

# Schengen visa application guidance



## Before you apply

Kosovar passport holders need visa to travel to the Schengen Area, including Hungary.

### Which embassy to apply?

Before you apply please make sure you understand which embassy is competent to proceed your application.

You can lodge your application to Hungarian embassy:

- if the **sole destination is Hungary** and you do not wish to visit other Schengen countries
- if you travel to Hungary and you wish to visit other Schengen countries as well, but **Hungary is your main destination** in terms of the length or purpose of stay ( e.g. your business partner/ conference/relative is in Hungary, or you are planning to spend more days in Hungary than other Schengen states)

Please note that if you wish to visit your relatives e.g. in Germany, Austria or Switzerland but you travel via Hungary, you still need to lodge your application to the German or Swiss embassy accordingly! Schengen visas must be applied for at the respective Embassy/Consulate of the country of your main destination.

Please note, that the Embassy of Hungary only issues single entry visas according to the travel dates!

### Passport

Your passport should be **valid for at least three (3) months beyond the intended stay** and contain at least **two (2) empty pages**. During the procedure the passport stays with the embassy.

## How much is the fee?

| VISA FEE  | EURO |
|---|------|
| Kosovar citizens  | 35   |
| Russian federation, Albania, Armenia, Azerbaijan, Bosnia-Herzegovina, Georgia, Macedonia, Moldova, Montenegro, Serbia, Ukraine, Kap Verde | 35   |
| Schengen visa (other than the above nationals)  | 60   |
| Children bellow the age of 6  | 0    |

Family members of EU/EEA citizens are exempted from visa fee.



## Choose the visa category based on the purpose of travel to Hungary and prepare the supporting documents:

- visa application form
- 1 passport photo from the last 3 months
- personal bankaccount for the last 6 months
- Trusti and certification of tax payment
- employment contract, or if self employed: business registration, company bank account, certification of tax payment and Trusti of the company
- school certificate if applicable
- birthcertificate, marriage certificate, declaration on joint household
- prepaid hotel booking, or any other proof of accomodation for the entire period of stay
- Travel insurance valid for all Schengen States and the entire period of travel with a minimum coverage of 30.000 €

## **Additional supporting documents according to the purpose of stay:**

### **tourism:**

- travel plan
- proof of transport – prepaid bus or flight return ticket
- prepaid hotel booking

### **business:**

- invitation letter from the business partner – including the business program and travel dates, in original hard copy
- deployment letter of the Kosovar company for the Hungarian business trip
- invoices, contracts with the Hungarian partner

### **family/friend visit:**

- invitation letter endorsed by the Office of Immigration and Asylum of Hungary

### **conference, study, cultural, sport events:**

- invitation letter, including the detailed program – original hard copy
- paid registration fee

### **medical treatment:**

- confirmation of the Hungarian medical institution – original hard copy
- proof of deposit payment

**Please note that only those original hard copies will be returned after the procedure, where photocopy was enclosed!**

**The embassy has the right to request other additional documents during the procedure**



## How to apply?

### 1 . Book an appointment by sending email to [termin.prs@mfa.gov.hu](mailto:termin.prs@mfa.gov.hu).

The email should contain the following information:



name and surname of applicant  
date of birth of applicant  
passport number of applicant  
exact date of the intended travel  
purpose of the travel  
scanned copy of passport data page

In case any of the above required data is missing, the embassy will not consider the request for the appointment!

The embassy will reply your request within 3 working days, via email.

In case of family members travelling together, the above mentioned information should be provided for all family members, including children! All passport data pages should be scanned to the request as well!

Family members and groups need to book individual appointments!

Please note, that the Embassy of Hungary only issues single entry visas according to the travel dates!

In case you have been granted a tourist visa before by the Embassy of Hungary, the repeated tourism should be well based in the attached documents!

**Please note that Schengen visa procedure takes up to 15 days, therefore you are advised to plan your travel accordingly! You can lodge your application 3 months before the intended travel.**

### 2. Visit the embassy at the time of your appointment, submit your application and biometric data.

### 3. Pay the fee of the procedure on the same day to NLB Bank

Please note that the bank only accept the payment on the date of the issuance of the embassy's receipt! If you miss the payment on the day of applying, your application will not be proceeded and you will need to book a new appointment!

**4. Return to the embassy together with the bank invoice for your interview** on the same day of applying. Appointments for interview are scheduled between 2.00PM and 3.30.PM on the day of lodging your application.

**5. Collect your passport from the embassy** Fridays, of the week following of lodging your application.

If applied on:   Monday:           please collect your passport next week, Friday at 9.00AM  
                          Tuesday:           please collect your passport next week, Friday at 9.30AM  
                          Wednesday:       please collect your passport next week, Friday at 10.00AM  
                          Thursday:          please collect your passport next week, Friday at 10.30AM

## What If my application is turned down?

In case your application was refused, you can lodge an appeal within 8 days of receiving the refusal letter. The fee of the appeal is 30 EUROS. The appeal is processed by the Ministry of Foreign Affairs and Trade of Hungary. Kindly note that the Ministry only changes the decision in cases where there is a justified reason, proved by additional documents and the travel dates are still ahead.

## What If I'm a family member of an EU/EEA citizen?

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 or Hungarian 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 or Hungarian 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
- accomodation 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)

### Customer Service Office hours:

| Monday  | Tuesday  | Wednesday  | Thursday   | Friday                                     |
|---|--|--|--|--|
| 8.40 – 12.00<br>Schengen visas<br>due to prior<br>appointment               | 8.40 – 12.00<br>Schengen visas<br>and residence<br>permit<br>applications<br>due to prior<br>appointment | 8.40 – 12.00<br>Schengen visas<br>and residence<br>permit<br>applications<br>due to prior<br>appointment | 8.40 – 12.00<br>Schengen visas<br>and residence<br>permit<br>applications<br>due to prior<br>appointment | 9.00 – 11.00<br>Collection of<br>passports |
| 12.00 – 13.00<br>Inquires on bans<br>on entry and stay                      |  |  |  |  |
| 14.00 – 15.30.<br>Interviews,<br>Schengen visas<br>lodged in the<br>morning | 14.00 – 15.30.<br>Interviews<br>applications<br>lodged in the<br>morning                                 | 14.00 – 15.30.<br>Interviews<br>applications<br>lodged in the<br>morning                                 | 14.00 – 15.30.<br>Interviews<br>applications<br>lodged in the<br>morning                                 |  |

**Please note that prior appointment is required to lodge Schengen visa or residence permit application!**