

D visa intra-corporate transfer Checklist

D 类公司内部调动材料清单

Please Note: The Embassy of Hungary reserves the right to request additional information/documentation not mentioned in the list below. If necessary, to interview the applicant. The applicant is hereby informed that submitting the below-mentioned documents does not guarantee automatic issuance of a visa

注意：匈牙利使馆有权要求申请人补充下列清单中没有的材料，如有必要，申请人有可能被要求前往使馆面试。提交下列文件并不能保证签证的自动签发。

Mandatory Documents 材料清单		Yes	No	Remarks
1.	<p>1. Application form + appendix 9. 10.</p> <p>2. Language: The form and Appendix must be filled out in English preferably with blue ink pen.</p> <p>3. Signature: As it appears in the passport.</p> <p>4. For applicants under 18 years of age, the application form must be signed by the parents or legal guardian.</p> <p>1. 居留许可申请表，及 9. 10 号附表格</p> <p>2. 完整填写并用蓝色笔签字的英文表格</p> <p>3. 签名：笔迹须与护照上签名保持一致</p> <p>4. 18 岁以下的未成年申请者：申请表必须由父母其中一方或法定监护人签名。请不要代签未成年人的姓名。</p>			
2.	<p>One recent identity photo</p> <p>1 passport-size colour photo with white background, taken within 3 months, forward-looking without any head-coverings.</p> <p>1 张 2 寸彩色白底的照片（3 个月以内，免冠不能戴眼镜）</p>			
3.	<p>Passport, original + copy</p> <p>1. Valid passport</p> <p>2. Make sure your passport has two completely blank and unmarked visa pages (blank pages do not need to be adjoining pages).</p> <p>3. The passport must be signed by its owner with an official signature in all the required places, otherwise, your application can not be accepted by the visa application center.</p> <ul style="list-style-type: none"> These rules do not apply for newly issued Chinese passports with electronic signature <p>4. Copy of the first (identity information) page, the last (signature) page of the passport</p> <p>护照原件+复印件</p> <p>1. 有效的护照。</p> <p>2. 请确认您的护照上至少有两页空白签证页（可以是不连续的 2 页）。</p> <p>3. 请注意，护照上的签字必须由本人签字，否则您的签证申请将不被接受。</p> <ul style="list-style-type: none"> 以字母 E 开头的新版中国护照无需额外签名 <p>4. 护照首页（个人信息页）和末页（签字页）复印件</p>			
4.	<p>Documents verifying the purpose of residence</p> <p>1. employment contract or letter of assignment between the applicant and the company established in the third country, stating that the intra-corporate transfer was immediately preceded by three months of continuous employment at the same company or group of companies,</p> <p>2. evidence that the Hungarian host entity and the company established in a third country belong to the same company or group of companies;</p> <p>3. evidence, in the case of executive employees and specialists that the third-country national has the university degree or vocational training, or in the case of trainee employees, the university degree required;</p> <p>4. statement issued by a Hungarian host entity stating that the executive employee or specialist has the experience needed for the intra-corporate transfer,</p> <p>5. declaration by the company established in a third country of the planned duration of the intra-corporate transfer in Member State of the European Union (to prove that among the Member States of the European Union, Hungary is the country with the</p>			

	<p>longest period of intra-corporate transfer)</p> <p>证明居留目的的文件</p> <ol style="list-style-type: none"> 1. 申请人与在第三国设立的公司之间的工作合同或委派书，说明在公司内部调动之前，已经在同一家公司或公司集团连续工作了三个月； 2. 证明匈牙利邀请方/雇佣方和在第三国设立的派遣公司属于同一家公司或集团公司的文件； 3. 具有大学学位或职业培训的文件， 4. 匈牙利邀请方/雇佣方出具的声明，说明该员工具有公司内部调动所需的经验； 5. 在第三国设立的公司需出具说明员工在欧盟成员国的企业内部调动计划停留时长的声明(证明在欧盟成员国中，匈牙利是企业内部调动停留时间最长的国家) 			
5.	<p>Documents provint the existence of accommodation in Hungary</p> <p>The applicant shall declare a real Hungarian address as an accommodation on the application form. A separate document will not be required to be attached to the declaration.</p> <p>证明申请人在匈牙利有住所的文件</p> <p>申请人应在申请表上申报真实的匈牙利地址作为住所。不需要另附文件。</p>			
6.	<p>Documents in proof of means of subsistence in Hungary</p> <p>One of the following documents must be submitted as proof that the applicant has sufficient resources, i.e. (s)he can cover costs related to his/her subsistence, accommodation, return/onward travel (i.e. exit from Hungary) and healthcare services from legally acquired income and savings:</p> <ol style="list-style-type: none"> 1. an employment contract or a letter of assignment , 2. a certificate from a credit institution under the applicant's name (e.g. a bank account statement, an account statement on savings or stocks and bonds, bank balance statement), 3. a document on regular income issued by the employer or the tax authority. <p>在匈牙利的生活来源证明文件</p> <p>必须提交以下文件之一，以证明申请人有足够的经济来源，即他/她可以用合法获得的收入或储蓄承担与他/她的生活、住宿、返回/继续旅行(即离开匈牙利)和医疗等有关费用:</p> <ol style="list-style-type: none"> 1. 工作合同或委托书; 2. 申请人名下的银行证明(例如存款证明、储蓄或股票及债券对账单、银行流水单); 3. 雇主或税务机关出具的关于固定收入的证明文件。 			
7	<p>Documents proving that the applicant meets the conditions of exit (i.e. conditions to a return/onward travel)</p> <p>Meeting the conditions of exit may be proved by:</p> <ol style="list-style-type: none"> 1. a valid passport, 2. having a valid ticket/valid tickets for the relevant travel or the amount of money to cover the costs of the travel. <p>证明申请人符合离境(即返程/继续旅行的条件)的文件</p> <p>符合出境条件的，可以证明:</p> <ol style="list-style-type: none"> 1. 一个有效的护照, 2. 持有离境的有效票据或者是足够的金额可支付旅行费用。 			
8	<p>Documents proving that the applicant has health insurance</p> <p>Documentary evidence must be submitted as proof that the applicant has access to comprehensive health insurance services covering all healthcare services or that (s)he can cover the costs of such services.</p> <p>An applicant meets this condition in the following cases:</p> <ol style="list-style-type: none"> 1. (s)he qualifies as a person with health insurance services under social security, 2. (s)he has access to the Hungarian health insurance services within the framework of an international convention/treaty or agreement, 			

	<p>3. (s)he can cover the costs of his/her healthcare services based on documents in proof of his/her means of subsistence available in Hungary.</p> <p>证明申请人有保险的文件 申请人必须提交证明文件，以证明其享有涵盖所有医疗的全面保险服务，或证明其能够支付此类服务费用的证明。 申请人在下列情况下符合此条件:</p> <ol style="list-style-type: none"> 1. 他/她有资格享受社会保障下的健康保险服务; 2. 他/她可以在国际公约/条约或协定的框架内享受匈牙利的医疗保险服务; 3. 有文件可以证明他/她在匈牙利有生活来源可支付其医疗服务费用。 			
9.	<p><u>For foreign applicants</u> Chinese residence permit (Copy and Original) A foreign applicant must hold a valid residence permit. 非中国国籍申请人 有效的中国居留许可（原件和复印件） 外国申请人必须持有有效的居留许可。</p>			
10	<p>A residence permit for the purpose of intra-corporate transfer may be issued to a third-country national:</p> <ul style="list-style-type: none"> • who at the time of the application for a residence permit resides outside the territory of the Member States of the European Union and has been transferred intra-corporate, or • holding a residence permit for the purpose of intra-corporate transfer issued in any Member State of the European Union (permit for long-term mobility) <p>Intra-corporate transfer is defined as a third-country national residing outside the territory of the Member States of the European Union and who is temporarily posted for employment or training purposes by a company established outside the territory of the Member States of the European Union and the third-country national is bound by work contract before and during his/her transfer with the same company or group of companies and in special cases mobility between host organisations established in one or more second Member States.</p> <p>以公司内部转移为目的的居留许可可以发给第三国国民:</p> <ul style="list-style-type: none"> • 在申请居留许可时居住在欧盟成员国境外，并已在公司内部调动，或 • 持有欧盟任何成员国签发的以公司内部调动为目的的居留许可(长期流动许可) <p>公司内部调动是指居住在欧盟成员国领土以外的第三国国民以工作或培训之目的被在欧盟成员国领土以外的公司临时派遣入境，该派遣包括其在本公司或集团公司之间的调动以及在特殊情况下，在一个或多个欧盟成员国成立的不同用人单位之间的流转。该第三国国民在进行该调动之前或期间，应受工作合同的约束。</p>			

Inquiry Officer to choose as appropriate:

资料审核员根据适用情况选择:

1 . The applicant has confirmed that s/he has no other documents to submit.

申请人已经确认她 / 他不提交其他材料。

2 . The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

申请人已经递交了上述材料，我已告知其如不提交所有必要材料可能会导致被拒签，但其选择继续提交申请。

Officer & Date

Applicant's Signature