

Checklist

1. Intra-corporal transfer and long-term mobility

- Documents verifying the purpose of residence:
 - The purpose of entry and stay may be verified by a contract of employment between the third-country national and the business party established in a third country, or a letter of authorisation that contains:
 - evidence of employment within the same company or group of companies, from at least three up to twelve uninterrupted months immediately preceding the date of the intra-corporate transfer in the case of managers and specialists, and from at least three up to six uninterrupted months in the case of trainee employees;
 - the remuneration as well as other terms and conditions of employment granted during the intra-corporate transfer;
 - the position of the third-country national;
 - evidence that the third-country national will be able to transfer back to an entity belonging to that company or group of companies and established in a third country at the end of the intra-corporate transfer;
 - A statement declaring that all conditions in the law, regulations and/or sectoral collective agreements applicable to posted workers in a similar situation in the relevant occupational branches are met with regard to terms and conditions of employment.
 - Additionally, applications for residence permits for the purpose of intra-corporate transfer (and for long-term mobility) must be accompanied by
 - 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 evidencing that the executive employee or specialist has the experience needed for the intra-corporate transfer,
 - A statement by the business party established in a third country of the planned duration of the intra-corporate transfer to Member State of the European Union.
- Documents in proof of means of subsistence in Hungary
- Notification of genuine Hungarian home address
- Health insurance

Complete information:

http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=939&Itemid=1559&lang=en

Note: A minor third-country national shall provide proof that his/her parent or legal representative gave permission for his/her stay in Hungary, for the duration of the planned stay. Parental consent may be evidenced by a statement executed in a private document representing conclusive evidence or an authentic instrument, with Hungarian or English translation.

During the process, the immigration authority may request further documents, apart from the mandatory enclosures, for ascertaining the relevant facts of the case, and may take further procedural steps as well.