

BLS INTERNATIONAL – LONDON – CHECKLIST FOR SCHENGEN VISA FOR BUSINESS

- ☐ Online filled in and printed application form (in English) Application form for Schengen Visa. Application for a visa must be submitted in person.
- ☐ Valid passport with at least two blank pages. Note that the passport needs to be valid for at least 3 months beyond the validity of the requested visa. Passports which were issued over 10 years ago cannot be accepted for visa applications.
- ☐ copy of bio data page of the passport
- ☐ copy of the UK valid residence permit. The UK residence permit must be valid at least one month beyond your departure of the Schengen area.
- ☐ copies of previous Schengen visa of the last three years, if you have any
- ☐ one passport-size photograph according to ICAO standards and not older than 3 months
- ☐ return fly/ferry/train ticket
- ☐ Formal invitation letter from Slovak business partner with verified signature by Slovak notary
- ☐ hotel reservation for full stay in Slovakia confirmed by Slovak hotel/pension
- ☐ a travel health insurance policy with cover of at least €30.000 and valid for all Schengen member states
- ☐ 3-month bank account statements in your name showing movements over last 3 months and cover balance
- ☐ Confirmation letter of employment and 3-month payslips / self-employed – recent letter from accountant, banked or solicitor (official headed letter with name, date of issue, contact details and position of signatory and registration number in the United Kingdom) confirming self-employment or business ownership in the United Kingdom
- ☐ Fee

General processing time for a visa application will be approximately 10 days.

In case of submitting documents confirming the relationship with an EEA National, issued by the third country, the Embassy request higher verification of the document (Apostille, superlegalisation).

If you intend to travel on your own (without an EEA family member) or without joining an EEA family member, you must apply for a regular visitor/tourist visa, as applicable, and the standard visa fee will apply.

The visa entitles its holder to enter and stay in the Schengen area for not more than a total of 90 days within any 180 days period. This visa may be issued for one or several entries (single entry, two entry and multiple entry visa).

The submission of complete documentation does not in any way guarantee that your application will be approved.

Applicant's name	
Signature	
Date	

BLS Officer's name	
Signature	
Date	