Booking an appointment at the Immigration Office
- G U I D E -

1. Visit the website: http://oif.gov.hu/
- For selecting *English* language, please click as shown below.

2. Scroll down to select **APPOINTMENT BOOKING** and select the *needed case* from the dropdown menu:
- Submission of application - for new students
- Biometric data recording - for renewal you'll be informed, after submitting your documents online, you will be asked to visit the office

3. This will automatically redirect you to a new page where you are required to provide some *details about your appointment*:

Case category :   Submission of application
Biometric data recording

Number of clients: 1 person, if you are going alone
other applicable choices if going with your family

Case type: *Residence permit for study purposes*
- the **only** option for you to select!

Regional directorate: Regional Directorate for Budapest and Pest County

4. After **select** :

- One of the dates, marked with green colour
- Then scroll down a bit to **'BUDAPEST, SZEGEDI ÚT 35-37. - BPRIG II. számú Ügyfélszolgálat'**
- STEP 1: select a suitable time for yourself
- STEP 2: after picking the suitable time slot, click 'Add to cart' - as shown below:

BUDAPEST, SZEGEDI ÚT 35-37. - BPRIG II. számú Ügyfélszolgálat (2021-02-18)

Cím:1135 Budapest XIII., Szegedi út 35-37. (Twin Office Irodaház, földszint) Telefon: +36 1 463 9100 Felhívjuk figyelmüket, hogy az ügyintézésre jelentkező ügyfelek számát pontosan válasszák ki az időpontfoglalásnál. Amennyiben egynél több ügyfél (család) kíván ügyet intézni, válasszák a megfelelő opciót az "Ügyfelek száma" meghatározásakor. A foglalás véglegesítéséhez meg kell adni annak az ügyfélnek a nevét, aki az ügyintéző előtt a kirendeltségen megjelenik. A név módosítására a foglalás véglegesítése után nincs mód. Lezárt foglalást újra megnyitni nem lehet. Egy regisztrációnak egyszerre maximum 3 foglalása lehet. Törlés vagy időmúlás esetén új foglalás tehető. Please read the following instructions carefully before reserving a date

Occupied	7:30 - 8:00	(0)		Occupied	7:45 - 8:15	(0)
●	8:00 - 8:30	(6)		Occupied	8:15 - 8:45	(0)
Occupied	8:30 - 9:00	(0)		Occupied	8:45 - 9:15	(0)
Occupied	9:00 - 9:30	(0)		Occupied	9:15 - 9:45	(0)
●	9:30 - 10:00	(1)		Occupied	9:45 - 10:15	(0)
Occupied	10:00 - 10:30	(0)		Occupied	10:15 - 10:45	(0)
⦿	10:30 - 11:00	(3) **STEP 1**		●	10:45 - 11:15	(1)
●	11:00 - 11:30	(2)		●	11:15 - 11:45	(2)
●	11:30 - 12:00	(5)		Occupied	11:45 - 12:15	(0)
●	12:00 - 12:30	(4)				

Summary

From: 2021-02-18 10:30 to 2021-02-18 11:00

[ADD TO CART] **STEP 2**

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5. This will take you back to the top of the page. Click **'Checkout'**.

<	February 2021	>
February ⬍		2021 ⬍

Mon	Tue	Wed	Thu	Fri	Sat	Sun
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Select case category

[Select case category ⬍]

Please select the number of clients

[Please choose ⬍]

Select case type

[Please choose ⬍]

Selecting Regional Directorate

[Please choose ⬍]

Booking info

⊖ Remove service from cart

[+] BUDAPEST, SZEGEDI ÚT 35-37. - BPRIG II. számú Ügyfélszolgálat

2021-02-18   10:30   11:00   ⊖

[🔒 Checkout]

6. You will be redirected to a new page, where you *need to register as a new user*.
- Please fill out carefully with your personal data.

7. Fill in the contact form below and hit submit!
- Phone number : should only contain the digits after the country code, so if your number is +36301231234, you should type 301231234.
- You can leave the 'State' gap blank, if you live in Budapest.

8. The **submit** button will redirect you to the confirmation page.

Please double check and if your details are correct - click the '**Confirm**' button!

If they are incorrect, clicking the grey cross in the top right corner will take you back to step 5, where you need to hit 'Checkout' again to be able to correct your contact details.

Booking form	
Name	John Smith
Client's name	John Smith
Email	john.smith@gmail.com
Phone	36-301231234
Country	Hungary
Address	xxx utca xx
City	Budapest
Zip	xxxx

CONFIRM

9. The '**Confirm**' button will redirect you to your booking summary page.

You can see your *order number* here.

Please take note of the possibility **to cancel** your booking, if you decide not to go in the end.

(*Please save the links somewhere, because you have no other means of retrieving them, once you close this page*!)

ORDER

Order URL: http://oif.gov.hu/index.php?option=com_osservicesbooking&task=default_orderDetailsForm&order_id=
Cancel booking URL http://oif.gov.hu/index.php?option=com_osservicesbooking&task=default_cancelorder&id=

Name

Remove	Name of branch office	Type	Booking date	Start time	End time
●	BUDAPEST, SZEGEDI ÚT 35-37. - BPRIG II. számú Ügyfélszolgálat	Application for substitute/replacement residence permit	*your booked date*	*choosen time slot and expected end time*	

10. When you book an appointment, **be punctual and go there in time**!

If something comes up, please *cancel* your booking in time.