Pannon Egyetem
University of Pannonia

Annex 1

Summary of the Detailed Rules for the Employment of Foreign Nationals

This summary is intended to present, in a clear and accessible format, the detailed rules for the employment of foreign nationals as set out in Joint Directive No. 9/2024 (XI.22.) of the Rector and the Chancellor, along with the designation of those responsible for the tasks arising in the course of the process. This description does not override the referenced directive but specifies its procedural details. Accordingly, the directive and Annex 1 attached thereto shall be applied in a harmonised way.

1. Employees who are third-country nationals

1.1. Application for a residence permit for employment purposes, Hungarian Card, EU Blue Card or National Card for the first time

Such residence permits may be requested by individuals whose purpose of stay is to perform actual work for the University, or under its direction, in return for remuneration, based on an employment relationship. In addition to the guidance below, attention must also be paid to other (possibly differing) criteria specified for each specific type of residence permit.

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
The foreign citizen's passport must be valid until at least the 3rd month following the planned end of their stay in Hungary	x			
if necessary, arrange for certified translation(s), recognition of academic degree	x	takes part		
simultaneously, arrange for the recognition of the relevant level of education and qualification	x	takes part		

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
preparation of a call for applications / initiation of the letter of appointment in the HR-IT system at least 3 months before the expected start date of employment		x	takes part	
proof of accommodation in Hungary for the entire planned period of stay	x	takes part		
preparation of the preliminary employment contract			x	
notification of labour requisition		takes part	x	
issuance of a certificate on labour requisition to the employer (valid for 60 days)				x
mailing the approved preliminary contract and the certificate on labour requisition to the foreign citizen (if not residing in Hungary)			x	

submission of the residence permit application at the consulate in a combined procedure (or, in the case of residence in Hungary, at the regional immigration office)	x	takes part	takes part if necessary	
issuance of a visa entitling the holder to receive the residence permit (if not residing in Hungary)				x

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
entry into Hungary at the earliest possible date following the issuance of the visa	x			
personal appearance at the regional immigration office at the earliest possible date after entry	x		takes part if necessary	
collection of the residence permit immediately, based on the information provided by the immigration office	x			
application for a tax identification number from the National Tax and Customs Administration	x (or their authorised representative)		preparation of documents	
application for a social security number from the health insurance provider	x (or their authorised representative)		preparation of documents	
issuance of the social security card to the foreign national within 8 days				x
application for an official certificate of good conduct through the post office (valid for 3 months)	x	takes part		
opening a bank account in Hungary	x	takes part if necessary		
conducting the personal admission procedure	x		x	
taking part in the occupational health examination	x		preparation of documents	
preparation and signing of the employment contract by the employee (in accordance with the preliminary contract, the notification of labour requisition and the residence permit)			x	

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
participation in security training at the start of employment	x	takes part		
providing the employee with information on relevant university regulations and their content		x	handing over general information when signing the contract of employment	
notification to authorities regarding the establishment, non-establishment or termination of the employment relationship			x	
reporting changes in the passport or residence permit, the birth of the employee's child, new accommodation or other significant data changes to immigration authorities and the employer	x			
ensuring and monitoring that the employee's employment does not deviate from what has been authorised by the immigration office during the period of employment		x	x	

1.2. Renewal of residence permit for employment purposes, Hungarian Card, EU Blue Card or National Card

If a residence permit is extended, a new employment relationship must be established based on the new residence permit.

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
The foreign citizen's passport must be valid until at least the 3rd month following the planned end of their stay in Hungary	x			
if necessary, arrange for certified translation(s), recognition of academic degree	x	takes part		
initiation of the letter of appointment in the HR-IT system at least 3 months before the expected start date of the renewed employment		x		
proof of accommodation in Hungary for the entire planned period of stay	x	takes part		
preparation of the preliminary employment contract			x	
notification of labour requisition			x	
issuance of a certificate on labour requisition to the employer (valid for 60 days)				x
signing and handing over the approved preliminary contract and the certificate issued for the labour requisition to the employee			x	
renewal of labour requisition if necessary		takes part	x	
filling out the application for a residence permit and preparing the supporting documentation	x		takes part	
submitting the application for a residence permit through the electronic case initiation platform of the immigration authority	x		takes part if necessary	

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
in a combined procedure (no later than the 30th day before the expiry of the residence entitlement: enterhungary.gov.hu/eh/)				
payment of the procedural fee through the electronic platform	x			
personal appearance at the immigration office within 15 days following notification to verify identity	x		takes part if necessary	
sending notification to the employee regarding the substantive decision on the residence permit				x
immediate collection of the residence permit based on the information from the immigration office	x			
requesting an official certificate of good conduct at the post office (valid for 3 months)	x	takes part		
conducting the personal admission process	x		x	
preparation and signing of the employment contract with the employee (in accordance with the preliminary contract, the labour requisition and the residence permit)			x	
extension of the validity of the social security card with the health insurance provider	x (or their authorised representative)		preparation of documents	
notification to the authorities regarding the establishment, non-establishment or termination of the employment relationship			x	
reporting changes in the passport or residence permit, the birth of the employee's child, new accommodation	x			

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
or other significant data changes to immigration authorities and the employer				
ensuring and monitoring that the employee's employment does not deviate from what has been authorised by the immigration office during the period of employment		x	x	

1.3. Application for a residence permit for the purpose of research for the first time, without establishing an employment relationship

For research purposes, a third-country national researcher may be granted a residence permit if, on the basis of a hosting agreement concluded with an accredited research organisation, they intend to stay in Hungary for the purpose of conducting scientific research. If the University intends to establish an employment relationship with the researcher during his or her stay, all pre-employment requirements must be fulfilled prior to signing the employment contract (e.g., fitness for work, letter of appointment, occupational health examination, social security number, official certificate of good conduct, admission procedure, etc.).

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
The foreign citizen's passport must be valid until at least the 3rd month following the planned end of their stay in Hungary	x			
preparation of the hosting agreement and submitting it for review and opinion		x	gives opinion	
proof of accommodation in Hungary for the entire planned period of stay	x	takes part		
arrangement of certified translation(s) if necessary (e.g. relevant diplomas and the hosting agreement), recognition of academic degree	x	takes part		
payment of the translation costs of the hosting agreement		x (if relevant)		

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
simultaneously, arrange for the recognition of the relevant level of education and qualification	x	takes part		
mailing the approved hosting agreement to the foreign national (if not residing in Hungary)	x			
immediate notification to the NRDIO and the NDGAP about the conclusion or termination of the hosting agreement			x	
submission of the residence permit application at the consulate in a combined procedure (or at the regional immigration office if residing in Hungary)	x	takes part if necessary		
issuance of a visa entitling the holder to receive a residence permit (in case of non-Hungarian residence)				x
entry into Hungary at the earliest possible time following the issuance of the visa	x			
personal appearance at the regional Immigration Authority at the earliest possible time after entry	x		takes part if necessary	
collection of the residence permit without delay, based on the information provided by the Immigration Authority	x			
application for a tax identification number from the National Tax and Customs Administration	x			

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
	(or their authorised representative)			
participation in safety training at the start of the research cooperation	x	takes part		
providing the researcher with information on the relevant university regulations and their content		x		
notification to the NDGAP and the University of any change in the status of the passport or residence permit, the birth of a child, a new place of residence, or any other significant change in data	x			
ensuring and monitoring that the researcher's activities do not deviate from those authorised by the immigration authority during the validity of the hosting agreement		x		

2. EEA citizens employed

EEA citizens (EU, Switzerland, Norway, Iceland, Liechtenstein) may work in Hungary without a residence permit; however, the employer must notify the county government office acting within the competence of the state employment authority, according to the place of employment, about the employment of persons with the right of free movement and residence. In addition, if the stay exceeds ninety days within one hundred and eighty days, the foreign national must personally report it to the immigration office competent according to their place of residence, where a registration certificate (card) is issued to the applicant.

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
if necessary, arrange for certified translation(s), recognition of academic degree	x	takes part		

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
simultaneously, arrange for the recognition of the relevant level of education and qualification	x	takes part		
initiation of a job proposal / call for applications / letter of appointment in the HR-IT system		x		
request for an A1/S1 form (optional)	x			
application for an employment offer		x		
Preparation of the employment offer and sending it to the foreign citizen by email			x	
notification of residence at the competent regional directorate according to the Hungarian place of residence with a valid passport (application for registration certificate)	x		takes part if necessary	
issuance of the registration certificate (card) immediately (valid indefinitely)				x
issuance of an address card (sent by post) based on the registered place of residence and personal data				x
application for a tax identification number from the National Tax and Customs Administration	x (or their authorised representative)		preparation of documents	
application for a social security number at the health insurance authority	x (or their authorised representative)		preparation of documents	

Task	Foreign national (future employee)	Host organisational unit	DHRM	Competent authority
issuance of a social security card to the foreign national within 8 days				x
application for a certificate of good conduct through the post office (valid for 3 months)	x	takes part		
opening a bank account in Hungary	x	takes part if necessary		
conducting the personal admission procedure	x		x	
attendance at an occupational health examination	x		preparation of documents	
preparation and signing of the employment contract with the employee			x	
participation in safety training upon commencement of employment	x	takes part		
providing the employee with information on relevant university regulations and their content		x	handing over general information when signing the contract of employment	
reporting the establishment or termination of employment to the competent authorities			x	
reporting changes in the status of the registration certificate, the death of a family member residing with the employee, any significant data changes or permanent departure from Hungary to the authorities and the employer	x			