Only for **EEA students** completing the Leaving Form

**PROCEDURE FOR RETURNING RESIDENCE DOCUMENTS**

**STEP 1**
To return your Registration card: book **three weeks in advance** an [appointment at the Immigration Office](#).
(Select: Submission of application/ 1 person/ Registration card/ Regional Directorate of Budapest/ BUDAPEST, SZEGEDI ÚT 35-37). Keep safely the sheet you get in return: you will not be able to return your address card to the authorities without this document.

**STEP 2**

**STEP 3**
Submit a copy of the sheet you will get from the Kormanyablak to [studentlife@ceu.edu](mailto:studentlife@ceu.edu) so that your Leaving form is updated.

**NOTES:**
- Have always your national ID card or passport on you when visiting the authorities.
- Without completing the CEU Leaving Process, students will not be entitled to a diploma or deposit reimbursement.

You may also visit both offices without an appointment during opening hours (see below).

**ADDRESSES OF AUTHORITIES**

National Directorate-General for Aliens Policing (Immigration Office):
1135 Budapest, Szegedi út 35-37.
MON-THUR: 8 am-2 pm; FRI: 8 am-12 am

District V. Government Documentation Office – Kormanyablak (closest to CEU):
1051 Budapest, Erzsébet tér 3.
MON: 8 am-6 pm; TUE and THUR: 8 am- 4 pm; WED: 11 am-7 pm; FRI: 8 am- 2 pm