



## CONSULAR SERVICE - BUDAPEST

### Information Regarding the Legalization of public documents Issued by Hungarian Higher Education Institutions for Use Abroad

**Public documents issued by Hungarian higher education institutions** (typically: diploma, diploma supplement, gradebook, student status certificate, thesis, credit certificate, etc.) **must be legalised if these public documents are intended to be used abroad.** An exception to this rule can only be established by an international treaty.

#### General Information

Documents **can be classified into two groups based on the state in which they are intended to be used**, so a distinction must be made between the so-called **Apostille certificates** and the documents to be provided with the "classic" **ministerial legalisation**. The member states that signed the Hague Convention of October 5 1961 on the Abolishing the Requirement of Legalisation for Foreign Public Documents (hereinafter: Apostille Convention) decided to simplify the legislation procedure based on mutual trust and accept the legalisation by the state issuing the documents. In this defined circle, the documents must be provided with an Apostille certificate. The current list of member states is available here: ([http://www.hcch.net/index\\_en.php?act=conventions.status&cid=41](http://www.hcch.net/index_en.php?act=conventions.status&cid=41)).

For those states that have not joined the Apostille Convention, the Ministry of Foreign Affairs and Trade of Hungary carries out the **ministerial legalisation** of the documents. In these cases, the documents **must also be provided with the diplomatic legalisation of the delegation of the country of use accredited to Hungary.** The legalisation process is finalised with the legalisation of the delegation.

The **target country is not indicated neither on the Apostille certificate nor on the ministerial legalisation clause.** Therefore, the Apostille certificate may be used in all member states without any further legalisation or certified translation. For the ministerial legalisation, diplomatic legalisation of several states can be obtained for the given document. In addition, there is no obstacle to the addition of an Apostille certificate and a ministerial legalisation clause to a public document either at the same time (if the applicant pays the fee for these two legalisations), or later, in a separate procedure.

The **Apostille certificate is issued in three languages (Hungarian, English, French)**, while the **ministerial legalisation clause is issued in English.** Technically, the Apostille certificate is done by affixing to the original document, in case of ministerial legalisation, on the free surface of the document or - in the absence of a free surface - by affixing it, with a legible stamp impression, the signature of the person entitled to it, and the date. If the **document consists of several pages (e.g. diploma supplement, credit certificate, etc.)** then it may only be legalised if it is in the appropriate form – **inseparably strung or stapled together.** **If the document is damaged, it is no longer the same as the original document; it loses its character and authenticity as a public document, so the legalisation can no longer be legislated.**

#### Intermediate legalisation

For the foreign use of certificates and documents issued by state-recognized (Hungarian) higher education institutions, **a so-called intermediate legalisation is required, which is carried out by the Educational Authority (OH).** **Following the intermediate legalisation, the Ministry of Foreign Affairs and Trade of Hungary provides the document** with an Apostille certificate or a ministerial legalisation clause.



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You can find detailed information about the intermediate legalisation of the Education Office here: [https://www.oktatas.hu/felsooktatas/apostille\\_kulfoldi\\_fel\\_okirat\\_felulhit](https://www.oktatas.hu/felsooktatas/apostille_kulfoldi_fel_okirat_felulhit).

The National Directorate General for Hospitals can also attest the entitlement to pursue the healthcare activity if the healthcare professional of foreign nationality. The **National Directorate General for Hospitals issues a certificate for use in the recognition of the diploma in another country**. In case of professionals who intend to effectively work in the territory of Hungary other requirements are also have to be fulfilled in compliance with the conditions laid down in the relevant legislation.

### **Errors in form or content, due to which the higher education document cannot be legalised**

- The document **lacks the intermediate legalisation of the Educational Authority (OH)** (original imprint of stamp and/or original signature).
- The document **is not an original copy**, but a photocopy, scanned copy, etc..
- **The document itself or its accessories were damaged.** (A multi-page document that was originally strung or stapled together **was separated** after it was issued; the binding or stapling, the vignette, the imprint of the stamp or the national-colour cord was damaged.)
- The binding or stapling of the submitted **document does not comply with the regulations.** (The document is not inseparable: the pages are not properly strung or stapled, any of the pages could be removed or replaced without damage.)
- If **the official translation is required for the final use**, it must be prepared **after the entire legalisation process**.

### **Steps to be taken by Applicant:**

#### **Request Form**

The legalisation of public documents issued by higher education institutions can be requested at the Ministry of Foreign Affairs and Trade of Hungary **by submitting an application form**, which can be found on the Konzinfo Start website (<https://konzinfo.start.mfa.gov.hu/>). To enter Konzinfo Start, it is necessary **to create a user profile** by entering a password and an e-mail address. After logging in, select **"Legalisation (in Hungary)" from the Menu**. The system provides comprehensive assistance in filling out the application. The saved request will be available later in the "Pending cases" folder on the main page.

The following must be given on the application form:

- **name, place of residence** and/or seat of the applicant,
- **the name of the body or person issuing the public document** to be legalised
- **the case number of the public document to be legalised or other data suitable for its identification**
- **target country of use of the authentic instrument to be legalised**

The original public document to be legalized or a certified copy thereof must accompany the request form.



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### The fee for the legalisation procedure

The legalisation fee for documents is **HUF 5,500 per signature**.

### Applying in person

The request form can be submitted **in person** at the Legalisation Office at **Nagy Imre tér 4, 1027 Budapest**, only **after booking an appointment online**. It is important that our customers bring the above-mentioned online prepared and preferably printed request form to the administration, because by scanning its QR code, immediate and smooth administration can be ensured. Please **fill out the request form in the name of the customer appearing in person at the administration**, regardless of whose documents you are submitting for legalisation. In this case, authorization is not required. With a **valid and legal authorization a person can also act** for the applicant, in such case, in addition to submitting the application, the procedure can be initiated by presenting **the original copy of the authorization**.

**Appointment booking** is also through the Konzinfo Start system, after filling out the request form, under "**Appointment booking**", or directly on the website (<https://konzinfobooking.mfa.gov.hu/>). We would like to draw your attention to the fact that **new appointments open daily** in our online system, and that the calendar is automatically updated when cancellations occur. Therefore, if you struggle to find a suitable appointment for yourself, we recommend visiting the appointment booking page several times.

When submitting the request in person, the desk officer provides information **on the exact date of the completion of the legalisation**. The procedural deadline is **8 days according to the relevant legislation**, in the case of a duly submitted request, and if the facts are clear on the basis of the data presently available to the competent authority. **However, practice shows that such cases may be carried out immediately** (in the reserved time slot) once the fee for the procedure is paid by the applicant.

In case of in-person administration, the **consular fee for the legalisation of documents (HUF 5,500 per signature to be legalised) must be paid by bank card** at the time of administration at our Legalisation Office. Please do not transfer the legalisation fee in advance.

**Customer reception is from Monday to Thursday between 9:00 a.m. and 12:00 p.m.** We only accept customers who have made an appointment in advance.

### Administration by Post

In the case of postal administration, it is extremely important to carefully study the requirements for the documents to be submitted, because **we cannot legalise incomplete documents, we will send them back to the postal address provided in the application as part of a notice to resolve discrepancy(ies)**.

If the applicant **does not specify the address in Hungary** to which the legalised documents are requested to be returned, the postal items will be returned to the Ministry of Foreign Affairs and Trade of Hungary. In the case of an application by post, **we recommend that you consider whether the reception of legalised documents in Hungary is guaranteed**.



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In the case of legalisation requested by post, the procedural deadline is **8 days according to the relevant legislation**, in the case of a duly submitted request, and if the facts are clear on the basis of the data presently available to the competent authority. According to our current practice, provided the request meets all requirements and the procedural fee is transferred by the applicant, we will continuously process the applications in their order of arrival. Please take into account that **postal delivery may take an average of 3-5 working days**. The postal items are provided with a tracking number so that we may give our customers up-to-date information about their status upon request.

Kindly note that in case of potentially **high-value or irreplaceable documents**, the order of responsibility is governed by the general rules for postal items. The Ministry of Foreign Affairs and Trade of Hungary **only** forwards documents **as registered mail to a Hungarian address**, and there is no possibility to obtain value insurance.

In case of legalisation initiated by post, the administrative steps are as follows:

1. Use the Konzinfo Start system - (<https://konzinfostart.mfa.gov.hu/>), click on "Legalisation (**in Hungary**)" and fill out the request form.
2. **Transfer** the legalisation fee to the account of the Ministry of Foreign Affairs and Trade at the Hungarian State Treasury. The fee for the procedure is **HUF 5,500 per signature** to be legalised.  
Account number: **10032000-01410608-00000000**  
The message accompanying the transfer must state: **FH + LAST NAME**.  
(IBAN: HU89 10032000-01410608-00000000; SWIFT code: HUSTHUHB)
3. **Print** the bank transfer receipt.
4. **Print, sign and date** the request form prepared online.
5. Mail the **request form**, the **transfer receipt** and **the original documents that you wish to legalise** to the following address:  
*Ministry of Foreign Affairs and Trade of Hungary, Department of Consular Affairs and Citizenship, Consular Services 1525 Budapest, Pf. 28*
6. **Check the package before mailing it** (request form, transfer receipt, original documents, necessary intermediate legalisation on the documents).

For more details about the legalisation procedure of the Ministry of Foreign Affairs and Trade of Hungary and the process of administration, please visit the website of the Consular Service (<https://konzinfo.mfa.gov.hu/en/legalisation-procedure-documents-be-used-abroad>) or contact us via e-mail at [legalisation@mfa.gov.hu](mailto:legalisation@mfa.gov.hu).

Budapest, June 3, 2024