Usage Manual

- how to submit applications on Enter Hungary -
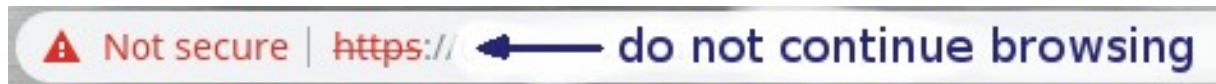
Created: 2019-02-20

Logging in / Registration

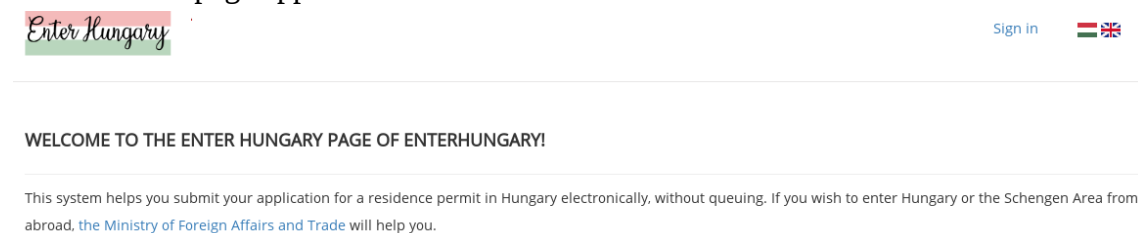For using the service, we recommend to use a recent version of Firefox or Chrome internet-browser.

1. In your browser, open the following website:

  https://enterhungary.gov.hu/

Ensure your browser does not report any encryption issues:

The welcome page appears:

2. Click the „Sign in" link on top right.

Enter your registered email address and the corresponding password. If you do not have already, you need to create an account first.

3. To create an account, click the „Registration" link (appears after a while on the sign-in page).

Select your registration type.

If you register as employer or lawyer, follow the appearing instructions.
If you register as individual, you will receive an initial password by email.

Enter your email address and the received password at the Sign In page to log into your account.

After logging in successfully, your home page appears.

First, however, please change your initial password on your Profile page (click „Profile" on top right).

The new password must be at least six characters in length and must contain at least one lower case letter, one upper case letter and a digit.

Creating an application

Under the menu „My Cases", press the green „new application" button.

On the next page, click a case type (blue links) under the categories (green background).

In the following example, we will go through the „Employment" application (the procedure is the same for all).

After clicking the case type, a new/empty application is created for you and you can start filling in the main sheet:

EDIT: APPLICATION FOR RESIDENCE PERMIT

The official procedures have their fee. Under certain conditions, the procedure is exempt of fee. Please check carefully if those conditions are met. The procedure fee has to be paid before any decision-making. In the lack of payment, the Office asks for it in the form of rectification.

All fields marked with asterix (*) are mandatory.

When done, you can save the main sheet of the application with the green „Save" button. Optionally, you can leave the editor without saving by clicking the yellow „back" button:

An application has several sheets. These are divided into „tabs". Tabs containing unfilled sheets are marked with red background. Click „Edit" button under all tabs to fill all sheets of the application. Do not forget to save each sheet when all fields are filled.

APPLICATION FOR RESIDENCE PERMIT, EMPLOYMENT, NOTIFICATION OF ACCOMMODATION/CHANGE OF ACCOMMODATION

back			
Application for residence permit (not completed)	employment (not completed)	Notification of accommodation/change of accommodation (not completed)	
file attachments			

Edit »

Person filing the application

Person filing the application*:   --please select--   ▼

The last tab, „file attachments" is the page where you can upload and attach documents neccessary for decision-making.

file attachments

Please select a document from your storage for all requested attachments, or upload new documents.
information on the documents to be attached (employment) »

General documents to be attached

full copy of valid passport	missing	Upload »
bank account statement for the cover of travel expenses	missing	Upload »
in case of a minor applicant: a statement of the parent or legal guardian of his / her contribution for their stay in Hungary, with Hungarian or English translation, for the duration of the planned stay	missing	Upload »
in case of a proxy: power of attorney issued to the proxy	missing	Upload »
signed application with photo	missing	Upload »

Rows marked with red background indicates that there is no such document uploaded to your account. Howvery no document is mandatory, we strongly recommend you to upload all available ones. In case of missing documents, the Office will ask you to upload and attach them to your application.

To upload a certain document, click the „Upload" link on the respective row. This will redirect you the file upload page.

STORAGE

The Authority will only receive your documents if you attach them to

Upload document

document type

full copy of valid passport ▾

Name

daughter's passport datasheet

Select file...

* Only images or PDF files are allowed!

Upload

The document type is already selected and can not be changed. Type a nice name for the new document, then press „Select file..." to open a document from your computer (or you can use the camera on a smartphone/tablet).Tip: if your document has more than one page, please use a scanner and read the paper into a multi-page PDF file, as currently only one file can be uploaded for a given document type.

Click the green „Upload" button to upload the document to your „Storage".

From this time, this document is ready to be attached to any of your applications. Without attaching, the Office case workers will not see them. Therefore, after uploading, your browser is redirected back to the „file attachments" tab of your application.

document confirming the ownership of the flat	--please select-- ▾	Upload »
document confirming the booked and paid accommodation	missing	Upload »
signed datasheet for recording accommodation	--please select-- ▾	Upload »
real estate sale and purchase agreement and the copy of the resolution of the local government office or county permitting the acquisition of real estate	--please select-- ▾	Upload »

Yellow backgrounds indicate that you have uploaded documents with that type, but there is not any attached yet to your application. Use the dropdown menu to select one of them to attach. Only these (attached) documents will be visible for the Office case workers.

After everything is done and you are ready to submit the application, you can do so by clicking the green „submit application" at the bottom of the page:

I attach the consent of the indicated flat's owner

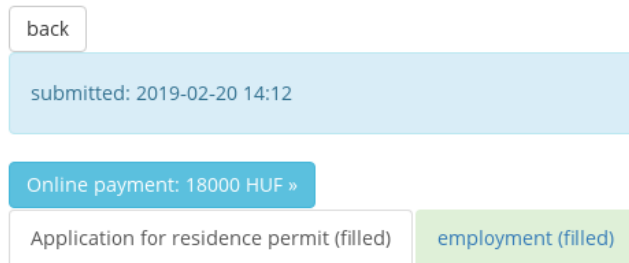submit application   Delete application   back

If there are missing documents, you will receive a red message saying „The application does not seem finished, please check the attachments once more."

Again, not all document is mandatory. If you are really uploaded everything, you can just skip this warning and press the submit again.

Your application is now sent to the Office and you can not modify its content anymore.

The Online Payment appears, showing the procedure fee (in Hungarian Forints). Clicking the payment button will redirect you to the secure payment page of OTP BANK where you have 10 minutes for the successful payment, so we recommend you to prepare your card in advance.
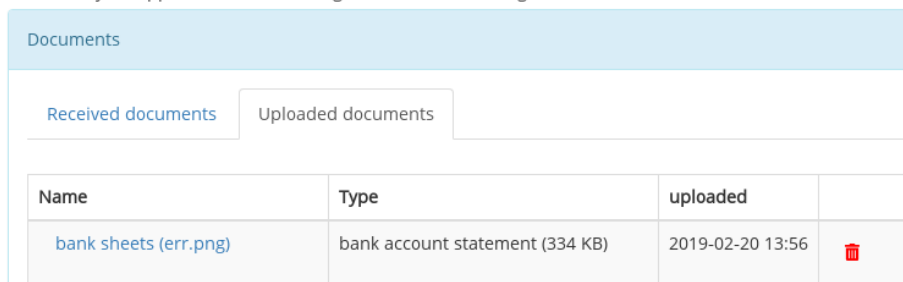

Additionally, you receive a notification email, saying you have an official document in your Enter Hungary account. That is probably an automatic receipt, declaring that the system received and stored your application and it is available for the Office case workers.

In menu „Storage", you can find all your uploaded files and received documents from the Office.

With the red trash button, you can delete the document from your Storage (except if it is attached to a submitted, but not closed application).

Note: applications and uploaded documents are stored in a uniquely encrypted way in your account. There are no 3rd-party storage services connected to the system of Enter Hungary.

„MY CASES"

You can see the list of all your applications in certain background colors.

Click on the application number (EHXXXXX, left) to open the form sheets. Red background means the application is not submitted yet, so you can edit its pages and add other attachments.White means the submitted, ongoing applications where no decision was made yet. You can send additional documents to that case if you forgot something. Green background indicates the case is closed, decision made. Here, you can delete the whole application if you do not need any longer.

All your uploaded documents are listed in the page „Storage", under „Uploaded documents" tab.
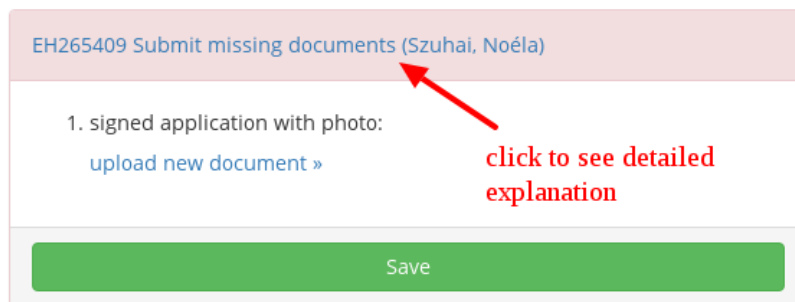
Rectification

Most of the applications need a document „signed application". In a paper form, an application must be printed, manually filled, signed, and – usually – you have to stick an ID photo to the first page. Then, you need to scan and upload the signed version and attach it to the application.

However, you can avoid manually filling a paper form if you do not attach a „signed application" document on the „file attachments" tab. This way, the Office will ask you to send this document afterwards (see next chapter).

After submitting your application, the system generates a PDF file for all sheets, filling every field as you entered on the website. You can print this PDF (find it under the yellow folder at My Cases page), scan into one file and send to the Office.
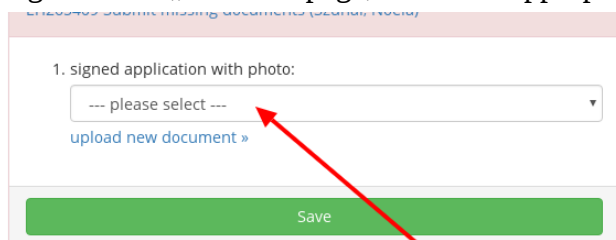
TO-DO page

If the Office needs more documents for decision-making, you receive a notification about it.

A new menu „TO-DO" appears where you get a list about documents to rectify.

By clicking „upload new document", you can upload a new file on the well-known page, then again in the „TO-DO" page, select the appropriate one from the list and click „Save".