



HUNGARY VISA APPLICATION CENTRE CHECKLIST FOR BUSINESS VISA

Sr. #	Documents Required	Yes	No
1	Application form – <u>available online free of charge</u> One application form is duly completed and signed by applicant. <i>Note: For children under 18 years old, both parents must sign the application.</i>		
2	Original Passport and Passport Copy Note: The passport and the ZAF resident permit must be valid at least 3 months longer than the intended date of return from Schengen States. The passport must contain the signature or the fingerprint of the holder. At least 2 consecutive blank pages must be available in passport. Passports 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 https://www.vfsglobal.com/one-pager/hungary/southafrica/english/index.html		
4	Employment Letter A letter from the employer stating monthly wages, commencement of employment, continuing employment after period of leave and duration of vacation position, designation and leave confirmation etc. • If self-employed: a recent certification from the SA Companies and Intellectual Property Commission (CIPC). • If student: letter from institution/confirmation from school/college/ university in South Africa certifying the student status of the applicant. • No contracts of employment to be accepted.		
5	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.		
6	Copy of invitation letter from the host company in Hungary		
7	Letter confirming which party will cover travel expenses		
8	Personal bank account statement for the last 3 months – original/ digital and stamped from the bank. If being Sponsored – A signed Sponsorship letter to be notarized or signed by two witnesses, Copy of Sponsor's passport and 3 months bank statements are required.		
9	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.		
10	Flight ticket or flight reservation including return flight and traveling to more than one Schengen States are required to complete itinerary on website.		
11	Minor : Is the visa application for a minor child (under 18) who will be travelling without 1 or both of their parents or guardians? Then the following documents are required: • A recent extract of the child's birth certificate. • A consent form signed by the parents or guardians not travelling with the minor. • A signed valid travel document (such as a passport) of the parents or guardians not travelling with the child. • If 1 of the parents or guardians has a valid Schengen visa: a colour photocopy of the biographical data page of their passport and of their valid Schengen visa. The biographical data page contains the passport holder's details and photo. • If 1 of the parents or guardians has died: a photocopy of the death certificate of the deceased parent or guardian. • If a guardian has been appointed: a photocopy of official proof of guardianship. • If there is a court order in place: a photocopy of permission from the court for the minor to travel.		

Please note:

- Applicants must appear in person.
- The embassy will not accept applicants holding passports from Botswana, Zambia and Namibia
- All documentation must be submitted in English or Hungarian language.
- For Biometrics if fingerprints are faint a Doctors Note is required.
- 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 processing of visa applications is 15 days and 17 days for any applications submitted in Durban / Cape Town.

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 Pretoria by sending an email to consulate.prt@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 Applicants Signature Date
