

## **Checklist for Business Visa**

### Documents Required

- Application form
- Application form should be filled in English language or with Latin letters
- The application form must contain the signature of the customer himself, not of the authorized person (identical to the passport's signature). Application form is the document of the customer and no one except the customer can sign it. For minors, the signature of either the parents or one of them
- Photo 3,5x4,5 1pcs (in application form the photo of proper shape must be glued in required place, which is corresponds to validity of good quality, 80% of the photo should occupied by the customer)
- Invitation blank of the foreign police of the Slovak Republic (original + copy) or
- Original + copy letter of the inviting company, organization, educational institution on the company letterhead, in Slovak language (allowed in English language) where should be indicated: who, whom, for how long and for what purpose he invites to the Slovak Republic and what costs he takes, the signature of the inviting person must be notarized). A letter can also be sent electronically to the customer, and the customer will print and insert in the application or
- Voucher (original + copy + copy of invoice) with stamp
- Confirmation of hotel in Slovak Republic with stamp
- In case of absence voucher and confirmation from the hotel, a confirmation of the provision of housing in the Slovak Republic is required, a notarized agreement with the owner of the premises and indicating the date of stay and also extract from the cadaster (valid not more than 1 month), lease agreement
- Passport+ copy – The requirements for a foreign passport – the validity of the passport at least 3 month after the end of the planned trip to Schengen area, after the expiration date of the visa (trip); in the passport must be at least 2 blank pages for the sticker of a visa: the date of issuance of the passport must not exceed a period of more than 10 years
- Customer's passport must be in good condition, especially first page. Any blots, breaks or cuts etc. are not allowed. In case the passport has mentioned flaws it cannot be accepted.
- Also copies of all Schengen visas for the last 3 years.
- Ticket reservation (round trip) - in order to avoid problems with refunding tickets when refusing to receive visas, please do not redeem air tickets (if you suddenly planned to visit other EU countries or the countries of the Schengen agreement, then we ask you to provide the appropriate ticket both ways)

- A document of the financial security of stay in the Slovak Republic (valid for not more than 3 months). The minimum amount you need to have is:
  - in EUR or other currency for 1 day - when traveling for up to 56 EUR
- Financial security is confirmed when applying for a visa by presenting the original:
  - extracts from the current or depositary bank accounts of the customer (at least 3 months prior to the date of submission of the request) certified by the bank's seal and the signature of the bank's employee, with confirmation of the balance of the funds on the account and indication of the account holder (the customer). The account statement must be printed on the bank's letterhead and must be certified
  - traveler's checks, indicating the owner, also a receipt for their purchase
  - In case your trip is paid by another person, in addition to the above documents, you need to provide a sponsorship letter from the person paying for your trip (in free form, notarized signatures) and a copy of the general /foreign passport of the paying person (page with passport data) + an extract from current or deposit bank accounts for the last 3 months of the sponsor. If your trip is paid by relative, it is necessary to confirm the relationship.
  - The original certificate from the place of work with the indication of the position and salary (duration of not more than 1 month)
  - Pensioners must provide the original + copy of the pension certificate
  - Students and schoolchildren need to provide original certificates from the place of study
  - IE owners must provide the original + copy of the certificate of the IE
  - Medical insurance (the sum indicated in the insurance for the Schengen countries must be at least 30,000 euros, without a franchise); it is necessary that the entire period of the customer's stay in the territory of the Schengen area must be insured, preferably including automatically increasing by 15 days the validity of the short-stay visa! + copy of medical insurance
  - Certificate of marriage, death, divorce
  - For persons who have changed their last name, must provide a certificate of change of name
  - For children under 18 years old permission from both parents to travel to the Schengen area with the indication of the period of this consent, a copy of the passport or identity cards of both parents certified by a notary, birth certificate (+copy)
  - Dear customers, in case your child has changed and is different in the passport, you are kindly requested to change your passport