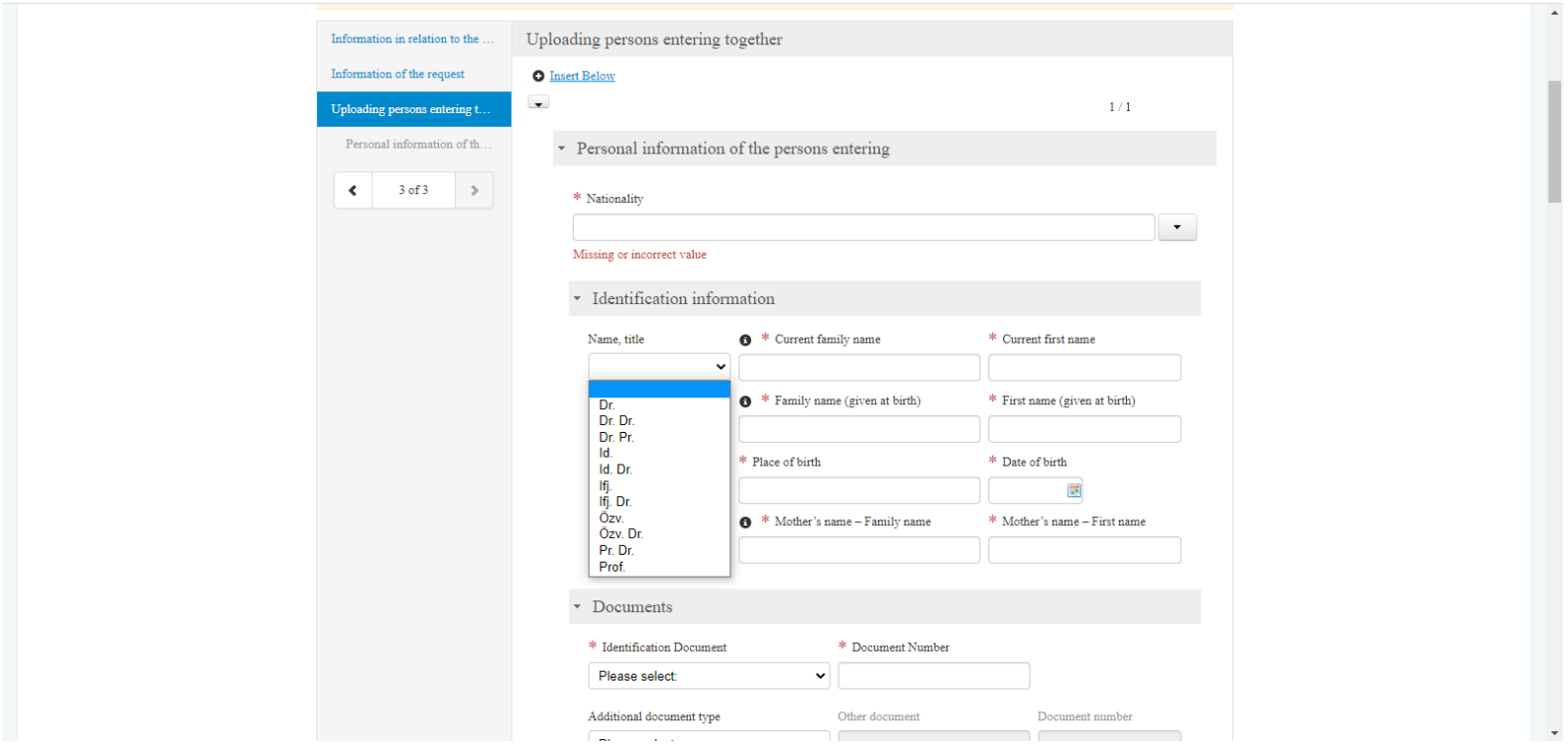
14. Place of Residence for entering person has to be your address where you will stay (especially during quarantine).
    Fill everything out like before (the data on the picture is a made-up example)



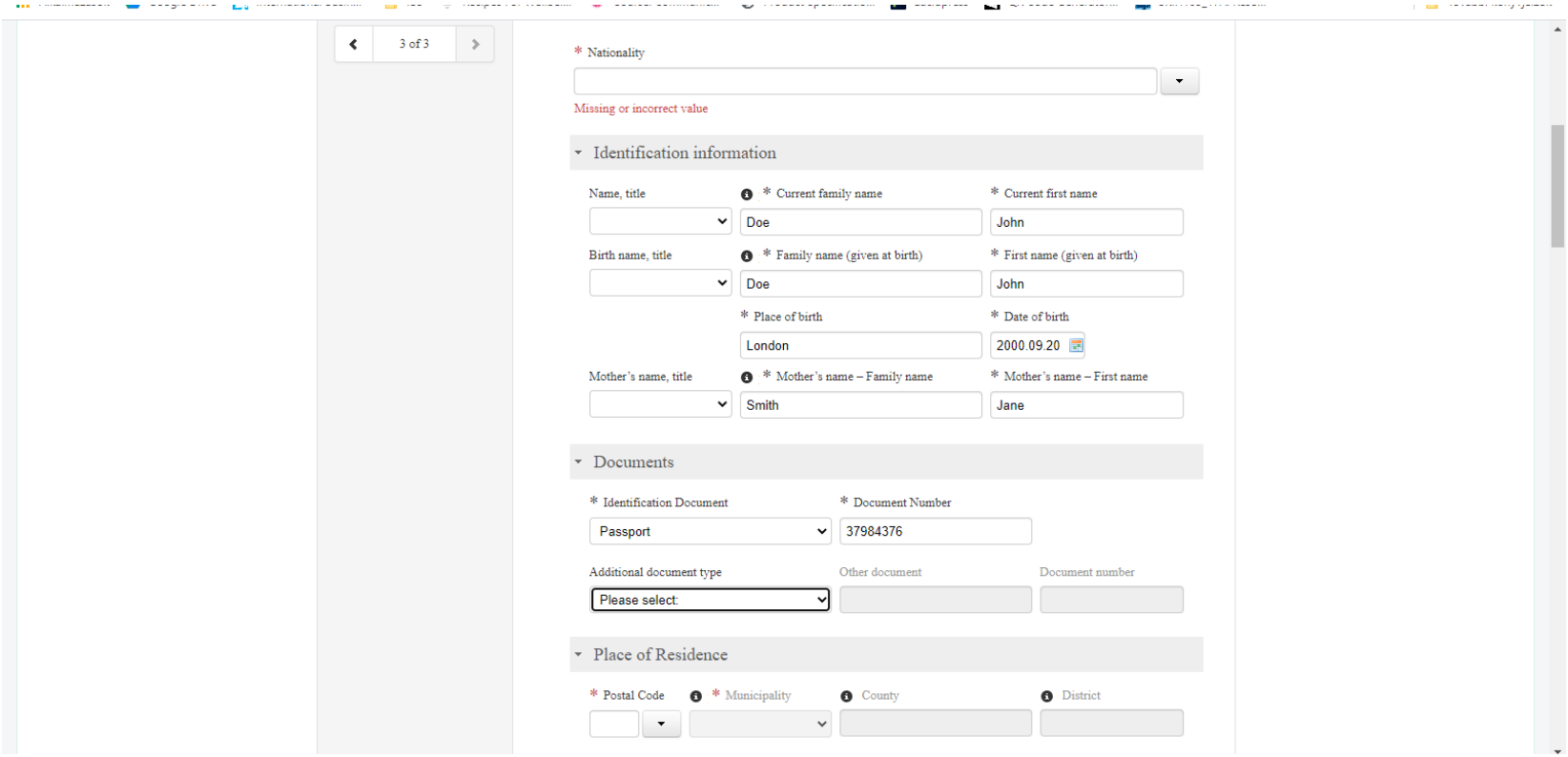
15. Go to the next step on the menu Uploading persons entering together and choose your nationality (unfortunately it is in Hungarian, so you have to translate your nationality to Hungarian for example: Chinese – kínai



16. At the Identification information, at the title section again select the empty option

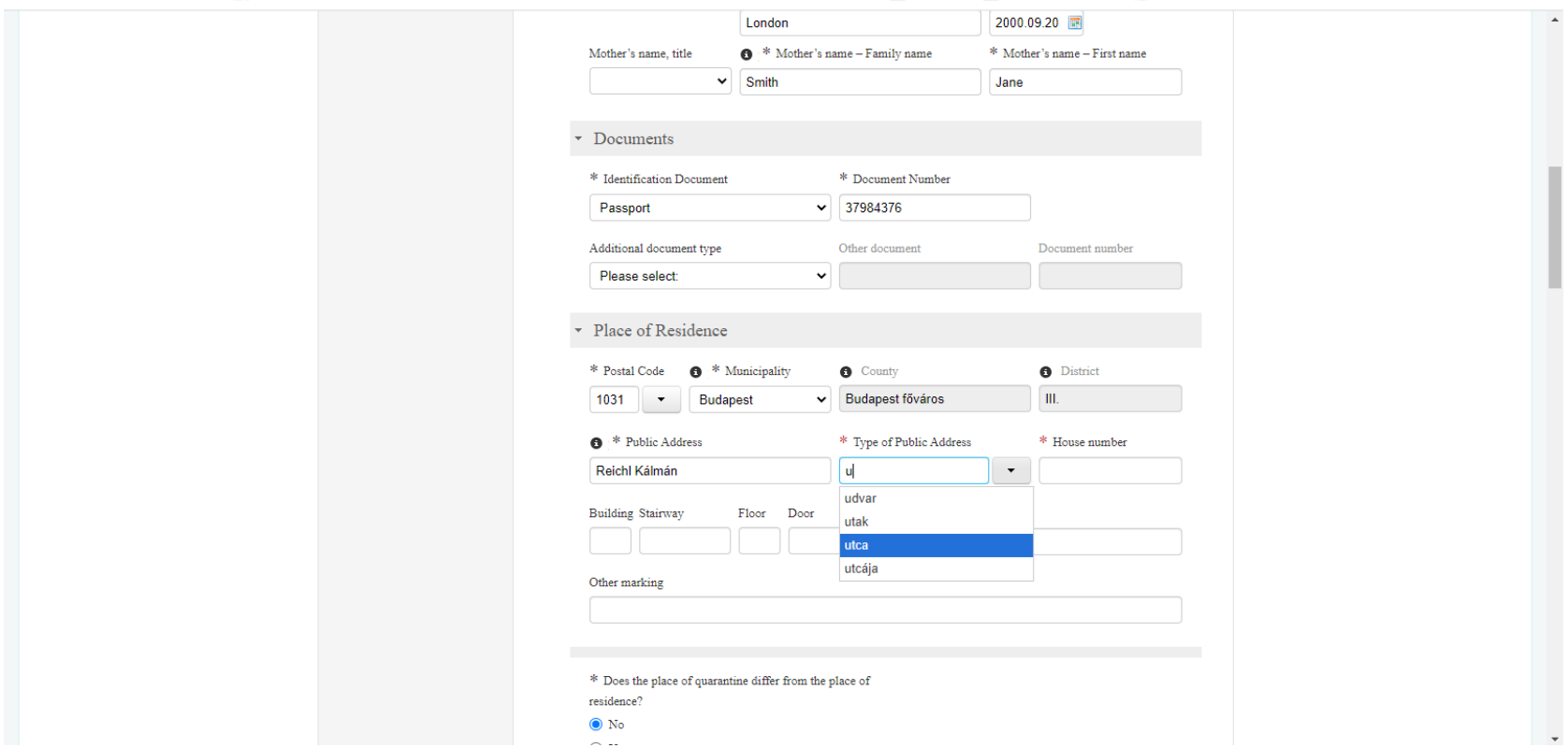


17. Continue filling in your personal details, and at the Documents section enter your passport or ID details. You do not have to fill in the Additional Documents section

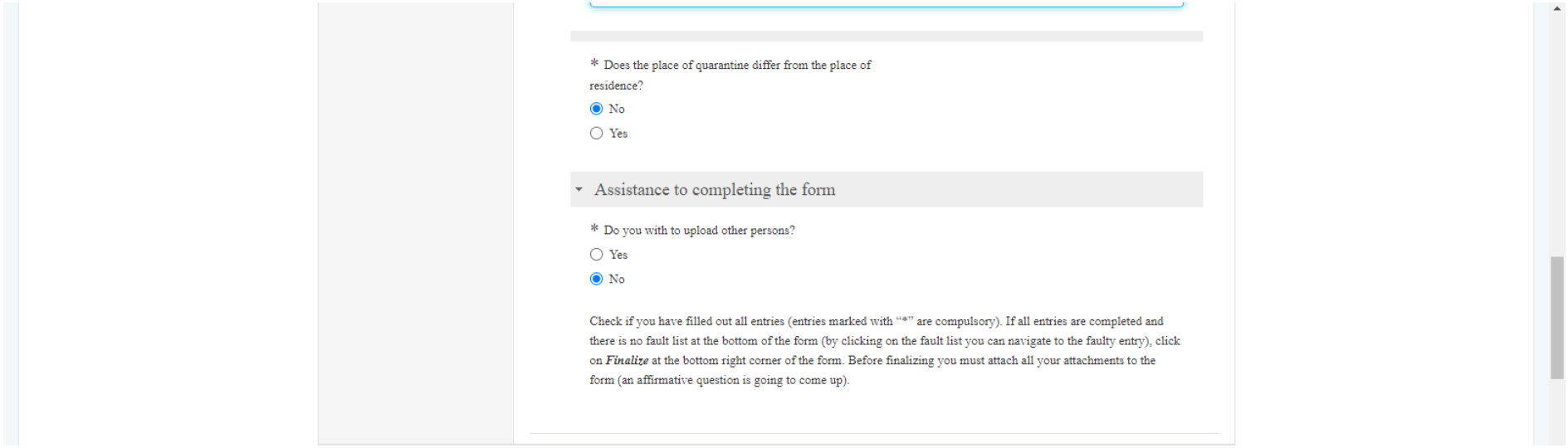


18. at the Place of Residence section fill in your address.

- fill in the postal code
- the public address is the name of the street you live in
- the type of public address is the type of street you live in (utca/út/tér)
- you do not need to fill in the Land register number



19. Mark the appropriate boxes



20. Click on Finalize, and make sure you attached all the needed documents