CHECKLIST FOR PRIVATE VISIT SCHENGEN VISA

1.	☐	**Visa application, duly filled out in English and signed by the applicant** (**for minors**: **signed by both parents/legal guardian**). **Application must be signed with a blue pen.**
2.	☐	**One passport-size photograph according to ICAO standards and not older than 3 months.**
3.	☐	**Valid passport** *At least two free pages, validity of at least 3 months beyond validity of the requested visa;* ***duly signed****. Passports that were issued over 10 years ago cannot be accepted for visa application.*
4.	☐	**UK eVisa proving Immigration Status, share code is not sufficient** *Validity must be at least* ***1 month*** *beyond departure of the Schengen area. Right to work and right to rent are* ***NOT*** *accepted.*
5.	☐	**One copy of applicant's passport's first page (bio data page) and copies of previous visas issued in the last 3 years from any other Schengen country (if applicable).** *If Visas are in old passport: copy of the first page of the old passport and copies of relevant visas.*
6.	☐	**Evidence of applicant's employment (in case of minors, applied to one parent)** ***If the applicant is an employee****: Headed paper company's original approved letter should report: full name of applicant, job position of applicant, salary, contact details and position of manager/director signatory, company , company stamp, signature of manager/director, full address of company, telephone number of company, letter's date of issue must be within 30 days before date of submission + latest 3 months pay slips.* ***If the applicant is Self-Employed****: Full Business Certificate of Incorporation + last 3 months Business Bank Statement + latest tax return/ Self-Assessment and Accountant letter dated within 30 days before date of submission. Accountant letter must include accountant's full name, contact details, position of signatory and registration number in the UK. The letter must also state the annual salary drawn from the company.* ***If the applicant is Sole Trader****: Letter from HMRC with UTR code + latest tax return/ Self-Assessment.*
7.	☐	**If students applying (including minors)** *Original letter from the school, dated within 30 days before date of submission, must report:* *Full name of the applicant, full name and address of school, telephone number of the school, signature of the Head of Department.*
9.	☐	**Return fully paid travel ticket** *Document must be in English language; reservations must report full name of applicant as per passport. If traveling by car, driving license, car registration, car insurance must be submitted as well* ***If the driver is not the applicant****: a cover letter + copy of the driving license of the driver is also required.*
10.	☐	**Invitation letter** *It must be in Slovak language, signed and verified by Slovak notary. It must come with a photocopy of your Host's passport and Slovak residence permit/Slovak ID (for Slovak citizens). It must state name of Host and Guests, duration of the trip, full address of the Host and details of your trip, including any additional accommodation for the duration of your trip.*
11.	☐	**Medical insurance Certificate** *Must cover whole period of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses.*
12.	☐	**Proof of economic situation in country of residence** *Statement of the last 3 months (British accounts only) updated to maximum 1 month before date of submission with stable transactions, name of the applicant shown on the statement must be the same as on passport, accounts with positive balance only, no business accounts.*
13.	☐	**Additional Documents for Minors** - *Separate applications for each child* - *Application needs to be signed by both parents/ all guardians. Should one parent/guardian be unable to sign, please provide additional information. If sole custody has been awarded to one parent, please provide evidence.* - *Letter of consent for the minor to travel, signed by both parents* - *Both parents' passports and copy and copy of bio data page of the passport of both parents + their UK status* - *child´s original birth certificate with Apostille or Superlegalisation, in case issued by third Countries*
14.	☐	**Citizen of Iran, Morocco, Vietnam, Pakistan, Bangladesh, Belarus must submit Slovak Foreign Police verified invitation. Link: https://www.minv.sk/?pozvanie-cudzinca**

IMPORTANT NOTES:

It is recommended to provide a cover letter.

In case of visiting multiple Schengen Countries: Slovakia must be your main destination, meaning you must spend the majority of time in Slovakia. In case you are spending an equal amount of time in Slovakia and other Schengen Countries, Slovakia must be your first port of entry.

The processing time for a Visa application can take up to 45 days, according to Visa Schengen Code. **Actual processing time is at total discretion of the Slovakian Embassy.**

The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.

Dear Applicant,
A complete application is a crucial step for a fast processing of your visa.
Please do not provide any document in the form of a screenshot or photo. All documents must be presented in A4 format.

I, the applicant declare that I have been informed by VFS staff about any incomplete / incorrect documentation regarding my Visa application and that I received back all my original documents, which I had showcased as evidence to the VFS counter staff.

Date: _____

Signature of Applicant: _____

Name of VFS Staff:

VFS Notes and Remarks:

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