

## 2. How to extend your permit

(If you are already a holder of this type of permit)

1. Sign in or register at [www.enterhungary.gov.hu](http://www.enterhungary.gov.hu)
2. Select application for residence permit, then click on „study or student mobility”
3. Fill out all of the obligatory files
  - a) **lastname and forename should be written as in the passport (recommendation: OCR code LASTNAME>>FORENAME>FORENAME>)**
  - b) please avoid using special characters (eg. „ä”)
  - c) use your mother’s maiden name (full name at her birth)
  - d) the planned duration time is maximum two years
4. Upload all the mandatory attachments to your Enter Hungary case
  - a) photo
  - b) copy of your passport
  - c) **school certificate**
  - d) documents about financial background (**bank statement**)
  - e) accommodation **papers (lease contract/ dormitory contract)**
  - f) health insurance
  - g) Pay admission fee if **you are bound** see the details: *Exemption from payment of application procedure fees*
  - h) Submit your case – **please make sure that you press the submit button! When your case background turns green, the application is submitted successfully.**
  - i) Come in person to one of our client services **30 days before the expiration date.**
  - j) Visit one of our client services personally **in 15 days from the day you receive our notification on Enter Hungary but at latest, on the day the permit expires.**

- k) Check your to do list (*storage*) in Enter Hungary frequently

### Important!

**You will get your residence permit by post within 3 weeks after your Enter Hungary case closed. Make sure that your name is on the mailbox! Please, do not visit our office regarding this matter.**

### Important fields on your permit:

- Field #4.1      number of the residence permit (000000000)  
Field #11      date of expiration (day/month/year)



## Required documents for extension of the residence permit

1. Passport size photo

### Useful tip:

We **recommend** submitting your passport size photo and signature together (on one page), because it accelerates the online application process.

2. Full copy of valid passport. (*empty pages excluded*)
3. School Certificate of current semester
4. Scholarship certificate, if applicable (*Hungarian State Scholarship e.g. Stipendium Hungaricum*)
5. Proof of payment of the tuition fee
6. Transcript of credits earned during studies
7. Bank balance statement, if it is not under your name please attach support letter as well.
8. Health insurance
9. Accommodation report signed by both parties  
([http://oif.gov.hu/index.php?option=com\\_k2&view=item&layout=item&id=543&Itemid=1291&lang=en#](http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=543&Itemid=1291&lang=en#))
10. Pay the administrative fee – check “*Exemption from payment of application procedure fees*”.