

Only for **EEA students** completing the Leaving Form **PROCEDURE FOR RETURNING RESIDENCE DOCUMENTS**

STEP 1

Visit the Immigration and Asylum Office to return your Hungarian Registration Card, preferably in the early morning to avoid long waiting hours. Keep the sheet you get in return: you will not be able to return your address card without this document.

STEP 2

Visit the nearest Government Documentation Office (“Okmányiroda”) – see details below – and ask for a number to “Népesség nyilvántartás.” Bring your **Registration Card Sheet** issued by the Immigration Office along with your Address Card. Ask for **two copies** of the receipt you get in return.

STEP 3

Submit one of the address card receipts to the **Student Center** in order to process your leaving form. Keep the other one for your reference.

NOTE

Without completing the CEU Leaving Process, students will not be eligible for their deposit reimbursement and diploma.

ADDRESSES

Office of Immigration and Asylum, 1135 Budapest, Szegedi út 35-37. / Twin Office Center

Business Hours: Monday: 7:00 a.m. – 1:30 p.m.
Tuesday: 12:00 noon - 6:00 p.m.
Wednesday: 8:00 a.m. – 1:00 p.m. (exclusively for students)
Thursday: 8:00 a.m. - 1:30 p.m.
Friday: 8:00 a.m. - 11:00 a.m.

District V. Government Documentation Office (closest to CEU), 1051 Budapest, Erzsébet tér 3., opposite Budapest Eye

Business Hours: Monday: 7:00 a.m. – 5:00 p.m.
Tuesday: 8:00 a.m. – 5:00 p.m.
Wednesday: 8:00 a.m. – 8 p.m.
Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 8:00 a.m. – 2:00 p.m.