

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

To return your Address card: [book an appointment at any Government Documentation Office](#) (called 'Kormanyablak'). Select Néesség nyilvántartás / Lakcím, értesítési cím érvénytelenségének megállapítása/ Budapest / Budapest V. kerület, Erzsébet tér 3. Bring the **Sheet** issued by the Immigration Office along with your Address Card.

STEP 3

Submit a copy of the sheet you will get from the Kormanyablak to 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