

LONG TERM VISA (RESIDENCE PERMIT) APPLICATION (LONG TERM STAY, MORE THAN 90 DAYS PERIOD)

PLEASE NOTE THAT MISSING OR INAPPROPRIATE DOCUMENTS MAY LEAD TO VISA REFUSAL.

PLEASE BE AWARE THAT THE DECISION WILL BE MADE BY THE IMMIGRATION AND ASYLUM OFFICE OF HUNGARY.

List of supporting documents

Residence permit for STUDY purpose

Your application can be accepted only if you submit the following documents:

- ☐ Dully filled and signed application form for residence permit and Appendix 14 – find it on the website of Immigration and Asylum Office of Hungary:
http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=70&Itemid=824&lang=en#
- ☐ Valid passport with the previous (old) passports (at least 2 blank pages in the valid passport are needed and the passport has to be issued within the previous 10 years) Passport must be valid until the end of your course.
- ☐ 2 passport-size photos (not older than 3 months)
- ☐ Flight booking
- ☐ Accommodation proof for the whole period of stay
- ☐ Valid insurance (just travel insurance, if general insurance will be provided by the university/college)
- ☐ Bank statement (of your sponsor) about the last 6 months, counting from the date of your interview
- ☐ Proof of income (of your sponsor) – please note, that land registration sheet cannot be accepted as a liquid fund. Any proof of the regular income of your sponsor: job letter from his/her employer, salary slip (of the last 3 months), recommendation letter of the previous employers. In case of own business: certificate about the registration of the company, tax return of the last 2 years, any export/import document which can prove the sponsor's business, etc. In case of retirement: pension letter with pension slips about the last 3 months. Please acknowledge that 'Affidavit' about the sponsorship is only a secondary supporting document, not primary!
- ☐ Declaration of financial support from the family member (sponsor)
- ☐ Valid acceptance letter issued by the university/college
- ☐ School certificates in English issued by the public authorities of Bhutan, has to be legalised by the Bhutanese Ministry of Foreign Affairs
- ☐ Family Registration Certificate in English issued by the public authorities of Bhutan, has to be legalised by the Bhutanese Ministry of Foreign Affairs
- ☐ Birth Certificate in English issued by the public authorities of Bhutan, has to be legalised by the Bhutanese Ministry of Foreign Affairs
- ☐ Clear character certificate issued by competent police department
- ☐ CV in English
- ☐ Signed motivation letter in English
- ☐ Certificate from your Study Consultant, if any
- ☐ Police report about lost passport, if any

- ☐ **We accept only original documents!**

Residence permit for FAMILY REUNIFICATION

Your application can be accepted only if you submit the following documents:

- ☐ Dully filled and signed application form for residence permit and Appendix 2 – find it on the website of Immigration and Asylum Office of Hungary:
http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=54&Itemid=808&lang=en#

- ☐ Valid passport with the previous (old) passports (at least 2 blank pages in the valid passport are needed , the passport has to be issued within the previous 10 years and passport expires less than three months after the intended date of departure from Schengen)
- ☐ 2 passport-size photos (not older than 3 months)
- ☐ Flight booking
- ☐ Accommodation proof (lease agreement, acceptance letter from lessor or property registration sheet of your family member in Hungary)
- ☐ A notarised statement made by the receiving family member promising support to the applicant along with a document in proof of the family member's ability to provide such support
- ☐ Valid travel insurance or proof, that you will be insured in Hungary
- ☐ Bank statement (of your sponsor) about the last 6 months, counting from the date of your interview
- ☐ Proof of income (of your sponsor)
- ☐ Proof of family relations in English (Birth Certificate issued by the public authorities of Bhutan, has to be legalised by the Bhutanese Ministry of Foreign Affairs, Marriage Registration Certificate issued by the public authorities of Bhutan, has to be legalised by the Bhutanese Ministry of Foreign Affairs)
- ☐ Clear character certificate issued by competent police department
- ☐ Police report about lost passport, if any
- ☐ **We accept only original documents!**

Residence permit for WORK purpose

- ☐ Dully filled and signed application form for residence permit and Appendix 10 – find it on the website of Immigration and Asylum Office of Hungary :
http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=62&Itemid=816&lang=en#)
- ☐ Valid passport with the previous (old) passports (at least 2 blank pages in the valid passport are needed , the passport has to be issued within the previous 10 years) Passport must be valid until the end of your employment.
- ☐ 2 passport-size photos (not older than 3 months)
- ☐ Flight booking
- ☐ Accommodation proof for the whole stay period
- ☐ Valid insurance (just travel insurance, if general insurance will be provided by the employer)
- ☐ Bank statement about the last 6 months
- ☐ Proof of income, if its applicable
- ☐ Signed preliminary employment contract issued by employer. It must contain the duration and conditions of work and salary details.
- ☐ Valid preliminary “Workforce Needs Registration Form” issued by competent Hungarian authority.
- ☐ School certificates in English (the most recent school certificates which are related to the job, should be legalised by the Bhutanese Ministry of Foreign Affairs and attached with certified Hungarian translation)
- ☐ Birth Certificate issued by the public authorities of Bhutan, has to be legalised by the Bhutanese Ministry of Foreign Affairs
- ☐ Clear character certificate issued by competent police department
- ☐ CV in English
- ☐ Declaration on the member of immediate family members under the applicant's financial support, if the applicant's status is married.
- ☐ **We accept only original documents!**

A visa is only a preliminary permission for entry, which does not authorize its bearer automatically to enter the country. The traveller may be requested to provide proof of the existence of the conditions of his/her entry and stay in Hungary and, if he/she is not able to fulfil this, he/she may be returned from the border.