

## Schengen Visa Application Checklists for Business and Professional Travel Visa

### Business / Professional Travel Visa (Including Conferences, Seminars, Cultural & Sports Events)

#### **General Requirements –**

- Completed and signed visa application form (signed by parent/guardian if applicant is under 18) – Download form here: <https://www.mzv.sk/web/en/visa-and-services/visa-application-forms>
- Valid travel document (valid at least 3 months beyond departure, ≥2 blank pages, issued within last 10 years)
- Recent full-face colour photographs (ICAO standard - [https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex\\_A-Photograph\\_Guidelines.pdf](https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf))
- Fingerprints collected, if applicable
- Travel medical insurance (covering emergencies, repatriation, urgent medical care, valid for entire stay, minimum EUR 30,000)

#### **Purpose-Specific Documents –**

- Invitation from the event organizer
- Official letter from employer/dispatching organization
- Entry ticket or registration confirmation for the cultural or sports event

#### **Other Supporting Documents –**

##### *Proof of sufficient means*

- Recent bank account statements showing movements over a certain period (at least the last three months);
- A document confirming the regular income (salary, pension) of the applicant (e.g. salary slips, certificate of employment, work contract);
- If applicable, registered proof of sponsorship and private accommodation - a letter of invitation authenticated by the competent department of Bureau of Border and Foreign Police Bureau of the Presidium of the Police Force;
- Traveller's cheques
- Other documents safeguarding funds in a convertible currency

Other supporting documents

- Return ticket (air/bus/train) (not open)
- Proof of financial means in the country of residence
- Proof of employment or property in home country
- Proof of real estate property (if applicable)
- Proof of integration into the country of residence: family ties; professional status (if applicable)

For minors only

- Birth certificate of the minor applicant (for verification of the authorization of submission of the visa application on behalf of the applicant)
- Consent of the parent or legal guardian to independent travelling of the child (if required by legislation of the country of residence or in accordance with the local conditions)

For applicants residing outside their country of residence

- A document confirming the legal residence on the territory of the country (e.g. residence permit, long-term visa)

**Important information**

*In individual cases the diplomatic mission may ask for submission of additional documents in order to verify the declared purpose of the visit and applicant's intention to return to their home country or the country of their residence.*

*Schengen visas of family members of citizens of EU/EEA and Swiss Confederation are granted under special and [simplified conditions](#).*