

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**

The screenshot shows the website ugyintezes.police.hu/en/uj-ugy-inditasa. The header includes the Hungarian Police logo (RENDŐRSÉG Ügyintézési portál) and navigation links: Payments, Start New Case, Basket, and Sign In. A search bar is present with the text 'covid' entered. Below the search bar, a list of available cases is displayed. The first case, COVID-02, is highlighted with a blue header and a blue icon. The description for COVID-02 is: 'On lodging an equity request to cross the state border (no login required)'. Other cases listed include COVID-01, COVID-10, COVID-09, COVID-04, COVID-03, COVID-05, COVID-06, COVID-08, and COVID-07.

List of available cases

1 Type of administration: 2 Policy group: 3 Form

Select the form!

COVID-02

On lodging an equity request to cross the state border (no login required)

COVID-01

Equity request to enter the country (for clients with a citizen's or companies' digital gateway account)

COVID-10

Data submittal prior to crossing the border of Hungary (border crossing pre-registration without an entry request)(no login required)

COVID-09

Data submittal prior to crossing the border of Hungary (border crossing pre-registration without an entry request) (for clients with a citizen's gateway account or organizational storage registration)

COVID-04

Appeal against a decision taken concerning entering Hungary (no login required)

COVID-03

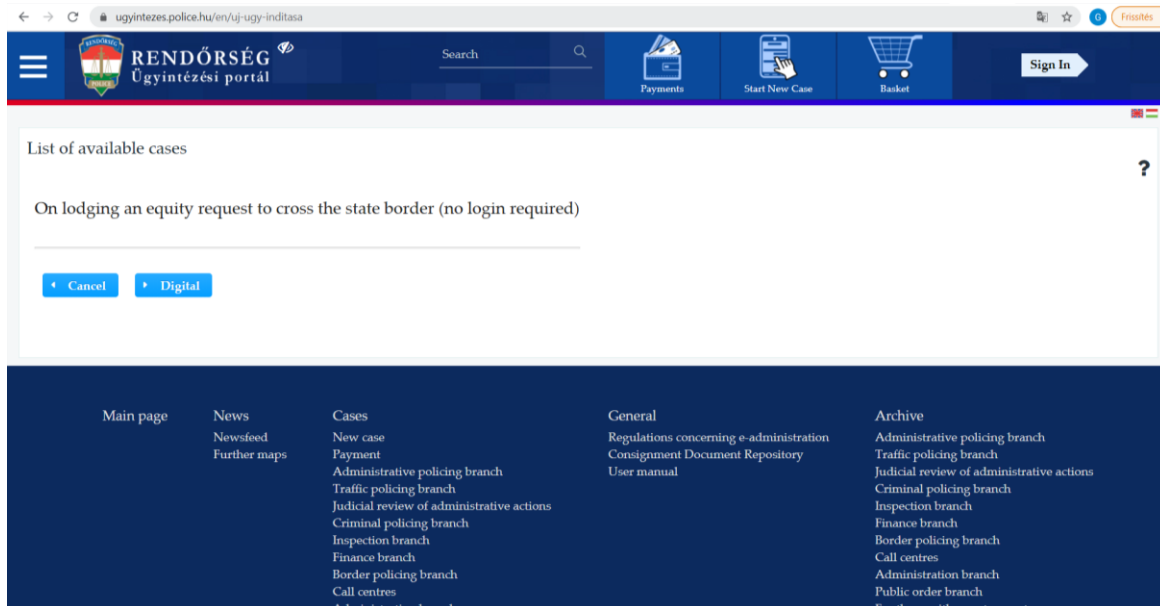
COVID-05

COVID-06

COVID-08

COVID-07

3. Select Digital



ugyintezes.police.hu/en/uj-ugy-inditasa

RENDŐRSÉG
Ügyintézési portál

Search

Payments Start New Case Basket Sign In

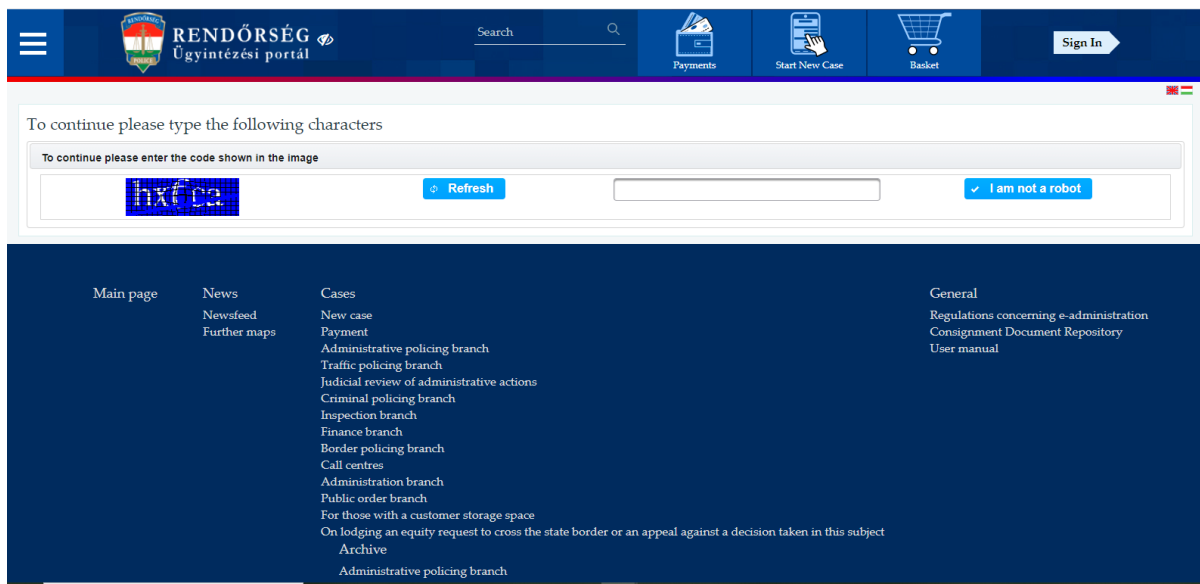
List of available cases

On lodging an equity request to cross the state border (no login required)

Cancel Digital

Main page News Cases General Archive
Newsfeed Further maps New case Payment Regulations concerning e-administration Consignment Document Repository User manual
Administrative policing branch Traffic policing branch Judicial review of administrative actions Criminal policing branch Inspection branch Finance branch Border policing branch Call centres Administration branch Public order branch
For those with a customer storage space

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.



RENDŐRSÉG
Ügyintézési portál

Search

Payments Start New Case Basket Sign In

To continue please type the following characters

To continue please enter the code shown in the image

hx0e3 Refresh I am not a robot

Main page News Cases General
Newsfeed Further maps New case Payment Regulations concerning e-administration Consignment Document Repository User manual
Administrative policing branch Traffic policing branch Judicial review of administrative actions Criminal policing branch Inspection branch Finance branch Border policing branch Call centres Administration branch Public order branch
For those with a customer storage space
On lodging an equity request to cross the state border or an appeal against a decision taken in this subject
Archive
Administrative policing branch

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

Information in relation to the request, Information and statement

Attention, the form is more than one page.

When finished with filling out a page, please click on the *next page* button on the left to move forward (on this page **Information of the request** is the next page). You are going to find assistance at the bottom of the page. To navigate to the bottom of the page use the scrollbar

Form ID: COVID-02

Name of form: Máltányossági kérelem beutazáshoz (bejelentkezés nélkül) / On lodging an equity request to cross the state border (without registration)

Determining the addressed authority based on the point of entry

* Point of entry: Liszt Ferenc Nemzetközi Repülőtér 2/A terminál

Liszt Ferenc Nemzetközi Repülőtér 2/B terminál

This field is automatically filled based on the point of entry.

Uploader

Name, title: [dropdown]

* Current family name: [text box]

* Current first name: [text box]

Birth name, title: [dropdown]

* Family name (given at birth): [text box]

* First name (given at birth): [text box]

* Place of birth: [text box]

* Date of birth: [date picker]

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

Assistance to completing t...

Information of the request

Additional information in the ...

Uploading persons entering t...

Form ID: COVID-02

Name of form: Máltányossági kérelem beutazáshoz (bejelentkezés nélkül) / On lodging an equity request to cross the state border (without registration)

Determining the addressed authority based on the point of entry

* Point of entry: Liszt Ferenc Nemzetközi Repülőtér 2/A terminál

Start typing the point of entry and choose from the drop-down list

* Responsible authority: BRFK XVIII. kerületi Rendőrkapitányság

* Authority KÉR Address: ORFK BRFK XVIII

This field is automatically filled based on the point of entry.

Uploader

Name, title: [dropdown]

* Current family name: Doe

* Current first name: John

* Family name (given at birth): Doe

* First name (given at birth): John

* Place of birth: [text box]

* Date of birth: [date picker]

* Mother's name - Family name: [text box]

* Mother's name - First name: [text box]

Contact information of the uploader

Communications is primarily done in email!

The form is automatically filled based on the point of entry.

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

This screenshot shows a web form with several sections. At the top, there are fields for 'Place of birth' and 'Date of birth'. Below these are fields for 'Mother's name, title', 'Mother's name - Family name', and 'Mother's name - First name'. A section titled 'Contact information of the uploader' contains a note about email communication and fields for 'Phone number' (+3630111 1111), 'E-mail address' (johndoe@john.com), and 'E-mail address confirmation' (johndoe@john.com). The 'Information and statement' section includes a link for data protection information and two checkboxes for consent: 'I have read (and understood the content) of the data protection information in relation to this form' and 'By submitting the form I declare that I have read and accepted the administrative service regulation with the submission of the electronic form of the Police'. A final section 'Assistance to completing the form' provides a navigation bar with the option 'A kérelem adatai / Information of the request'.

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

This screenshot shows the 'Information of the request' section of the web form. The left sidebar highlights this section. The main content area is titled 'Information in relation to the request, Information and statement' and includes an attention note: 'Attention, the form is more than one page. When finished with filling out a page, please click on the next page button on the left to move forward (on this page Information of the request is the next page). You are going to find assistance at the bottom of the page. To navigate to the bottom of the page use the scrollbar'. Below this, there are fields for 'Form ID' (COVID-02) and 'Name of form' (Méhányossági kérelem bautazáshoz (bejelentkezés nélkül) / On lodging an equity request to cross the state border (without registration)). A section titled 'Determining the addressed authority based on the point of entry' contains a dropdown for 'Point of entry' (Liszt Ferenc Nemzetközi Repülőtér 2/A terminál) and fields for 'Responsible authority' (BRFK XVIII. kerületi Rendőrkapitányság) and 'Authority KÉR Address' (ORFK BRFK XVIII). The 'Uploader' section at the bottom has fields for 'Name, title', 'Current family name' (Doe), 'Current first name' (John), 'Birth name, title', 'Family name (given at birth)', and 'First name (given at birth)'.

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 **Fulfillment 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.

The screenshot shows a web form titled 'Information of the request' for 'On lodging an equity request to cross the state border (no login required)'. The form is divided into sections for basic information, purpose of entering, detailed request, date of entry, way of entry, and types of attached documents. The 'Basic information of the request' section is expanded, showing a dropdown for 'Form of representation' set to 'On behalf of an organization or legal representative'. The 'Purpose of entering' dropdown is set to 'Fulfillment of education or exam obligation on the basis of the student status, if this is certified by a certificate'. The 'Detailed request' text area contains the sentence: 'I would like to enter to Hungary, to start my studies at IBS International Business School, Budapest Campus, as a student.' The 'Date of entry' is set to '2021.01.31' and the 'Way of entry' is set to 'Airplane'. Under 'Types of attached documents', the 'Certificate of Student Status' option is selected with a blue checkmark. A sidebar on the left shows navigation links and a page indicator '2 of 4'.

On lodging an equity request to cross the state border (no login required)

Information in relation to the ...

Information of the request

Basic information of the request

Additional information in the ...

Uploading persons entering t...

2 of 4

* Form of representation

On behalf of an organization or legal representative

You can initiate the upload of the authorization in form of a private agreement by using the *new upload* button in the *other attachments*.

* Purpose of entering

Fulfillment of education or exam obligation on the basis of the student status, if this is certified by a certificate

* Detailed request

I would like to enter to Hungary, to start my studies at IBS International Business School, Budapest Campus, as a student.

* Date of entry

2021.01.31

* Way of entry

Airplane

* Types of attached documents

☐ Sales contract

☒ Certificate of Student Status

☐ Resolution on fulfilled quarantine abroad

☐ Plane ticket

Use the scrollbar to choose further documents

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

Please press the button below to proceed.

[Finalize](#)

Case Folder

Egyéb melléklet/Other attachment				
Dokument name	Upload time	Uploader name	Version	Operations
No result.				
Uploading new...				

PDF űrlapok/PDF forms				
Dokument name	Upload time	Uploader name	Version	Operations
No result.				

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[Border policing branch](#)

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[Regulations concerning e-administration](#)
[Consignment Document Repository](#)
[User manual](#)

Please press the button below to proceed.

[Finalize](#)

Case Folder

Egyéb melléklet/Other attachment				
Dokument name	Upload time	Uploader name	Version	Operations
No result.				
Uploading new...				

PDF űrlapok/PDF forms				
Dokument name	Upload time	Uploader name	Version	Operations
No result.				

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Uploading new...

[+ Select file to be uploaded!](#) [+ Upload](#) [⊗ Cancel](#)

[✕ Cancel](#)

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 Nemzetközi Üzleti Főiskola** (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 you 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.

Place of work

Place of Residence for ent...

Assistance to completing t...

Uploading persons entering t...

<

3 of 4

>

Company information

* Company name

IBS Nemzetközi Üzleti Fiskola

Short name

IBS

Tax number

Other

Headquarters

Country

* Country

Magyarország

Based on the chosen country you must fill out one of the following blocks.

Providing hungarian address

* Postal Code

1031

* Municipality

Budapest

County

Budapest főváros

District

III.

* Public Address

Záhony

* Type of Public Address

utca

* House number

7

Building

Stairway

Floor

Door

Land-register reference

Other marking

13. The Place of work has to be the same as Providing Hungarian address

Postal code: **1031** (if you 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)

Place of work

* Postal Code

1031

* Municipality

Budapest

* County

Budapest főváros

* District

III.

* Public Address

Záhony

* Type of Public Address

utca

* House number

7

Building

Stairway

Floor

Door

Land-register reference

Other marking

Place of Residence for entering person

* Postal Code

1118

* Municipality

Budapest

* County

Budapest főváros

* District

XI.

* Public Address

Regős

* Type of Public Address

utca

* House number

8

Building

Stairway

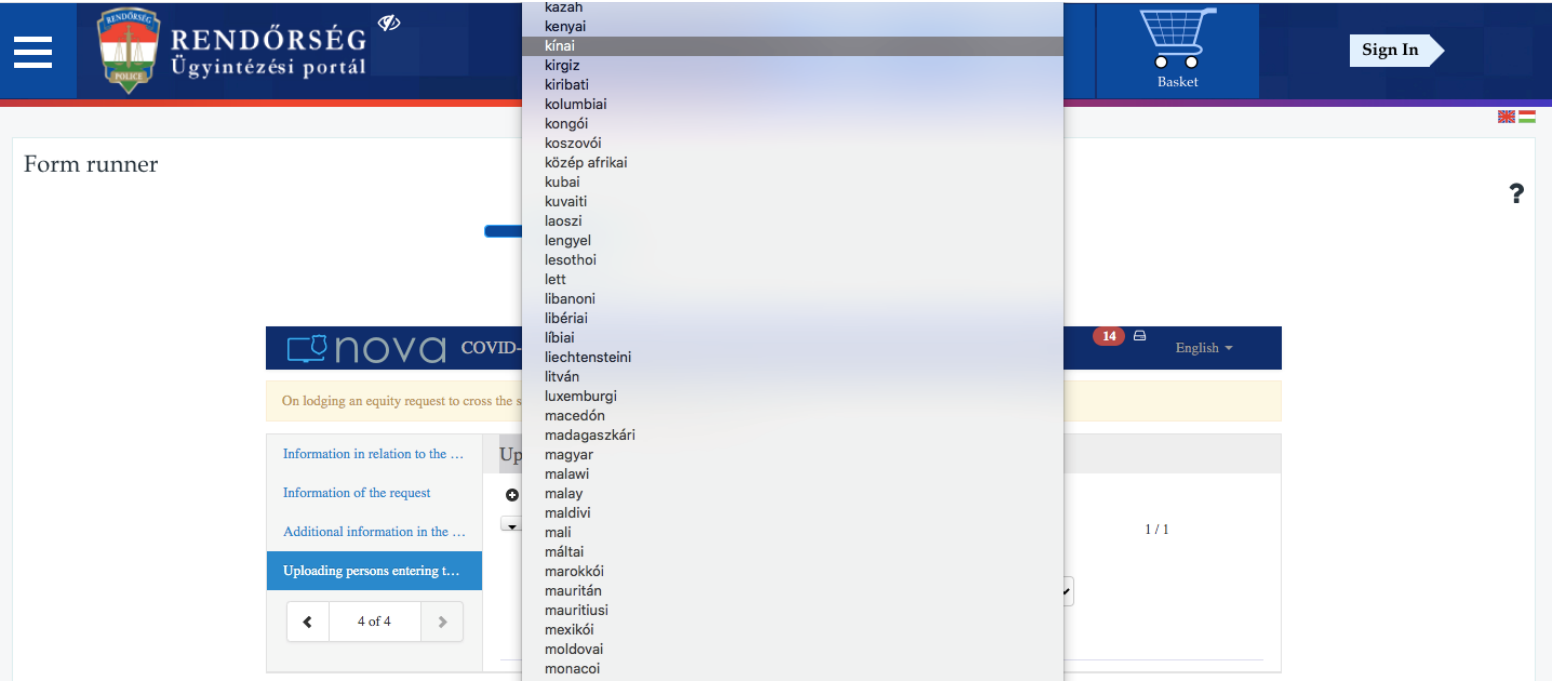
Floor

Door

Land-register reference

Other marking

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

Information in relation to the ...

Information of the request

Uploading persons entering t...

Personal information of th...

<

3 of 3

>

Uploading persons entering together

Insert Below

1 / 1

Personal information of the persons entering

* Nationality

Missing or incorrect value

Identification information

Name, title

Dr.

Dr. Dr.

Dr. Pr.

Id.

Id. Dr.

Ifj.

Ifj. Dr.

Özv.

Özv. Dr.

Pr. Dr.

Prof.

* Current family name

* Current first name

* Family name (given at birth)

* First name (given at birth)

* Place of birth

* Date of birth

* Mother's name – Family name

* Mother's name – First name

Documents

* Identification Document

Please select

* Document Number

Additional document type

Other document

Document number

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

3 of 3

* Nationality

Missing or incorrect value

Identification information

Name, title

* Current family name

Doe

* Current first name

John

Birth name, title

* Family name (given at birth)

Doe

* First name (given at birth)

John

* Place of birth

London

* Date of birth

2000.09.20

Mother's name, title

* Mother's name – Family name

Smith

* Mother's name – First name

Jane

Documents

* Identification Document

Passport

* Document Number

37984376

Additional document type

Please select

Other document

Document number

Place of Residence

* Postal Code

* Municipality

* County

* District

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

London

2000.09.20

Mother's name, title

▼

* Mother's name – Family name

Smith

* Mother's name – First name

Jane

▼ Documents

* Identification Document

Passport

▼

* Document Number

37984376

Additional document type

Please select.

▼

Other document

Document number

▼ Place of Residence

* Postal Code

1031

▼

* Municipality

Budapest

▼

* County

Budapest főváros

* District

III.

* Public Address

Reichl Kálmán

* Type of Public Address

ul

▼

* House number

Building

Stairway

Floor

Door

udvar

utak

utca

utcája

Other marking

* Does the place of quarantine differ from the place of residence?

No

19. Mark the appropriate boxes

* Does the place of quarantine differ from the place of residence?

- ☒ No
☐ Yes

▼ Assistance to completing the form

* Do you wish to upload other persons?

- ☐ Yes
☒ No

Check if you have filled out all entries (entries marked with "*" are compulsory). If all entries are completed and there is no fault list at the bottom of the form (by clicking on the fault list you can navigate to the faulty entry), click on *Finalize* at the bottom right corner of the form. Before finalizing you must attach all your attachments to the form (an affirmative question is going to come up).

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