

SCHENGEN VISA APPLICATION 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 the passport biodata page, as well as a copy of the entry/exit stamps of the Schengen area.	
4	<i>Documents proving the purpose and the conditions of the planned trip</i>, such as • <u>Organized/individual tourism</u>: a travel voucher, or an invitation letter from the family member/friend, including their address and contact details, and intended period of stay as well as evidence of legal residence of family/friends visited (copy of passport/national ID card, or residence permit as applicable) or an invitation verified by the Foreign Police Department; • <u>Business trips</u>: an invitation letter issued by the inviting company, organisation or institution and a cover letter from the applicant's employer (both letters must confirm, as a minimum: the applicant's identity; the purpose of the journey (meetings, conferences, training or business-related events); the period and place of intended stay), or an invitation verified by the Foreign Police Department; for repeated business trips submit a contract of cooperation with the Slovak company. • <u>International conferences, seminars, symposiums, cultural and sports events</u>: an invitation letter issued by the event organizer, or an official letter from the sending organization requesting a visa for its employee, or entry tickets to trade fairs, congresses or other events; • <u>Other purposes</u>: other documents confirming the purpose of the trip and residence in Slovakia.	
5	<i>Additional Requirements for Visits (Family/Friends)</i>: • Letter of invitation from the inviter/host. • Copy of ID/passport (including signature) of the inviting person. If the inviting person is not a Slovak citizen, please also submit a copy of their residence permit.	
6	<i>Additional Requirements for Tourists</i>: • Detailed travel Itinerary.	
7	<i>Additional Requirements for study, research, or other types of internships</i>: • Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses or a cover letter from the inviting company.	
8	<i>Additional Requirements for Airport transit</i>: • Visa or other entry permit for the third country of destination. • Documents relation to the onward journey to the final destination after the intended airport transit	
9	<i>Additional Requirements for Medical Treatment</i>: • Certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in the Member State of destination. • Official document from the receiving medical institution confirming that the specific medical treatment can be performed, and patient can be accepted accordingly. • Proof of prepayment of the treatment.	

10	<i>Proof of accommodation</i> (if accommodated with the inviting person, this should be explicitly stated in the invitation letter).	
11	<i>Proof of financial means</i> in the amount of at least EUR 56 for each day of residence: • Cash in convertible currency; • Traveller's cheques; • Original and certified bank account statement confirming regular income (salary, retirement pension) from the applicant for the last three months; • Other documents guaranteeing financial means in convertible currency.	
12	<i>Invitation verified by the Foreign Police Department</i> replaces proof of financial security for the planned stay and accommodation. The invitation verification must be applied for by the host at the competent Foreign Police Department according to their place of residence.	
13	<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.	
14	<i>Travel ticket or other documents:</i> • A round-trip ticket (flight ticket, bus/train ticket - must not be an open ticket!), • If travelling by car, submitting, a driver's license and vehicle registration certificate must be submitted, as well as a Green card (third-party liability insurance);	
15	Signed, stamped and dated letter from the current employer containing information about terms of employment and details of the intended travel (if employed); or a company registration form and KRA certificate (if self-employed).	
16	In the case of Minors : • If the minor is travelling with only one parent, written consent certified by a public notary of the other parent or legal guardian, except in cases of a parent having sole custody or guardianship of the minor, in which case a court order or other proof of sole custody or guardianship must be provided; • If the minor travels alone (without parents), written consent, certified by a public notary, of both parents or legal guardian(s) having custody or guardianship of the minor; • Copy of identification document(s) (with signature and photograph) of the parent(s)/legal guardians having custody/guardianship of the applicant. • Legal guardian or at least one of the parents must be present at the visa interview. • A third-country national listed in the applicant's travel document (e.g., minors) must submit a separate application for a Schengen visa. • The application for a Schengen visa for a minor must be signed by their legal guardian.	

Remarks:

Applicant Signature

BLS Staff Name