EMBASSY
OF THE SLOVAK REPUBLIC
IN RIYADH

List of Requirements for Short Stay Visa – Saudi Arabia

MEDICAL TREATMENT

General Requirements

1. **Visa application form**
   - Completed and signed by the applicant.
   - The Application form is free of charge.
   - For a child registered in a parent´s passport, a separate application needs to be submitted.
   - Legal representative signs the application form for infant and submits a copy of the document certifying that he/she is a legal representative.
   - **If the minor is travelling with one of the parents**: the parental authorization should be signed by the other parent or the legal guardian. Birth certificate of the child translated to English.
   - **In case of minors travelling alone**: the parental authorization signed by both parents (or from one parent along with proof of sole guardianship) and copy of the passports of parents. Birth certificate of the child translated to English.
   - Court decree regarding child custody in case of divorce or death certificate in case of death of one parent.

2. **Passport/Residence Permit**
   - Passport valid for at least 3 months after the intended date of departure from the Schengen area.
   - Valid biometric passport not older than 10 years containing at least 2 blank pages.
   - If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted.
   - Copy of the previous Schengen visa stickers (from actual or previous passports), if available.
   - **Non-Saudi nationals:** Iqama valid for at least 3 months after the planned date of return. Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States.

3. **Recent Photograph**
   - Not older than 6 months, size 3.5 cm × 4.5 cm, the photograph must be in color and taken against white background.
   - The photo has to show the facial features from the chin to the hairline as well as the left and right half of the face.

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.

- The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned on the policy schedule/certificate.

5. **Flight tickets**
   - Round-trip flight ticket booking.
   - Name of the applicant must appear on all proof of transport.
   - Note: If you are planning to visit several Schengen countries, all transfers (flight/ferry/train/bus/car) showing entry and exit from the Slovak Republic/between other countries should be provided.

6. **Bank statement**
   - Original up-to-date bank account statement for the last 3 months or status of employment and monthly salary or copy of credit card with limit.
   - stamped and signed by the bank's representative.
   - Internet generated statement must be stamped by issuing bank.
   - **Non-Saudi nationals**: Original up-to-date bank account statement for the last 6 months or status of employment and monthly salary or copy of credit card with limit.

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.
   - In case there are any changes in hotel booking during the visa process, the Embassy must be informed in writing.
   - Data of the hotel (hotel name, hotel address and hotel telephone number). If planned to visit several Schengen States all hotel reservation must be provided.
   - Property ownership certificate in Slovakia.
   - Rental contract of property in Slovakia with dates.

8. **Employment Letter / Sponsor Letter**
   - Letter of the employer with an original signature and a stamp (HR letter) that includes job position/title, monthly income, employment start date and authorized leave period (with start and end dates).
   - stamped and signed, attested by Chamber of Commerce
   - **Owner of business company**: valid original trade license translated into English language.
   - **Students:** School or University certificate of enrolment.
   - **For service staff/domestic workers:** sponsor's civil ID copy, copy of sponsor's valid Schengen visa, bank statement and guarantee letter.

9. **Medical Records**
   - A document issued by the **medical institution in Slovakia** confirming that the applicant will receive medical care in that institution; the document should include the date(s) of the treatment, duration and cost.
   - A proof of who covers the costs, if covered by a third party.
   - if applicable: personal data (name, DOB, passport number) of accompanying persons and confirmation that an escort is medically indicated.

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 its 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 have to be in English language or translated into English 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 in order 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 Slovak or English.
- 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.
- The Schengen visa allows the applicant to stay for maximum 90 days within the period of 180 days in the Schengen countries.
- **Nationals of Islamic Republic of Iran, Kingdom of Morocco, Socialist Republic of Vietnam, Islamic Republic of Pakistan, People's Republic of Bangladesh, Republic of Belarus have to present invitation verified by Slovak Police Department, otherwise application cannot be accepted.**

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 organisations for an official purpose;

d) 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.

Visa fees

- Visa fees are paid at the Visa Application Center.
- Applicants aged 12 years or older shall pay a visa fee of 90 EUR.
- Children applicants (aged between 6 to 12 years) shall pay a visa fee of 45 EUR.
- 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.
- The spouse of Slovak citizen, no fees.
- EU citizen's spouse, no fees.
- The Schengen visa fee amounts to 35 EUR for countries with a visa facilitation agreement with the European Union, for nationals of Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Macedonia, Moldova, Montenegro, Serbia and Ukraine.
- **The applicable visa fee in SAR is as per the current exchange rate.**

Declaration

I have been informed that an application without a complete set of documentation according to above-mentioned checklist may result in a rejection of my visa application. Besides, the Embassy of the Slovak Republic in Riyadh reserves the right to ask for an additional supporting documents and may request for personal interview at the Embassy.

Date:

Full name:

Signature: