



SCHENGEN VISA CHECKLIST

BUSINESS VISA

EMBASSY OF SLOVAKIA

		Complete	Incomplete	Not Applicable
1	Application Form for Schengen Visa, completed, signed and dated with BLUE INK.			
2	2 photographs that has 35x45 mm size, white background and not older than 6 months			
3	Photocopies of the passport (all pages with personal information, visas and stamps issued within the last 3 years).The Passport must be valid at least further 3 months after the date of return and must be issued within the last 10 years and contain at least 2 blank pages. If the applicant is travelling with accompanying person and he/she holds a valid visa, a photocopy of that person's valid visa must also be provided.			
4	Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği)-TR Citizens only			
5	Letter of Intent in English (including the purpose and the plan of the travel)			
6	Original Slovak Notary verified invitation letter from the company that will be visited in the Slovak Republic. The invitation letter must include all details (name, surname, date of birth of the invited person, passport number, purpose of stay, should be describe in detail), length of the travel, who will be responsible for accommodation (include address), information on the entity to cover the costs of the stay, and the requested visa duration. If the costs will be covered by the Slovak side, bank statement of the Slovak company must be enclosed. The date of signing and the date of notarization must be the same. Additionally, the original official invitation issued by the Slovak Foreign Police ("policajné pozvanie") may be attached as a supporting			
7	If the accommodation will be provided by the inviting side, and if the inviting side is not the owner of the property then slovak notary verified letter of confirmation of the owners.			
8	If the accommodation will NOT be provided by the inviting side, a document to authenticate applicant's accommodation: The hotel voucher obtained from the Slovak travel agency or confirmation issued by the hotel or reservations made online, in case of attending multiple country tours, all reservations should be presented. All names must be mentioned on the hotel reservation confirmation.			
9	Travel health insurance with coverage of 30.000 Euro, valid for Schengen countries, which starts 1 day before the travel date and finishes after 1 day from departure date with original signed/stamped or readable QR code.			
10	Flight/bus/train reservation (round-trip) or other travel-related documents. If traveling by car: driver's license, vehicle registration, Green Card, and insurance.			
11	If applicant is working in a company or is a company owner; • Original support letter from company in English containing the following information: indication of the Embassy that the document is addressed to; the employee's name and passport number; date of start of employment and function; length the leave and whether it is paid or unpaid leave, except when travelling for professional reasons; employer's contact details; and name and position of the person signing the letter. • SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK Tescil ve Hizmet Dökümü) with a readable QR code, original last 3 months salary payrolls signed and stamped by the company. • Company documents as: Signature circular (not older than 1 year), Copy of the certificate of registration from Chamber of Commerce (obtained in last 1 month) Tax			
12	If applicant is a farmer; Farmer Certificate issued by the Chambeulture (Ziraat Odası), Farmer SGK Service document.			
13	If applicant is retired; E-government SGK retirement document			
14	If the applicant is a student, (higher education): Student Certificate issued by the Council of Higher Education in Turkey (YÖK) with a readable QR code. For other students or pupils: Student Certificate issued by the relevant educational institution.			
15	Personal or company bank statements showing account activity over the last three months, original, stamped, and signed by the bank. The applicant must have €56 available in their bank account for each day of their stay. A maximum of 10 pages will			
16	If the applicant is a minor (under age 18) and is travelling alone or with one parent or legal guardian: Public notary approved statement from his/her parents (original) this document has to be presented in case the parent(s) hold valid visa(s) or if the entire family is not applying together on the same day.			
17	E-government address registration			
18	Non-Turkish nationals: Proof of legal residence in Türkiye, valid for at least three months beyond the intended date of departure from the territory of the Member States			

Başvuru Sahibinin Adı ve Soyadı
Applicant's Name and Surname

Başvuru Tarihi
Application Date

Başvuru Sahibinin İmzası
Applicant's Signature