



Ambasciata d'Italia
Budapest

Information on the procedure for requesting the "Declaration of Value"

- 1) request a certified copy of the education qualification: since the Declaration of Value is applied directly to the qualification, it is recommended to use - in the applicant's interest - a certified copy rather than the original;
- 2) have the apostille affixed to the education qualification in certified copy (or to the original in cases where it is not possible to obtain a certified copy): the apostille is a certification of authenticity of the document;
- 3) have the education qualification translated into Italian if it was issued only in Hungarian; if it was issued in English, the translation is not necessary; for translators recognised by the Embassy, see list below;
- 4) deliver the education qualification in certified copy, apostilled and translated to the Embassy, together with the rest of the documentation listed below.

Here are all the information and contact details of the relevant offices:

THE GENERAL PROCEDURE:

1. Authentication and intermediate authentication

a) For qualifications issued by the **public school system** (nursery school, elementary and lower secondary school, high school):

- the certified must be stamped first by the **educational institution** itself and later affixed by the the **competent Administrator** (in Hungarian: Fenntartó; list of Administrators: https://www.oktatas.hu/hivatali_ugyek/kir_intezmenykereso);
- afterwards, the document must be brought to the **Ministry of the Interior**, which will affix its own stamp.

Address and opening hours of the office of the Ministry of the Interior:

1051 Budapest, V. kerület Nádor u. 2., **to book an appointment call**: Ruminé Szijártó Ildikó, tel.: +36 1 999-45-44.

- if the secondary school diploma was obtained at a high school or vocational school (sz), the contact email for the authentic intermediary is: bizonyitvanyhitelesites@nive.hu

b) For **university degrees**, the university itself should issue certified copies upon request; subsequently, the document must be brought to the **Office for Education**, which will affix its stamp. Address and opening hours of the Office for Education (Oktatási hivatal):

1122 Budapest, XII. Maros u. 19-21.

Tel.: + 36 1 374-2100

E-mail: info@oh.gov.hu

Hours: Monday to Thursday: 8.00-12.00 e 13.00-16.00

Friday: 8.00-13.30

2. How to apply for an Apostille

The certified copy of the qualification (or the original qualification, in cases in which it was not possible to request a certified copy) must therefore be brought to the Ministry of Commerce and Foreign Affairs, which will affix the Apostille, that is a certification of authenticity.

The procedure for requesting the Apostille is described in the following links:

<https://konzinfo.mfa.gov.hu/kulfoldi-felhasznalasu-okiratok>

<https://konzinfo.mfa.gov.hu/felulhitelesites>

<https://konzinfo.mfa.gov.hu/en/legalisation-procedure-documents-be-used-abroad>

3. Translation of the qualification

The document must be translated only if it is written in Hungarian; the translation can only be done by the National Translation Bureau (www.offi.hu), or by translators recognised by this Embassy:

(http://www.ambbudapest.esteri.it/Ambasciata_Budapest/resource/doc/2017/04/lista_traduttori-interpreti.pdf).

Please note: the Embassy will not recognise translations made by other translators.

4. Requesting the Declaration of Value

To be requested at the counter of the Consular Chancery of the Italian Embassy (address: 1143 Budapest, Jávör utca 4; opening hours: Mondays, Tuesdays, Thursdays and Fridays from 9 a.m. to 12 noon; Mondays also open in the afternoon, from 1.30 p.m. to 3.30 p.m.; WEDNESDAY CLOSED!);

Documents to be submitted:

- certified copy of education qualification, apostilled and translated;
- simple photocopy of the applicant's identity document (passport or identity card)
- if the Declaration of Value is issued for study purposes, a simple photocopy of the documentation proving it (e.g. enrolment or pre-enrolment at an Italian university);

- application form duly filled in and signed;
- any proxy form at the moment of delivery and withdrawal of documents.

Fees:

The issue of the Declaration of Value for proven study reasons is free of charge. A fee of 41 euros + 24 euros is applied to the Declaration of Value for work, professional recognition or any other reasons for the legalisation of the translation of the qualification into Italian.

Please note: consular fees can only be paid in cash and only in Hungarian forints at the official quarterly exchange rate, published on the Embassy's website:

(http://www.ambbudapest.esteri.it/ambasciata_budapest/it/informazioni_e_servizi/servizi_consolari/tariffe-consolari.html).