



Embassy of the Slovak Republic in Beirut

List of Requirements for Short Stay Visa

I. General requirements

Visa application form

- Completed and signed by the applicant.

Passport

- Valid biometric passport for at least three (3) months after the expiry date of the required visa, not older than ten (10) years, and containing at least two (2) blank pages. Must be signed for Syrian applicants.
- Colored Photocopies of the data page and previous Schengen visas for the last three (3) years are required.

Non-Lebanese nationals residing in Lebanon:

- Residence permit valid for at least three (3) months after the anticipated date of return to Lebanon.
- Work permit valid for at least three (3) months after the anticipated date of return, if applicable.

Two (2) recent colored photos

- Conform to ICAO standards, not older than six (6) months, size 3.5 x 4 cm, against a white background.

Travel medical insurance

- Medical travel insurance covering the whole period of stay in the Schengen area.
- Valid for all Schengen States with a minimum coverage of 30.000 EUR.

Air ticket

- Round-trip flight reservation (including intra-Schengen travels if applicable).

Proof of accommodation

- Hotel reservation covering the whole stay in Slovakia with stamp and signature by the hotel administration, (metasearch engines, online bookings, vouchers by local travel agencies are not accepted).
- If visiting several Schengen states, all hotel reservations must be provided.
- For private accommodation: Property ownership certificate or rental contract of property with dates, or letter of invitation from a Slovak or a resident host which includes the address of stay.

Proof of financial means

- Original bank statement for the last three (3) months stamped and signed by the bank representatives covering the entire period of the intended stay.
- or:
- Salary payment slips for the last three (3) months covering the entire period of the intended stay, and a document showing registration with CNSS (National Social Security Fund).
 - Bank letters or credit card statements are not accepted.

Owner of Business/Employers

- Copies of valid company trade register (translated into English), business registration, and company bank statements for the last three (3) months.

Employees

- Original Employment Letter with signature including job position/title, date of the recruitment, salary level, authorized leave period (with start and end dates).
- Domestic workers: sponsor's passport and Schengen visa copy, bank statement and a guarantee letter.
- For self-employed people: syndicate card or letter, proof of current business activities (order, contracts).

Students

- School or university certificate of enrolment in English.
- Proof of scholarship (if applicable).
- Proof of source of livelihood during the study period.

Minors under 18 years old

- **For minors travelling with parents:** both parents must be present to sign the application during the application's submission.
- **For minors travelling with one of the parents:** the parental authorization must be signed by the other parent or the legal guardian + birth certificate of the child (translated to English).
Notarized consent of the non-traveling parent or the legal guardian (translated to English) unless both parents are present at the time of application.
- **For minors travelling alone:** the parental authorization must be signed by both parents (or from one parent along with proof of custody). Passport copies and financial means of the parents to cover all expenses of the journey + birth certificate of the child (translated to English).

II. Supporting documents in addition to the above-mentioned depending on the travel purpose**Tourism**

- Confirmation of booking of an organized trip, or other appropriate document indicating the planned travel plans, or a detailed travel itinerary presented in writing by the applicant.
- For Syrian applicants: an original extract of family register, not older than six months, is required.

Business/Conference

- Original invitation letter (stamped and signed) from a company/organization to attend a meeting, conference or confirmed registrations for trade fairs, containing the following information:
 - Full address of the company/organization and name of contact person,
 - Nature of business/field of expertise, purpose and duration of the visit,
 - Person or entity who will cover the applicant's travel and subsistence expenses
 - For business owners: proof of current business relations such as invoices, customs documents.
 - Employees travelling on behalf of the company: employment letter specifying the purpose of the trip and person or entity who will cover the applicant's travel and subsistence expenses.

Visiting Family & Friends

- Proof of family ties of the visa applicant with the inviting person in Slovakia (extract of family register), if applicable.
- Original invitation letter (verified by a Notary Public in Slovakia) covering the intended stay, and containing the following information: host contact details, full address, name of the applicant, purpose and duration of the visit, confirmation of provision of accommodation accompanied by:
 - Property ownership certificate (Výpis z Katastra) or rental contract of the host.
 - Bank account of the host in case the applicant's stay is not covered by own financial means.
 - Copy of the passport/ID if the host is a Slovak citizen.
 - Copy of the passport and the residence permit if the host is an EU citizen residing in Slovakia.
 - Copy of the residence permit if the host is a Slovak resident.

EU Spouse

- Apostilled or Super legalized Marriage Certificate translated into English by a certified translator along with a copy of the spouse's EU passport.

Study, Research or Internship

- A certificate of admission or registration at an educational institution for the purpose of attending academic programs or vocational courses including details of the course, duration (up to 90 days) and fees with proof of payment.
- Internship agreement or confirmation letter from the inviting company.

Sports or Cultural Event

- Original letter of invitation from a Slovak sports/institution including the name and date of the event, detailed program, role of applicant in the event. Information of the entity covering the travel costs, accommodation and expenses during the trip.
- Letter from the home institution sending the concerned applicant, if applicable or a document proving the applicant's membership in a national or other sports team.

Medical Treatment / SPA

- Document issued by the medical institution / SPA company in Slovakia with stamp and signature confirming that the applicant will receive medical care with the type and duration dates of the treatment to be provided.
- Statement by a medical institution or a physician stating the kind of medical treatment or examination needed, justifying the reason for the treatment in Slovakia.
- Confirmation of advance payment or financial arrangements made for the medical treatment.

Other Information

- The visa application must be submitted no more than 180 days before the start of the intended visit.
- The visa application must be submitted at least 15 calendar days before the planned journey.
- Applications shall be decided within 15 calendar days from the date of submission. This period may be extended to a maximum of 45 calendar days in individual cases.
- The Embassy reserves its right to suspend, in certain cases, the visa decision depending on the submission of additional documents requested.
- Any original document must be submitted with a colored photocopy.
- All documents must be in English language or translated into English language by a certified translator.
- Visa application can only be accepted with complete documents.
- The residence permits held by applicants and issued in Lebanon, Syria, Jordan or Iraq must be valid for 3 months at least after the expiry date of the required visa.
- The visa application will not be accepted unless Slovakia is the main destination. If the applicant intends to visit several Schengen countries, he/she must apply for a visa at the Embassy of the country in which he/she will stay the longest duration. If the applicant intends to visit several Schengen countries but does not have a main destination (i.e., the duration of the stay is the same in each country), he/she should apply for a visa at the Embassy of the country that will be the first point of entry.
- Each applicant must apply in person in order to proceed with the biometric data collection.
- Personal attendance is mandatory for all visa applicants unless you are exempted from biometric data collection (children less than 12 years old).
- Applicant can present the bank statement of a spouse, parent, grandparent only if they are travelling together to Slovakia.
- Payment of the visa fee does not guarantee that the visa will be granted. The visa fee is non-refundable and non-transferable if the visa application is rejected by the Embassy, or if the applicant decides to terminate or withdraw his/her application.
- The Schengen visa allows the applicant to stay for maximum of 90 days within a 180-day period in the Schengen countries.
- In case of refusal or appeal, the applicant needs to send an email to the Slovak consular section.

Fingerprints

- The fingerprints will be collected from all applicants aged 12 years old and above.
- The following applicants shall be exempted from the requirement to give fingerprints: Persons for whom fingerprinting is physically impossible. If the fingerprinting of fewer than 10 fingers is possible, the maximum number of fingerprints shall be taken. However, if the impossibility is temporary, the applicant shall be required to give the fingerprints at the following application.
- Heads of states or governments, and members of a national government with accompanying spouses, and the members of their official delegation when invited by the Slovak government or by international organizations for an official purpose.
- Sovereigns and other senior members of a royal family when invited by the Slovak government or by international organizations for an official purpose.