

EMBASSY OF HUNGARY



residence permit (long-term visa)

application procedure general information

Nationals of Kosovo need residence permit to take up work, voluntary work, study, conduct research, or join third country nationals family member living in Hungary **for a period of more than 90 days.** Residence permit must be applied before you actually go to Hungary. Please note that short term visa does not permit you to travel to Hungary for working or studying beyond 90days.

You can apply for residence permit at the Consular Section of the Embassy of Hungary in Pristina.

Please be advised that due to high volume of applications the Consular Section takes residence permit applications by prior appointment only. **Appointment can be arranged by sending email to:**

termin.prs@mfa.gov.hu

It is important to note that residence permit application can only be lodged at the Consular Section in person where an interview is also being conducted at this time. No application can be lodged by third persons.

how to apply?

what are the documents i need to enclose to the application?

Application is assessed and decided by the Hungarian Immigration and Asylum Office in 21 calendar days. Application for studying or pursuing research activity takes 15 calendar days, for employment 90 days.

You will be notified on the decision by the Consular Section. Please be advised that during the time of the assessment Consulate will not answer any form of enquiry regarding state or outcome of the procedure. However, you can track your application by going online to <http://www.visaportal.hu/>, file number is required.

When lodging the application, you are expected to:

(1) Present an application form duly filled and signed. **Application form** is free and can be downloaded from <http://bevandorlas.hu/index.php?lang=en>. Minors shall submit an application form signed by both parents exercising permanent or temporary parental authority or legal guardianship. Present a declaration of permission by both parents exercising permanent or temporary parental authority or legal guardianship in the case the minor is traveling alone or the parent exercising permanent or temporary parental authority or legal guardianship in the case the minor is traveling with the other parent only. The declaration has to be original and certified by public notary.

(2) Present a **passport** which validity shall extend at least three months after the intended date of departure from the territory of the Schengen States.

Before applying please check whether your passport contains at least two blank pages and it has been issued within the previous 10 years.

(3) Present **1 passport-size photo** no older than 3 months. Please note that the photo has to be color one; head-dress is permitted provided that all facial details are clearly visible.

(4) Pay the residence permit handling **fee of EUR 60**. You can pay the fee with credit card when lodging your application or to NLB Bank against receipt issued by the Consulate.

(5) Provide **supporting documents**. For further information please see the following section.

It is important for us that you feel comfortable and well informed before you start your residence permit application. Therefore, we wish to help you in preparing for lodging an application. **You find a checklist of supporting documents you are expected to enclose when lodging your application in the Annex.** However, please be advised that individual circumstances can vary to a large extent, so the immigration office may request further documents for supporting your visit.



What If I'm a family member of an EEA member state citizen?

Please make note that a family member of a European Economic Area Member State national has to apply for short term visa even if he/she wants to stay in Hungary beyond 90 days. Upon arrival to Hungary he/she can submit resident card application with the Immigration and Asylum Office. Therefore, no residence permit application for a family member of a European Economic Area Member State national can be lodged at the Consulates of Hungary.

If you are a family member of an EU/EEA citizen you may qualify for an accelerated free visa procedure as long as you meet the following criteria:

(1) You are a family member (this includes a spouse, registered partner, child under 21 or a depending family member) of an EU/EEA national (or of his/her spouse/registered partner); AND (2) That EU/EEA national is residing in Hungary; AND (3) You are accompanying the EU/EEA national or planning to join him/her for residence.

Supporting documents to attach:

- proof of relationship with the EU/EEA national, registered in the competent EU/EEA country
- accommodation in Hungary
- proof of financial means

What If I'm a family member of a Hungarian citizen?

If you are a family member of a Hungarian citizen and you wish to join him/her for residence, you need to apply for a residence permit at the embassy. The Immigration and Asylum Office decides on the application, personal interview is conducted during the procedure.

Supporting documents to attach:

- Proof of relationship (birth certificate or marriage certificate registered with the Hungarian authorities)
- photocopy of the ID card or passport of the Hungarian family member
- Proof of sufficient financial means (employment contract, pay slip of the family member or bank account statements of all accounts up to three months);
- Declaration of financial support from the family member who sponsors the residence permit applicant certified by public notary;
- Confirmation of prearranged accommodation (commercial accommodation or lease agreement along with the property sheet form the land register related to the latter);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000)



annex

supporting documents for residence permit

Please be advised that documents marked with (*) have to be enclosed in original hard copy either in English or Hungarian language.

1. Residence permit application for the purpose of employment

a) *Working for another person or company:*

- Letter of intent of the prospective employment contract or the employment contract (*);
- Professional education and qualification record related to the prospective employment exclusively translated into Hungarian by the [National Office for Translation and Attestation](#)(*). Professional educational certificates issued by Kosovar authorities have to be attested with Apostille certificate issued by the Ministry of External Affairs of Kosovo.
- Confirmation of prearranged accommodation (commercial accommodation or lease agreement along with the property sheet form the land register related to the latter) (*);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000);

Please make note that the prospective Hungarian employer remains responsible for notifying the Government's employment agency in Hungary on its manpower request before the residence permit and work permit application is submitted at the Embassy of Hungary in Pristina.

b) *Carrying out business or management tasks as owner or board member of a company:*

- Deed and court registration of the company (*);
- Employment contract of the employees (*). The company has to employ at least three Hungarian nationals or European Economic Area country nationals full time for at least a continuous six-month-period. Waiver from this criteria is given if the stay of the residence permit applicant in Hungary is indispensable for the operation of the company. Furthermore, the residence permit applicant is able to make a living in Hungary and it is perceived that the company will actually have enough income generated to provide for living expenses of the residence permit applicant. A business plan should be attached to the residence permit application to this effect. The business plan has to be supported by contracts or business agreements attached.
- Business plan in the case of planned business activity by residence permit applicant (*);
- Specimen signature of the residence permit applicant in his/her capacity of representative of the company (*);
- Confirmation of prearranged accommodation (commercial accommodation or lease agreement along with the property sheet form the land register related to the latter) (*);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000);

2. Residence permit application for the purpose of family reunion

Residence permit for family reunion purpose is issued for a family member of a Hungarian citizen or a third country national living in Hungary. Family members are: the spouse, direct descendants under the age of 18, and dependent parents.

- Proof of relationship (birth certificate or marriage certificate) (*);
- Kindly make note that Kosovar birth or marriage certificate has to be certified by Apostille certificate issued by the Ministry of External Affairs of Kosovo.
- Photocopy of the residence permit of the family member living in Hungary, unless the residence permit applicant applies along with that family member.
- Proof of sufficient financial means (employment contract, pay slip of the family member or bank account statements of all accounts up to three months) (*);
- Declaration of financial support from the family member who sponsors the residence permit applicant certified by public notary (*);
- Confirmation of prearranged accommodation (commercial accommodation or lease agreement along with the property sheet form the land register related to the latter) (*);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000);

3. Residence permit application for the purpose of studies

Residence permit for studying purpose is issued for those who will be studying on a full-time basis in an accredited secondary or higher educational institution or participating in a preparatory course for enrollment with the higher education institution organized by that institution in Hungary.

- Certificate of admission to or enrollment in the educational institution (*);
- Proof of prepaid scholar fee or scholarship deed
- Proof of English language ability (*);
- Certificate of the degree or other form of qualification obtained. The degree certificate (diploma), or the other certification of qualification obtained in Kosovo must be certified by Apostille certificate issued by the Ministry of External Affairs of Kosovo. In case the studies have not been completed and degree or other form of qualification obtained the same procedures apply for the transcripts (*);
- Confirmation of prearranged accommodation (commercial accommodation, student home or lease agreement along with the property sheet form the land register related to the latter) (*);
- Proof of sufficient financial means for the duration of the intended stay (bank account statements of all accounts up to three months, scholarship, grant or sponsor's pay slip up to three months and declaration of financial support certified by public notary) (*);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000);

4. Residence permit application for the purpose of visiting someone

Residence permit for the purpose of visiting someone is issued for those who received formal invitation letter from their prospective host living in Hungary issued and endorsed by the Hungarian Office of Immigration and Nationality.

- Formal invitation letter of the host living in Hungary endorsed and issued by the Hungarian Office of Immigration and Nationality (*);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000);

5. Residence permit application for the purpose of medical treatment

Residence permit for the purpose of medical treatment is issued for those who will receive medical treatment in Hungary or accompanying a minor or a family member for the same purpose.

- The health care institution's formal letter of acceptance related to the prospective medical treatment (*);
- Proof of relationship in the case of accompanying a minor or a family member (birth certificate or marriage certificate) (*);
- Kindly make note that the birth or marriage certificate has to be certified by Apostille certificate issued by the Ministry of External Affairs of Kosovo.
- Proof of sufficient financial means for the duration of the intended stay (bank account statements of all accounts up to three months, pay slip up to three months or sponsor's pay slip up to three months and declaration of financial support certified by public notary) (*);
- Confirmation of prearranged accommodation (health care institution, commercial accommodation or lease agreement along with the property sheet from the land register related to the latter) (*);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000);

6. Resident permit application for official purpose

Residence permit for official purpose is issued for those who will stay in Hungary as a diplomat, member of an official delegation of a third country or international organization.

- Copy of the Note Verbale addressed to the Consular Department of the Hungarian Ministry of Foreign Affairs and Trade

7. Residence permit application for the purpose of scientific research

Residence permit for the purpose of scientific research is issued for those who will conduct scientific research in Hungary based on an agreement with a research institution.

- Proof of enrollment in the research institution, international, bilateral agreement, international scholarship or assistance program of Hungary (*);
- Research institution's guarantee for covering expatriation costs arising from researcher's potential overstay in Hungary (*);

- Proof of sufficient financial means for the duration of the intended stay (bank account statements of all accounts up to three months, scholarship grant, pay slip up to three months or sponsor's pay slip up to three month and declaration of financial support certified by public notary) (*);
- Confirmation of prearranged accommodation (research institution accommodation, commercial accommodation or lease agreement along with the property sheet form the land register related to the latter) (*);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000);

8. Residence permit application for the purpose of voluntary work

Residence permit for the purpose of voluntary work is issued for those who have a voluntary work contract with a public benefit organization in Hungary.

- Voluntary work contract with the public benefit organization (*);
- Proof of sufficient financial means for the duration of the intended stay (bank account statements of all accounts up to three months, scholarship grant, pay slip up to three months, sponsor's pay slip up to three month and declaration of financial support certified by public notary) (*);
- Confirmation of prearranged accommodation (commercial accommodation or lease agreement along with the property sheet form the land register related to the latter) (*);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000)

9. Resident permit application for other purpose

Resident permit for other purpose is issued for those having any other purpose to stay in Hungary than enlisted under point 1-7.

- Proof of stay in Hungary such as: certificate of school attendance, benefiting from pension (*);
- Proof of sufficient financial means for the duration of the intended stay (bank account statements of all accounts up to three months, scholarship grant, pay or pension slip up to three months, sponsor's pay or pension slip up to three month and declaration of financial support certified by public notary) (*);
- Confirmation of prearranged accommodation (commercial accommodation or lease agreement along with the property sheet form the land register related to the latter) (*);
- Travel insurance for at least the first 30 days of stay (minimum coverage shall be EUR 30 000);

what if my application is turned down?

If your application is turned down, the decision of Hungarian Immigration and Asylum Office will be given in a written form in which you will get information as to why your application was rejected.

If you received a decision you are not satisfied with, you can submit a written appeal no later than 8 calendar days from the day you received the decision.

The appeal procedure has a fee of EUR 20. The written appeal must be presented at the Consulates in person. Appeals can be submitted in visa or residence permit application time without appointment Monday to Friday from 8.30 AM to 11:00 Please note that there is no exception to these rules.

The appeal is assessed and decided by the Hungarian Immigration and Asylum Office. You may be requested to provide further supporting documents to the appeal procedure. Please be advised that during the time of the assessment the Consular Section will not answer any form of enquiry regarding state or outcome of the appeal procedure.

contacts of the embassy in pristina

Rr. Arben Xheladini nr. 157., Arberi 10000
Pristina

00383 38 248 004

consulate.prs@mfa.gov.hu

appointment:

termin.prs@mfa.gov.hu



