

Intra-corporate Transfer

1.	▪	Application form and Appendix no. 9.10 duly filled out in English and signed by the applicant on site upon application with blue ink pen.
2.	▪	One recent passport picture <i>Photo must be: 35 mm wide, 45 mm high, photo must be well contrasted, person must look straight into the camera, head must be straight, not tilted, mouth closed.</i>
3.	▪	Valid passport (plus one photocopy of biometric page) <i>At least two empty visa pages, the passport must be valid for at least three months after the intended date of departure from the territory of the Member States and the travel document shall have been issued within the previous 10 years.</i>
4.	▪	Proof of right to reside in the UK (plus one photocopy of back and front) <i>Original and copy of residence permit or British passport.</i>
5.	▪	Documents verifying the purpose of residence: <ul style="list-style-type: none">· 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,· evidence that the Hungarian host entity and the company established in a third country belong to the same company or group of companies;· 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;· statement issued by a Hungarian host entity stating that the executive employee or specialist has the experience needed for the intra-corporate transfer,· 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 longest period of intra-corporate transfer)
6.	▪	Documents in proof of means of subsistence in Hungary may be verified by: <ul style="list-style-type: none">· an employment contract or a letter of assignment,· 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),· a document on regular income issued by the employer or the tax authority.
7.	▪	Documents proving the existence of Hungarian accommodation 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.
8.	▪	Documents proving the existence of comprehensive health insurance Enclosed with the application for residence permit the applicant shall provide proof of having access to comprehensive health insurance services (in particular on the basis of specific other legislation on the social security system, international agreement, or under specific agreement), or that he/she has the necessary financial resources to cover the costs of such services.

Documents evidencing the conditions of exit may be verified by:

9.
 - a valid passport or the permits necessary for the third-country national for returning to his/her country of origin, or to the country he/she indicates;
 - and a valid ticket for departure, or sufficient funds to purchase such a ticket, or a means of transport lawfully used by the third-country national.

Passport Number _____ valid until __/__/____

Resident Permit _____ valid until __/__/____

IMPORTANT NOTES:

The applicant is hereby informed that the Consular Office of the Hungarian Embassy has full authority to request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant accepts that submitting all required documentation does NOT guarantee the issuance of a residence permit.

I, the applicant declare that I have been informed by VFS staff about any incomplete / incorrect documentation regarding my residence permit application and that I received back all my original documents, which I had showcased as evidence to the VFS counter staff.

Date:

Signature of Applicant:

<p>Name of VFS Staff:</p>
