# Slovakia Visa Application Centre

## Checklist for a visa application | Tourist checklist

1. Visa application form
2. Passport (with UAE residence permit)
3. Photo
4. Itinerary of travel (letter mentioning the details of the travel itinerary)
5. Accommodation and invoice or confirmation about payment (deposit or whole payment) for accommodation
6. Travel and health insurance certificate for Schengen member state for minimum 30.000 euro
7. Bank Statement
8. Flight return ticket reservation (first time travelers to Schengen must provide fully paid tickets)
9. Occupation documents

**General requirements**

1. **Visa application form**
   - Completed and signed visa application form.
   - The Application form is free of charge.

2. **Passport**
   - Valid Passport not older than 10 years.
   - Valid for 3 months at least after the expiry date of the required visa.
   - At least 2 blank visa pages.
   - Signed by the passport holder.
   - Copy of any previous Schengen visas from the last 3 years has to be provided.

3. **Photo**
   - One biometric photo with white background.
   - Not older than 6 months.
   - Size (3 X 3.5 cm) or (4 x 6 cm).

4. **Fingerprints**
   - The fingerprints will be collected from all applicants above 12 yeas old.
   - The following applicants shall be exempt 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, should the impossibility be temporary, the applicant shall be required to give the fingerprints at the following application.
     - heads of State or government and members of a national government with accompanying spouses, and the members of their official delegation when

they are invited by Slovak government or by international organisations for an official purpose,

- Sovereigns and other senior members of a royal family, when they are invited by Slovak government or by international organisations for an official purpose.

- **Official invitation, if applicable**
- Issued by the Slovak Foreigner Police (Alien Police) is required for the first-time travellers to the Schengen Area + according to the checklist

**5. Accommodation**

- Hotel voucher covering the whole stay in Slovakia.
- Documents about payment for accommodation (deposit or whole)
- If Invitation by friend or family the letter of invitation has to confirm covering or providing of accommodation
- Name of the applicant.
- Check in date / check out date.
- Data of the hotel (hotel name, hotel address and hotel telephone number). (Fully paid for the first time travellers to Schengen)
  **Or** property ownership certificate in Slovakia.
  **Or** leasing contract of property in Slovakia.

**6. Insurance**

- Medical travel insurance covering the whole period of stay.
- Valid for all Schengen States.
- The minimum coverage 30.000 EUR.
- Insurance card will be accepted only if insurance coverage is mentioned.
- Signed and stamped by the insurance company representative

**7. Bank Statement**

- Original salary account bank statements for the last three months. If applicant provides other bank statements then salary account statement also needs to be provided. (Needs to cover the period of intended stay, stamped and signed by the bank's representative).

**8. Air ticket**

- Round-trip flight ticket booking.
- The ticket should be bought only after granting the visa (first time travellers to Schengen must provide fully paid tickets – tourist checklist).

**9. Visa fees**

- Schengen visa fee is 80 EUR. To be paid in EUR.
- Children between 6 and 12 years old are charged 40 EUR.
- National from Belarus and Russia are charged 35 EUR.
- Children under 6 years old, no fees.
- The spouse of Slovak citizen, no fees.
- EU citizen's spouse, no fees. Marriage certificate has to be provided.

- School pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training, no fees
- Researchers from third countries travelling for the purpose of carrying out scientific research, no fees
- Representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non- profit organisations, no fees.

**Other information**

- The visa application has to be submitted no more than 90 days before the start of the intended visit.
- Applying for the visa at least 15 calendar days before the planned journey.
- Applications shall be decided on within 15 calendar days of the date of the submitting of an application, the period may be extended up to a maximum of 30 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 photocopy.
- All documents have to be in English language or translated into English language by a certified translator.
- Visa application can only be accepted with complete documents.
- The residence permit in UAE must be valid for 3 months at least after the expiry date of the required visa.
- The visa application will not be accepted unless the main destination is Slovakia. 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 different countries), he/she should apply for a visa at the Embassy of the country that is the first point ofentry.
- Each applicant must come in person in order to proceed to the biometric data capture.
- Personal appearance is mandatory for all visa applicants unless you are exempted from biometric data capturing (children less than 12 years old).
- If the applicant will present the bank statement of the spouse, parents, grandparents, a signed confirmation letter is required indicating that the holder of the bank statement is agreed to financially support the applicant during the period of the visit to Slovakia and a copy of his/her passport data page or copy of his/her national ID translated into Slovak or English.
- 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 decided to terminate or withdraw his/her application.
- The Schengen visa allows the applicant to stay for maximum 90 days within the period of 180 days in the Schengen countries.
- (No temporary withdrawal process in case of extreme emergency VFS needs to contact the embassy and inform the same to the embassy)

**List of supporting documents**

**Parental Authorization for minors under 18 years old**

- If the minor is travelling alone, the parental authorization should be signed by both parents or the legal guardian with proof from court (MOFA).
- If the minor is travelling with one of the parents, the parental authorization should be signed by the other parent or the legal guardian with proof from court (MOFA) and then visit the Slovak embassy to get the same attested.

**Owner of business/Employers**

- Valid original trade licence (the translation into English language is required if the licence or if the owners name is mentioned in Arabic)

**Employees**

- Letter of the employer with an original signature and a stamp (HR letter) including - the following details:
  Job position or title.
  Employment start date.
  Monthly income.
  Authorized leave period (with start and end dates)

**Students**

- School or University certificate of enrollment

**Non recognised nationalities – Somalia & Kosovo**

**No temporary withdrawal process**

**Refusal cases – Applicant needs to send an email to the consular section.**

**If one of the parents is out of the country, the application cannot be accepted as both the parents need to be present at the counter while the minors application is submitted.**