

NATIONAL VISA – EMPLOYMENT

DOCUMENTS TO BE SUBMITTED	Original	Copy
1. Application form Fully completed in Hungarian or English language version (http://www.oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=62&Itemid=816&lang=en) printed out and signed by the applicant (residence permit & appendix 9).	1	
2. Passport: <ul style="list-style-type: none"> • Signed by bearer • Issued within 10 years • Must have at least 2 empty visa pages • Copy of passport data page • Copy of previous European national visas/Schengen visas 	1	1 1
3. 1 recent photographs (must have been taken within the last 6 months without any modification), requirements as follow: <ul style="list-style-type: none"> • White background • Size 3,5 x 4,5 cm • The face should cover at least 80% of the picture, sample chart: https://www.schengenvisainfo.com/photo-requirements/ 	1	
4. Travel purpose <u>Employment:</u> <ul style="list-style-type: none"> • A prior agreement concluded with a view to entering into an employment relationship, or a document verifying the employment relationship (job description must be included) • A certificate of education and qualifications (recommended to have the official Hungarian translations provided by OFFI https://www.offi.hu/en) 		1 1
5. Proof of Accommodation, which can be: <ul style="list-style-type: none"> • a residential lease contract in proof of the rental of a residence; • a document on accommodation by courtesy; • documentary evidence to verify the reservation of accommodation and payment; • a statement on boarding (dormitory) services; • a document in proof of ownership of the residential property, by means of a certified copy of title deed issued within 30 days to date; • 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; • other documents. 		1 1 1 1 1 1 1



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6. Flight booking: print-out of intended <u>flight reservation (not required to present a paid booking confirmation)</u> , which mentions the applicant's name and date of trip		1
7. Health insurance & Travel insurance <ul style="list-style-type: none"> • Proof of having access to comprehensive health insurance services, or that he/she has the necessary financial resources to cover the costs of such services. • For the travel insurance should be valid for the first 30 days of the applicant's stay with the minimum coverage of €30,000 (list of companies in Indonesia providing travel insurances that comply with the Schengen Visa Code requirements provided by the Embassy). 		1
8. Proof of Funds, which can be: <ul style="list-style-type: none"> • a statement from a Hungarian or foreign financial institution concerning the applicant's bank account; • an income certificate issued by the tax authority for the previous year; • an income certificate issued by the employer; • a certificate issued by the employer and/or tax authority as proof of regular income received from abroad; • other reliable means. 	1 1 1 1	
9. Proof of family status, others: <ul style="list-style-type: none"> • Copy of family card (kartu keluarga) • Copy of birth certificate, marriage certificate & KTP 		1 1
10. Documents should be submitted by using the <u>A4</u> paper size, no staple nor reversible printed		
**) Legalization will not be provided by the Embassy due to the Indonesian Government's new regulation. For Apostille Certificate (e.g.: certificate of education) kindly visit: https://apostille.ahu.go.id/ .		

Additional documents might be requested at the Embassy's discretion during the process

Checklist for VFS Official:

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

The submitted documents are Complete Not complete

Comments:

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Visa fee is paid. **(110 EUR)**

Biometric data have been collected.

Name of VFS Official:

Signature:

Date:



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Applicant to sign:

Regarding Biometrics data

If the biometric data of the applicant was collected in the last 59 months, it is not mandatory to provide them again. **However, if the previously taken fingerprints are of bad quality and cannot be used for the new visa, the applicant will need to visit the VAC/Embassy again, to provide their biometric data.** So it is recommended to provide biometric data at the time of the visa application.

I confirm that I would like to have my biometric data collected at the time of the visa application.

Name:

Signature:

Date:

Regarding incomplete documents

In case of incomplete documents: The applicant has been informed that failure to submit all the necessary supporting documents may lead to the refusal of the application, despite this the applicant wishes to proceed with their application.

I understand that submitting all the required documents does not guarantee that my application will be approved.

Name:

Signature:

Date: