



Interreg



Danube Transnational Programme
YOUMIG

YOUMIG

How can we help?

Information for young
people dealing with
administrative issues



Szeged

Szeged Megyei Jogú Város
Önkormányzata

YOUMIG Improving institutional capacities and fostering cooperation to tackle the impacts of transnational youth migration

Project co-funded by the European Union funds (ERDF, IPA) and Hungarian national funds

PROJECT PARTNERS

Lead Partner:

Hungarian Central Statistical Office

Work package leaders:

University of Vienna, Austria

Leibniz Institute for East and Southeast

European Studies, Germany

Maribor Development Agency, Slovenia

INFOSTAT, Slovakia

Partners:

- Szeged Municipality, Hungary
- City of Graz, Austria
- Institute for Economic Research, Slovenia
- Romanian Institute for Research on National Minorities
- Municipality of Sfantu Gheorghe, Romania
- National Statistical Institute of Bulgaria
- Burgas Municipality, Bulgaria
- Municipality of the City district of Bratislava–Raca, Slovakia
- Statistical Office of the Republic of Serbia
- Institute of Social Sciences, Serbia
- Municipality of Kanjiza, Serbia

Welcome to Szeged!

The Municipality of Szeged has made it its goal to help young people who arrive to the city from abroad in dealing with day-to-day problems they encounter in various areas of life. To meet this goal the city has opened an information point, which operates within the customer services of the Municipality (address: Széchenyi Square 11, on the ground floor.) At this location people new to Szeged can find useful information about many things related to their stay.

The brochure you are holding in your hands serves as a guide, in which you can find information about the administrative business that you can take care of at the Municipality. These include getting support such as a housing allowance or child benefit, finding a nursery for your child, or finding out more about rules of keeping a pet. If your question or need is not in the remit of the Municipality, you will be guided to the right authority where that service is provided, usually by another government institution. Examples of this might be getting a residence permit, health insurance or such matters.

The information we have collected is the result of work undertaken by the project YOUMIG, in the Danube Transnational Programme co-funded by the European Union.

For further information, please visit the project's local website:

<https://www.szegedvaros.hu/youmig/>

or

contact the project team at youmig@szeged.eu

We wish you a pleasant stay in Szeged!

* Full name: Improving institutional capacities and fostering cooperation to tackle the impacts of transnational youth migration



ARRIVAL AND STAY

Residence in Hungary

Upon arrival, every foreign national who plans to stay in Szeged should visit the Immigration and Asylum Office, and apply for a permanent residence permit or a registration certificate.

Regional Directorate of the Southern Great Plains
(Dél-alföldi Regionális Igazgatóság)
Location: 15 Londoni krt. Szeged 6724
Phone: (62) 549 140

	For EEA Nationals and for Swiss Citizens:	For Third Country Nationals:
Monday	closed	closed
Tuesday	13.00 – 16.00	08.30 – 12.30
Wednesday	08.30 – 12.30	13.00 – 17.30
Thursday	13.00 – 16.00	08.30 – 12.30
Friday	closed	closed
Sat.-Sun.	closed	closed

For more information please visit the website of the institution:
<http://www.bmbah.hu/index.php?lang=en>

Health Insurance matters

Foreign nationals who work or study in Szeged are entitled to the use of health-care services. To be eligible an application must be made to receive a Hungarian social security number (TAJ) at the Government Office (Kormányablak).

Location:

1 Rákóczi tér, Szeged 6722
Csongrád County Government Office Szeged District Office
(Csongrád Megyei Kormányhivatal Szegedi Járási Hivatal)

Opening hours:

Mon: 8.00 – 17.00
Tue–Wed: 8.00 – 20.00
Thurs: 8.00 – 18.00
Fri: 8.00 – 20.00

For more information please visit the website of the National Health Insurance Fund of Hungary (NEAK):

http://www.neak.gov.hu/felso_menu/rolunk/kozerdeku_adatok/tevekenysegre_mukodesre_vonatkozo_adatok/a_szerv_feladata_alaptevenysege_es_hatarkore/en_a_szerv_alaptevenysege_feladata_es_hatarkore

or

<http://www.livinginhungary.info/how-to-get-a-taj-card-tax-code-number-requirements-in-hungary.html>



Matters related to birth, marriage, family relationships and death

The Municipality of Szeged registers all events related to birth, death and family, and issues certificates about them. These include birth registration, change of family status, requesting a marriage license, entering a registered partnership, death registration, modifying birth or marital name, resolving issues related to family status.

Location: 1 Huszár utca Szeged 6724

E-mail: anyakonyv@szeged.eu

Phone: (62) 564-384

	Opening hours	Death certificates
Monday	8.00 – 15.00	8.00 – 15.00
Tuesday	closed	8.00 – 15.00
Wednesday	12.00 – 17.30	8.00 – 17.00
Thursday	closed	8.00 – 15.00
Friday	8.00 – 11.30	8.00 – 12.00

Work

Citizens of the European Economic Area have the right to work in Hungary, while citizens of other countries need a work permit to do so. You can find a good overview of your rights and opportunities on the website of a service called Danube Compass**:

http://hu.danubecompass.org/archives/situation_category/work

Lost & found

If you have lost something, there are chances that somebody has found your item and handed it to the authorities. These objects are stored by the Municipality of Szeged.

Location of the lost item:

11 Széchenyi tér Szeged 6720
Customer Services at the Municipality

Opening hours:

Mon-Tue-Thurs: 8.00 – 15.00
Weds: 8.00 – 11.00 and 13.00 – 17.30
Fri: 8.00 – 12.30

You can inquire in person, by post or by phone at (62) 564-168 or (62) 564-311 or the toll-free green number +36 80 820 032.

** The Danube Compass website was developed by the project DRIM - Danube Region Information Platform for Economic Integration of Migrants, co-funded by the European Union.

Car parking

You can park your car in Szeged for free outside of the boulevard, but in the city center there are two parking zones, the green and the yellow one. These two zones have different parking fees. For more information please visit the following website: <http://szepark.hu/en/home-en#>

If you park your car in a prohibited place, or if you have not paid the proper parking fee, your car will be towed away to a site run by the Szeged Transport Company SZKT. If you leave it in a public area and your car does not have a license plate and proper permission, you will get a ticket on your windshield with a 10-day notice to move your car, otherwise it will be taken to a wrecking yard operated by Roncs-Autó Kft. (address below). In any of these cases, officials will take a photo of your car and document the incident.

If you want to have your car back, you have to contact the service providers listed below. If you believe that your car was unlawfully removed from its parking place, you can file a complaint with the police within 8 days after you receive the notice, but no later than 3 months after the illegal parking took place.

Roncs Kft.

Location: 8 Kollégiumi út Szeged 6728

Phone: (62) 541-277, (20) 2-888-100

E-mail: roncsautokft@roncsautokft.hu

Opening hours: Mon-Fri 8:00 – 17:00

Sat 8:00 – 12:00

Szegedi Közlekedési Kft.

<http://szkt.hu/en>

Location: 5–7 Csáky József utca Szeged 6724

Phone: (62) 423-052, (62) 420-767

Opening hours: Mon–Fri 7:00 – 22:00

Pets

The Municipality is serious about animal rights and the protection of animals. If you have a complaint about someone's habits of keeping a pet or livestock living near you (or if you have received a complaint from others about your pet), you can contact the Administration and Building Bureau (Igazgatási és Építési Iroda) of the Municipality for more information.

Location of the office for your request:

11 Széchenyi tér Szeged 6720

Szeged Municipality – Administration and Construction Bureau

(Szeged Megyei Jogú Város Polgármesteri Igazgatási és Építési Iroda)

Opening hours:

Mon: 8.00 – 15.30

Weds: 8.00 – 17.30



SUPPORT SERVICES

Pharmaceutical subsidy

If your medical condition requires you to take medication on a regular or long-term basis, and your income is low (monthly income does not exceed 91.200 HUF) and the cost of the medication is higher than 3000 HUF, you can request a pharmaceutical subsidy from the Municipality. The amount of the subsidy depends on income limits.

You will need the following documents to prove that you are in need of this subsidy:

- medical certificate of medication
- certificate from the pharmacy of the price of drugs

Location of the office for your request:

11 Széchenyi tér Szeged 6720
Szeged Municipality – Human and Public Services Desk
(Szeged Megyei Jogú Város Polgármesteri Hivatal Humán Közszolgáltatási Iroda Ügyfélszolgálat)

Opening hours:

Mon–Tue: 8.00 – 15.00
Weds: 8.00 – 11.00 and 13.00 – 17.30
Thurs: Closed
Fri: 8.00 – 12.30

Housing allowance

If your income is low (for multi-person households the upper income limit is 74.100 HUF, for a single-person household the income limit is 91.200 HUF) and it is very difficult for you to pay the monthly rent, you can request a housing allowance from the Municipality.

You will need the following documents to prove that you are in need of this subsidy (you can find these in the application form):

- certificate of employment
- income certificate
- financial statement
- statement of irregular incomes (not on monthly basis)
- declaration of residence
- declaration for the requested allowance (rent, gas bill, common charges, water consumption and water treatment levy)

Location of the office for your request:

11 Széchenyi tér Szeged 6720
Szeged Municipality
– Human and Public Services Desk
(Szeged Megyei Jogú Város Polgármesteri Hivatal Humán Közszolgáltatási Iroda Ügyfélszolgálat)

Opening hours:

Mon–Tue: 8.00 – 15.00
Weds: 8.00 – 11.00 and 13.00 – 17.30
Thurs: Closed
Fri: 8.00 – 12.30



Regular child protection benefit

If you have a small child and your income is low, you can request a regular child protection benefit, which will provide him/her school meals, one-off financial support and other benefits.

Location of the office for your request:

11 Széchenyi tér Szeged 6720
Szeged Municipality – Human and Public Services Desk
(Szeged Megyei Jogú Város Polgármesteri Hivatal Humán Közszolgáltatási Iroda Ügyfélszolgálat)

Opening hours:

Mon–Tue: 8.00 – 15.00
Weds: 8.00 – 11.00 and 13.00 – 17.30
Thurs: Closed
Fri: 8.00 – 12.30

Birth grant

Mothers who are registered residents of Szeged receive a grant from the Municipality after giving birth to a baby. This is a one-off subsidy of 25.000 HUF/child for which you can apply within 6 months after the birth of your child.

Location of the office for your request:

11 Széchenyi tér Szeged 6720
Szeged Municipality – Human and Public Services Desk
(Szeged Megyei Jogú Város Polgármesteri Hivatal Humán Közszolgáltatási Iroda Ügyfélszolgálat)

Opening hours:

Mon–Tue: 8.00 – 15.00
Weds: 8.00 – 11.00 and 13.00 – 17.30
Thurs: Closed
Fri: 8.00 – 12.30

Funeral benefit

If you have to arrange a funeral for a family member or a friend, but you cannot cover the costs, you can request a funeral benefit from the Municipality. This is a one-off subsidy of 50,000 HUF for which you can apply within 2 months after the funeral, but only if the deceased did not receive a public funeral and the official invoice is properly filled in to the name of the applicant.

Location of the office for your request:

11 Széchenyi tér Szeged 6720
Szeged Municipality – Human and Public Services Desk
(Szeged Megyei Jogú Város Polgármesteri Hivatal Humán Közszolgáltatási Iroda Ügyfélszolgálat)

Opening hours:

Mon–Tue: 8.00 – 15.00
Weds: 8.00 – 11.00 and 13.00 – 17.30
Thurs: Closed
Fri: 8.00 – 12.30



Support in unexpected events

If something unexpected happens, and you temporarily run out of money to the point that your subsistence is endangered, you can request support from the Municipality.

Location of the office for your request:

11 Széchenyi tér Szeged 6720
Szeged Municipality – Human and Public Services Desk
(Szeged Megyei Jogú Város Polgármesteri Hivatal Humán Közszolgáltatási Iroda Ügyfélszolgálat)

Opening hours:

Mon–Tue: 8.00 – 15.00

Weds: 8.00 – 11.00 and 13.00 – 17.30

Thurs: Closed

Fri: 8.00 – 12.30

TAXES

Vehicle tax

If you have a car with a Hungarian license plate, you have to pay a vehicle tax on it. You can pay this tax online through the <https://e-ado.szeged.eu/> website. The site is in Hungarian only so you will need the help of a Hungarian speaker to pay this tax.

Business tax

If you are engaged in business, in other words conduct any kind of economic activity on a temporary or long-term basis in Szeged, you have to pay a local business tax. There is more information about this (in Hungarian) on the website <https://e-ado.szeged.eu/>.

Property tax

If you own a flat, house or other type of property in Szeged, you have to pay a property tax. You can pay this tax through the website <https://e-ado.szeged.eu/>.

The site is in Hungarian only so you will need the help of a Hungarian speaker to pay this tax.

For more information about taxes that are not collected by the Municipality of Szeged, please visit the website of National Tax and Customs

Administration:

<http://en.nav.gov.hu/>



EDUCATION

The Municipality of Szeged is responsible for most of the pre-school institutions (for children under the age of 6) in the city. Schools (for ages 6–18) are not administered by the Municipality, but by a central government agency, a religious community or a foundation.

Creches and childcare services

In Hungary, you have the possibility to enrol your children into a creche (for children in the ages of 20 weeks to 3 years). A list of the centres run by the Municipality of Szeged can be found here:

<https://www.szegedvaros.hu/aranyoldalak/szeged-megyei-jogu-varos-onkormanyzat-bolcsodei/>

You can apply by completing the Application Form (which can be found at <http://www.szegedbolcsode.eu/?q=letoltheto-dokumentumok>), in the Centre for Nurseries and Children's Welfare.

Location of the office for your application:

27 Párizsi krt., Szeged 6721
Centre for Nurseries and Children's Welfare
(Szeged Megyei Jogú Város Önkormányzata
Bölcsődéi és Gyermejköléti Központ)
Phone: +36 62 555 040

Kindergarten enrollment

You can enrol your child in a kindergarten if they are past their 3rd birthday but below the compulsory school age (on average at 6 years, but there can be exceptions). A child who completes his/her 3rd birthday by 31 August of the year, is obliged by law to attend kindergarten classes for at least 4 hours each day.

You can choose a kindergarten based on your address. The catchment areas for kindergartens maintained by Szeged Municipality can be found here: <http://ovi.szegedvaros.hu/felveteli-korzetek/>

Documents needed for enrolment:

- Application for kindergarten entry – filled in by the parents (<http://ovi.szegedvaros.hu>)
- the child's ID card and residence address (residence address should not be older than 3 months) and the documentation from the health visitor (védőnő), a health care professional who should examine your child.
- the child's birth certificate
- ID cards and residence address of the parents
- medical certificate proving the child is fit to attend kindergarten
- child's health book

Fees are determined based on set criteria***.

The kindergarten application takes place at the chosen nursery, and the director of the institution decides about accepting or rejecting the application.

Concerning other levels of education, you can find useful information here:

https://eacea.ec.europa.eu/national-policies/eurydice/content/organisation-education-system-and-its-structure-35_en

https://menedek.hu/sites/default/files/media/document/2018/01/22/02_bef_sik_ov_kiadvany_eng.pdf

*** For non-Hungarian children, the provisions of the „Regulations on the fees for nursery care for non-Hungarian citizens” apply.



Government Offices

There are over one thousand different issues for which an official administrative procedure can be carried out at the Government Office (in Hungarian: Kormányablak), a unified customer service centre. Many kinds of official certificates, public administration documents, consumer protection issues etc. can be managed here.

Location:

1 Rákóczi tér, Szeged 6722
Csongrád County Government Office Szeged
District Office
(Csongrád Megyei Kormányhivatal Szegedi
Járási Hivatal)

Opening hours:

Mon: 8.00 – 17.00
Tue–Wed: 8.00 – 20.00
Thurs: 8.00 – 18.00
Fri: 8.00 – 20.00

You can also visit www.danubecompass.org where you can find a lot of useful information about living in Hungary as a foreigner.

YOUMIG CONTACT

Project Management Team

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youmig@szeged.eu



THE PROJECT

Young people are on the move.

When they leave will they come back?

Those who come here, will they stay?

For how long?

YOUMIG sets out to help cities cope with the new challenges youth migration brings.

The project runs from January 2017 to June 2019.

<http://www.interreg-danube.eu/youmig>

OBJECTIVES

- Carry out transnational research with a focus on the impacts of youth migration in cities
- Help clarify facts on migration-related demographic, labour-market and social trends which affect people's lives
- Create new ways of measuring these trends which can help planning and strategy
- Help municipalities cope with day-to-day new situations they meet through migration
- Link research findings to local development goals to help improve policy

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