



Entry and stay in Slovakia - guide to administrative duties

for foreigners coming to Slovakia
to study, teach or carry out research.

(Based on the legislation and information valid in December 2012)



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Introduction

Aim of this brochure is to give you - the university students, PhD students, university teachers and researchers in general coming to Slovakia - an overview of the formalities towards the national authorities related to your stay in Slovakia.

This guide will help you identify the procedures and documents you will need in your specific situation. Please, follow the "Navigation" and find the tailor-made guidelines to get through the formalities smoothly.

Please note that this guide is for your information only; it doesn't contain exhaustive information on stay of foreigners in Slovakia in general, and it gives no right for claims or legitimate expectations of any kind. Full official information is provided in the Act on Stay of Aliens that is available in English at

http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/pravne_predpisy/zakony/ACT%20No%20404-2011%20on%20Residence%20of%20Aliens%20and%20Amendment%20and%20Supplementation%20of%20Certain%20Acts.pdf.

*If you need personal advice or assistance, you can contact us at **euraxess@saia.sk**, or see the page 29 for further information and contact data of EURAXESS Slovakia*

1. Navigation

Start with part I. and continue as advised in each answer you have given according to your situation:

I. Are you an EU/EEA/Swiss national?

A. Yes – proceed directly to chapter „Duties of EU/EEA/Swiss nationals coming to Slovakia“, page 8.

Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.

B. No – continue with question II.

II. Is your stay in Slovakia shorter than 90 days?

A. Yes - if you want to study, carry out research, teach in Slovakia or participate in a conference (unless you have an employment contract with a Slovak institution) you will not need to apply for a residence permit, but you may need visa to enter Slovakia. If you have an employment contract, skip directly to question III.

Do you need visa to enter Slovakia (or Schengen Area in general)?

(you can check it here:

[http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7\\$en#novisa](http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7$en#novisa))

1. Yes – then apply for visa in case you want to study, carry out research, teach in Slovakia or participate in a conference, and you will not have an employment contract with a Slovak institution. If you have an employment contract, skip directly to question III.

For detailed information about visa procedures see chapter „Visa - Application for Schengen visa“, page 10.

After arrival to Slovakia, there are also some duties you have to



fulfil – see chapter „Duties after arrival to Slovakia“, 22.

- 2. No** – in this case you do not need to make any administrative steps before your arrival (if you want to study, carry out research or teach in Slovakia or participate in a conference, and you will not have an employment contract with a Slovak institution. If you have an employment contract, skip directly to question III.

After arrival to Slovakia, there are also some duties you have to fulfil – see chapter „Duties after arrival to Slovakia“, page 22.

- B. No** – if your stay is longer than 90 days, you will need to apply for a temporary residence permit; the application procedures can vary depending on where you decide to apply for residence permit.

Do you need visa to enter Slovakia (or Schengen Area in general)?

1. Yes - you can obtain residence permit in 2 ways:

- a) you can apply for temporary residence permit abroad prior to your arrival to Slovakia (to find out details about temporary residence permit, please continue with question III). After issuing the temporary residence permit a Slovak embassy/consulate on the basis of an application issues the National visa allowing the entry into Slovakia. While planning your stay, please note that this procedure may last longer due to diplomatic post between a Foreign Police Office in Slovakia and the respective Slovak embassy/consulate.

After arrival to Slovakia, there are also some other duties you have to fulfil – see chapter „Duties after arrival to Slovakia“, page 22.

Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.

- b) in case that from objective reasons it is not possible to apply for temporary residence permit from abroad due to lack of time, and the applicant is considered to be a “preferred immigrant” (e. g. scholarship holders coming to Slovakia on the basis of bilateral intergovernmental agreements or programmes approved by the Government of SR, or in case of a research stay on the basis of a hosting agreement) you can apply for the National visa abroad (for further details about visa procedures see chapter „Visa - Application for National visa“, page 12. Afterwards you come to Slovakia and apply for temporary residence permit in Slovakia (to find out details about temporary residence permit, please continue with question III.). Do not forget to bring all documents needed for residence permit with you; otherwise you will have to leave Slovakia (Schengen Area) at the latest on the date when your visa expires.

After arrival to Slovakia, there are also some other duties, you have to fulfil – see chapter „Duties after arrival to Slovakia“, page 22.

Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.

2. No - you can obtain residence permit in 2 ways:

- a) you can come to Slovakia and apply for temporary residence permit in Slovakia (to find out details about temporary residence permit, please continue with question III.). Do not forget to bring all documents needed



for residence permit with you; otherwise you will have to leave the territory of Slovakia (Schengen Area) at the latest on the date when your visa expires.

Note: The application procedure for temporary residence permits for the purpose of study, research and development and special activity, may take 30 days after the date the application was accepted by the respective Foreign Police Office. In other cases the procedure can take 90 days. Beware, you will have to apply and also obtain the residence permit within 90 days after entering Slovakia (Schengen Area), otherwise you will have to leave the territory of Slovakia (Schengen Area). Without having visa, you can reside in the Slovak territory (Schengen Area) for 90 days in one half-year after having entered Slovakia (Schengen Area). If the cumulative stay as a result of multiple stays in the territory of Slovakia (Schengen Area) were to exceed 90 days in the 6 consecutive months, conditions of the entry

After arrival to Slovakia, there are also some other duties you have to fulfil – see chapter „Duties after arrival to Slovakia“, page 22.

Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.

- b) you can apply for temporary residence permit abroad prior to your stay in Slovakia (to find out details about temporary residence permit, please continue with question III.). While planning your stay, please note that this procedure may last longer due to diplomatic post between a foreign police office in Slovakia and the respective Slovak embassy/consulate.

After arrival to Slovakia, there are also some other duties you have to fulfil – see chapter „Duties after arrival to Slovakia“, page 22.

Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.

III. For detailed information about procedures and required documents concerning the temporary residence permit, please answer the following question: What do you intend to do in Slovakia?

A. study at a university – independent from the type of study (full programme study or academic mobility/exchange stays), you can apply for **temporary residence permit for the purpose of study** – see chapter „Purpose of study in case of university students/PhD students“ page 13.

B. carry out research or development

1. Are you invited by a Slovak university to stay as a PhD student?

- a) **Yes** – if you have an invitation letter (letter of acceptance) as a PhD student, proceed as „A. study at a university“ mentioned above,
b) **No** (irrespective of whether you have an invitation from a university or another research organisation)

- **Have you signed a Hosting Agreement with a university or a research institution in Slovakia?** (see chapter “What is a Hosting Agreement”, page 19)

(1) **Yes** - you can apply for **temporary residence permit for the purpose of research and development** – see chapter „Purpose of research and development for researchers with a Hosting Agreement“, page 17.



(2) No – how is your stay arranged?

- (a) stay within an exchange/mobility programme or cooperation scheme (based on a simple letter of invitation from a research organisation and/or scholarship letter of award) – for further information about residence permit see chapter „Purpose of special activity in case of researchers without a Hosting Agreement“, page 16
- (b) regular employment contract – for further information about residence permit see chapter „Purpose of employment“, page 20
- (c) research activities combined with teaching at a university – see point C.1 (below)

C. teach at a university

- 1. you will accomplish teaching activities combined with research within an exchange/mobility programme or based on a simple invitation letter from a Slovak university, but with no employment contract (the research is a significant activity along teaching) – depending on the documents you have as a proof of stay, you can follow the procedures as a researcher (conclude with part III. B of this questionnaire) or as a teacher (continue with points 2 or 3 of this part).
- 2. you will accomplish teaching activities within an exchange/mobility programme or based on a simple invitation letter from a Slovak university, but with no employment contract (teaching activity must be the main purpose of your stay stated also in the letter of invitation from the university and/or in the scholarship letter of award) – you can apply for temporary residence permit for the purpose of special activity – see chapter “Purpose of special activity in case of university teachers”, page 14.
- 3. you will have a regular employment contract – for further information about residence permit see chapter „Purpose of employment“, page 20.

IV. If you consider coming to Slovakia with your family members, please answer again the following question: Are you an EU/EEA/Swiss national?

A. Yes – Is the accompanying family member an EU/EEA/Swiss national?

- 1. **Yes** - your family member can proceed in accordance with procedures described in chapter „Duties of EU/EEA/Swiss nationals coming to Slovakia“, page 8.
- 2. **No** - for the residence permit for the family member consult the chapter „Procedures for family members of EU/EEA/Swiss nationals who come from third countries“, page 23

B. No – Is the accompanying family member an EU/EEA/Swiss national?

- 1. **Yes** - your family member can proceed in accordance with procedures described in chapter „Duties of EU/EEA/Swiss nationals coming to Slovakia“, page 8.
- 2. **No** - for the residence permit for the family member consult the chapter “Residence permit for the purpose of family reunion in case of third country nationals families”, page 24.

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2. Duties of EU/EEA/SWISS nationals coming to Slovakia

2.1 Residence

If an EU/EEA/Swiss national intends to stay in Slovakia less than 119 days, he/she is obliged only **to submit the notice of stay** to the foreign police office **within 10 working days** since his/her arrival to Slovakia. This is usually made by the accommodation provider, if the person stays in a hotel, hostel or dormitory. If accommodated in private (e.g. in a private rented flat or at a friends' place), the EU/EEA/Swiss national is obliged to submit the notice of stay in person directly at the respective foreign police office (list of foreign police offices can be found on page 26).

If an EU/EEA/Swiss national intends to stay in Slovakia longer than 119 days, he/she is obliged **to submit the notice of stay** to the foreign police office **within 10 days** since his/her arrival to Slovakia (for the usual ways of notifying see the paragraph above). After that he/she can stay in Slovakia without any further obligations for 90 days from the entry into the Slovak Republic. After this period of 90 days is over, EU/EEA/Swiss national is obliged to apply for **registration of residence** in the Slovak Republic within next 30 days.

What do you need for the report of stay?

If staying in private, come in person to the foreign police office during the office hours and present the following:

- ✓ **filled in form “Notice of the stay”** (available in 7 languages to download here www.minv.sk/?pobyt-cudzinka; must be filled in Slovak language)
- ✓ **ID/passport**

What do you need for registration of residence for EU/EEA/Swiss nationals?

Come in person to the foreign police office during the office hours and present the following:

- ✓ **filled in form “Application for registration of right of residence of Union Citizen”** (available to download at www.minv.sk/?pobyt-cudzinka; must be filled in Slovak language)
- ✓ **ID/passport**
- ✓ **document proving the purpose of your stay in Slovakia, or sufficient financial resources**

2.2 Employment

EU/EEA/Swiss nationals and their family members can be employed on the territory of the Slovak Republic on the same terms as Slovak nationals. An applicant has to meet an employer's requirements, e.g., required education, language skills, required work experience etc.

For information related to all mobile workers from EU/EEA/Switzerland can consult the website of EURES (information network to facilitate mobility of workers within the countries of European Union and the European Free Trade Association) www.eures.sk and <http://ec.europa.eu/eures>.

In practice this means that EU/EEA/Swiss citizens are not required to apply for a work permit if they want to work legally in Slovakia.



According to the regulation of the Council (EEC) No. 311/76 on compilation of foreign workers statistics, the Slovak Republic as well as other member states, is obliged to monitor the movement of workers within the Community. In the Slovak Republic, the monitoring of labour mobility is carried out on the basis of an information card for the purpose of statistical records.

Information cards

The employer fulfils the obligation to notify foreign employees by means of an Information card on commencement/termination of labour relation or secondment/termination of secondment of the EU/EEA/Swiss citizen or his/her family member to the territory of the Slovak Republic. Such Information card must be submitted to the local Labour Office for each EU/EEA/Swiss employee **within 7 days** after the EU/EEA/Swiss employee started working.

An employer is obliged to notify the employment of an EU/EEA/Swiss citizen on an Information card, in writing. **Non-observance of this obligation is considered to be a breach of the legal regulations related to employment.**

Employment relations in Slovakia are regulated by the Labour Code (Act No 311/2001 Coll.) and the Act on Employment Services (Act No 5/2004 Coll.) which can be searched for in the on-line legislation database <http://jaspi.justice.gov.sk/> (the website is in Slovak only).



3. Duties of third country nationals coming to Slovakia

3.1 Visa

When intending to apply for visa the foreign nationals are **urged to contact the territorially competent Slovak embassy/consulate general** (see page 28) **in order to receive a detailed and up-to-date information on visa requirements**, since the general information provided below may not fully cover the visa requirements applicable in the third country. Before visiting the embassy/consulate in person, contact them by telephone or e-mail and arrange an appointment if possible.

Note: To find out whether your country is on the list of Visa countries, check the following website: [http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7\\$en#novisa](http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7$en#novisa).

You can apply for visa at the earliest three months prior to your planned trip. Under the applicable law, the visa application procedure shall not take longer than 15 days, in exceptional cases the decision may take up to 60 days.

Exemptions apply to the nationals of the countries which have signed Community-level visa facilitation agreements (Albania, Bosnia and Herzegovina, Montenegro, Macedonia, Moldova, the Russian Federation, Serbia, Georgia and Ukraine) When national of these countries apply for visa, the decision should be delivered within 10 calendar days of the delivery of a completed visa application. Nationals of Macedonia, Montenegro and Serbia don't need visa, if they are holders of biometric passports.

3.1 1 Application for Schengen visa (Type C – short stay)

The visa entitles its holder to enter and stay in the Schengen area for not more than a total of 90 days within a six-month period subsequent to the date of the first entry. This visa may be issued for one or several entries (single entry or multiple entry visa).

Territorial validity of the visa is specified on a visa sticker in the "Platné pre/Valid for" line. The visa may be valid for all Schengen Member States. In that case, "Valid for: Schengen countries" is specified on the visa sticker entitling its holder to move freely within the entire Schengen area for the period of the visa validity and duration of stay.

In the case of a visa with limited territorial validity, the following may be specified on the visa sticker: "Valid for: the Slovak Republic" (i.e., the visa is valid only for the Slovak Republic), or "Schengen countries - XY" (i.e., the visa is valid for all Schengen countries except XY), or "Valid for: SK, XY" (i.e., the visa is valid only for the Slovak Republic and XY).

In general, when applying for a Schengen visa, foreign nationals have to submit the following:

- ✓ **filled-in form "Application for Schengen Visa"**
(http://www.mzv.sk/en/consular_info/visa)
The application must be signed by the applicant; in case of minors or persons lacking legal capacity, the application must be signed by their legal guardian who is required to attach a copy of the document identifying him/her as the applicant's legal guardian.
- ✓ **full-face colour photograph** 3x3.5 cm.
- ✓ **valid travel document**; the travel document must be valid for at least three months longer than the expected validity of the visa requested and it must have been issued within previous 10 years. The document shall contain at least 2 blank pages.
- ✓ **documents demonstrating the purpose and conditions of the planned stay** (a



- letter of invitation, letter of award, hosting agreement etc.)
- ✓ **accommodation-related documents, e.g.:**
 - letter of award or hosting agreement in case they specify accommodation provided
 - a voucher/reservation confirming hotel accommodation and services provided
 - a personal letter of invitation confirming that the applicant will stay at the inviting person's place
 - other documents
 - ✓ **documents confirming sufficient means of subsistence, e.g.:**
 - cash in a freely convertible currency
 - travel cheques
 - a bank account statement confirming that the applicant has had a regular income (salary, pension) in the previous 6-12 months
 - other documents safeguarding funds in a convertible currency
(No general amount of funds to cover the costs of living is prescribed, but the funds must be sufficient for the length and purpose of stay and costs of living in the final country of destination or Schengen area countries. At this moment, Slovak authorities generally operate with 56 €/person/day, hence a foreign national might be requested to proof the corresponding amount respective to the duration of his/her stay as stated in the visa at the Slovak border.)
 - ✓ **documents enabling an assessment of the applicant's intention to leave the territory of the EU** at the latest on the day of the expiry of the visa applied for, e.g. means of transport – a return (not open) air/bus/train ticket.
 - ✓ **travel medical insurance** – the insurance must cover all costs that may arise in connection with the repatriation of the applicant to his/her home country due to health problems, urgent medical treatment, emergency hospital treatment or death. Travel insurance must be valid for all Schengen Member States and the entire length of the applicant's stay. A minimum insurance coverage of 30 000 € is required. Family members of EU or EEA nationals are exempt from the obligation of submitting travel health insurance.
 - ✓ **other documents** – for the purposes of the visa application procedure, the embassy or consulate general may ask foreign nationals to submit other documents in order to verify the declared purpose of the visit and applicant's intention to return to his/her home country or the country of his/her residence.

Visa application fees: 60 € in general or **35 €** for nationals of third countries which have signed a Visa Facilitation Agreement with the Community:

- Albania (holders of non-biometric passports)
- Bosnia and Herzegovina (holders of non-biometric passports)
- Montenegro (holders of non-biometric passports)
- Macedonia (holders of non-biometric passports)
- Moldova
- Russian Federation
- Serbia (holders of non-biometric passports)
- Ukraine
- Georgia

The fees are paid in a freely convertible currency or in a national currency of the third country, in which the application has been filed, converted using the applicable official exchange rate. No administrative fee is charged for visa application filed by a third country national who is a family member of an EU or EEA national and exercises his/her right of free movement.



3.1.2 Application for National visa (Type D – long stay)

National (long-stay) visa may be issued in relation to the granted residence permit or in connection with Slovakia's commitments under international treaties or for the benefit of the Slovak Republic. It is allowed for long-term visa holders to travel to other member states (outside the frontier of the state who issued the visa), however the total of stay cannot exceed 90 days in any six month period.

The possibility to apply for National visa depends upon the decision of the respective Slovak embassy/consulate abroad (see part "Slovak embassies and consulates abroad", page 28). Therefore, it is necessary to contact the respective embassy/consulate and get information about your specific situation.

Usually, when applying for a National visa, foreign nationals have to submit the following:

- ✓ **filled-in form "Application for National Visa"**
(http://www.mzv.sk/en/consular_info/visa)
The application must be signed by the applicant; in case of minors or persons lacking legal capacity, the application must be signed by their legal guardian who is required to attach a copy of the document identifying him/her as the applicant's legal guardian.
- ✓ **full-face colour photograph** 3x3.5 cm
- ✓ **valid travel document**; the travel document must be valid for at least three months longer than the expected validity of the visa requested and it must have been issued within previous 10 years. The document shall contain at least 2 blank pages.
- ✓ **documents demonstrating the purpose and conditions of the planned stay** (a letter of invitation, letter of award, hosting agreement etc.)
- ✓ **accommodation-related documents, e.g.:**
 - letter of award or hosting agreement in case they specify accommodation provided
 - a voucher/reservation confirming hotel accommodation and services provided
 - a personal letter of invitation confirming that the applicant will stay at the inviting person's place
 - other documents
- ✓ **documents confirming sufficient means of subsistence, e.g.:**
 - cash in a freely convertible currency
 - travel cheques
 - a bank account statement confirming that the applicant has had a regular income (salary, pension) in the previous 6-12 months
 - other documents ensuring funds in a convertible currency
(No general amount of funds to cover the costs of living is prescribed, but the funds must be sufficient for the length and purpose of stay and costs of living in Slovakia. At this moment, Slovak authorities generally operate with 56 €/person/day, hence a foreign national might be requested to proof the corresponding amount respective to the duration of his/her stay as stated in the visa at the Slovak border.)
- ✓ **documents enabling an assessment of the applicant's intention to leave the territory of the EU** at the latest on the day of the expiry of the visa applied for, e.g. means of transport – a return (not open) air/bus/train ticket.
- ✓ **travel medical insurance** – the insurance must cover all costs that may arise in connection with the repatriation of the applicant to their home country due to health problems, urgent medical treatment, emergency hospital treatment or death. Travel insurance must be valid for all Schengen Member States and the entire length of the applicant's stay. A minimum insurance coverage of 30 000 € is required. Family members of EU or EEA nationals are exempt from the obligation of submitting travel



- health insurance.
- ✓ **other documents** – for the purposes of the visa application procedure, the embassy or consulate general may ask foreign nationals to submit other documents in order to verify the declared purpose of the visit and applicant's intention to return to their home country or the country of their residence.

Visa application fee: 33 €

In case National visa is issued in connection with collection of granted residence permit in the Slovak Republic, the fee is 9.50 €.

The fee is paid in a freely convertible currency or in a national currency of the third country, in which the application has been filed, converted using the applicable official exchange rate. No administrative fee is charged for visa application filed by a third country national who is a family member of an EU or EEA national and exercises his/her right of free movement.

Note: National visa is granted only for a period of time necessary for obtaining the temporary residence permit. Therefore if you are going to apply for temporary residence permit from Slovakia it is crucial to have all your documents needed for the residence permit application with you (see part "Temporary residence permit", page 13), so you can obtain your permit in time. Otherwise, you will have to leave the Slovak (Schengen) territory at the day of expiry of your National visa the latest (there is no possibility of extension).

3.2 Temporary residence permit

There are several relevant types of temporary residence permit to apply for depending on the activity you are going to pursue in Slovakia:

- temporary residence permit for the purpose of study
- temporary residence permit for the purpose of special activity
- temporary residence permit for the purpose of research and development
- temporary residence permit for the purpose of employment

To find out which type suits your situation best, please consult the "Navigation", page 4.

3.2.1 Purpose of study in case of university students/PhD students

Students from third countries staying in Slovakia longer than 90 days apply for temporary **residence permit for the purpose of study**. You have to apply in person at the Slovak embassy/consulate competent for your country or at a respective foreign police office in Slovakia. You have to submit a complete application; otherwise it will not be accepted.

Complete application consists of the following documents:

- ✓ **filled-in application form "Application for temporary residence"** (available here http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyti/ziadost_prva.pdf; it has to be filled in Slovak language)
- ✓ **2 full-face colour photographs** 3x3.5 cm
- ✓ **passport** (you just have to show it, they will not keep it)
- ✓ **confirmation of studies** from your host university in Slovak language as a proof of purpose of stay



- ✓ **document in Slovak language valid as a proof of financial resources** (e.g. letter of award stating the amount of your scholarship)
- ✓ extract from your **criminal record with apostille or superlegalisation** from your country of origin **and** every country where you have stayed for more than 90 days within the last 3 years (if any). **Then it has to be translated by an official sworn translator.** The list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – „Prekladatelia“, but the list is available in Slovak only. If the extract is issued in Czech language there is no need for it to be translated into Slovak.

None of the documents proving the purpose of stay, financial resources and blamelessness can be older than 90 days on the day of filing the application for temporary residence.

Fees: 4.50 € for the residence card

If applying for temporary residence directly at a foreign police office in Slovakia officers will also ask you to provide a mobile phone number where they can send you a text message that your residence permit is ready, typically by 30 days, in Slovak language (you can write the number on your application form). The foreign police office should give you a confirmation that they have received the application (which has to be kept), and should let you know within 30 days since accepting the application, in case you have been granted the residence permit. The residence permit is issued in a form of a residence card. You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

When you get your residence permit, the foreign police office will ask you to provide within 30 days from collecting the residence card a **proof of health insurance coverage in Slovakia for the whole length of stay**. If you have it from other country than Slovakia, you have to get the contract officially translated to Slovak, with the exception of Czech contracts, where the translation is not required. In case you do not have **health insurance**, you have to obtain it **within 3 days after you are granted the residence permit**. Moreover, within 30 days from collecting the residence permit you have to submit a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some medical centres only and the cost has to be taken into account (see page 28).

Conditions, under which students and PhD students can **work** alongside with studying are briefly explained in chapter “Work permit – yes or no?” on page 21.

3.2.2 Purpose of special activity in case of university teachers

Teachers and lecturers from third countries coming to Slovakia within an official exchange or mobility programme or upon invitation of a respective university/research organisation or within an international programme or in the framework of an international agreement or within an EU funded programme or a Slovak government programme can apply for the **residence permit for the purpose of special activity**. You have to apply in person at the Slovak embassy/consulate competent for your country or at a respective foreign police office in Slovakia. You have to submit a complete application; otherwise it will not be accepted.

Complete application consists of the following documents:



- ✓ **filled-in application form “Application for temporary residence”** (available here http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf; it has to be filled in Slovak language)
- ✓ **2 full-face colour photographs** 3x3.5 cm
- ✓ **passport** (you just have to show it, they will not keep it)
- ✓ **document in Slovak language as a proof of purpose of stay**, e. g.:
 - **confirmation from your host university that you will carry out activities of a university teacher**, in that case you may be exempted from the duty to pay the fee of 99.50 € for residence permit application (it is advised that the exemption from this duty is addressed in the letter)
 - another document proving the purpose of stay (e.g. a letter of award of a scholarship, an invitation letter from a host university/research organisation for a lecture stay but without an explicit confirmation on carrying out activities of a university teacher) – in that case, the applicant will be obliged to pay 99.50 € for residence permit application
- ✓ **document in Slovak language valid as a proof of financial resources** (e.g. a letter of award stating the amount of your scholarship or your account statement)
- ✓ extract from your **criminal record with apostille or superlegalisation** from your country of origin **and** every country where you have stayed for more than 90 days within the last 3 years (if any). **Then it has to be translated by an official sworn translator.** The list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – „Prekladatelia“, but the list is available in Slovak only. If the extract is issued in Czech language there is no need for it to be translated into Slovak.
- ✓ official document in Slovak language as a **proof of accommodation** (e. g. confirmation from your accommodation provider or a rental agreement and the letter of ownership)

None of the documents proving the purpose of stay, financial resources, accommodation and blamelessness can be older than 90 days on the day of filing the application for temporary residence permit.

Fees: 99.50 € for residence permit application, in case the application is not supported by the explicit confirmation of the host university that the applicant is to carry out activities of a university teacher
4.50 € for the residence card

If applying for temporary residence directly at a foreign police office in Slovakia officers will also ask you to provide a mobile phone number where they can send you a text message that your residence permit is ready, typically by 30 days, in Slovak language (you can write the number on your application form). The foreign police office should give you a confirmation that they have received the application (which has to be kept), and should let you know within 30 days since accepting the application, in case you have been granted the residence permit. The residence permit is issued in a form of a residence card. You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

When you get your residence permit, the foreign police office will ask you to provide within 30 days from collecting the residence card a **proof of health insurance coverage in Slovakia for the whole length of stay**. If you have it from other country than Slovakia, you have to get the contract officially translated to Slovak, with the exception of Czech contracts, where the



translation is not required. In case you do not have **health insurance**, you have to obtain it **within 3 days after you are granted the residence permit**. Moreover, within 30 days from collecting the residence permit you have to submit a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some medical centres only and the cost has to be taken into account (see page 28).

If you would like to be **employed** as a university teacher, it is necessary to fulfil also other duties, which are briefly explained in chapter “Work permit – yes or no?” on page 21.

3.2.3 Purpose of special activity in case of researchers without a Hosting Agreement

Researchers coming to Slovakia within an official exchange or mobility programme or upon invitation of a respective university/research organisation or within an international programme or in the framework of an international agreement or within an EU funded programme or a Slovak government programme without a Hosting Agreement have to apply for the **residence permit for the purpose of special activity**. You have to apply in person at the Slovak embassy/consulate competent for your country or at a respective foreign police office in Slovakia. You have to submit a complete application; otherwise it will not be accepted.

Complete application consists of the following documents:

- ✓ **filled-in application form “Application for temporary residence”** (available here http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf; it has to be filled in Slovak language)
- ✓ **2 full-face colour photographs** 3x3.5 cm
- ✓ **passport** (you just have to show it, they will not keep it)
- ✓ **document in Slovak language as a proof of purpose of stay** (e.g. letter of award from the mobility programme or confirmation from your host university/research organisation that you will carry out research activities there)
- ✓ **document in Slovak language valid as a proof of financial resources** (e. g. a letter of award stating the amount of your scholarship or your account statement)
- ✓ extract from your **criminal record with apostille or superlegalisation** from your country of origin **and** every country where you have stayed for more than 90 days within the last 3 years (if any). **Then it has to be translated by an official sworn translator**. The list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only. If the extract is issued in Czech language there is no need for it to be translated into Slovak.
- ✓ official document in Slovak language as a **proof of accommodation** (e. g. confirmation from your accommodation provider or a rental agreement and the letter of ownership)

None of the documents proving the purpose of stay, financial resources, accommodation and blamelessness can be older than 90 days on the day of filing the application for temporary residence permit.

Fees: 99.50 € for residence permit application
4.50 € for the residence card

If applying for temporary residence directly at a foreign police office in Slovakia officers will also ask you to provide a mobile phone number where they can send you a text message that your residence permit is ready, typically by 30 days, in Slovak language (you can write the number on your application form). The foreign police office should give you a confirmation that they have received the application (which has to be kept), and should let you know within 30



days since accepting the application, in case you have been granted the residence permit. The residence permit is issued in a form of a residence card. You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

When you get your residence permit, the foreign police office will ask you to provide within 30 days from collecting the residence card a **proof of health insurance coverage in Slovakia for the whole length of stay**. If you have it from other country than Slovakia, you have to get the contract officially translated to Slovak, with the exception of Czech contracts, where the translation is not required. In case you do not have **health insurance**, you have to obtain it **within 3 days after you are granted the residence permit**. Moreover, within 30 days from collecting the residence permit you have to submit a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some medical centres only and the cost has to be taken into account (see page 28).

If you would like to be **employed** as a researcher or university teacher, it might be necessary to fulfil also other duties, which are briefly explained in chapter “Work permit – yes or no?” on page 21.

3.2.4 Purpose of research and development for researchers with a Hosting Agreement

Researchers with a Hosting Agreement signed with a research institution or a university can apply for the **temporary residence permit for the purpose of research and development**. You have to apply in person at the Slovak embassy/consulate competent for your country or at a respective foreign police office in Slovakia. You have to submit a complete application; otherwise it will not be accepted.

Complete application consists of the following documents:

- ✓ **filled-in application form “Application for temporary residence”** (available here http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf; it has to be filled in Slovak language)
- ✓ **2 full-face colour photographs** 3x3.5 cm
- ✓ **passport** (you just have to show it, they will not keep it)
- ✓ **Hosting Agreement** in Slovak language (as a **proof of purpose of stay** and as a **proof of financial resources**)
- ✓ extract from your **criminal record with apostille or superlegalisation** from your country of origin **and** every country where you have stayed for more than 90 days within the last 3 years (if any). **Then it has to be translated by an official sworn translator**. The list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only. If the extract is issued in Czech language there is no need for it to be translated into Slovak.

None of the documents proving the purpose of stay, financial resources and blamelessness can be older than 90 days on the day of filing the application for temporary residence permit.

Fees: 4.50 € for the residence card

If applying for temporary residence directly at a foreign police office in Slovakia officers will also ask you to provide a mobile phone number where they can send you a text message that your residence permit is ready, typically by 30 days, in Slovak language (you can write the



number on your application form). The foreign police office should give you a confirmation that they have received the application (which has to be kept), and should let you know within 30 days since accepting the application, in case you have been granted the residence permit. The residence permit is issued in a form of a residence card. You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

When you get your residence permit, the foreign police office will ask you to provide within 30 days from collecting the residence card a **proof of health insurance coverage in Slovakia for the whole length of stay**. If you have it from other country than Slovakia, you have to get the contract officially translated to Slovak, with the exception of Czech contracts, where the translation is not required. In case you do not have **health insurance**, you have to obtain it **within 3 days after you are granted the residence permit**. Moreover, within 30 days from collecting the residence permit you have to submit a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some medical centres only and the cost has to be taken into account (see page 28).

If you would like to be **employed** as a researcher or university teacher, it might be necessary to fulfil also other duties, which are briefly explained in chapter “Work permit – yes or no?” on page 21.



What is a Hosting agreement?

Hosting agreement is a tool facilitating faster and easier entry procedures for third country researchers who want to carry out research and development activities in the EU.

In Slovakia, a specific residence permit for the purpose of research and development was introduced in January 2012. Hosting agreement is the main supporting document for researchers applying for this type of residence permit. It is signed by the host research organisation in Slovakia (public or private) and by the third country researcher. Only research organisations approved by The Ministry of Education, Science, Research and Sport of the Slovak Republic to admit third country researchers are eligible to issue a Hosting agreement.

List of approved research organisations is published at www.vedatechnika.sk (link to the list:

<https://www.vedatechnika.sk/SK/VedaATechnikaVSR/Stranky/Povolenie-pravnickym-osobam-vykonavajucim-vyskum-a-vyvoj-prijimat-cudzincov.aspx>, then click at “Zoznam právnických osôb vykonávajúcich výskum, vývoj, ktorým bolo povolené prijímať cudzincov”; Slovak language only).

If a research organisation is not listed among the approved institutions it can apply for the licence at The Ministry of Education, Science, Research and Sport. For the application procedure see

<http://www.euraxess.sk/sk/main/euraxess-pre-vyskumne-organizacie/prijimanie-cudzincov/dohoda-o-hostovani/> (in Slovak language) or the Slovak version of this brochure.

Hosting agreement has to contain the following:

- name and contact details of the third country researcher
- name and contact details of the host research organisation
- specification of the research worker's classification and working conditions
- the purpose, duration and professional focus of the research project, and the availability of the necessary financial resources for it to be carried out
- certified copy of the researcher's qualification
- declaration by the host research organisation that in case where a researcher remains illegally in the territory of the Slovak republic, the said organisation is responsible for reimbursing the costs related to his/her stay and return incurred by public funds
- declaration by the host research organisation that during his/her stay the researcher has sufficient monthly resources to meet his/her expenses and return travel costs in the minimum amount of the minimum salary. Typically, the financial resources can come from a granted scholarship, or from a concluded employment contract. For duties arising from the employment see the page 20.
- declaration by the host research organisation or by the researcher that during his/her stay the researcher has the health insurance

More information and model Hosting agreements can be found at:

<http://www.euraxess.sk/en/main/practical-information/hosting-agreement>.



3.2.5 Purpose of employment in case of researchers and teachers with a regular employment contract

If not regulated otherwise (as discussed above), researchers and teachers who will have a regular employment contract (without hosting agreement) shall apply for the **temporary residence permit for the purpose of employment**. You have to apply in person at the Slovak embassy/consulate competent for your country or at a respective foreign police office in Slovakia. You have to submit a complete application; otherwise it will not be accepted.

Complete application consists of the following documents:

- ✓ **filled-in application form “Application for temporary residence”** (available here http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf; it has to be filled in Slovak language)
- ✓ **2 full-face colour photographs** 3x3.5 cm
- ✓ **passport** (you just have to show it, they will not keep it)
- ✓ **work permit as a proof of purpose of stay**
- ✓ **employment contract as a proof of financial resources**
- ✓ extract from your **criminal record with apostille or superlegalisation** from your country of origin **and** every country where you have stayed for more than 90 days within last 3 years (if any). **Then it has to be translated by an official sworn translator**. The list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only. If the extract is issued in Czech language there is no need for it to be translated into Slovak.
- ✓ official document in Slovak language as a **proof of accommodation** (e. g. confirmation from your accommodation provider or a rental agreement and the letter of ownership)

None of the documents proving the purpose of stay, financial resources, accommodation and blamelessness can be older than 90 days on the day of filing the application for temporary residence permit.

Fees: 165.50 € for the residence permit application
4.50 € for the residence card

If applying for temporary residence directly at a foreign police office in Slovakia officers will also ask you to provide a mobile phone number where they can send you a text message that your residence permit is ready, typically by 30 days, in Slovak language (you can write the number on your application form). The foreign police office should give you a confirmation that they have received the application (which has to be kept), and should let you know within 30 days since accepting the application, in case you have been granted the residence permit. The residence permit is issued in a form of a residence card. You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

When you get your residence permit, the foreign police office will ask you to provide within 30 days from collecting the residence card a **proof of health insurance coverage in Slovakia for the whole length of stay**. If you have it from other country than Slovakia, you have to get the contract officially translated to Slovak, with the exception of Czech contracts, where the translation is not required. In case you do not have **health insurance**, you have to obtain it **within 3 days after you are granted the residence permit**. Moreover, within 30 days from collecting the residence permit you have to submit a **medical certificate** that you do not suffer



from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some medical centres only and the cost has to be taken into account (see page 28).

3.3 Work permit – yes or no?

In general, if you would like to be employed in the territory of the Slovak Republic you have to apply (in person or by means of the future employer) for a work permit (in specific case of an international treaty/agreement that specifies that the work permit is not required, the international treaty/agreement has to be presented).

The employer has a duty to report the starting of the job of a foreigner to the local Labour Office within 7 days.

Employment relations in Slovakia are regulated by the Labour Code (Act No 311/2001 Coll.) and the Act on Employment Services (Act No 5/2004 Coll.) which can be searched for in the on-line legislation database <http://jaspi.justice.gov.sk> (the website is in Slovak only).

3.3.1 When is a work permit not required?

A work permit is not required in case

- you have been granted the temporary residence permit for **the purpose of study** but the employment cannot exceed **10 hours per week** or the corresponding number of days or months per year;
- you have been granted a temporary residence permit for **the purpose of research and development**, but only for employment related to **lecturing** and this employment cannot exceed 50 calendar days in a calendar year;
- you are a **pedagogic employee, academic employee at a higher education institution, scientific, research or development worker**, participating in a **professional scientific event** or an artist participating in an artistic event; whose employment on the territory of Slovakia does not exceed **7 consecutive calendar days** and a total of **30 calendar days** in a calendar year and
- you need to perform work within the **systematic training for the profession** at schools and school establishments registered in the school network.
- you are a Slovak living abroad;
- you are to be employed on the basis of the commitment of the Slovak Republic to an international treaty (published in the Collection of Acts of the SR) defining that for the employment under this treaty the work permit is not required;
- you have permanent residence permit on the territory of the SR;
- you have been granted a temporary residence permit for the purpose of family reunification - under special provisions to be consulted directly with the Labour Office.

3.3.2 Easier conditions for granting work permit

Easier conditions apply when the district Labour office does not take into consideration the current situation on the Slovak labour market when granting a work permit. It is the case:

- if you carry out a constant teaching or research activity as a pedagogic employee or an academic employee at a higher education institution, or as a scientific, research or development worker;
- if you are to be employed for the purpose of further training (internship), not longer than for a period of one year;



- if you are not older than 26 years of age and you are employed casually or on part-time basis within school exchanges or within a youth program, in which the SR participates;
- if stipulated in an international treaty, which is binding for the Slovak Republic and published in the Law Code of SR.

3.3.3 How to obtain a work permit?

You may apply for the work permit yourself (in person or via mail) or you can authorize your future employer by the letter of attorney to apply on your behalf (the letter of attorney has to be officially verified by a Slovak notary). The application for a work permit is submitted to the Labour Office according to the territorial competence corresponding to the location of the future employer.

Complete application consists of the following documents:

- **2 x filled-in form “Work Permit Application”** that also contains the written **“Employer’s Promise to Employ a Foreigner”**. The employer confirms by signature and stamp that after obtaining the work permit he will employ the applicant
- **copy of a travel document**
- **verified copy of the certificate of the achieved education level translated into Slovak language.**
- official authorization with your signature verified by a Slovak notary in case you want the employer to submit the application on your behalf

More information in English language and the form „Work Permit Application“ can be found at <http://mic.iom.sk/en/work/employment/94-ziadost-o-pracovne-povolenie.html>.

List of local Labour Offices can be found here http://www.upsvar.sk/urady-psvr/zoznam-uradov-prace-socialnych-veci-a-rodiny.html?page_id=1570

3.4 Duties after arrival to Slovakia

Besides duties connected with visa and residence permit (for details consult the “Navigation”, page 4), each third country national is obliged only **to report the stay** to the foreign police office **within 3 working days** since arrival to Slovakia. This is usually made by the accommodation provider, if you are staying in a hotel, hostel or dormitory. If accommodated in private (e.g. in private rented flat or at friends’ place), you have to submit the Notice of stay in person directly at the respective foreign police office (the list of foreign police offices can be found on page 26).

What do you need for the report of stay?

If accommodated in private, come in person to the foreign police office during the office hours and present the following:

- ✓ **filled-in form “Notice of the stay”** (available in 7 languages to download here www.minv.sk/?pobyt-cudzinka; must be filled in Slovak language)
- ✓ **passport**



4. Bringing family members with you

4.1 Procedures for family members of EU/EEA/Swiss nationals who come from third countries

Special rules apply to family members of EU/EEA/Swiss nationals who come from third countries. Entry and stay rights differ according to whether they are travelling with/joining the EU/EEA/Swiss national or they are travelling alone. According to the current regulations, a family member of the EU/EEA/Swiss national is understood as the third country national that is:

- a) his/her spouse;
- b) his/her child younger than 21 years of age, his/her dependent child and dependent children of his/her spouse;
- c) his/her dependent direct relative in descending or ascending line and such a person of his/her spouse;
- d) any other family member to whom paragraphs (a) to (c) do not apply and she/he is a dependent person in the country of his/her origin;
- e) any other family member to whom paragraphs (a) to (c) do not apply and she/he is the member of his/her household;
- f) any other family member to whom paragraphs (a) to (c) do not apply and she/he depends on his/her care due to serious health reasons;
- g) his/her partner with whom the EU/EEA/Swiss national is in a permanent, duly certified relationship;
- h) third country national with the right of residence of the family member of the EU/EEA/Swiss national in the member state, in which the Slovak Republic national is the EU/EEA/Swiss national with whom the third country national returns or joins him/her to reside back in the Slovak Republic territory and fulfils any of the conditions specified in par. (a) to (g) in relation to the Slovak Republic national.

If entering the Schengen Area from a third country, a family member may have the obligation to obtain visa to enter the Schengen Area. In this case, a family member can apply for visa at a respective embassy or consulate (visa shall be issued within 15 days) or directly at the border, where the family member enters the Schengen Area. For details about visa procedures see chapter “Visa - Application for Schengen Visa”, page 10.

If coming from a member state of the Schengen Area, a family member accompanying/joining an EU/EEA/Swiss national is not required to have a visa when entering the Slovak Republic. If he/she comes alone the visa may be required.

A family member of the EU/EEA/Swiss national who is a holder of a valid travel document can stay (without any further obligations) in the Slovak Republic territory **during 90 days from the date of entry** into territory of the Slovak Republic, if she/he accompanies or joins the EU/EEA/Swiss national whose family member she/he is. The beginning of stay in the Slovak Republic territory shall be reported by the family member of the EU/EEA/Swiss national at the respective foreign police office within 10 working days from the date of entry into the territory of the Slovak Republic.

When a family member is **staying in Slovakia longer than 90 days**, he/she has to apply for the issuance of a document called “**Residence Card of EU Citizen Family Member**” at a foreign police office within 30 days after the 90-day period from the date of entry into the territory of the Slovak Republic.



Complete application consists of the following documents:

- **filled-in form “Application for issue of document residence of the family member with right for residence”** (the same as “Application for registration of right of residence of Union Citizen”; available to download at www.minv.sk/?pobyt-cudzinka; must be filled in Slovak language)
- **valid travel document**
- **2 full-face colour photographs** 3x3.5 cm
- **document proving your relation to the EU national** (marriage certificate, birth certificate, etc.). This document has to be **apostilled or superlegalised** and **officially translated into Slovak** by a sworn translator. The list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only.
- **confirmation about the registration** of the residence of the **warrantor**

Fees: 4.50 € for the residence card

Note: For family members of nationals of the Slovak Republic, who are third countries nationals, different procedures apply.

4.2 Residence permit for the purpose of family reunion in case of third country nationals families

Family members of a third country national wishing to join him/her in Slovakia for the period longer than 90 days have to apply for temporary residence permit for the purpose of family reunion (family unification). In accordance with the current regulations, mainly following persons are seen as family members of a third country national:

- a) a spouse, if the married couple is at least 18 years;
- b) a common single child younger than 18 years of age of the third country national and his/her spouse;
- c) his/her single child younger than 18 years of age;
- d) a single child of his/her spouse younger than 18 years of age;
- e) his/her dependent single child older than 18 years of age or dependent single child older than 18 years of age of his/her spouse who cannot take care of him/herself due to long term unfavourable health condition;
- f) his/her parent or a parent of his/her spouse who is dependent on his/her care and lacks appropriate family support in the country of origin.

Applicants have to apply in person at the Slovak embassy/consulate competent for their country or at a respective foreign police office in Slovakia. They have to submit a complete application; otherwise it will not be accepted.

Complete application consists of the following documents:

- ✓ **filled-in application form “Application for temporary residence”** (available here http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf; it has to be filled in Slovak language)
- ✓ **2 full-face colour photographs** 3x3.5 cm
- ✓ **passport** (you just have to show it, they will not keep it)
- ✓ **document proving the relation to the third country national** (certified copy of marriage certificate, birth certificate, etc.) **as a proof of purpose of stay**. This



document has to be **apostilled or superlegalised** and **officially translated into Slovak** by a sworn translator. The list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only.

statutory declaration of the third country national to be joined that he/she will support the applicant and a document in Slovak language valid as a proof of his/her financial resources to do so (e.g. employment contract, or bank account statement)

- ✓ extract from applicant's **criminal record with apostille** from the country of origin **and** every country where the applicant has stayed for more than 90 days within last 3 years (if any). **Then it has to be translated by an official sworn translator.**
- ✓ official document in Slovak language on the provision of **accommodation** in common with the third country national to be joined.

None of the documents proving the purpose of stay, financial resources, accommodation and blamelessness can be older than 90 days on the day of filing the application for temporary residence permit.

Fees: 132.50 € for the residence permit application
4.50 € for the residence card

If applying for temporary residence directly at a foreign police office in Slovakia officers will also ask you to provide a mobile phone number where they can send you a text message that your residence permit is ready, typically by 30 days, in Slovak language (you can write the number on your application form). The foreign police office should give you a confirmation that they have received the application (which has to be kept), and should let you know within 30 days since accepting the application, in case you have been granted the residence permit. The residence permit is issued in a form of a residence card. You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

When you get your residence permit, the foreign police office will ask you to provide within 30 days from collecting the residence card a **proof of health insurance coverage in Slovakia for the whole length of stay**. If you have it from other country than Slovakia, you have to get the contract officially translated to Slovak, with the exception of Czech contracts, where the translation is not required. In case you do not have **health insurance**, you have to obtain it **within 3 days after you are granted the residence permit**. Moreover, within 30 days from collecting the residence permit you have to submit a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some medical centres only and the cost has to be taken into account (see page 28).



5. Other practical information

5.1 Foreign Police Offices in Slovakia and their territorial responsibility

Note: The foreign police staff communicates in Slovak only, so if you think that you will not be able to communicate with them somehow, have somebody to go with you. Also, the queuing time at the foreign police office can be very lengthy. People usually come early in the morning to take an appointment number card, and it might happen later during the day that there will not be any more appointment number cards available, so those without one will have to come back another day.

OFFICE HOURS OF ALL FOREIGN POLICE OFFICES		
Monday	7.30 - 12.00	12.30 – 15.00
Tuesday	7.30 – 12.00 (only valid for Bratislava office – to collect documents and taking biometric data only)	
Wednesday	7.30 - 12.00	12.30 - 17.30
Friday	7.30 - 12.00	

FOREIGN POLICE OFFICE CONTACT	TERRITORY COVERED (DISTRICTS):
<p>Bratislava Hrobákova 44, Bratislava 851 02 ☎ +421-9610-36855 📠 +421-9610-36859</p>	Bratislava I.-V., Malacky, Pezinok, Senec
<p>Dunajská Streda Adorská 34, Dunajská Streda 929 01 ☎ +421-96111-3200 📠 +421-96111-3209</p>	Dunajská Streda, Komárno
<p>Trnava Športová 10, Trnava 917 01 ☎ +421-96110-6152 - 6 📠 +421-96110-6159</p>	Trnava, Galanta, Hlohovec, Piešťany, Senica, Skalica
<p>Nitra Kalvárska 2, Nitra 949 01 ☎ +421-96130-3230 📠 +421-96130-3209</p>	Nitra, Partizánske, Topolčany, Zlaté Moravce
<p>Nové Zámky Bitúnkova 8, Nové Zámky 949 36 ☎ +421-96133-3208 📠 +421-96133-3209</p>	Nové Zámky, Levice, Šaľa



FOREIGN POLICE OFFICE CONTACT	TERRITORY COVERED (DISTRICTS):
Trenčín Jílemnického 2, Trenčín 911 01 ☎ +421-96120-3233 📠 +421-96120-3209	Trenčín, Myjava, Nové Mesto nad Váhom, Bánovce, Ilava, Považská Bystrica, Prievidza, Púchov
Banská Bystrica Štefánikovo nábrežie 7, Banská Bystrica 974 01 ☎ +421-96160-3203 📠 +421-96160-3209	Banská Bystrica, Banská Štiavnica, Brezno, Detva, Zvolen, Žarnovica, Žiar nad Hronom, Krupina
Rimavská Sobota Hviezdoslavova 35, Rimavská Sobota 979 01 ☎ +421-96168-3205 📠 +421-96168-3209	Rimavská Sobota, Lučenec, Poltár, Revúca, Veľký Krtíš
Žilina Kysucké Nové Mesto, ul. Hviezdoslavova 436/6, PSČ 024 01 (personal contact office for foreigners is in Žilina, Bánovská cesta 8111/1 – in the building of Žilina Fire Department) ☎ +421-96144-3205, +421-96140-3217 📠 +421-96144-3209	Žilina, Bytča, Čadca, Martin, Turčianske Teplice, Kysucké Nové Mesto, Ružomberok, Dolný Kubín, Liptovský Mikuláš, Námestovo, Tvrdošín
Košice Trieda SNP 35, Košice 040 01 ☎ +421-9619-31208 📠 +421-9619-31209	Košice I., II., III., IV., Košice – okolie, Gelnica, Spišská Nová Ves, Rožňava
Michalovce Štúrova 1, Michalovce 071 01 ☎ +421-96172-3220 📠 +421-96172-3209	Michalovce, Sobrance, Trebišov, Humenné, Snina, Medzilaborce
Prešov Ľubochnianska 2, Prešov 080 01 ☎ +421-96180-3205 📠 +421-96180-3209	Prešov, Bardejov, Sabinov, Stará Ľubovňa, Poprad, Kežmarok, Levoča, Stropkov, Svidník, Vranov nad Topľou

You can check for updates at <http://www.minv.sk/?ocp-1>.



5.2 Slovak embassies and consulates abroad

The list of Slovak embassies and consulates general abroad can be found at the website of the Ministry of Foreign Affairs of the Slovak Republic:

http://www.mzv.sk/en/ministry/slovak_diplomatic_missions-diplomatic_missions

5.3 Medical Centres relevant for residence permit

In connection with temporary residence permit a third country foreigner shall submit a medical certificate that he/she does not suffer from any exotic disease threatening the public health. The following medical centres can issue such certificate accepted by Slovak foreign police offices:

- Poliklinika cudzokrajných chorôb, ZAMA s.r.o., Americké námestie 3, **Bratislava**, Tel: +421 2 52925688, Fax: +421 2 52962732, info@cudzokrajne.sk, www.cudzokrajne.sk
- Inštitút očkovania a cestovnej medicíny s.r.o., Teslova 33, **Bratislava**, Tel: +421 2 44635473, Mobil: +421 915 889054, bakos@inocem.sk, www.inocem.sk
- Univerzitná nemocnica Martin, Klinika infektológie a cestovnej medicíny, Ambulancia pre cudzokrajné choroby, Kollárova 2, **Martin**, Tel: +421 43 4203637, Tel: +421 43 4203386, szilagyi@jfmed.uniba.sk, www.jfmed.uniba.sk
- Univerzitná nemocnica L. Pasteura Košice, Klinika infektológie a cestovnej medicíny, Rastislavova 43, **Košice**, Tel: +421 55 6152200, Tel: +421 55 6152201, occh@fnlp.sk
- Inštitút očkovania a cestovnej medicíny s.r.o., ŽILPO, s.r.o., Vysokoškolákov 31, **Žilina**, Mobil: +421 917 131479, bakos@inocem.sk, www.inocem.sk
- Fakultná nemocnica Nitra, Ambulancia pre cudzokrajné choroby, Špitálska 6, 950 01 **Nitra**, Tel: +421 37 6545 955, <http://www.fnnitra.sk>
- Ambulancia infektológie a tropickej medicíny Spoločnosti INF TROP-MED s.r.o., Nábřežná 5, **Prievidza**, Tel: +421 46 5113311, jpetrickova@uniklinika.sk

Note: The medical check and certificate for the purpose of residence permit is a paid service. Prices for the medical certificate vary depending upon the medical centre. Contact the particular centre for precise information (count with 112 – 269 €). Also, many times the staff at the ambulance communicates in Slovak only, so if you think that you will not be able to communicate with them somehow, have somebody to go with you.

You can check for updates at <http://www.minv.sk/?pobyt-cudzinca>.



EURAXESS

EURAXESS aims to facilitate mobility by removing obstacles connected to legislation and administrative duties (visa and residence, social security, taxation, recognition of diplomas), but also related to social and cultural aspects.

Slovakia joined the EURAXESS initiative through SAIA in 2004. Researchers in all their career stages who have questions concerning their research mobility, international or intersectoral, can contact our EURAXESS Service Centres in SAIA offices located throughout the country (in Bratislava, Nitra, Žilina, Banská Bystrica, Košice and Prešov). You can also consult EURAXESS Slovakia website at www.euraxess.sk. It is a part of the European network of EURAXESS websites, which exist in 37 countries. They are all connected with the European EURAXESS. Researchers in Motion portal <http://ec.europa.eu/euraxess>.

All the services are offered free of charge.

EURAXESS consists of four main initiatives:



EURAXESS Jobs is a simple, free of charge tool. Researchers can find a pool of constantly updated information on job vacancies, funding opportunities and fellowships throughout Europe and publish their CVs available to registered research organisations. On the other hand, research organisations can publish their research job vacancies.



EURAXESS Services is a network of more than 200 Service Centres located in 37 European countries. These Centres provide free personalised assistance and help researchers and their family plan and organise their move to a foreign country.



EURAXESS Rights provides mainly information on the rights and duties of researchers, as well as research and funding organisations arising from The European Charter for Researchers and Code of Conduct for the Recruitment of Researchers.



EURAXESS Links is a networking tool for European researchers working outside Europe. It is established in the USA, Japan, China, India and ASEAN countries.

EURAXESS Slovakia

www.euraxess.sk

euraxess@saia.sk

tel: +421-2-59 30 47 00, +421-2-59 30 47 11

SAIA, n. o.

Nam. Slobody 23

812 20 Bratislava, Slovakia



SAIA, n. o. (Slovak Academic Information Agency) is a non-governmental non-profit organisation implementing programmes and providing services aimed at enhancement of civil society, and assisting in internationalisation of education and research in Slovakia since 1990.

SAIA manages different mobility programmes for outgoing and incoming university students, PhD. students, university teachers and researchers within bi-lateral and multilateral programmes. Moreover we provide information about studying abroad and in Slovakia, organise selection committees within various scholarship programmes, seminars for Slovak universities and research organisations, prepare and publish publications and are involved in various other activities related to internationalisation of higher education and science.

Currently SAIA administers the following programmes:

- **Academic Mobility** – scholarships based on the intergovernmental bilateral agreements
(more information on www.saia.sk or <http://granty.saia.sk>)
- **National Scholarship Programme of the Slovak Republic**
(more information on www.scholarships.sk)
- **Action Austria - Slovakia, Co-operation in Science and Education**
(more information on www.aktion.saia.sk)
- **CEEPUS - Central European Exchange Programme for University Studies**
(more information on <http://www.saia.sk/en/main/saia/ceepus>)
- **Sciex-NMS^{ch} - Swiss-Slovak Scholarship Fund**
(more information on www.sciex.sk)
- **EURAXESS - European Services Network for Researchers**
(more information on www.euraxess.sk)

SAIA runs offices in six university towns throughout Slovakia (besides Bratislava also in Nitra, Žilina, Banská Bystrica, Košice and Prešov).