



Avicenna International College

AIC Rules and Protocols

R-102

“Visa and Residence Permit Services”

INTRODUCTION:

Avicenna International College (AIC) provides assistance to all its applicants and active students. The support of AIC is completely within the rules and regulations of Hungary and the European Union. AIC is NOT responsible for any decision of the visa and immigration authorities in Hungary or any other country. It is the SOLE responsibility of the students and applicants to FULLY comply with the prevailing rules and regulations of Schengen and Hungary.

I. Hungarian Schengen Visa (before arrival in Budapest)

Some applicants who have been admitted to a study program at AIC may need a visa to enter Hungary or the Schengen zone. AIC will provide counseling and the documents required by law which includes "Letter of Admission", "Certificate of Payment", "Certificate of Insurance" and "Certificate of Accommodation". Authorities may require AIC to provide further certificates or information regarding the course of study which AIC will provide to the Embassy or immigration authorities.

It is the FULL responsibility of the admitted applicants to prepare the documents which are required by the Hungarian Embassy for issuing the entry visa to Hungary. This visa will allow you to get your residence permit in Hungary while you are an active student.

Documents Required for Hungarian Schengen Visa

The documents which are required for the Hungarian Schengen visa may vary depending on which embassy or consulate you are applying to. In general, the following documents are required:

1. Your passport with at least 2 years validity.

2. The Admission Letter issued by AIC.
3. The original "AIC 02 Form" issued by AIC.
4. Your academic degree and transcripts translated into English officially.
5. Your recent photo.
6. Your financial statement which is issued by your supporter, usually parents.
7. Your CV.
8. Financial support from your father or guardian.
9. Any other document required by the Hungarian Embassy or Consulate in your country of application.

Hungarian Schengen Visa Application Procedure

1. You should prepare all the required documents in original.
2. The Admission Department at Student Center can provide you with information and counseling. This service is free-of-charge.
3. The Representative Office of AIC or the Agent/Consultant in your country (where available) can help you with the process of visa application. These offices may ask you to pay some service fees which are NOT related to AIC.
4. You should call the Hungarian embassy or consulate to make a visa appointment. In some countries, it is done online. AIC representative or consultant office may help you in this respect.
5. Fill the visa application form for "Study Purposes" or "Other Purposes". Make sure that you fill the form completely and correctly. If you have any doubts about the questions, get back to AIC for assistance.
6. Prepare to pay the visa fee at the consular section. They usually ask you to pay in cash.
7. Prepare for the consular interview. You will have a short interview with the visa officer.

8. Wait for the decision which is issued within 3-4 weeks after the submission of the documents and interview.

II. First Hungarian Residence Permit

When you arrive in Hungary and register at AIC, you will be ready to go to the Police Immigration Office and collect your Hungarian Residence Permit card. This is the card that certifies your legal presence in the country. Whenever you want to leave Hungary and come back again, you should have this card together with your passport to present to border authorities. If you leave Hungary without this card, you will not be allowed to cross the border and come back to Hungary.

REMEMBER that you should go to the Police Immigration Department within 2-3 weeks after your arrival in Budapest.

PROCEDURE:

1. Come to the Student Center and register at college.
2. Get the "Student Certificate" from AIC.
3. Finalize the place of your accommodation.
4. Get the "Address Card" signed by the owner of your accommodation. You can get the blank address card from the Student Center. This card is usually provided to you at the time of registration.
5. Prepare the documents required by the Police Immigration Department. You should have all these documents prepared:
 - a. Signed Police Immigration application form that you get it from the Student Center (**attachment 1**).
 - b. Address card signed by the owner of your apartment, or his/her authorized representative (**attachment 2**).

- c. A copy of the apartment lease contract.
 - d. A copy of your passport.
 - e. One recent photo to attach to the application form.
 - f. A copy of your Hungarian Schengen visa.
 - g. The AIC school certificate issued to the Hungarian Immigration Authority (this will be provided by AIC).
 - h. A proxy form signed by the student (**attachment 3**).
6. Go to the Police Immigration Department on designated days together with the accompanying teacher from AIC. If you miss these dates, then you have to go to the Police Immigration Department on your own.
 7. You will get your residence card. You should take good care of this card. The loss of this card should be immediately reported to the police. The replacement of the card may be difficult and take some time.

III. Hungarian Residence Permit Extension

When you arrive in Hungary and register at AIC, you will get your Hungarian Residence Permit card. This is the card that certifies your legal presence in the country and is valid for a certain period of time. Whenever you want to leave Hungary and come back again, you should have this card together with your passport to present to border authorities. If you leave Hungary without this card, you will not be allowed to cross the border and come back to Hungary.

It is the responsibility of the present and past AIC students to extend their residence permit 45 days before the expiry of their residence permit. AIC will provide all possible assistance in this respect but AIC is NOT responsible for this extension and does NOT undertake any

responsibility for those cases who fail to extend their residence permit in time and are deported from Hungary and Schengen zone.

PROCEDURE:

1. Prepare the documents for the extension of your residence permit. The documents include:
 - a. Immigration Application Form signed with a passport size photo glued on it that is provided by the Student Center (**attachment 4**)
 - b. Copy of your apartment lease contract
 - c. One recent color photo
 - d. Bank statement indicating the amount you have in your account
 - e. Copy of insurance certificate
 - f. Copy your valid passport together with your passport
 - g. Copy of your previous Residence Permit
 - h. Copy of signed address card signed by the owner of the apartment
 - i. School Certificate issued for Hungarian Immigration Authority. If you are an active student of AIC, then this certificate is issued by AIC. Otherwise, you should get such a certificate from your present school.
 - j. Payment 10,000 HUF, paid only by debit card to the Police Immigration Authority.
2. Go to the Police Immigration Office and submit all your documents 45 days before the expiry date of your Residence Permit Card. The address of the Police Immigration Office is:
 - a. Budapest 1135 Szegedi út 35-37.

IV. Visa and Residence Permit for the UK

Those students who study at the NCUK program can go to any partner university in the UK after having successfully completed their NCUK studies at AIC. Upon admission to any UK partner university, AIC together with the Placement Team at NCUK will help you to get your British Visa.

PROCEDURE:

1. You register for the NCUK program at AIC.
2. You complete the program successfully.
3. You apply to a partner university in the UK. The Admission Department will help you in this process.
4. You receive an admission letter from a UK university.
5. You pay the tuition fee and other related fees.
6. You prepare the documents required for the UK visa. AIC and NCUK will help and advise you.
7. You will make an appointment in Budapest to submit your documents personally. AIC will help you in this part.
8. You will pay the visa handling fee to the authorities.
9. You will appear in front of the Immigration Officer exactly on the appointed time.
10. You will get your visa stamped in your passport.
11. You will prepare to travel to the UK. AIC will help you in this section.

Attachment 1

Police Immigration application form

<https://avicenna.hu/download/police-immigration-application-form>

Attachment 2

Address card

<https://avicenna.hu/download/address-card/>

Attachment 3

Proxy Form

<https://avicenna.hu/download/proxy-form-for-immigration>

attachment 4

Police Immigration application form for the extension of Residence Permit

<https://avicenna.hu/download/police-immigration-application-form-for-the-extension-of-residence-permit>

Appendix 16

<https://avicenna.hu/download/appendix-16>