



Embassy of Hungary
New Delhi



Hungarian Visa Application Centre
of
VFS Joint Visa Application Centre

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

RESIDENCE PERMIT FOR THE PURPOSE OF WORK

SUBMITTED

GENERAL ENCLOSURES	YES	NO
Dully filled and signed application form for residence permit and Appendix 10 –find it on the website of National Directorate-General for Aliens Policing of Hungary : http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=62&Itemid=816&lang=en#		
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 authorised duration of residence expires.		
Flight booking		
Statement undertaking the commitment of voluntary exit if the application is refused		
Valid travel insurance		
Police Clearance Certificate		
Bank statement of the last 6 months		
Birth certificate in English with Apostille Attestation		
CV in English		
Declaration on the member of immediate family members under the applicant’s financial support, if the applicant’s status is married.		

DOCUMENTS EVIDENCING THE PURPOSE OF RESIDENCE (MANDATORY)	YES	NO
Preliminary agreement aimed at establishing an employment relationship		
Valid labour demand		
Document in proof of the qualification with certified Hungarian translation (if the job requires a qualification- the most recent school certificates which are related to the job, with Apostille legalization)		

DOCUMENTS EVIDENCING SUBSISTENCE	YES	NO
Income certificate issued by the employer for the previous 6 months and/or		
Income certificate issued by the tax authority for the previous year and/or		
A certificate issued by the employer evidencing regular income received from abroad and/or		
A certificate issued by the tax authority evidencing regular income received		



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from abroad and/or		
A statement from a Hungarian or foreign financial institution concerning the applicant's bank account.		

DOCUMENTS PROVING THE EXISTENCE OF HUNGARIAN ACCOMMODATION	YES	NO
A residential lease contract or		
A document on accommodation by courtesy, and the consent of the usufruct beneficiary (if the property is burdened by usufruct) or		
A document on accommodation by courtesy, and the consent of the usufruct beneficiary (if the property is burdened by usufruct) or		
Documentary evidence to verify the reservation of accommodation and payment or		
A notarised statement made by a family member providing the accommodation, promising lodging to the applicant or		
A real estate sales contract and a copy of the decision of the competent Budapest or county government agency granting permission for the acquisition of a real estate property.		

DOCUMENTS EVIDENCING COMPREHENSIVE HEALTHCARE SERVICES	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. Original Documents must be presented during the personal interview with the visa officer.*

Contact of applicant (Tel): _____ Email: _____

Signature (applicant): _____ SO Name: _____

Location: _____ Date: _____