Asylum Directorate, National Directorate-General for Aliens Policing, Hungary
Asylum Records and Information System

EH

How to submit a simplified application for recognition as beneficiary of temporary protection
User Handbook

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Rev.

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1   How to access the platform

An application for recognition as beneficiary of temporary protection can be submitted with the help of the 'Enter Hungary' system. The system can be accessed with the help of a web browser. The following web address is to be entered into the heading of the web browser:

https://enterhungary.gov.hu

Following this, the home page of the 'Enter Hungary' system will be displayed (Figure 1-1).

Enter Hungary   Sign in   🇭🇺🇬🇧🇺🇦

WELCOME TO THE ENTER HUNGARY PAGE OF ENTERHUNGARY!

Dear Customers,
Based on official information from Visa Inc. credit and debit cards issued by Russian banks will be suspended by 2022.03.09 22:01 CET. This means from that momend on any transaction from those cards (VISA issued by Russian banks) will be unsuccessful. This entails that online payments initiated on EnterHungary with such credit or debit cards will also be unsuccessful.
Thank you for your understanding!

Dear Employers,
We hereby inform You that in order to report the beginning and the termination of employing a person who is a beneficiary of temporary protection a separate form is available under the case type "Announcement". We kindly ask you that regarding beneficiaries of temporary protection report the beginning and the termination of the employment solely by using the designated form! The National Directorate-General for Aliens Policing hereby thank you your cooperation by complying with the above mentioned rules.

This system helps you submit your application for a residence permit in Hungary electronically, without queuing. If you wish to enter Hungary or the Schengen Area from abroad, the Ministry of Foreign Affairs and Trade will help you.

You can submit your e-application as a private person or a preferred employer/temporary work agency, as well as a legal representative. You need to make a registration before submitting the first application. The registration procedure varies in the case of a

Menedékes regisztrálás

    As a private person
    As a preferred employer or temporary work agency
    By a legal representative

Related to the use of the website, the user guide includes a detailed description.
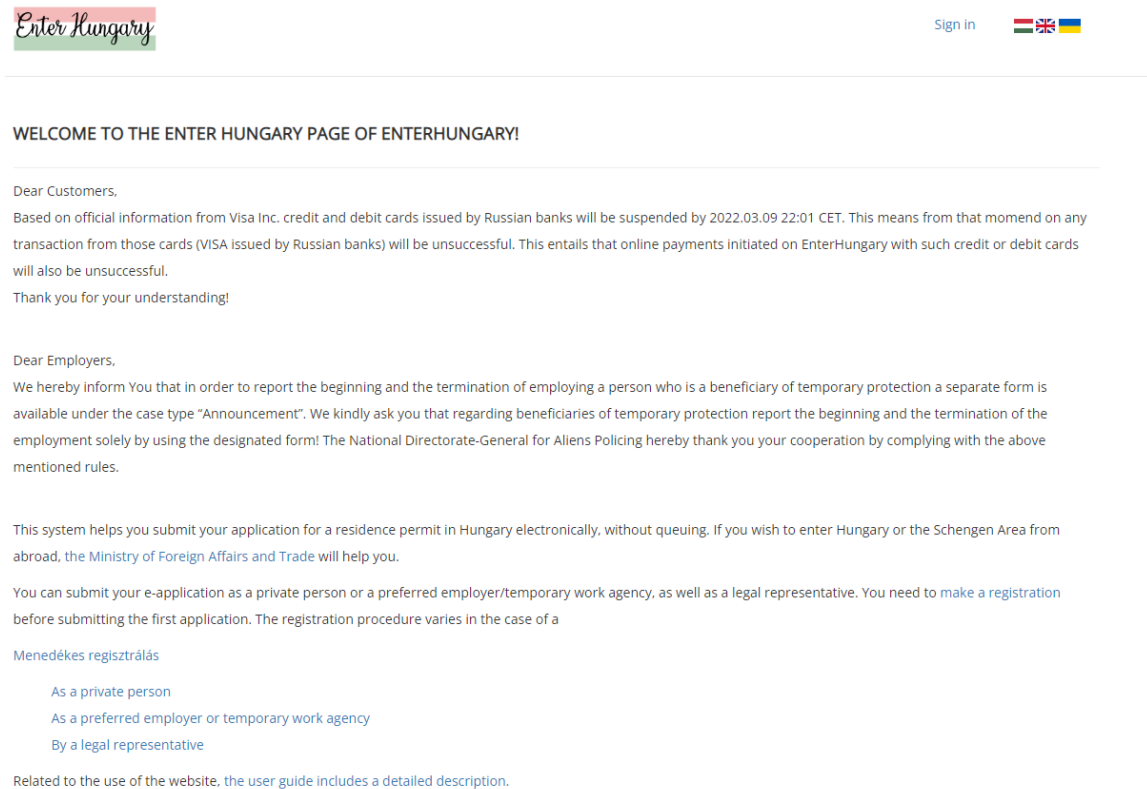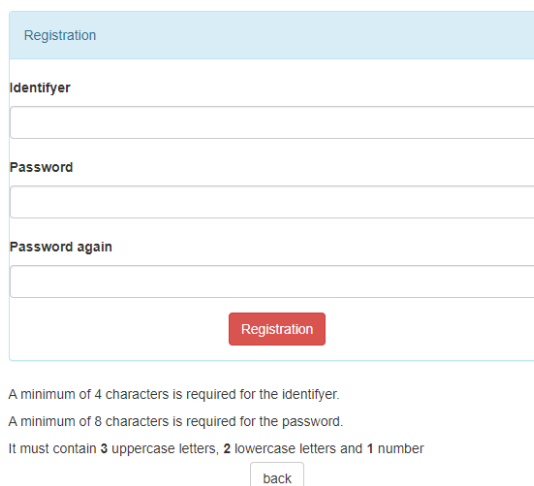
Figure 1-1

Signing into the system is required in order to be able to use the 'Enter Hungary' system. If the data required for signing in are not available to you yet, you can get such data by registering.

If you already have such data, you can sign in by entering them into the data fields.

2   Registration

Registration can be initiated by clicking on the *I require temporary protection* registration link. Following this, the *Registration* module will appear on the screen (Figure 2-1). The data are to be entered in accordance with the requirements listed under the input fields. Following a succesfull registration, the *Sign in* module will be displayed on the screen (Figure 3-1); signing in is available within the *Sign in* module with the data set during registration.
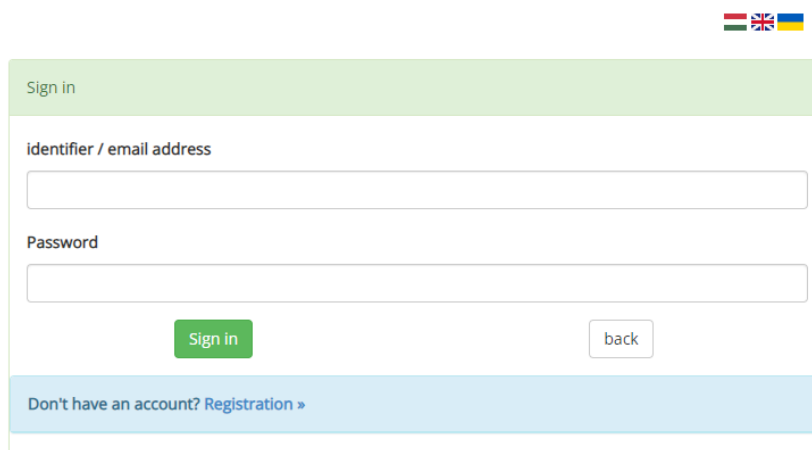
Figure 2-1

3   How to sign in

Signing in can be initiated by clicking on the *Sign in* link. Following this, the *Sign in* module will be displayed on the screen (Figure 3-1). After entering the data set during registration and clicking on the *Sign in* icon, the *MY CASES* module will be displayed on the screen (Figure 4-1).

Figure 3-1

4   How to fill in a new application

Filling in a new application can be initiated by clicking on the *new application* icon (Figure 4-1).

EH User Guide: How to submit a simplified application for recognition as beneficiary of temporary protection

INFORMATIVE   MY CASES   MY CLOSED CASES   STORAGE   PROFILE   SIGN OUT

MY CASES

Cases of the recent period

new application

EH1008647732 ✎   beneficiary of temporary protection   📁

Figure 4-1

Following this, the *Application form for the procedure of recognition as beneficiary of temporary protection* will be displayed on the screen.

FILLING IN THE INPUT FIELDS OF THE FORM INDICATED BY RED LETTERS IS MANDATORY!

The upper segment of the form displayed is required to be filled in with personal data of the main applicant (Figure 4-2).

I require temporary protection			
Number of applicants*:	3	of which minor*:	0

new family member

Personal information in Latin letters			
Surname (as in passport)*:	Hercegkúti	First name (as in passport)*:	Nikoletta
Surname at birth*:	Hercegkúti	First name at birth*:	Nikoletta
mother's maiden name*:	Csobaji	mother's first name*:	Netta
date of birth*:	2002-11-23	country of birth*:	Ukraine
place of birth*:	Kyiv	sex*:	Female
citizenship*:	Ukrainian	marital status*:	Other
Level of education:	--please select--	Vocational qualification:	--please select--

Declaration of nationality

Aware of my criminal liability, I declare that I have Hungarian citizenship*:
○ yes ● no

Figure 4-2
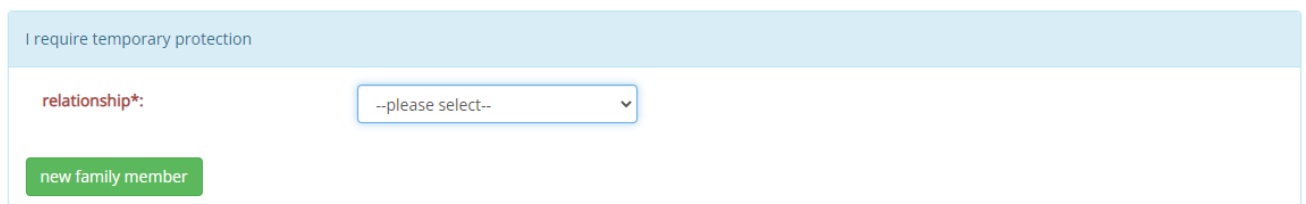
When the form of the main applicant is displayed, both the *Number of applicants* input field and the *of which minor* input field are displayed within the *I require temporary protection* module. This way, clients can easily identify if they opened the form of the main applicant. By the *Number of applicants* input field, the number of applicants is to be indicated. By the *of which minor* input field, the number of minor applicants is to be indicated.

Therefore, as many forms are needed to be filled in as the number indicated by the *Number of applicants* input field.

IN CASE THERE IS NO MINOR AMOUNG THE APPLICANTS SUBMITTING THEIR APPLICATION TOGETHER, 0 IS REQUIRED TO BE INDICATED AS THE NUMBER OF MINORS.

The form for an applicant submitting his/her application together with another applicant will be displayed by clicking on the *new family member* icon. Before clicking on the *new family member* icon, the form filled in is to be saved by clicking on the *save* icon at the bottom of the page. Please note that the data indicated in the form will be only saved by clicking on the *save* icon; however, the form will not be submitted.

When a form for family members is displayed, the *relationship* drop-down list is displayed in the *I require temporary protection* module. This indicates for applicants that a form for family members is opened. The degree of kinship can be set from the drop-down list as the level of relationship between the main applicant and the given family member (Figure 4-3).

Figure 4-3

Indicating data of the documents and uploading photographs of them are available within the midsection (Figure 4-4). Personal ID numbers can be indicated within the input fields, the photographs can be selected by the *browse request* icon from the computer.

Passport

In case you indicated the number of your passport when you filled in the form, you are required to upload a photograph of the data page of your passport which includes a photograph and, in a separate file attachment, a photograph of the page of your passport displaying the entry stamp acquired upon entry into the territory of Hungary.

Passport number:

Data page of the passport which includes a photograph:

Page of the passport displaying the entry stamp acquired upon crossing the border:

Personal

In case you indicated the number of your personal identity card when you filled in the form, you are required to upload a photograph of your personal identity card.

Personal identity card:

Name of the uploaded personal identity card:

Driver's license

In case you indicated the number of your driving license when you filled in the form, you are required to upload a photograph of your driving license.

Driving license:

Name of the uploaded driving license:

Other type of document

In case you indicated the number of one of your other documents with a photograph when you filled in the form, you are required to upload a photograph of your document.

Other:

Other type of document:

Name of the uploaded document:

Statement

Place of crossing the border :		Time of crossing the border :	YYYY-MM-DD

Accommodation in Hungary*:
 ○ yes ○ no

postcode:		town:	
district:		name of public place:	
type of public place:	--please select--	house number:	
building:		staircase:	
floor:	--please select--	door:	
email address*:		phone number:	

Figure 4-4

The lower segment of the form is required to be filled in as a statement (Figure 4-5).

Figure 4-5

The data indicated can be saved by clicking on the *save* icon. After saving, the lower icons change; therefore, further options will become available (Figure 4-6).

Figure 4-6

By clicking on the *edit* icon, the input fields of the form can be made editable again, so that the data entered can be modified and then re-entered. As long as the application is not submitted, the case is considered to be pending, so the form can be modified as many times as needed.

By clicking on the *Delete application* icon, the application can be deleted.

By clicking on the *submit application* icon, the application can be submitted. Following the click, a confirmation question will be displayed (Figure 4-7).
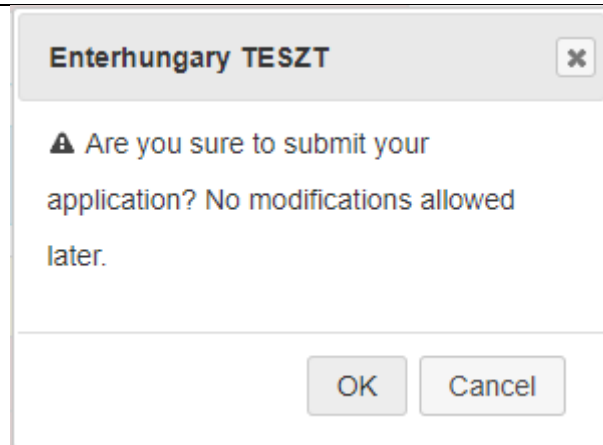
<div align="center">**Figure 4-7**</div>

After the *OK* icon has been clicked on, the system checks:

- the required completeness of the forms;
- whether the number indicated within the *Number of applicants* input fields is the same as the number of forms
- (based on the dates of birth) whether the number indicated within the *of which minor* input field is the same as the number of forms for minors

If there is a form that does not meet one of the requirements of completion, the system will display it and a message indicating what kind of an error it has found. Then the form is to be made editable again and the indicated error is to be revised and corrected. Submission of the application can then be attempted again. This process will be repeated until all the incorrect forms have been revised and corrected.

If the forms pass the system check, i.e. the number of items and the completeness of them meet the requirements, the application will be submitted. The date of submission will be recorded and will be displayed at the top of the screen (Figure 4-8).

The submission will be documented by the system by sending out a confirmation receipt.

<div align="center">**Figure 4-8**</div>

Following submission, the status of the case will be closed, from that time on the data of the application cannot be modified.

5   How to manage cases

At the top right of the screen, the always visible main menu gives access to both pending and closed cases.

5.1   *My cases* menu item (pending cases)

Under the MY CASES menu item, the list of pending cases are available and can be managed (Figure 4-1). A new application can be initiated, as indicated under **_Point_** 4, and the already listed applications can be modified or deleted.

By clicking on the identification number of a case, on the left side of the list, the form linked to it can be accessed, then edited or deleted by clicking on the relevant icon.

Deletion can also be initiated by clicking on the folder icon on the right side of the list. Following this, the *Delete application* icon becomes available, by clicking on the icon, the relevant application can be deleted (Figure 5-1).

Relevant for all *Delete application* icons: Deleting a form for a main applicant is only possible if there are no forms linked to it (there are no forms for family members of the main applicant who will submit their application together with the main applicant).

EH1008553946	Elemér Teszt	adatlap menedékes eljárás lefolytatásához	📁 2022-05-09 12:55
EH1008535914 ✏️		beneficiary of temporary protection Delete application	
EH1008528648 ✏️		beneficiary of temporary protection	📁

Figure 5-1

5.2   *My closed cases* menu item (closed cases)

Under the MY CLOSED CASES menu item, the list of CLOSED CASES is available and can be managed (Figure 5-2).

LEZÁRT ÜGYEIM

Az elmúlt időszak lezárt ügyei

EH1000352703	Igor Voljov	adatlap menedékes eljárás lefolytatásához	📁 2022-05-02 16:31
EH1000352654	Béla Átadó	adatlap menedékes eljárás lefolytatásához	📁 2022-04-28 10:11

📖   ✉️

Figure 5-2

By clicking on the identification number of a case, on the left side of the list, the form linked to it can be accessed. Closed cases cannot be edited; they can be only viewed and deleted.

By clicking on the folder icon on the right side of the list, the *Delete application* icon becomes available. Furthermore, the photographs taken of documents uploaded to the form, as well as the confirmation receipt on the submission of the application can also be viewed (Figure 5-3).

LEZÁRT ÜGYEIM

Az elmúlt időszak lezárt ügyei

EH1000352703	Igor Voljov	adatlap menedékes eljárás lefolytatásához	2022-05-02 16:31
		2022-05-02 16:32 menedékés kérelem igazolás (nyugta)	
		2022-05-02 16:22 (Egyéb dokumentum)	
		2022-05-02 16:22 (Jogosítvány)	
		2022-05-02 16:22 (Személyazonosító igazolvány)	
		2022-05-02 16:22 ([utlevel2])	
		2022-05-02 16:22 ([utlevel1])	

⬇ összes dokumentum letöltése egyben (.zip)

Kérelem törlése

EH1000352654	Béla Átadó	adatlap menedékes eljárás lefolytatásához	2022-04-28 10:11

Figure 5-3

All documents listed can be downloaded from the system as one single, compressed file. Please click on the *download all documents in one compressed file (.zip)* link in blue to initiate the download.

Narrowing down the list is also possible. Input fields will be displayed if you click on the *Closed cases of the recent period* link. Following this, the year and/or month of the creation and the display order of list items can be set.

The indicated filter conditions can be enforced by clicking on the *Search* icon. Following this, only those list items will be displayed which meet the filter condition(s) and in the order as per the set filter conditions (Figure 5-4).

LEZÁRT ÜGYEIM

Az elmúlt időszak lezárt ügyei

Létrehozás éve:		Létrehozás hónapja:	
Rendezés:	--válasszon--	Keresés	

EH1000352703	Igor Voljov	adatlap menedékes eljárás lefolytatásához	2022-05-02 16:31
EH1000352654	Béla Átadó	adatlap menedékes eljárás lefolytatásához	2022-04-28 10:11

Figure 5-4