

List of documents required for the application for a Schengen visa

I. GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS

1. **Schengen Visa Application Form** – up-to-date form filled in properly in CAPITAL LETTERS or on PC with the original signature of the applicant. Separate Application Form for each applicant.
2. **Valid travel document (passport)** - valid for the whole length of stay in Schengen Area Member States. Its validity shall extend **at least 3 months after** the intended date of departure from the territory of the Member States and contain at least two blank pages. It should be issued within the previous 10 years. Applicant also submits a **copy of the bio data page of the passport**.

If the applicant is a minor under 18 years of age, **parents/legal guardians must sign the application form of the minor**. If a minor is travelling with one parent only or alone, **written consent of parent(s)/legal guardian(s) is mandatory**. The consent letter should contain contact details of the person(s) giving the consent and information on the person who the minor will be traveling with. The **signature of each parent must be verified by public notary** (or by our Embassy, if signing the document there in person).

Parent or guardian is **required to attach a copy of the document identifying him/her as the applicant's parent or legal guardian (proof of ties with the minor)** – such as an **apostilled (or superlegalized) birth certificate** of the minor applicant **in English or Slovak translation**, along with copy of the bio data page of the passport of the child and of both parents/legal guardians.

3. **Full-face coloured photograph**, conform to ICAO standards – good quality, not older than 6 months, passport size dimensions of 3 x 3,5 cm, face should cover approximately 70-80 % of the photo. The photograph cannot be damaged in any way (e.g. perforated by a stapler).
4. **Official document proving legal stay in the State of Israel or the Palestinian Authority** valid for at least 3 more months (work permit/entry visas/passport/re-entry visa if applicable). **Copy of national ID card**.
5. **Travel Medical Insurance**. The insurance must cover any expenses, which may arise in connection with the repatriation for the medical reasons, urgent medical treatment, emergency hospital treatment or death during the stay on the territory of the Member States.

The insurance shall be **valid throughout the territory of all Schengen Area Member States** (the confirmation document must state this) **and cover the entire period** of the

applicant's intended effective stay or transit, starting from the day of entering the Schengen Area. **The minimum coverage shall be 30 000 EUR.**

Applicants for a uniform visa for multiple entries must prove that they are in possession of the adequate and valid travel medical insurance covering the period of their first intended visit.

6. Proof of accommodation

- a) **confirmation** of accommodation issued by hotel or other accommodation facility **booked and prepaid for the whole period of stay in all countries** of the Schengen Area the applicant plans to visit. It must specify the address and contact details of the facility with the **name of the applicant** as well as the period of stay there.
- b) **an invitation** confirming that the inviting party is providing the accommodation for the applicant.
- c) **a confirmation of accommodation issued by the private person providing the accommodation in his/her own the apartment/house – if a private accommodation is provided**, the applicant submits personalised invitation letter from the host with the **verified signature** including the full name of the applicant, purpose and length of the intended journey, address of stay in Slovakia or other Member State and contact details of the host.

The applicant should also submit a **copy of ID card** and **bio data page of the host's passport**, a **proof of residence of the host** (Slovak ID or residence permit of the host) and **relationship to property** (property title deeds (list vlastníctva), rental agreements etc.)

- d) a voucher issued by the travel agency confirming the provided services.

7. Proof of solvency or any evidence of income

Document (**not older than 90 days**) which confirms **sufficient financial resources** of the applicant (**at least 56 EUR for 1 day**) for the whole duration of the intended stay and for the return to country of origin or residence or for the transit to a third country into which the applicant is certain to be admitted. It can be one of the following:

- a) **official recent statement** of the applicant's **bank account** showing **movements of at least the last 3 months** with the **stamp and signature of the bank**
- b) proof of sponsorship: sponsorship letter (from the family member/guardian etc.) with their **verified signature** accompanied by a **recent bank account statement of the sponsor** with the stamp and signature of the bank

- c) credit card(s) and a credit card account statement with the stamp and signature of the bank
 - d) a stamped/verified document confirming the regular income of the applicant – salary slips, pension, certificate of employment, work contract
 - e) 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
 - f) traveller's cheques.
- 8. Information about travel arrangements** – itinerary of the trip, **booking of the round-trip flights with intended dates of travel** in the name of the applicant.
- 9. Copies of previous Schengen visas.**
- 10. Fingerprints** – all ten fingerprints will be collected digitally. Applicants must indicate on the application form when they last had their fingerprints taken.

The following applicants are exempt from the requirement to give fingerprints:

- children under the age of 12 years (i.e. children that are 12 years of age minus 1 day old).
- persons for whom fingerprinting is physically impossible
- 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 Member States' governments or by international organisations for an official purpose.
- sovereigns and other senior members of a royal family, when they are invited by Member States' governments or by international organisations for an official purpose.

The fingerprints of the applicant are collected once in 59 months. During this period, they are stored in the Visa Information System (VIS) and can be used in the future visa applications submitted by the applicant. However, there are several reasons why the applicant may be required to submit her/his fingerprints even during the 59 months period:

- if there is reasonable doubt regarding the identity of the applicant,
- if at the time when the application is lodged, it cannot be immediately confirmed that the fingerprints were collected within the period of 59 months,
- if the low quality of fingerprints stored in VIS does not allow their repeated use.

II. DOCUMENTATION RELATING TO THE PURPOSE OF THE JOURNEY

1. Business trips or trips for professional reasons

Signed invitation from Member State's company to attend meetings conferences or events connected with trade, industry or work including full name of the applicant, purpose of visit, who will cover costs of travel and accommodation, company's contact details.

2. Purposes of study or attending other types of training (seminars, vocational or theoretical courses, scientific conferences), cultural, sports or religious events

Signed invitation from the educational establishment or relevant organizing authority including full name of the applicant, purpose of visit, address of stay in Member State, information about who will cover costs of travel and accommodation, contact details of the organizing authority.

3. Visiting family or friends - visit based on an invitation

The applicants submit **personalised invitation letter** from a relative or a friend **with the verified signature** of the inviting person. The letter has to include the full name of the applicant, purpose and length of the visit, address of stay in Slovakia or other Member State and contact details of the host.

The applicant should also present a **copy of ID card and bio data page of the host's passport, proof of residence** (Slovak ID or residence permit of the host) and relationship to property (property title deeds (list vlastníctva), rental agreements etc.).

Applicants may submit the official invitation authenticated by the competent department of the Slovak Bureau of Border and Foreign Police of the Presidium of the Police Force (Hraničná a cudzinecká polícia). In this case, the application for invitation shall be submitted in person at the Department of the Slovak Foreign Police based on the address of residence of the inviting person or the registered office of a legal person.

Please find more information on this official website:

<https://www.minv.sk/?invitation-of-an-foreigner-1>.

4. Official delegations

Applicant submits a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the above-mentioned events, accompanied by a copy of the official invitation (if needed).

5. Medical treatment

Applicant submits:

- a) a certificate from a medical doctor (designated by the consulate) and/or a medical institution;
- b) an official document of the receiving medical institution confirming that it can perform the specific medical treatment and the patient will be accepted accordingly;
- c) proof of sufficient financial means to pay for the medical treatment and related expenses; proof of prepayment of the treatment;
- d) any other correspondence between the sending medical doctor and the receiving hospitals, if available.

6. Tourism

Documents allowing for the assessment of the **applicant's intention to leave the territory of the Member State before the expiry of the visa** - proof of employment, studies, retirement and proof of integration into the country of residence: family ties, professional status, real estate property.

7. Based on bilateral agreements Member States may exempt holders of diplomatic, official, service or special passport from the visa requirement.

8. Family members of the citizens of EU/EEA and Swiss Confederation

A family member of the Union citizen is the third country national who is:

- a) his/her spouse;
- b) his/her child younger than 21 years of age, his/her dependent child and dependent children of his/her spouse;
- c) his/her dependent direct relative in descending or ascending line and such a person of his/her spouse;
- d) any other family member to whom par. (a) to (c) do not apply and he/she is a dependent person in the country of his/her origin;
- e) any other family member to whom par. (a) to (c) do not apply and he/she is the member of his/her household;
- f) any other family member to whom par. (a) to (c) do not apply and he/she depends on his/her care due to serious health reasons;
- g) his/her partner with whom the Union citizen is in a permanent, duly certified relationship;
- h) a third country national with the right of residence in the same member state in which the Union citizen has the right of residence, and the Union citizen is a Slovak Republic national with whom the third country national returns or joins to reside in Slovakia.

The family member of a Union citizen who is subject to visa obligation shall submit a valid visa at the entry; this shall not apply, if he/she submits his/her valid document of residence of a family member of a Union citizen or a document of residence according

to special regulation. **A family member has to submit following supporting documents:**

- a) completed visa application form
- b) valid travel document
- c) full-face colour photo, conform to ICAO standards
- d) fingerprints
- e) **document confirming the identity and nationality of the Union citizen** (passport, ID card)
- f) **document confirming that the visa applicant is a family member of the Union citizen**, e.g. a marriage certificate, birth certificate, evidence relating to dependency, serious health grounds, durability of partnerships, etc.
- g) document confirming that the visa applicant will accompany or join the Union citizen in the host Member State.

The family members may be required to provide additional documents in the context of determining the Member State competent for examining and deciding on an application, or determining territorial competence for visa applications in order to establish their links with the country in which they lodge their entry visa applications. Family members of Union citizens are granted as soon as possible, within 10 days of submitting the application.

Visa applications of the Union citizen's family members are not subject to a visa fee. The same applies to family members of UK nationals who are EU-UK Withdrawal Agreement beneficiaries and who join the UK national in the host State after the end of the transition period.

III. IMPORTANT NOTES

The applicant should present the **originals of supporting documents** that are intended for the specific application and that will be kept by the consulate (e.g. statement of employment from the applicant's employer, proof of sponsorship and/or accommodation).

Applicants may be requested to provide a copy of original supporting document that will not be kept, e.g. marriage or birth certificates. The original should, however, be presented when lodging the application, and returned to the applicant.

Applications may be lodged **up to six months before** the start of the intended visit. An application will **not be accepted, if intending to travel in 15 days or less.**