



SCHENGEN VISA CHECKLIST

BUSINESS VISA

EMBASSY OF SLOVAKIA		Complete	Incomplete	Not Applicable
1	Application Form for Schengen Visa , completed, signed and dated with a BLUE PEN.			
2	2 photographs that has 35x45 mm size, white background and not older than 6 months			
3	Photocopies of passport (all pages with personal information, visas and stamps granted within the last 3 years). Passport should be valid at least further 3 months after the date of return and must be issued within the last 10 years and contain at least 2 blank pages. If there is someone accompanying you and if he/she has a valid visa, you must also provide his/her visa photocopy as well.			
4	Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği)			
5	Original of the official invitation registered with the Slovak Foreign Police "Policajné pozvanie" must be presented or,			
6	Original Slovak Notary verified invitation letter from the company that will be visited in the Slovak Republic. The invitation letter must include all details (name, surname, date of birth of the invited person, passport number, purpose of stay, should be describe in detail), length of the travel, who will be responsible for accommodation (include address), information on the entity to cover the costs of the stay, and the requested visa duration. If the costs will be covered by the Slovak side, bank statement of the Slovak company must be enclosed.			
7	If the accommodation will be provided by the inviting side, and if the inviting side is not the owner of the property then slovak notary verified letter of confrmation of the owners.			
8	If the accommodation will NOT be provided by the inviting side, a document to authenticate applicant's accommodation: The hotel voucher obtained from the travel agency, confirmation issued by the hotel, reservations made online, in case of attending multiple country tours, all reservations should be presented.			
9	Travel health insurance with coverage of 30.000 Euro, valid for Schengen countries, which starts 1 day before the travel date and finishes after 1 day from departure date with original signed/stamped or readable QR code.			
10	Flight reservation (departure and return) or any other confirmation related to travel.			
11	If applicant is working in a company or is a company owner; • Original support letter from company in English containing the following information: indication of the Embassy that the document is addressed to; the employee's name and passport number; date of start of employment and function; length the leave and whether it is paid or unpaid leave, except when travelling for professional reasons; employer's contact details; and name and position of the person signing the letter. • SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK Tescil ve Hizmet Dökümü) with a readable QR code, original last 3 months salary payrolls signed and stamped by the company. • Company documents as: Signature circular (not older than 1 year), Copy of the certificate of registration from Chamber of Commerce (obtained in last 1 month) Tax			
12	If applicant is farmer; farmer certificate issued by a Chamber of Agriculture (Ziraat Odası), Farmer SGK Service document.			
13	If applicant is retired; documents showing social payments (bank statement minimum last 3 months or retirement certificate / pensioner booklet).			
14	If the applicant is student, (higher education): Student certificate issued by the Council of Higher Education in Turkey (YÖK) with a readable QR code. Other students or pupils: student certificate.			
15	Personal or company bank statements showing movements over the last three months (Original stamped and signed by the bank). There must be 57 Euro for each day of your trip in the submitted bank account.			
16	If the applicant is a minor/under age 18 and travelling alone or with one parent or legal guardian only: Written consent (approved by a public notary) by the non-travelling parent(s)/legal guardian(s) or proof (approved by a public notary) of sole-custody of the travelling parent/legal guardian.			
17	E-government address registration			
18	Non-Turkish nationals: Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States.			

Başvuru Sahibinin Adı ve Soyadı
Applicant's Name and Surname

Başvuru Tarihi
Application Date

Başvuru Sahibinin İmzası
Applicant's Signature