



**ORSZÁGOS  
IDEGENRENDESZETI  
FŐIGAZGATÓSÁG**



**APPENDIX 10**  
*(employment)*

<b>Submission of application:</b> <input type="checkbox"/> by the applicant in person <input type="checkbox"/> through the employer					
<b>Delivery of document:</b> <input type="checkbox"/> Applicant will collect the document at the <u>issuing authority</u> . Phone number: _____ <input type="checkbox"/> Applicant requests delivery of the document <u>by way of post</u> . E-mail address: _____					
<b>Delivery of document if application is submitted through a <u>preferred employer</u>:</b> <input type="checkbox"/> Applicant will collect the residence permit document at the <u>issuing authority in Hungary</u> . <input type="checkbox"/> Applicant requests delivery of the residence permit document <u>by way of post</u> . <input type="checkbox"/> Applicant, if not residing in Hungary, will collect the entry visa for receiving a residence permit at a specific <u>foreign mission</u> , namely: _____ (country, locality)					
<b>1. Information about means of subsistence in Hungary</b>					
amount of estimated income from employment:			previous year's taxed income in Hungary:		
amount of savings available:			other income/assets for means of subsistence:		
<b>Information required for single permit</b>					
<b>2. Particulars of Hungarian employer</b>					
name:					
registered address:					
postal code:		locality:		name of public place:	
type of public place (street, road, square, etc.):		building number:	building:	block:	floor:
					door:
Employer's tax number /tax identification code:		KSH number:		TEÁOR number:	
<b>3. Are you going to be employed by a temporary employment agency?</b> <input type="checkbox"/> yes <input type="checkbox"/> no					

<b>4. Qualification required for the position:</b>	<b>5. Educational attainment:</b>	<b>6. Employment before arriving to Hungary:</b>
	<input type="checkbox"/> primary school <input type="checkbox"/> specialised school <input type="checkbox"/> vocational school <input type="checkbox"/> high school <input type="checkbox"/> vocational secondary education institution <input type="checkbox"/> institution of technology <input type="checkbox"/> college <input type="checkbox"/> university <input type="checkbox"/> no primary school graduation	

<b>7. Place(s) of work:</b> Is there only one place of work? <input type="checkbox"/> yes <input type="checkbox"/> no  If yes: address:	Is work to be performed within the territory of more than one counties? <input type="checkbox"/> yes <input type="checkbox"/> no  If yes, place of commencement of work: address:	Are you going to work at the employer's various business establishments which are located in the territory of more than one counties?  <input type="checkbox"/> yes <input type="checkbox"/> no
--	---	---

<b>8. Date of prior agreement with the employer:</b> year      month      day	<b>9. Position (FEOR number):</b>
--	-----------------------------------

<b>10. Skills and qualifications for the job:</b>
<u>Length of practical experience</u> for the job to be performed: <u>Special skills and qualifications</u> for the job to be performed: <b>Knowledge of languages</b> Native language: Other language(s) spoken: <b>Do you speak Hungarian?</b> <input type="checkbox"/> yes <input type="checkbox"/> no <b>Have you ever worked in Hungary before?</b> <input type="checkbox"/> yes <input type="checkbox"/> no If yes, validity period of previous single permit: Previous Hungarian employer: Name: Address:

<b>11. Does any of the following special circumstances apply to the third-country national?</b> <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> working within the framework of post-doctorate related employment, or under the Bolyai János Research Scholarship as part of the tender or within the framework of the scholarship program; <input type="checkbox"/> a natural person in the service of an ecclesiastical legal entity of a listed church (ecclesiastical personnel) within the framework of a special ecclesiastical service relationship, under contract of employment or other similar relationship; <input type="checkbox"/> being a researcher working within the framework of an international agreement between Hungary and another State, provided that this is verified by a certificate issued by the Hungarian Academy of Sciences; <input type="checkbox"/> being a researcher carrying out research in Hungary under a hosting agreement concluded with a research organisation accredited according to the Government Decree on the Accreditation of Research Organisations Hosting Researchers Who Are Third-country Nationals, and on Hosting Agreements; <input type="checkbox"/> a professional athlete involved in sporting activities within the framework of employment; <input type="checkbox"/> a professional trainer engaged in activities to prepare professional athletes for sporting activities; <input type="checkbox"/> a close relative of military personnel of Member States which are parties to the NATO-SOFA Agreement, stationed in the territory of Hungary and of the civilian staff described under Paragraphs <i>a)</i> and <i>b)</i> of Point 1 of Article I of the NATO-SOFA Agreement; <input type="checkbox"/> a family member of a sponsor provided for in Section 19 of the Act on the Admission and Right of Residence of Third-Country Nationals (RRTN), if lawfully resides in the territory of Hungary for at least one year before the submission of an application for residence permit within the framework of a single application procedure, holding a valid residence permit issued for the purpose of family reunification, and employment of the sponsor is exempt from work permit requirement; <input type="checkbox"/> a family member of a person who has been granted refugee or subsidiary protection status, or is the parent of an unaccompanied minor recognised as a refugee, or his/her guardian in the absence thereof, provided that he/she holds a valid residence permit issued for the purpose of family reunification before the time of submission of an application for residence permit within the framework of a single application procedure; or <input type="checkbox"/> from a country neighbouring Hungary and is working in any of the professions provided for in a communication by the Ministry of National Economy, including employment by way of temporary agency work.

**12. Does any of the following circumstances apply to the third-country national?** ☐yes ☐no

- ☐ being the director of a branch or representative office of a foreign-registered business association, as defined by international agreement;
- ☐ being a person delegated by states which are parties to the agreement for setting up an international organisation or a common organ not recognised as an international organisation, if working for the international organisation or the common organ, or a close relative of such delegate subject to reciprocity between the states which are parties to the agreement;
- ☐ performs education activities in primary, secondary and tertiary educational institutions in a foreign language, if performed – as verified by the minister in charge of education – under an international education program signed by the competent ministers of the States affected;
- ☐ performs work within the framework of practical training courses participating in the Comenius, Erasmus, Leonardo da Vinci and Grundtvig programmes;
- ☐ qualifies as key personnel;
- ☐ the third-country national is employed by a business association under foreign majority ownership, where the number of third-country nationals employed in a calendar quarter, on the last day of the previous calendar quarter does not exceed five per cent of the labor force in the previous calendar quarter;
- ☐ with the exception set out in Subparagraph *ba*) of Paragraph *b*) of Subsection (7) of Section 104 of Act CCIV of 2011 on National Higher Education, for the employment of a third-country national who is internationally recognised in the field of education, science or art, provided that such employment exceeds ten working days per calendar year, and if invited by an institution of higher education, scientific research institute or cultural and art institutions (if the duration of employment exceeds ninety days);
- ☐ being the spouse of a person with refugee status, a beneficiary of subsidiary protection, a person enjoying temporary protection, and of a person who has been granted immigrant or permanent resident status, if they lived together in Hungary for at least one year;
- ☐ being a person with refugee status, a beneficiary of subsidiary protection, or a person enjoying temporary protection, and the widow of such a person, if they lived together in Hungary for at least one year before the time of death;
- ☐ being a third-country national to be employed by an international organisation or by the diplomatic mission or consular post or other bodies of a foreign state, or their staff, if other than the regular staff and if not considered a delegated member of the state which he/she represents;
- ☐ being a third-country national by a motion picture company that is registered by the motion picture authority according to the Act on Motion Pictures;
- ☐ being the family member of a third-country national holding an EU Blue Card, to whom the provisions on family reunification apply.

**INFORMATION**

The application for residence permit must be submitted in person with documents verifying compliance with conditions for residence enclosed. One facial photograph and proof of payment of the administrative service fee provided for by law must also be enclosed with the application. At the time of submitting the application the applicant shall produce his/her valid travel document. The passport must be valid for at least 3 additional months beyond the date of expiry of the residence permit.

**The following must be enclosed with the application:**

**documents evidencing the purpose of residence**

- prior agreement concluded with a view to entering into a employment relationship, or a document verifying the employment relationship
- certified copy of the document in proof of the third-country national's education and qualification for the job in question, language skills, practical experience, and other faculties, and the certified translation thereof
- documents evidencing the special circumstance indicated

## INFORMATION

**Documents evidencing the above-specified special circumstances must be provided enclosed with the application.**

**documents evidencing the use of lodging**

- certified copy of title deed issued within 30 days to date
- residential lease contract
- a document on accommodation by courtesy
- completed accommodation registration form signed by landlord
- other document

**documents evidencing subsistence**

- income certificate issued by the tax authority (NAV) for the previous year
- income certificate issued by the employer or prior agreement or contract of employment
- other document (e.g. bank account statement, extract)

**documents evidencing comprehensive sickness insurance cover**

*During the process, the immigration authority may request further documents for ascertaining the relevant facts of the case.*

If the conditions that served as the basis for issuing the residence permit have not changed by the time the application for the extension of the residence permit was submitted, and they remain capable to verify the conditions for residence, documents to support such unaltered conditions need not be supplied once again.

The competent immigration authority may be requested to obtain from another authority proof for any data you have supplied. That part of the application shall be construed as consent for the processing and transmission of your personal data. If any requisite data is obtained by the competent immigration authority, the relating charge or administrative service fee must be paid to the immigration authority.