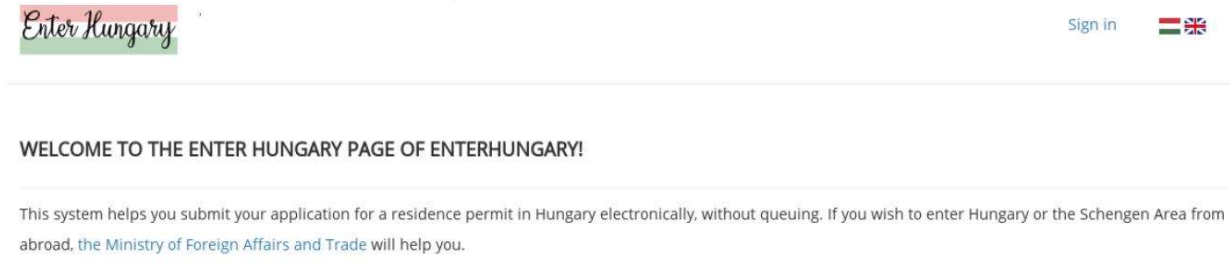**How to Submit an Application on Enter Hungary –**
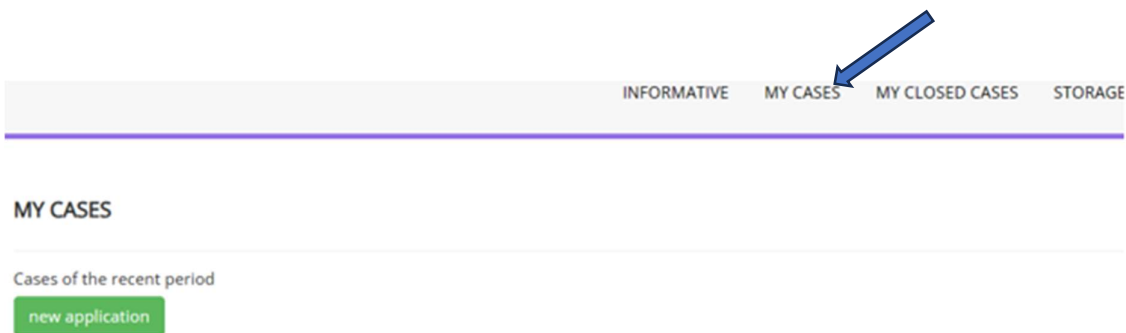
**Step-by-Step Guide -**

The Immigration Office recommends using the latest version of Firefox or Chrome to access the service.
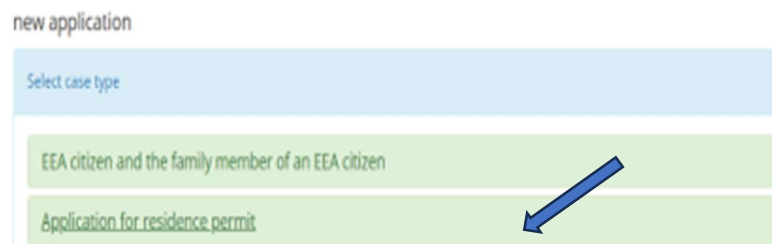
1. Register or Log In to Enter Hungary: https://enterhungary.gov.hu/



2. After logging in, choose the 'My Cases' option, then new application



3. Select 'Application for residence permit'

3.  After selecting the 'Pursuing Studies or Student Mobility' case type, a new application will be created for you, and you can start filling in the main form.



The type of public place can be: út, utca, tér – please check your rental contract and write it exactly as shown.

4. The last tab, 'File Attachments', is the page where you can upload and attach documents necessary for decision-making.

Rows highlighted in red mean you haven't uploaded those documents yet. While uploading documents is not mandatory, we strongly advise you to upload all the documents you have. If anything is missing, the Office will request them from you.

To upload a certain document, click the „Upload" link on the respective row. This will redirect you to the file upload page.

**STORAGE**

The Authority will only receive your documents if you attach them to

Upload document

document type

full copy of valid passport

Name

daughter's passport datasheet

Select file...

* Only images or PDF files are allowed!

Upload

The document type is already selected and cannot be changed. Enter an easy-to-understand name for the new document, then click 'Select file...' to choose a file from your computer (or use your smartphone/tablet camera). Tip: If your document has multiple pages, please scan it as a multi-page PDF, since only one file can be uploaded per document .
 Click the green „Upload" button to upload the document to your „Storage".

An application consists of several sheets, organized into 'tabs'. Tabs with unfilled sheets are marked with a red background. Click the 'Edit' button under each tab to fill out all sheets. Don't forget to save each sheet after completing all fields.

| Application for residence permit (not completed) | employment (not completed) | Notification of accommodation/change of accommodation (not completed) |
| --- | --- | --- |

file attachments

Edit »

Person filing the application

Person filing the application*:     --please select--

| document confirming the ownership of the flat | --please select-- | Upload » |
| --- | --- | --- |
| document confirming the booked and paid accommodation | missing | Upload » |
| signed datasheet for recording accommodation | --please select-- | Upload » |
| 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 | --please select-- | Upload » |

Yellow backgrounds mean you have uploaded documents of that type, but you haven't attached any to your application yet. Please upload the document to attach it. Only attached documents will be visible to the Office staff.

Again, not all documents are mandatory. If you have uploaded everything you need, you can ignore this warning and click submit again.

When finished, save the main sheet of the application by clicking the green 'Save' button. Alternatively, you can exit the editor without saving by clicking the yellow 'Back' button.



Once you've finished, click the green 'Submit Application' button at the bottom of the page to send your application.



Official procedures require a fee. Under certain conditions, the fee may be waived. Please carefully check if you qualify for an exemption. The fee must be paid before any decision is made. If the payment is missing, the Office will request it through a rectification process. The fee amount is 26,000 HUF
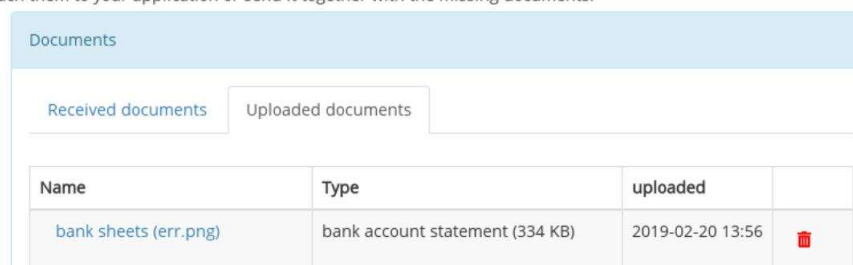
Your application has now been sent to the Office, and you can no longer modify its content.

The Online Payment page will appear, showing the procedure fee in Hungarian Forints. By clicking the payment button, you will be redirected to the secure payment page of OTP BANK. You will have 10 minutes to complete the payment, so we recommend having your card ready in advance.

Additionally, you will receive a notification email informing you that an official document is available in your Enter Hungary account. This is usually an automatic receipt confirming that your application has been received and stored, and is accessible to the Office case workers.

In the 'Storage' menu, you can find all your uploaded files as well as any documents you receive from the Office.

*Note: Applications and uploaded documents are stored in your account using unique encryption. The Enter Hungary system does not use any third-party storage services*

*Attached to this guide is the application form to complete.*

**You can see all your applications displayed with different background colors.**



Click on the application number (EHXXXXX, on the left) to open the form pages.

Red background means the application has not been submitted yet, so you can still edit the forms and add attachments.

White background means the application has been submitted and is in process, but no decision has been made yet. You can still upload additional documents if needed.

Green background means the case is closed and a decision has been made. You can delete the entire application if you no longer need it.

All your uploaded documents are listed under the "Storage" page, in the "Uploaded documents" tab.

If the Office needs more documents to make a decision, you will receive a notification.
A new menu called "TO-DO" will appear, showing a list of documents you need to provide.



Click "Upload new document" to add a file (this opens the familiar upload page).
Then go back to the "TO-DO" page, select the correct document from the list, and click "Save.".