

**Step 1: Go to <https://ugyintezes.police.hu/en/uj-ugy-inditasa> and select the type of administration!**

### Járványügyi intézkedésekkel kapcsolatos beadványok

Select the type of administration.

A grid of 12 administration type options. The option 'Járványügyi intézkedésekkel kapcsolatos beadványok' is highlighted with a red border. The other options are: Bűnügyi szakterület, Ellenőrzési szakterület, Gazdasági szakterület, Határrendészeti szakterület, Hivatali szakterület, Hívásfogadó Központ, Igazgatásrendészet, Közigazgatási per (Bírósági felülvizsgálat), Közlekedésrendészet, and Közrendvédelem.

**Step 2: Select the policy group!**

Államhatáron történő beutazáshoz méltányossági kérelem – it is currently the last option (as of 4th of November 2020).

Step 2 navigation: 1. Type of administration: Járványügyi intézkedésekkel kapcsolatos beadványok; 2. Policy group: (highlighted); 3. Form. A search bar with 'Delete filter' button is also visible.

Policy group selection options:

- Járványügyi intézkedésekkel kapcsolatos beadványok: Határátépéshez kapcsolódó PCR negatív tesztek eredményéről tájékoztatás megküldése
- Járványügyi intézkedésekkel kapcsolatos beadványok: Magyarországra történő belépést megelőző határátlépési adatközlés (előregisztráció)
- Járványügyi intézkedésekkel kapcsolatos beadványok: PCR teszt időpontjáról tájékoztatás megküldése
- Járványügyi intézkedésekkel kapcsolatos beadványok: Államhatáron történő beutazáshoz méltányossági kérelem (highlighted)

**Step 3: Select the right form!**

COVID-02 – Méltányossági kérelem beutazáshoz (bejelentkezés nélkül) – approval form to enter Hungary without logging in

Step 3 navigation: 1. Type of administration: Államhatáron történő beutazáshoz méltányossági kérelem; 2. Policy group: Államhatáron történő beutazáshoz méltányossági kérelem; 3. Form: (highlighted).

Form selection options:

- COVID-01: Méltányossági kérelem beutazáshoz (ügyfélkapu/élgkapu regisztrációval rendelkezők részére)
- COVID-02: Méltányossági kérelem beutazáshoz (bejelentkezés nélkül) (highlighted)
- COVID-03: Fellebbezés beutazási engedély tárgyában (ügyfélkapu/élgkapu regisztrációval rendelkezők részére)
- COVID-04: Fellebbezés beutazási kérelem tárgyában (bejelentkezés nélkül)

#### Step 4: Click *Digital!*

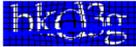
List of available cases

Méltányossági kérelem beutazáshoz (bejelentkezés nélkül)

#### Step 5: Prove that you're not a robot!

To continue please type the following characters

A továbblépéshez kérem adja meg a képen látható kódot



#### Step 6: Fill in the form!

Point of Entry (select the relevant border control from the dropdown list, Budapest Airport can be found as Liszt Ferenc Nemzetközi Repülőtér → you should also know which terminal you're arriving – to see your relevant option, start typing) → Responsible authority and authority KÉR address will be filled automatically depending on your point of entry

Form ID	Name of form
COVID-02	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

▼

Start typing the point of entry and choose from the drop-down list

\* Responsible authority

BRFK XVIII. kerületi Rendőrkapitányság

This field is automatically filled based on the point of entry.

\* Authority KÉR Address

ORFK BRFK XVIII

## Step 7: Continue the form with your personal data!

### ▼ Uploader

Name, title

**\*** Current family name

**\*** Current first name

Birth name, title

**\*** Family name (given at birth)

**\*** First name (given at birth)

**\*** Place of birth

**\*** Date of birth

Mother's name, title

**\*** Mother's name – Family name

**\*** Mother's name – First name

### ▼ 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

Check the checkboxes about data protection and accepting the service regulations:

### ▼ 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

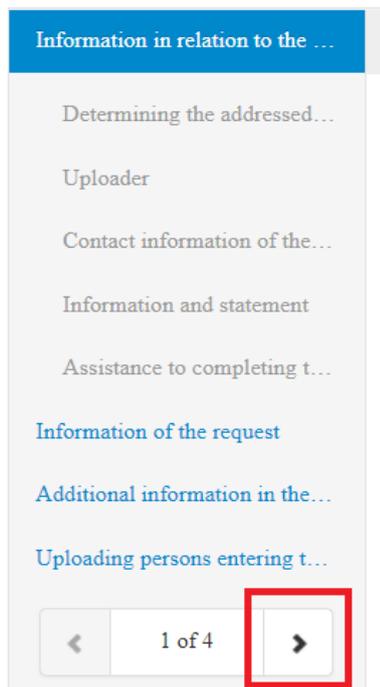
To view the electronic administration service regulation [click here](#).

### ▼ Assistance to completing the form

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

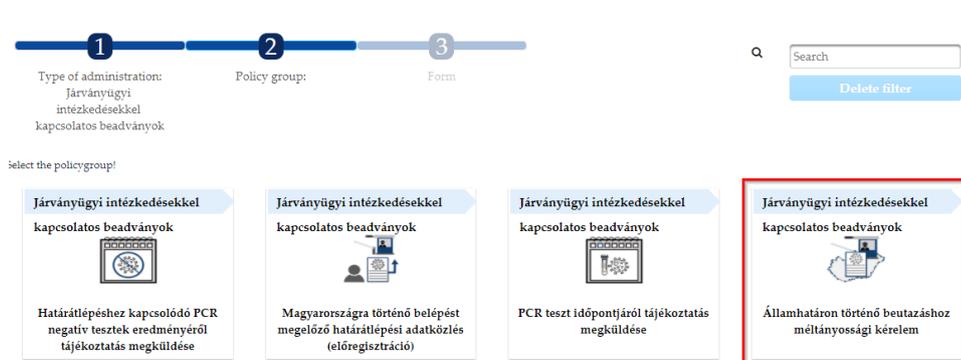
A kérelem adatai / Information of the request

## Step 8: Scroll back up and press the forward arrow in the left menu!



## Step 9: Continue the form!

*Detailed request: simply type in the following script: „A Budapesti Műszaki és Gazdaságtudományi Egyetemen folytatott tanulmányaim érdekében köteles vagyok Magyarország területére belépni.” → „in order to continue my studies at BME, I need to enter Hungary”.*



**Type of attached documents: student status certificate; residence permit if you have one; YOU SHOULD UPLOAD THE [NEPTUN CERTIFICATE](#), TOO AS OTHER DOCUMENT**

## ▼ Basic information of the request

### \* Basic information of the request

On behalf of relatives living in the household and himself/her: ▼

### \* Purpose of entering

Fulfillment of education or exam obligation on the basis of the student status, if this is certified by a certificate i ▼

### \* Detailed request

A Budapesti Műszaki és Gazdaságtudományi Egyetemen folytatott tanulmányaim érdekében köteles vagyok Magyarország területére belépni.

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### \* Date of entry

### \* Way of entry

Please select: ▼

Missing or incorrect value

### \* Types of attached documents

Death Certificate

Wedding Certificate

Birth certificate

Use the scrollbar to choose further documents

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

Number of entering persons

2

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

A kérelem további adatai hozzátartozók beutazása esetén / Additional information on the request in the case of entering relatives

## Step 10: Scroll down to upload the selected files!

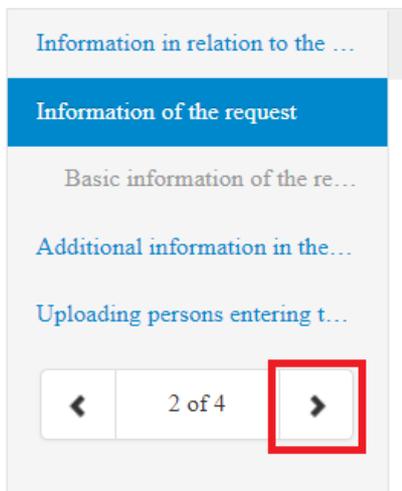
Case Folder

Egyéb melléklet/Other attachment				
Dokument name	Upload time	Uploader name	Version	Operations
No result.				
<a href="#">Uploading new...</a>				

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

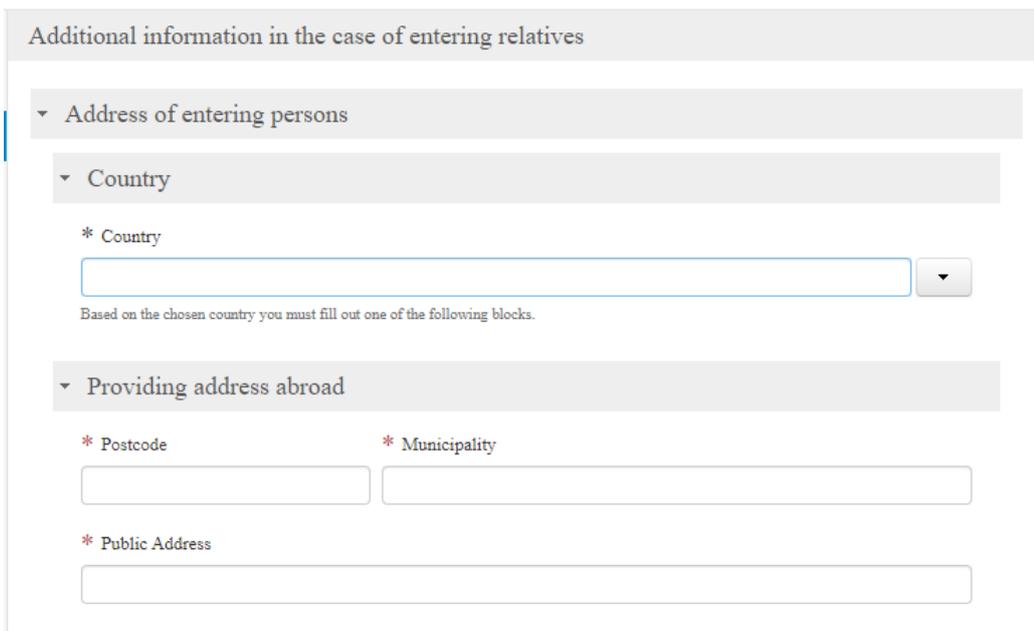
**Step 11: Scroll back up and press the forward arrow in the left menu!**



The screenshot shows a vertical navigation menu with the following items from top to bottom: "Information in relation to the ...", "Information of the request" (highlighted in blue), "Basic information of the re...", "Additional information in the...", and "Uploading persons entering t...". At the bottom of the menu is a pagination control showing a left arrow, "2 of 4", and a right arrow. The right arrow is enclosed in a red rectangular box.

**Step 12: Continue the form!**

Select your country of origin from the dropdown list (first start typing it), then provide your home address:



The screenshot shows a form section titled "Additional information in the case of entering relatives". It contains two main sections, each with a dropdown arrow on the left:

- Address of entering persons**
  - Country**
    - \* Country: A text input field followed by a dropdown arrow.
    - Based on the chosen country you must fill out one of the following blocks.
  - Providing address abroad**
    - \* Postcode: A text input field.
    - \* Municipality: A text input field.
    - \* Public Address: A text input field.

### Step 13: Continue the form!

Select the type of your ID document, and write the number of it, and then provide your hungarian address.

Does the place of quarantine differ from the place of residence? **No** – if you live alone in a flat); **yes** – if you can't stay at your actual address, for example you will not be allowed to enter your dorm for two weeks after entering Budapest)

#### Additional information of the uploader

\* Nationality

#### Documents

\* Identification Document

Please select:

\* Document Number

Type of other document

Please select:

Other document

Document number

#### Place of Residence

\* Postal Code

\* Municipality

\* County

\* District

\* Public Address

\* Type of Public Address

\* House number

Building

Stairway

Floor

Door

\* Land-register reference

Other marking

\* Does the place of quarantine differ from the place of residence?

No

Yes

\* Entering relatives along with the uploader

No, I am entering alone

Yes, I am entering with relatives

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

Együtt belépő személyek felvétele / Uploading other persons entering together

If the address of your quarantine differs from your residential address, please provide it as well:

- \* Does the place of quarantine differ from the place of residence?      \* Entering relatives along with the uploader
- No       No, I am entering alone
- Yes       Yes, I am entering with relatives

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

Együtt belépő személyek felvitele / Uploading other persons entering together

Place of Quarantine

\* Postal Code    \* Municipality    \* County    \* District

\* Public Address    \* Type of Public Address    \* House number

Building    Stairway    Floor    Door    \* Land-register reference

Other marking

**Step 14: Continue the form! (ONLY IF YOU'RE COMING WITH FAMILY MEMBERS)**

Scroll back up and click on the arrow again to get to page 4 of the form. On this page, everything should be fairly simple. You need to provide personal details of your relative that's coming with you.

This line asks whether you live at a different address. Yes, if you live somewhere else; No, if you live together in Hungary.

Personal information of the persons entering

A belépő személy tartózkodási helye eltér a bejelentő személy tartózkodási helyétől: /  
The place of residence of the entering person is different from the place of residence  
of the uploader

Yes

No

## Step 15: Continue the form with your personal data once again

\* Nationality

Missing or incorrect value

### ▼ Identification information

Name, title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Birth name, title	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's name, title	<input type="text"/>	<input type="text"/>	<input type="text"/>

### ▼ Documents

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

\* Does the place of quarantine differ from the place of residence?

- No  
 Yes

## Step 16:

This line asks whether you would like to register anyone else, too. (if you're coming with more than one person).

### ▼ Assistance to completing the form

\* Do you wish to upload other persons?

- Yes  
 No

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).

If you want to register more people, scroll up and click the plus sign. It will duplicate the blanks for another person. Repeat until you have the right amount of people. Obviously, you should not be included here, only the ones that are coming with you. Provide all personal details for them as applicable.

### Uploading persons entering together

 [Insert Below](#)



### Step 17: Finalise the form!

Once there are no more missing blanks, you can finalise the form by clicking the right button.

Please press the button below to proceed.

 Finalize