



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 duly completed and signed by applicant. <i>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.</i>		
2	Original Passport and Passport Copy Note: The passport and the <u>UAE-ZAF</u> 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 consecutive blank 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. <u>Both ears must be seen, the teeth cannot be seen.</u> 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 etc. <ul style="list-style-type: none">• 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.		
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 <u>36</u> months (original and digitally stamped from the bank) if travel expenses will be covered by applicant.		
7	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.
- Only original documents will be accepted; additional photocopies may be required.
- Application forms can be downloaded from <http://konzulizsolgalat.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!

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