

NATIONAL VISA APPLICATION – RESIDENCE PERMIT CHECKLIST

Applicant's Name and Surname:

Date of Submission:

Email Address:

Purpose of Visit:

No	List of Documents – ALL IN ORIGINAL AND COPIES	
1	<i>Application form</i> duly completed and signed by the applicant; (in the case of a minor , the document must be signed by a parent or legal guardian).	
2	One recent coloured <i>passport photograph</i> (3 x 3.5 cm) with a white background .	
3	<i>Passport</i> (valid for at least three months after the expiration date of the visa applied for) and photocopies of passport biodata as well as copy of the entry/exit stamps of the Schengen area.	
4	<i>A criminal record statement</i> from the country of the applicant's citizenship as well as from any countries in which the applicant has resided for more than 90 days within any six consecutive months during the past three years (not applicable in the case of a secondary school student, an applicant under the age of 14, or when changing the type/purpose of residence).	
5	<i>Proof of accommodation in Slovakia</i> for at least six months, or for the entire stay if applying for a shorter stay (not applicable for university students and in the case of regular commuting to school across the border from a neighbouring country): • Applicant's verified affidavit on the ownership of a property; or • Notarized tenancy agreement (in which the applicant is indicated as the tenant/one of the tenants; both landlord's and tenant's signatures must be notarised); or • Verified affidavit of the property owner on the provision of accommodation (signatures of all property owners must be verified); or • Confirmation from an accommodation facility (dormitory, hostel, hotel, lodging house) on the provision of accommodation.	
6	<i>Travel health insurance</i> must cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention or emergency hospital treatment. The insurance must be valid in all Schengen Member States. Minimum coverage must be EUR 30,000.	
7	<i>Additional Requirements for <u>Business - trade license</u>:</i> • A business plan together with documents demonstrating the feasibility and sustainability of the business activity (contracts and documents enhancing the credibility of the business plan and proving its benefit to the economic interests of the Slovak Republic); or a business plan for the implementation of an innovative project.	
	• Proof of sufficient financial means in the amount of subsistence minimum for each month of residence (from 01 July 2025 to 30 June 2026, the subsistence minimum is EUR 284.13 per month); if the duration of residence exceeds one year, in the amount of 12 times the subsistence minimum (i.e. EUR 3 409.56); it is documented by a bank account balance confirmation in the applicant's name.	

	• Proof of sufficient financial means for business activity in the amount of 20 times the subsistence minimum (EUR 5 682.60); it is documented by a balance confirmation from a bank account established for business purposes, which cannot be the same account used to demonstrate financial means in the amount of the subsistence minimum for each month of the residence.	
8	<i>Additional Requirements for <u>Business - executive of a commercial company</u>:</i> • A business plan together with documents demonstrating the feasibility and sustainability of the business activity (contracts and documents enhancing the credibility of the business plan and proving its benefit to the economic interests of the Slovak Republic); or a business plan for the implementation of an innovative project.	
	• Proof of sufficient financial means in the amount of subsistence minimum for each month of residence (from 01 July 2025 to 30 June 2026, the subsistence minimum is EUR 284.13 per month); if the duration of residence exceeds one year, in the amount of 12 times the subsistence minimum (i.e. EUR 3 409.56); it is documented by a bank account balance confirmation in the applicant's name.	
	• Proof of sufficient financial means for business activity (not applicable to an applicant who is or will be acting on behalf of a significant foreign investor); it is documented by a balance confirmation from a bank account established for business purposes, which cannot be the same account used to demonstrate financial means in the amount of the subsistence minimum for each month of the residence, in the amount of: ○ 100-times the subsistence minimum (EUR 28 413); or ○ 40-times the subsistence minimum (EUR 11 365.20), in case of an applicant submitting a business plan for implementation of an innovative project.	
9	<i>Additional Requirements for <u>Employment</u>:</i> • Confirmation of the possibility to fill a vacancy with a third country national (the application must be submitted within 180 days from the issuance of the confirmation of the possibility to fill a vacancy.); or • Work permit or a statement from the employer confirming that a work permit is not required; or • Employer's confirmation of the possibility to fill the vacant position.	
	• Employment contract	
	<i>Additional Requirements for <u>Study</u>:</i> • Confirmation of admission to study from the relevant government body or school, or confirmation from an organization administering programmes approved by the Slovak Government.	

IMPORTANT:

- The documents must not be older than 90 days at the time of presenting the documentation in Slovakia at the Foreign Police. The visa decision time is 30 days and this must be taken into account; it is therefore recommended that documents are not older than 55 days at the time of submitting the visa application (this does not apply to a confirmation of admission to study or confirmation issued by an organization administering programmes approved by the Slovak Government or EU programmes).
- Public documents issued by a third country must be officially authenticated (apostille/superlegalization). Superlegalization means that the documents must be verified by the

Ministry of Foreign Affairs of the respective country and subsequently superlegalised by the respective Embassy of the Slovak Republic.

- Documents issued in a language other than Slovak, when submitted to the Foreign Police of Slovakia, must be translated into Slovak by a certified translator registered in the [List of Experts, Interpreters and Translators](#) maintained by the Ministry of Justice of the Slovak Republic http://bit.ly/SK_translators, or translated into Czech.
- Signatures on affidavits, powers of attorney and tenancy agreements must be notarised (with the exception of powers of attorney and affidavits signed at the Foreign Police).
- It is recommended that the originals of important documents (e.g. diploma, rental contract) are not submitted, but that certified photocopies are provided instead. These may be handed over to the Foreign Police/diplomatic mission and the originals retained.

We kindly advise to review all requirements thoroughly prior to appointment.

Remarks:

Applicant Signature

BLS Staff Name