**D visa application checklist**

**Residence permit request for the purpose of employment**

|  |  |
| --- | --- |
| Name of the Applicant:  (As shown in the passport) |  |
| Nationality: | Language used during submission: |
| Passport number: | Date and place of the submission: |

1. **List of documents submitted by the applicant when the visa application was accepted.**

(All documents must be submitted with a translation into English or Hungarian!)

|  |  |  |
| --- | --- | --- |
| **Has the document listed below been submitted?** | **YES** | **NO** |
| **D visa application form (original)** |  |  |
| **Appendix Nr.9.6. (original)** |  |  |
| **Valid passport (original)** |  |  |
| **A valid ticket/valid tickets for the relevant travel or the amount of money to cover the costs of the travel.** |  |  |
| **1 piece of passport size photograph, with the uncovered head for gent and white background.** |  |  |
| **Proof of the purpose of the residence:**  (A preliminary agreement on establishment of an employment relationship, or a document on legal relationship of employment, or a document on legal relationship of employment.) |  |  |
| **Proof of sufficient resources:**  (A document about the Applicant can cover costs related to his/her subsistence, accommodation, return/onward travel (i.e. exit from Hungary) and healthcare services from legally acquired income and savings.) |  |  |
| **Documents proving that the applicant has health insurance**  (Optional, tick if the applicant attaches a document independent of the previous point.) |  |  |
| **Proof of accommodation in Hungary**  (One of the following documents must be submitted as proof that the applicant is the owner of a residential property suitable for habitation, or (s)he has legal title to use such a real estate.) |  |  |
| Any other supporting document to submit by the Applicant:   * If yes, what other supporting documents have been submitted exactly? |  |  |

1. **General information:**

**For detailed information please visit:** <http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=2226&Itemid=2452&lang=en>

**The decision upon the visa application is made by the National Directorate-General for Aliens Policing of Hungary.** *–> For further inquiries please contact the authority directly.*

**Time period** for procedural administration is 21 days. The authority acting on the application case adopts a decision as to merits within 70 days from the date of the submission of the application.

**How long is the validity period of the resident permit?**

Validity period of the document is maximised in 2 years, and it may be extended for another year; however, its validity period may not exceed 3 years of time from the date of first issuance.

**Appeal**: In case of refusal, the decision may be appealed within 8 calendar days of delivery, submitted to the Consulate of the Embassy of Hungary in Cairo*. For further information please visit the website of the Embassy.*

1. **The applicant acknowledges the following:**

* The Consulate may summon the applicant for a personal or online interview
* The documents originally submitted are part of the procedure.
* By signing this document, the visa applicant acknowledges the authenticity of the documents submitted and accepts responsibility for their content.
* I have been informed that an application without a complete set of documentation according to above mentioned checklist may result to the rejection of my visa application.
* The visa fee is non-refundable.
* Family members of a third-country national who is a holder of a residence permit for the purpose of employment or an applicant for a residence permit for the purpose of employment may not be granted a residence permit for family reunification.

|  |  |
| --- | --- |
| Reference number of VFS / Consulate: | Visa applicant's signature: |
| Any other remarkby the VFS officer: | Name and signature of VFS officer: |