

List of Requirements for Short Stay Visa

BUSINESS/ CONFERENCE/ EVENT

General Requirements

1. Visa application form

- Completed and signed by the applicant.
- The Application form is free of charge.

2. Passport/Residence Permit

- Passport valid for at least 3 months after the expiry date of the required visa.
- Valid biometric passport not older than 10 years containing at least 2 blank pages.
- Copy of Civil ID card (3 months validity after return date).

3. Actual Photograph

- Not older than 6 months, size 3.5 cm × 4 cm, the photograph must be in color and taken against white background.
- Full face, no head or face covers that prevents full visibility of face features.

4. Travel Medical Insurance

- Original medical travel insurance covering the whole period of stay in Schengen area.
- Valid for all Schengen States.
- The minimum coverage is 30.000 EUR.
- Signed and stamped by the insurance company representative.
- The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned on the document.

5. Flight tickets

- Round-trip flight ticket booking.
- Name of the applicant must appear on all proof of transport.

6. Bank statement

- Original up-to-date bank statement for the last 6 months.
- In the case of an internet generated statement – this must be stamped by issuing bank.

7. Accommodation

- Hotel reservation covering the whole stay in Slovakia. **Hotel reservation needs to provide name of an applicant** (in case of family, all family members) and **check-in and check-out date**.
- Data of the hotel (hotel name, hotel address and hotel telephone number). If planned to visit several Schengen States all hotel reservations must be provided.

8. Employment Letter

- Letter of the employer with an original signature and a stamp that includes job position/title, monthly income, employment start date and authorized leave period (with start and end dates).
- **Owner of business company:** valid original trade license translated into English or Czech language.

9. Invitation letter

- Invitation letter from a company or an authority to attend a meeting, conference or confirmed registrations for trade fairs or congresses. The invitation letter must state the exact period and duration of the event, and whether the company covers the costs for the applicant's stay or not.

Other Information

- The visa application has to be submitted no more than 6 months before the start of the intended visit but not less than 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 45 calendar days in individual cases.**
- The Embassy reserves the right to suspend, in certain cases, the visa decision depending on the submission of additional documents requested.
- The Embassy has the right to invite the applicant to a personal interview.
- Any original document must be submitted with a photocopy.
- All documents need to be in English or translated into English or Czech language by a certified translator.
- **Visa application can only be accepted with complete documents.**
- 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 States 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 of entry.
- Each applicant must come in person 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 has 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 English or Czech.

- 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.

Biometrics identifiers

- The fingerprints will be collected from all applicants above 12 years old.
- The following applicants shall be exempt from the requirement to give fingerprints:
 - a) children under the age of 12.
 - b) 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.
 - c) 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 organizations for an official purpose.

Visa fees

- Visa fees are paid in cash at the Visa Application Centre in the local currency AZN.
- Applicants aged 12 years and older shall pay a visa fee of 35 EUR.
- Applicants will be paying a service fee of 5.90 EUR (including VAT)
- Children applicants (up to 12 years), no fees.
- The visa fee shall be waived for applicants belonging to one of the following categories:
 - a) children under the age of six.
 - b) school pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training.
 - c) researchers from third countries travelling for the purpose of carrying out scientific research as defined in *Recommendation No 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research.*
 - d) representatives of non-profit organizations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organized by non-profit organizations.
- Fees are non-refundable
- The applicable Visa Fee and Service fee are as per the current exchange rate set monthly provided by the Embassy of Slovakia. They are subject of change without further notice.