

GUIDE FOR ONLINE POLICE REGISTRATION FORM

According to Government Decree 341/2020 (VII. 12) on travel restrictions during the pandemic preparedness period, several changes and entry restrictions have been introduced.

If you are an international freshmen student, upper-semester student or Erasmus+ student travelling from a “red-category” country you must submit an equity request and fill out and submit an online police registration and get Official Decision Letter before departure to Hungary.

This guide will help you to fill out the police registration form.



<http://kodolanyi.hu/en>



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POLICE REGISTRATION FORM

1. After entering <https://ugyintezes.police.hu/en/home> you have to click on the „Start New Case” icon.



POLICE REGISTRATION FORM

2. From the available options you have to choose „Államhatáron történő beutazáshoz méltányossági kérelem” which basically is a request to enter Hungary.

The screenshot shows the website ugyintezes.police.hu/en/uj-ugy-inditasa/. The page title is "List of available cases". It features a progress bar with three steps: 1. Type of administration, 2. Policy group, and 3. Form. Below the progress bar, there is a search bar and a "Delete filter" button. The main content area is titled "Select the type of administration." and displays a grid of 15 categories, each with an icon and a title:

- Bűnügyi szakterület
- Ellenőrzési szakterület
- Gazdasági szakterület
- Határrendészeti szakterület
- Hivatali szakterület
- Hívásfogadó Központok
- Igazgatásrendészet
- Közigazgatási per (Bíróági felülvizsgálat)
- Közlekedésrendészet
- Közrendvédelem
- Államhatáron történő beutazáshoz méltányossági kérelem





The bottom of the page shows the Windows taskbar with the search bar containing "Írjon ide a kereséshez" and the system tray displaying the date and time: 2020. 08. 26. 11:14.

A yellow arrow points from the text above to a search result box. The box contains the text "Államhatáron történő beutazáshoz méltányossági kérelem" and an icon of a police officer. Below the text is a search bar with the placeholder "Írjon ide a kereséshez".

POLICE REGISTRATION FORM

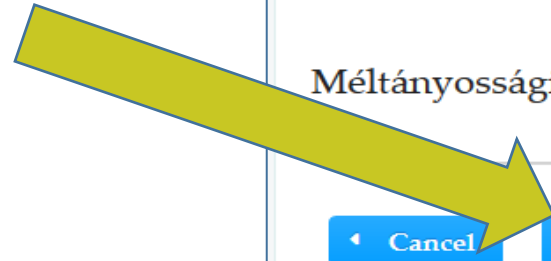
3. Choose the COVID-02 option

Select the form!

COVID-01	COVID-02	COVID-03	COVID-04
			
Méltányossági kérelem beutazáshoz (ügyfélkapu\cégkapu regisztrációval rendelkezők részére)	Méltányossági kérelem beutazáshoz (bejelentkezés nélkül)	Fellebbezés beutazási engedély tárgyában (ügyfélkapu\cégkapu regisztrációval rendelkezők részére)	Fellebbezés beutazási kérelem tárgyában (bejelentkezés nélkül)

POLICE REGISTRATION FORM

4. Click on " Digital"










List of available cases

Méltányossági kérelem beutazáshoz (bejelentkezés nélkül)

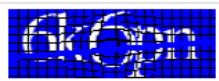
5. Enter the code you can see to prove you are not a robot and confirm it.



Navigation bar:   **RENDŐRSÉG**  **Ügyintézési portál**  Payments  Start New Case  Basket 

To continue please type the following characters

To continue please enter the code shown in the image



Police Form

6. Choose the point of entry

Start typing the name of our airport or other border crossing point and choose among the options

On lodging an equity request to cross the state border (without registration)

Information in relation to the request, Information and statement

Attention, the form is more than one page.

When finished with filling out a page, please click on the *next page* button on the left to move forward (on this page **Information of the request** is the next page). You are going to find assistance at the bottom of the page. To navigate to the bottom of the page use the scrollbar

Form ID: COVID-02 Name of form: Méltányossági kérelem beutazáshoz (bejelentkezés nélkül) / On lodging an equity request to cross the state border (without registration)

▼ Determining the addressed authority based on the point of entry

* Point of entry

liszt|

- Liszt Ferenc Nemzetközi Repülőtér 2/A terminál
- Liszt Ferenc Nemzetközi Repülőtér 2/B terminál

responsible authority authority name address

1 of 4

POLICE REGISTRATION FORM

7. Fill in your personal datas

▼ Uploader

Name, title	i * Current family name	* Current first name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Birth name, title	i * Family name (given at birth)	* First name (given at birth)
<input type="text"/>	<input type="text"/>	<input type="text"/>
	* Place of birth	* Date of birth
	<input type="text"/>	<input type="text"/>
Mother's name, title	i * Mother's name – Family name	* Mother's name – First name
<input type="text"/>	<input type="text"/>	<input type="text"/>

▼ Contact information of the uploader

Communications is primarily done in email!
For faster administration please give an email address that you regularly check.

* Phone number	* E-mail address	* E-mail address confirmation
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Accept the data protection information

Do not press the „Finalize” yet !!!

▼ Information and statement

Data protection information can be downloaded [here](#).

* Statement on reading the data protection information

I have read (and understood the content) of the data protection information in relation to this form

* Declaration on acceptance of service regulations

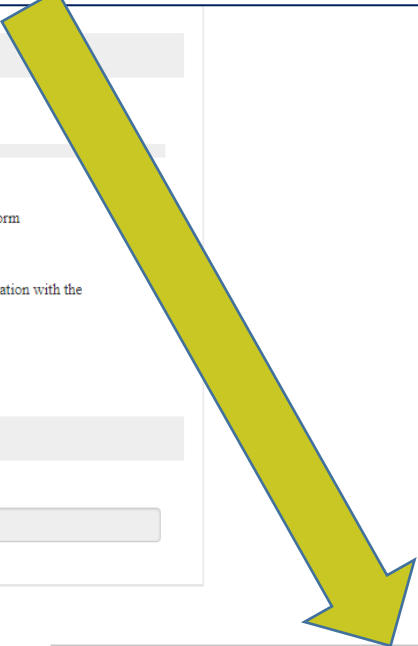
By submitting the form I declare that I have read and accepted the administrative service regulation with the submission of the electronic form of the Police

To view the electronic administration service regulation [click here](#).

▼ Assistance to completing the form

Choose the following option to continue on the navigation bar on the left:

Please press the button below to proceed.



POLICE REGISTRATION FORM

9. To move to the next section of the form, choose the option from the sidebar on the left

The screenshot shows the 'Basic information of the request' section of the form. It includes the following fields:

- * Basic information of the request: On behalf of relatives living in the household and himself/herself
- * Purpose of entering: Fulfillment of education or exam obligation on the basis of the student status, if this is certified by a certificate
- * Detailed request: A text area with a 4000 character limit.
- * Date of entry: A date picker.
- * Way of entry: A dropdown menu with 'Please select:'.
- * Types of attached documents: A list of checkboxes for 'Death Certificate', 'Wedding Certificate', and 'Birth certificate'. A yellow arrow points to this section.

Use the scrollbar to choose further documents

To upload an attachment please scroll to the bottom of the page and click *New Upload*.

The detailed request part means explaining the reason for entering Hungary. Here you should write down in a couple of sentences that you are a (new) student of our university, starting/continuing education in September.

Select the types of attached documents. Make sure to choose the right type for each document. If you cannot find certain types in the list (for example LOA, Health Insurance) then please tick „other” type.

POLICE REGISTRATION FORM

11. Uploading the attachments

Please press the button below to proceed.

[Finalize](#)

Case Folder [↓](#)

Egyéb melléklet/Other attachment				
Dokument name ↕	Upload time ↕	Uploader name ↕	Version ↕	Operations
No result.				
Uploading new...				

PDF űrlapok/PDF forms				
Dokument name ↕	Upload time ↕	Uploader name ↕	Version ↕	Operations
No result.				

You can upload only one file at a time!

POLICE REGISTRATION FORM

12. Additional information in the case of entering relatives

While filling out this section please make sure that you are providing the correct address where you would be living after arriving to Hungary. It is crucial to provide the correct address in this field as the authorities will most likely check up on you during the time of isolation.

Public address is the name of the street where you would be living. Type is usually utca (meaning street) or út (meaning road). The Land-register reference is only needed in some special cases, as you fill out the address the asterisk indicating its necessity should disappear automatically.

This screenshot shows the 'Address of entering persons' section of the form. It includes a sidebar with navigation options: 'Additional information in the ...', 'Address of entering persons', 'Additional information of ...', and 'Uploading persons entering t...'. The main content area has a '3 of 4' indicator and a 'Country' dropdown menu. Below this, there is a 'Providing hungarian address' section with fields for Postal Code, Municipality, County, District, Public Address, Type of Public Address, and House number. A red error message states: 'Missing or incorrect value. Based on the chosen country you must fill out one of the following blocks.'

This screenshot shows the 'Additional information of the uploader' section of the form. It includes a 'Nationality' dropdown menu and a 'Documents' section with fields for Identification Document, Document Number, Type of other document, Other document, and Document number. Below this is a 'Place of Residence' section with fields for Postal Code, Municipality, County, District, Public Address, Type of Public Address, House number, Building, Stairway, Floor, Door, and Land-register reference.

POLICE REGISTRATION FORM

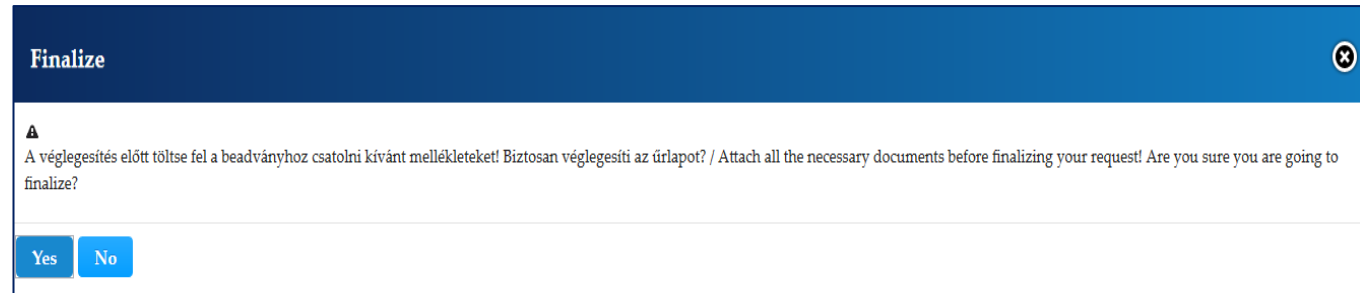
12. Additional information in the case of entering relatives

You are able to spend the time of quarantine at the place where you would be staying, however if you have decided to stay somewhere else, don't forget to indicate the address where you would be spending this period!

Building	Stairway	Floor	Door	Land-register reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other marking				
<input type="text"/>				
<hr/>				
* Does the place of quarantine differ from the place of residence?		* Entering relatives along with the uploader		
<input type="radio"/> No		<input checked="" type="radio"/> No, I am entering alone		
<input type="radio"/> Yes		<input type="radio"/> Yes, I am entering with relatives		
<p>Check if you have filled out all entries (entries marked with "*" are compulsory). If all entries are completed and there is no fault list at the bottom of the form (by clicking on the fault list you can navigate to the faulty entry), click on Finalize at the bottom right corner of the form. Before finalizing you must attach all your attachments to the form (an affirmative question is going to come up).</p>				
<p>Please press the button be</p>				

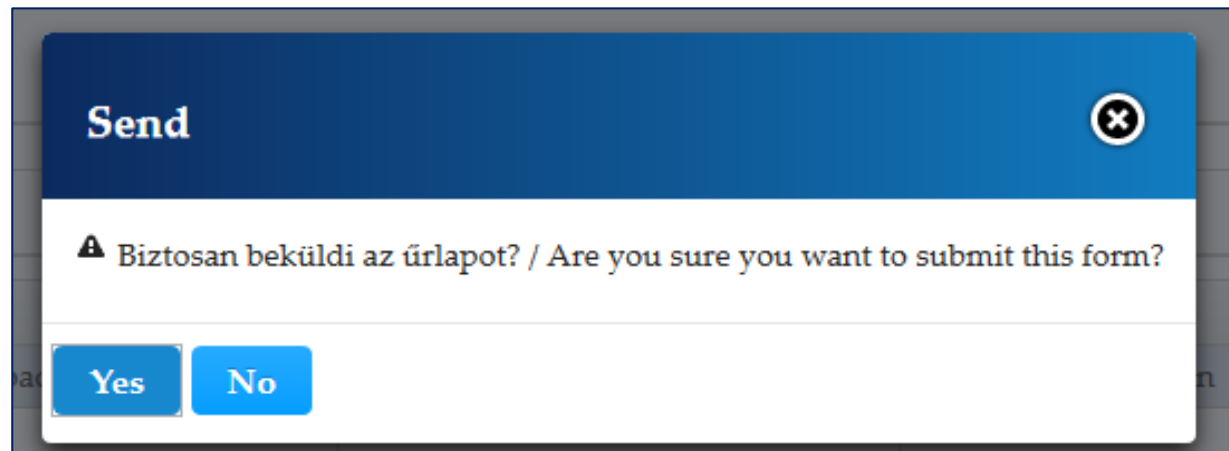
POLICE REGISTRATION FORM

13. Finalization and Submission



Before submitting the form, please double-check that all your documents are properly uploaded!

Make sure that you actually submit your application. Confirming that you finalize it is not submitting, you have to click on the send button to make your submission official!



POLICE REGISTRATION FORM

13. Finalization and Submission



Don't click on the cancel button since the feature suggested is only available for those who have registered the site. After submitting your application, it was received by the authorities. A confirmation receipt should arrive to the email address which you have provided in your application.

After submitting the Police Registration Form, you should receive an official Decision within a few days.

Decision letter, feel free to e-mail it to us at international@kodolanyi.hu, as the document is in Hungarian, we are more than happy to help you! If you have any questions whilst filling the form out, feel free to contact us for help.

Please remember to print the Official Decision letter out before travelling as it is crucial when you enter Hungary!!!