

# Police Entry Form

## What you will need before you start

- Certificate of Student Status (write to [info@ibsbudapest.com](mailto: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 Hungarian Police Portal interface. The header includes the logo of the Hungarian Police (Rendőrség) and the text 'Ügyintézési portál'. A search bar is visible with the text 'Search'. Below the header, there are navigation icons for 'Payments', 'Start New Case', and 'Basket', along with a 'Sign In' button. The main content area is titled 'List of available cases' and features a progress indicator with three steps: 1. Type of administration, 2. Policy group, and 3. Form. A search bar on the right contains the text 'covid' and shows a dropdown menu with the results 'covid' and 'covid'. Below the search bar, there is a section titled 'Select the form!' which displays a grid of COVID forms. The first form, COVID-02, is highlighted with a blue arrow and is titled 'On lodging an equity request to cross the state border (no login required)'. Other forms include COVID-01, COVID-10, COVID-09, COVID-04, COVID-03, COVID-05, COVID-06, COVID-08, and COVID-07.

### 3. Select Digital

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

RENDŐRSÉG  
Ügyintézési portál

Search

Payments Start New Case Basket Sign In

Frissítés

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 New case Regulations concerning e-administration Administrative policing branch  
Further maps Payment Consignment Document Repository Traffic policing branch  
Administrative policing branch Judicial review of administrative actions  
Traffic policing branch Criminal policing branch  
Judicial review of administrative actions Inspection branch  
Criminal policing branch Finance branch  
Inspection branch Border policing branch  
Finance branch Call centres  
Border policing branch Administration branch  
Call centres Public order branch  
Administrative policing branch

### 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

Frissítés

To continue please type the following characters

To continue please enter the code shown in the image

hx0cs Refresh

I am not a robot

Main page News Cases General  
Newsfeed New case Regulations concerning e-administration  
Further maps Payment Consignment Document Repository  
Administrative policing branch Traffic policing branch  
Judicial review of administrative actions Criminal policing branch  
Inspection branch Finance branch  
Border policing branch Administration branch  
Call centres 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

The screenshot shows a web form with a sidebar on the left containing navigation links: "Determining the addressed...", "Uploader", "Contact information of the...", "Information and statement", "Assistance to completing t...", "Information of the request", "Additional information in the...", and "Uploading persons entering t...". The main content area is titled "Information in relation to the request, Information and statement". It includes a "Form ID" field with "COVID-02" and a "Name of form" field with "Máltányossági kérelem beutazáshoz (bejelentkezés nélkül) / On lodging an equity request to cross the state border (without registration)". Below this is a section "Determining the addressed authority based on the point of entry" with a "Point of entry" dropdown menu. The dropdown is open, showing "lisz" in the input field and "Liszt Ferenc Nemzetközi Repülőtér 2/A terminál" selected. Other options include "Liszt Ferenc Nemzetközi Repülőtér 2/B terminál". Below the dropdown are fields for "Responsible authority" (BRFK XVIII. kerületi Rendőrkapitányság) and "Authority KÉR Address" (ORFK BRFK XVIIII). The "Uploader" section contains fields for "Name, title", "Birth name, title", "Place of birth", and "Date of birth".

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

The screenshot shows the same web form, but with personal details filled in. The "Name, title" dropdown menu is open, showing options: "Dr.", "Dr. Dr.", "Dr. Pr.", "Id.", "Id. Dr.", "Ifj.", "Ifj. Dr.", "Özv.", "Özv. Dr.", "Pr. Dr.", and "Prof.". The "Dr." option is selected. The "Current family name" field contains "Doe" and the "Current first name" field contains "John". The "Family name (given at birth)" field contains "Doe" and the "First name (given at birth)" field contains "John". The "Place of birth" and "Date of birth" fields are empty. The "Mother's name - Family name" and "Mother's name - First name" fields are also empty. The "Contact information of the uploader" section is visible at the bottom.

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

\* Place of birth  \* Date of birth

Mother's name, title  \* Mother's name – Family name  \* Mother's name – First name

▼ Contact information of the uploader

Communications is primarily done in email!  
For faster administration please give an email address that you regularly check.

\* Phone number  \* E-mail address  \* E-mail address confirmation

▼ Information and statement

Data protection information can be downloaded [here](#).

\* Statement on reading the data protection information  
 I have read (and understood the content) of the data protection information in relation to this form

\* Declaration on acceptance of service regulations  
 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

To view the electronic administration service regulation [click here](#).

▼ Assistance to completing the form

Choose the following option to continue on the navigation bar on the left:

[A kérelem adatai / Information of the request](#)

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

Information in relation to the ... Information in relation to the request, Information and statement

Determining the addressed... *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

Uploader

Contact information of the...

Information and statement

Assistance to completing t...

Information of the request  Information of the request

Additional information  Information of the request

Uploading persons entering t... 1 of 4

Form ID  Name of form

▼ Determining the addressed authority based on the point of entry

\* Point of entry

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

\* Responsible authority  \* Authority KÉR Address

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

▼ Uploader

Name, title  \* Current family name  \* Current first name

Birth name, title  \* Family name (given at birth)  \* 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 an equity request to cross the state border. The form is in English and is on page 2 of 4. The main section is "Basic information of the request". It contains several required fields:

- \* Form of representation:** A dropdown menu with the selected option "On behalf of an organization or legal representative". A note states: "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:** A dropdown menu with the selected option "Fulfillment of education or exam obligation on the basis of the student status, if this is certified by a certificate".
- \* Detailed request:** A text area containing the sentence: "I would like to enter to Hungary, to start my studies at IBS International Business School, Budapest Campus, as a .... student." A character count of 3873 is shown.
- \* Date of entry:** A date picker showing "2021.01.31".
- \* Way of entry:** A dropdown menu with the selected option "Airplane".
- \* Types of attached documents:** A list of checkboxes with "Certificate of Student Status" checked. Other options include "Sales contract", "Resolution on fulfilled quarantine abroad", and "Plane ticket". A note below says "Use the scrollbar to choose further documents".

The left sidebar contains navigation links: "Information in relation to the ...", "Information of the request" (active), "Basic information of the re...", "Additional information in the ...", and "Uploading persons entering t...".

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.				
<a href="#">Uploading new...</a>				

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

Main page | News | Cases | General

- Newsfeed
- Further maps
- New case
- Payment
- Administrative policing branch
- Traffic policing branch
- Judicial review of administrative actions
- Criminal policing branch
- Inspection branch
- Finance branch
- Border policing branch
- 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.				
<a href="#">Uploading new...</a>				

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

**Uploading new...**

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

[Cancel](#)

Main page | News | Cases | General

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- User manual

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**

The screenshot shows the 'nova COVID-02' web application interface. At the top, there are navigation buttons for 'Finalize', 'Sign', and 'Send'. Below the header, a yellow banner reads 'On lodging an equity request to cross the state border (no login required)'. The sidebar menu on the left includes 'Information in relation to the ...', 'Information of the request', 'Additional information in the ...' (highlighted), 'Company information', 'Headquarters', 'Place of work', 'Place of Residence for ent...', 'Assistance to completing t...', and 'Uploading persons entering t...'. The main content area is titled 'Additional information in the case of the request of an organization' and contains a form with the following elements:

- A radio button selection for '\* The entering persons have a common place of residence', with 'Yes' selected.
- A note: 'The common place of residence of persons may be overridden'.
- A section titled 'Company information' with fields for '\* Company name', 'Short name', 'Tax number', and 'Other'.
- A section titled 'Headquarters' with a sub-section 'Country' containing a dropdown menu for '\* Country'.
- A note at the bottom: 'Based on the chosen country you must fill out one of the following blocks.'

12. Start filling in the company information, first the company name: **IBS Nemzetközi Uzleti 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 Főiskola 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	* Municipality	* County	* District	
1031	Budapest	Budapest főváros	III.	
* Public Address	* Type of Public Address	* House number		
Záhony	utca	7		
Building	Stairway	Floor	Door	Land-register reference
Other marking				

▼ Place of Residence for entering person

* Postal Code	* Municipality	* County	* District	
1118	Budapest	Budapest főváros	XI.	
* Public Address	* Type of Public Address	* House number		
Regős	utca	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)

The screenshot displays the Hungarian Police Portal (Rendőrség Ügyintézési portál) interface. The top navigation bar includes the portal logo, a shopping cart icon labeled 'Basket', and a 'Sign In' button. The main content area is titled 'Form runner' and features a 'nova COVID' logo. A dropdown menu is open, listing various nationalities in Hungarian, with 'kínai' (Chinese) highlighted. The menu items include: kazah, kenyai, kínai, kirgiz, kiribati, kolumbiai, kongói, koszovói, közép afrikai, kubai, kuvaiti, laoszi, lengyel, lesothoi, lett, libanoni, libériai, líbiai, liechtensteini, litván, luxemburgi, macedón, madagaszkári, magyar, malawi, malay, maldivi, mali, máltai, marokkói, mauritán, mauritiusi, mexikói, moldovai, and monacói. The interface also shows a '14' notification badge, an 'English' language selector, and a '1 / 1' page indicator.

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

\* 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

\* Document Number

Please select

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	* Current first name
▼	Doe	John
Birth name, title	* Family name (given at birth)	* First name (given at birth)
▼	Doe	John
	* Place of birth	* Date of birth
	London	2000.09.20
Mother's name, title	* Mother's name – Family name	* Mother's name – First name
▼	Smith	Jane

▼ Documents

* Identification Document	* Document Number	
Passport ▼	37984376	
Additional document type	Other document	Document number
Please select: ▼		

▼ 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  \* Mother's name – First name

Smith Jane

Documents

\* Identification Document  \* Document Number

Passport 37984376

Additional document type  Other document  Document number

Please select.

Place of Residence

\* Postal Code  \* Municipality  \* County  \* District

1031 Budapest Budapest főváros III.

\* Public Address  \* Type of Public Address  \* House number

Reichl Kálmán utca

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