

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

### **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”) and ask for a number to “Népszerű 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: 8:30 a.m. – 1:00 p.m.  
Tuesday: 1:00 p.m. – 5:00 p.m.  
Wednesday: 8:30 a.m. – 12:00 noon (exclusively for students)  
Thursday: 8:30 a.m. – 1:00 p.m.  
Friday: 8:30 a.m. – 12:00 noon

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.