



Embassy of Hungary  
New Delhi

Applicants name:.....  
Reference number:.....

## RESIDENCE PERMIT FOR THE PURPOSE OF TRAINEESHIP

GENERAL ENCLOSURES	SUBMITTED	
	YES	NO
Duly filled and signed application form for residence permit and Appendix 9.16 –find it on the website of National Directorate-General for Aliens Policing of Hungary : <a href="http://oif.gov.hu/forms">http://oif.gov.hu/forms</a>		
Valid passport and 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). The validity period of the valid travel document must have at least three months remaining at the time the authorized duration of residence expires.		
Statement undertaking the commitment of voluntary exit if the residence permit will expire.		
Valid travel insurance.		
Police Clearance Certificate.		
CV in English.		
Signed motivation letter in English.		

DOCUMENTS EVIDENCING THE PURPOSE OF RESIDENCE (MANDATORY)	YES	NO
A <b>traineeship contract</b> with the host organization,		
A <b>diploma</b> of higher education or a <b>certificate of active student status</b> issued by a higher education institution, and		
A <b>certificate of language proficiency</b> or a certificate/diploma of foreign language studies, or other credible means of proof.		

DOCUMENTS EVIDENCING SUBSISTENCE	YES	NO
A <b>certificate from a credit institution</b> under the applicant's name (e.g. a bank account statement, an account statement on savings or stocks and bonds, bank balance statement),		
A <b>notarized declaration</b> made by a member of the applicant's family undertaking to provide for the maintenance and support of the applicant and a		



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document certifying <b>the ability of the person providing support,</b>		
a certificate regarding the award/payment of the <b>scholarship.</b>		
Document as proof of family relationship (if your family member provides financial coverage for the time of residing in Hungary)		
Document in proof of the ability to provide support from the part of the family member promising support to you (bank account balance statement, income certificate, etc. of the family member).		

<b>DOCUMENTS PROVING THE EXISTENCE OF HUNGARIAN ACCOMMODATION</b>	YES	NO
A real Hungarian address must be declared as accommodation on the application form.		

<b>DOCUMENTS EVIDENCING COMPREHENSIVE HEALTHCARE SERVICES</b>	YES	NO
A copy of the social security card issued by Hungarian authorities or		
Business health insurance policy allowing access to comprehensive healthcare services and a document in proof of paying the insurance fee or		
Bank account balance statement on the coverage for possible healthcare service costs.		

**Note:**

- *Only original documents are accepted.*
- *Please bring one extra set of Photocopy of all the documents you wish to submit. Also bring full copy of the valid passport.*
- *The Embassy reserves the right to request further documentation.*

Contact of applicant (Tel): \_\_\_\_\_ Email: \_\_\_\_\_

Signature (applicant): \_\_\_\_\_ SO Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_