

**HUNGARY VISA APPLICATION CENTRE
CHECKLIST FOR BUSINESS VISA**

		Submitted
1.	Application form – available online free of charge One application form duly completed and signed by applicant Note: For children under 18 years old, both parents must sign the application/declaration form/questionnaire. Passport copies of the father and mother have to be attached along with their No Objection covering letter.	
2.	Original passport and passport copy Note: The passport and the UAE resident permit must be valid at least 3 months longer than the intended date of return from Hungary. The passport must contain the signature or the fingerprint of the holder. At least 2 empty pages must be available in passport. Passport issued more than 10 years ago will not be accepted.	
3.	One recent passport photograph Note: (not older than 6 months); for men: without head cover. For photo specification please refer to our website http://www.vfsglobal.com/hungary/uae/tourist_photospecific.html	
4.	Letter from local sponsor Stating designation, salary and start date of employment in the UAE or Legally translated trade license if self-sponsored.	
5.	Copy of invitation letter from the host company in Hungary	
6.	Letter confirming which party will cover travel expenses and/or up-to-date personal bank account statement for the last 6 months (original and stamped from the bank) if travel expenses will be covered by applicant.	
7.	Confirmed hotel booking - full address of the host/the hotel must be written in the application: full name, street name, no. of building, city and city code.	
8.	Overseas Medical Insurance copy - covering the territory of the Member States of the Schengen Agreement and with minimum coverage of EUR 30, 000 for medical expenses, repatriation and evacuation.	
9.	Flight ticket or flight reservation including return flight and 1 photocopy thereof.	

Please note:

- Applicants must appear in person
- All documentation must be submitted in English or Hungarian language
- For children registered in a parent's passport, a separate application form has to be submitted.
- Only original documents will be accepted; additional photocopies may be required
- Application forms can be downloaded from <http://konzuliszolgalat.kormany.hu/visa-application-forms>

Remarks _____

Declaration

I have been informed that an application without a complete set of documentation according to the above mentioned checklist may result in a rejection of my visa application. Besides, the Embassy of Hungary reserves the right to ask for additional supporting documents and does not guarantee the issuance of visa. The approval of visa applications is 14 days!

I hereby declare that all documents and information which is part of my visa application are genuine and valid. In case any changes might occur during the processing time of my visa application, I am obliged to report it to the Hungarian Embassy in Abu Dhabi by sending an email to consulate.abu@mfa.gov.hu

I take note of the fact that in case I mislead the Hungarian authorities (by e.g. modifying or cancelling a reservation) during the approval process or even after the issuing of the visa, the Schengen visa application will automatically be rejected or the issued visa will be revoked by the Hungarian authorities without providing any reason.

Submission Officer Signature

Applicant Signature